

## 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):**

## 015 Admin Activity Account

930 DA ADMIN ACTIVITY

**SELECT PROGRAM (ONLY FOR PROJECT 893)**

**Please check one:**

**NEW****REVISED**

\*RENAMED from Project 892

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Donations; Gifts; Grants	\$ 1,000.00
2021-2022	Dues & fees; Rentals	\$ 200.00
2021-2022	Contributions from sites	\$ 100.00
2021-2022	Temporary deposit of money for special purposes	\$ 100.00
2021-2022	Restaurant profit sharing	\$ 50.00
2021-2022	Interest; Commissions	\$ 50.00
2021-2022	Ticket Sales; Admission Costs	\$ 50.00
2021-2022	Revenue Share; Tulsa Driller's Profit Sharing	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ -
Total Revenue		\$ 1,600.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Catering	\$ 50.00
2021-2022	Rentals; Lease Services	\$ 50.00
2021-2022	Communication Services	\$ 50.00
2021-2022	Printing & Binding	\$ 50.00
2021-2022	Copy supplies and paper	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
2021-2022	Kitchen products & supplies	\$ 50.00
2021-2022	General Supplies <\$5,000 non-durable	\$ 50.00
2021-2022	Books; magazines; newspapers; periodicals; subscriptions	\$ 50.00
2021-2022	Appliances, Furniture & Fixtures <\$5,000	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Awards, Gifts, Decorations, Regalia, Refreshments; Flowers; Cards	\$ 50.00
2021-2022	Dues & Fees; Registrations; Licensing Fees; Bank fees	\$ 50.00
2021-2022	Donations	\$ 50.00
2021-2022	Refunds; Reimbursements	\$ 50.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ 800.00
Total Expenditures		\$ 1,600.00

Beginning Fund Balance	\$	-	(A1) From Report**
Revenue	\$	1,600.00	(A2)
Expenditures	\$	1,600.00	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

X Natalie Eneff

7/13/2021

Date \_\_\_\_\_

Sponsor's Signature  
Signed by: e31a82ad-fd03-48fe-a97f-6d901d1ccfb4

**X** Natalie Eneff

7/13/2021

Date \_\_\_\_\_

Activity Fund Custodian's Signature  
Signed by: e31a82ad-fd03-48fe-a97f-6d901d1ccfb4

Form completed on 7/13/2021

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930 DA ADMIN ACTIVITY

<b>SELECT PROGRAM (ONLY FOR PROJECT 893)</b>	
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**Please check one:**

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NEW

	X
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**REVISED**

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Petty Cash	\$ 50.00
2021-2022	Transportation expenses; Travel expenses; Lodging	\$ 50.00
2021-2022	Cleaning, Maintenance supplies	\$ 50.00
2021-2022	Fundraiser Expenses	\$ 150.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Films, videos, audio tapes & audiovisual supplies	\$ 50.00
2021-2022	Speakers, Clinicians, Substitutes, Special Guests, Accompanists; Tutors	\$ 50.00
2021-2022	Repairs & Maintenance Services	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 50.00
2021-2022	Special purchases for which money was received	\$ 50.00
2021-2022	Adaptive Supplies	\$ 50.00
2021-2022	Incentives; Bereavement items; Recognition expenses	\$ 50.00
2021-2022	Outside Improvements	\$ 50.00
2021-2022	Professional Development; Certifications approved by HR	\$ 25.00
2021-2022	Chromebooks	\$ 25.00
Total Expenditures		\$ 800.00