

BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2024 - June 30, 2025**SCHOOL SITE:****535 Sequoyah Eighth Grade Academy****ACCOUNT NAME & PROJECT:****938 TEACHER/STAFF ACTIVITY - FAF**

Please check one:

X

NEW

1

REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
2025-2026	Clothing, Merchandise, & Consumable Item Sales	\$ 100.00
2025-2026	Donations	\$ 100.00
2025-2026	Dues & Fees	\$ 100.00
2025-2026	Food & Concession Sales	\$ 100.00
2025-2026	Name Badges	\$ 100.00
2025-2026	Profit Sharing; Commissions	\$ 100.00
2025-2026	Reimbursement; Refund	\$ 100.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 700.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2025-2026	Appliances, Furniture, Fixtures <\$5,000	\$ 25.00
2025-2026	Awards, Gifts, Decorations, Regalia, Refreshments/Meals; Incentives	\$ 50.00
2025-2026	Books, Magazines; Newspapers; Periodicals; Subscriptions; Films, Video Tapes & Audiovisual Supplies	\$ 50.00
2025-2026	Co-curricular/Adaptive material	\$ 50.00
2025-2026	Contracted Services; Professional Services; Rentals; Lease Services; Maintenance Services	\$ 50.00
2025-2026	Donations; Scholarships	\$ 50.00
2025-2026	Dues & Fees; Refunds & Reimbursements	\$ 50.00
2025-2026	Fundraiser Expenses; School Pictures; Yearbook	\$ 50.00
2025-2026	General Supplies <\$5,000 non-durable; Name Badges; Kitchen Products; Lounge Supplies	\$ 50.00
2025-2026	Health, First-Aid, & Hygiene Supplies	\$ 50.00
2025-2026	Payroll; Employee Pay & Benefits; Speakers, Clinicians, Special Guests, Accompanists; Tutors	\$ 50.00
2025-2026	Petty Cash	\$ 50.00
2025-2026	Printing & Binding	\$ 50.00
2025-2026	Technology Related Supplies; Small Equipment & Software	\$ 25.00
2025-2026	Transportation; Travel Expenses; Lodging	\$ 25.00
2025-2026	Uniforms; T-shirts	\$ 25.00
	Go to Page 2 if more rows/cells are needed	
Total from Page 2		\$ -
Total Expenditures		\$ 700.00

Beginning Fund Balance	\$	-	(A1) From Report**
Revenue	\$	700.00	(A2)
Expenditures	\$	700.00	(B1)
Ending Fund Balance	\$	-	(B2) (A1+A2-B1=B2)

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

X

Sponsor's Signature _____

X

Activity Fund Custodian's Signature

Date _____

Date _____

Form completed on 4/23/2025