BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2024 - June 30, 2025

SCHOOL SITE: 505 Centennial Middle School

ACCOUNT NAME & PROJECT: 807 ANNUAL - SAF

Please check one:

[ ] NEW

[x] REVISED

REVENUE		
Fiscal Year	**Deposits**	**Estimated Amount**
2024-2025	Dontations; gifts	$ 250.00
2024-2025	Dues and fees; registration fees; name badges; rental fees	$ 250.00
2024-2025	School pictures; yearbooks	$ 300.00
2024-2025	Interest; concessions	$ 400.00
2024-2025	Reimbursements; refunds	$ 50.00
2024-2025	Restaurant profit sharing	$ 50.00
2024-2025	Catalog/brochure sales	$ 50.00
2024-2025	Food items sales; clothing sales; spirit items; art sales	$ 50.00
2024-2025	Special projects/events	$ 50.00
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	$ -
	Total Revenue	**$ 1,450.00**

EXPENDITURES		
Fiscal Year	**Expenses**	**Estimated Amount**
2024-2025	Co-curricular materials	$ 250.00
2024-2025	Rentals; lease services	$ 200.00
2024-2025	Communication services	$ 200.00
2024-2025	Printing and binding; copy services	$ 500.00
2024-2025	Copy supplies and paper	$ 250.00
2024-2025	Health, first-aid & hygeine	$ 150.00
2024-2025	Kitchen products and supplies	$ 100.00
2024-2025	General supplies<$5000 non-durable; name badges	$ 500.00
2024-2025	Magazines, newspaper; periodicals; subscriptions	$ 200.00
2024-2025	Appliances; furniture and fixtures<$5000	$ 200.00
2024-2025	Technology related supplies; small equipment & software; camera	$ 200.00
2024-2025	Uniforms; t-shirts	$ 100.00
2024-2025	Awards; gifts; donations; regalia; refreshments	$ 500.00
2024-2025	Dues & fees; registration; licensing fees; bank fees	$ 50.00
2024-2025	Fundraiser; donations	$ 50.95
2024-2025	Refunds; reimbursements	32.70
	Go to Page 2 if more rows/cells are needed	
	Total from Page 2	$ -
	Total Expenditures	**$ 3,483.65**

Beginning Fund Balance	$	2,033.65	(A1) From Report**
Revenue	$	1,450.00	(A2)
Expenditures	$	3,483.65	(B1)
Ending Fund Balance	$	0.00	(B2) (A1+A2-B1=B2)

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

X _____ 10/28/24
Sponsor's Signature — Date

X _____ 10/28/24
Activity Fund Custodian's Signature — Date

Form completed on 10/21/2024