



# BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

*Early College High School*  
 SELECT PROJECT *935 Teacher/Staff Activity Funds*  
 SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:  
 NEW  
 REVISED

Fiscal Year	REVENUE	Estimated Amount
2021-2022	Deposits	
2021-2022	Donations, Gifts	\$ 250.00
2021-2022	Dues & Fees; Registration Fees; Name Badges; Rental fees	\$ 250.00
2021-2022	Catalog/Brochure Sales	\$ 100.00
2021-2022	Food Item Sales; Clothing Sales; Spirit Item Sales; Art Sales	\$ 250.00
2021-2022	Reimbursements; Refunds	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Restaurant Profit Sharing	\$ 300.00
2021-2022	School Pictures; Yearbooks	\$ 150.00
2021-2022	Concession Sales; School Store Sales	\$ 300.00
2021-2022	Ticket Sales; Admission Costs; Parking Pass Sales	\$ 150.00
2021-2022	Special Events; Purchases	\$ 50.00
2021-2022	Snack/Drink Cart Sales	\$ 100.00
2021-2022	United Way	\$ 200.00
2021-2022	Walk a thon's; Contests	\$ 100.00
2021-2022	Name Badges	\$ 100.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 2,400.00

Fiscal Year	EXPENDITURES	Estimated Amount
2021-2022	Co-Curricular Materials	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 200.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing and Binding	\$ 200.00
2021-2022	Copy Supplies and Paper	\$ 200.00
2021-2022	Health, First Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen Products and Supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable; Name Badges; Books; magazines; newspapers; periodicals; subscriptions; memberships; registrations	\$ 50.00
2021-2022	Appliances; Furniture & Fixtures <\$5000; Technology related supplies; small equipment; software; parts; replacements and service	\$ 100.00
2021-2022	Uniforms; T-shirts; hoodies; jackets etc	\$ 100.00
2021-2022	Awards, gifts, decorations; regalia; refreshments; meals; teacher or student appreciation; flowers	\$ 100.00
2021-2022	donations; scholarships	\$ 50.00
2021-2022	refunds, reimbursements	\$ 50.00
2021-2022	Petty Cash	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 950.00
Total Expenditures		\$ 2,400.00

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 2,400.00	(A2)
Expenditures	\$ 2,400.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1-B2)

\*\* Report in Accounting (Wengage): Options -> Analysis Tools/Reports -> Revenue Expenditure Summary

Sponsor's Signature *[Signature]* Date *9/28/21*  
 Activity Fund Custodian's Signature *[Signature]* Date *9/28/21*

