



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):

200 Creekwood Elementary
 938 FAF TEACHER/STAFF ACTIVITY
 SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

<input type="checkbox"/>	NEW
<input checked="" type="checkbox"/>	REVISED

REVENUE		Estimated Amount
Fiscal Year	Deposits	Estimated Amount
2021-2022	Dues & Fees; Fines; Registrations	\$ 100.00
2021-2022	Donations; Gifts	\$ 150.00
2021-2022	Restaurant Profit Sharing	\$ 100.00
2021-2022	Clothing sales	\$ 100.00
2021-2022	Food item sales	\$ 150.00
2021-2022	Name Badges	\$ 150.00
2021-2022	Concession Sales	\$ 50.00
2021-2022	Vending Account/Machines	\$ 50.00
2021-2022	Special Events	\$ 100.00
2021-2022	Commissions/Profit Sharing	\$ 100.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 1,050.00
Total Revenue		\$ 1,050.00

EXPENDITURES		Estimated Amount
Fiscal Year	Expenses	Estimated Amount
2021-2022	Kitchen products & supplies; Lounge supplies	\$ 50.00
2021-2022	Awards, gifts, decorations, regalia, refreshments; Recognition; Incentives; Appreciation; Special events	\$ 50.00
2021-2022	Refunds & Reimbursements	\$ 50.00
2021-2022	Uniforms; T-shirts	\$ 50.00
2021-2022	Fundraiser expenses	\$ 150.00
2021-2022	Cleaning, Maintenance Supplies & Chemicals	\$ 50.00
2021-2022	General Supplies; Name Badges; Copy supplies & Paper	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Donations; Petty Cash	\$ 50.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 50.00
2021-2022	Appliances; Furniture & Fixtures <\$5,000; Equipment	\$ 50.00
2021-2022	Printing & Binding; Communication Services	\$ 50.00
2021-2022	Technology-related supplies, small equipment, & software	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Health; First-Aid & Hygiene Supplies	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 1,050.00

Beginning Fund Balance	\$	(A1) From Report
Revenue	\$ 1,050.00	(A2)
Expenditures	\$ 2,050.00	(B1)
Ending Fund Balance	\$	(B2) (A1+A2-B1)

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

[Signature] 9/7/2021
 Date
[Signature] 9/7/2021
 Date
 Spouse's Signature
 Activity Fund Custodian's Signature