

## TICKET REQUISITION

This is to acknowledge receipt of the tickets to be sold for the event listed above. The first ticket number sold (not the one attached to this form) is recorded in Column B. The unsold end ticket number will be recorded in Column D on completion of ticket sales. Receipt of $\qquad$ for change is also acknowledged.


Person In Charge Of Sales
REPORT OF SALES

|  |  | A | B | C | D | E | F | G | H |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Ticket Color | Beginning Ticket No. | Ticket Seller Initials | Next Available Ticket No. | Ticket Seller Initials | No. of Tickets Sold (D-B) | Price Each | Total (F x G) |
| Advance | Adults |  |  |  |  |  | 0 |  | 0 |
| Sales | Students |  |  |  |  |  | 0 |  | 0 |
| GATE | Adults |  |  |  |  |  | 0 |  | 0 |
| 1 | Students |  |  |  |  |  | 0 |  | 0 |
| GATE | Adults |  |  |  |  |  | 0 |  | 0 |
|  | Students |  |  |  |  |  | 0 |  | 0 |
| GATE | Adults |  |  |  |  |  | 0 |  | 0 |
| 3 | Students |  |  |  |  |  | 0 |  | 0 |
| GATE | Adults |  |  |  |  |  | 0 |  | 0 |
| 4 | Students |  |  |  |  |  | 0 |  | 0 |


| Checks |  |
| :--- | ---: |
| Currency |  |
| Coin |  |
| Total |  |


| Total Sales |  |
| :--- | ---: |
| Change Returned |  |
| Cash Over/Short |  |
| Total Cash |  |

Person in Charge of Sales: $\qquad$ RECEIVED BY:

Ticket Taker: $\qquad$

* Form and money must be turned in to school treasurer the first work day following the event.

| School |  |
| :--- | :--- |
| Activity Account |  |
| External Support/Booster Organization |  |
| Name of Fundraiser |  |
| Sponsor |  |
| Date Submitted |  |

Purpose of fundraising activity:
$\qquad$
$\qquad$
$\qquad$

Items to be sold:
$\qquad$

Beneficiary of fundraising activity:
$\qquad$

Date(s) scheduled:

Names of adult supervisors at activity (chaperones, custodians, etc.):


SCHOOL ACTIVITY FUND
FUNDRAISER WORKSHEET

| School |  |
| :--- | :--- |
| Activity Account |  |
| Fundraiser |  |

1. Total Count of Items to be sold $\square$
2. Item $\quad$ Count $x$ Sales Price $=\quad$ Budget Sales

|  |  |  | 0 |
| ---: | ---: | :--- | ---: |
|  |  |  | 0 |
|  |  |  | 0 |

Total Budgeted Sales

Total count must equal Line 1.

3. Receipts


Total Receipts

4. Expenses


Total Expenses
$\square$
5. Total Count of Unsold Items

6. Item


0 Total count must equal Line 5.

7. Anticipated Profit (Line 2-Line 4)
8. Value of Unsold Items (Line 6)
9. Subtotal (Line 7 - Line 8)
10. Actual Profit (Line 3 - Line 4)
11. Cash Over/Short (Line 9 - Line 10)


Disposition of Unsold Items:

12. Explain Over/Short $\qquad$
$\qquad$
Investigate significant differences immediately.

Principal

*     - Must be turned in to principal within one week of the termination of fundraising event.


Submit to District Finance Office by May 15

SCHOOL ACTIVITY FUND
INDIVIDUAL ACTIVITY ACCOUNT BUDGET WORKSHEET

| School |  | Year |  |
| :--- | :--- | :--- | :--- |
| Activity Account |  |  |  |


| Description | Receipts Budget | Expenditures Budget |  |
| :---: | :---: | :---: | :---: |
| Beginning Cash Balance |  |  |  |
| RECEIPTS |  |  |  |
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|  |  |  | EXPENDITURES |
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|   0 <br> Totals  0 |  |  |  |
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Sponsor/Club Treasurer

Date

Principal

Date
Submit to Principal By April 15


Submit to Principal within first 30 days of school year or within 30 days of first transaction.

INVENTORY CONTROL WORKSHEET

| School |  |
| :--- | :--- |
| Activity Account |  |
| Type of Inventory |  |
| Vendors |  |
| Reporting Period |  |

1. Beginning Inventory (What you start with)


Total Value Beginning Inventory

2. Deliveries (What you purchase and receive to sell)


Cash in the machine or on hand.
3. Collections (Collected to turn in to Bookkeeper/Treasurer)

If Subtotal $B>$ Subtotal $A$, there is an overage. Explain if significant.

Total Value
Deliveries


Subtotal A
$\square$
0

Total Value Collections

4. Ending Inventory (What you end with)


If Subtotal A > Subtotal B, there is a shortage. Explain if significant.
List retail value of items lost, damaged, or given away.
Must be completed monthly


Receipt \#

| School |
| :--- |
| Activity Account |


|  | Receipt \# |
| :--- | :--- |
| Fundraiser |  |
| Teacher |  |


| Student Signature | Cash | Check |
| ---: | :--- | :--- |
| 16 |  |  |
| 17 |  |  |
| 18 |  |  |
| 19 |  |  |
| 20 |  |  |
| 21 |  |  |
| 22 |  |  |
| 23 |  |  |
| 24 |  |  |
| 25 |  |  |
| 26 |  |  |
| 27 |  |  |
| 28 |  |  |
| 29 |  |  |
|  |  |  |
|  |  |  |


| Total Cash |  |
| :--- | ---: |
| Total Coins |  |
| Total Checks |  |
| Total | 0 |

Students 3rd grade and above must sign form as they turn in money. The form and collected money must be given to the school treasurer daily. The school treasurer will complete the Recapitualtion Section and issue a receipt.

Recapitulation Section:
No. of Students $\square$ Total Amount Remitted

Person Remitting Money

## Date

White copy: School Treasurer

## School Treasurer

Date
Yellow copy: for Teacher or Sponsor

## SCHOOL ACTIVITY FUND PURCHASE ORDER

| School |
| :--- |
| Activity |


| P.O. No. |
| :--- |
| Date |


| Sectio | A |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Vendor Na |  |  |  |  |
|  | Address: |  |  |  |  |
| Line | Quantity | Catalog Number | Item Description | Cost |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
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| 12 |  |  |  |  |  |
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| 22 |  |  |  |  |  |
| 23 |  |  |  |  |  |
| 24 |  |  |  |  |  |
|  |  |  |  |  | 0 |

I authorize this order and there are sufficient funds available for this purchase.

Amount Paid: $\qquad$
Authorized by:
Date Paid:
Check Number: $\qquad$
Approved by:

## SCHOOL ACTIVITY FUND

STANDARD INVOICE

| School |  |  |  |
| :--- | :--- | :--- | :--- |
| Activity Account |  | Date  |  |


| Vendor's Name <br> Address <br> Phone <br> Fax <br> FEIN or Social Security No. |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |

Vendor's Certification

I hereby certify that the above is a correct statement of amount due from the above named school for articles furnished or services rendered as itemized.

Vendor Signature
Approval for Payment

| Person Receiving Item |
| :--- |
| Sponsor |
| Principal (nor required if Principal Signed Above) |

Amount Paid: $\qquad$
Date Paid: $\qquad$
Check No.: $\qquad$
Principal (nor required if Principal Signed Above)

## SCHOOL ACTIVITY FUND

EXPENSE REPORT


| School |  |
| :--- | :--- |
| Activity Account |  |

Function Description:

| Date | Expense Description | Amount |
| :--- | :--- | :--- |
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Total Allowed Expenses
0

| Attach |
| :---: |
| Receipts |

Amount Advanced (Check No. $\qquad$ ) $\qquad$
Other Adjustments (please explain):
Amount Returned (Receipt No. ____) ) Amount Reimbursed (Check No. $\qquad$ )

## Approval

Sponsor

## Principal

## School Treasurer

Must be submitted by close of the next business day after the trip.
School

| Transfer No. |  |
| :--- | :--- |
| Date |  |


| Activity Account | Transfer Amount |  |
| :---: | :---: | :---: |
|  | From | To |
|  |  |  |
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Explanation
$\qquad$

Approval
** Form must be completed prior to the transfer

Transfer-From Sponsor (If Applicable)

$\square$


| Activity Account | Transfer Amount |  |
| :---: | :---: | :---: |
|  | From | To |
|  |  |  |
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Explanation

Approval
** Form must be completed prior to the transfer

[^0]
## Principal

SCHOOL ACTIVITY FUND
PRINCIPAL'S COMBINED ACTIVITY FUND LEDGER

| School |  |
| :--- | :--- |


| Date | Check No. | Receipt No. | Acct. <br> Posted | Item Description | Receipts | Expenditures | Balance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  | Balance Forward |  |  |  |
|  |  |  |  |  |  |  | 0 |
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## SCHOOL ACTIVITY FUND CREDIT CARD SIGN IN/OUT FORM

| School |  |
| :--- | :--- |
| Credit Card Type |  |
| Credit Card Account No. |  |

I request permission to use the credit card identified above to procure supplies or pay for travel expenses as approved by separate documentation, which is in my possession. I understand that disciplinary action may result from my use of the credit card when its use violates board policy or purchasing procedures.

I agree to be personally liable for any charges on the card for which I have not obtained prior approval before making said charges.

I further agree I will promptly reimburse the school district upon notification that a charge made by me has been determined to be inappropriate, made without prior approval, or otherwise determined to be my responsibility. The school district may withhold said funds from my paycheck at its option

| Employe's Name Checking Out <br> Credit Card (Please Print) |  | Date \& Time <br> of Issuance | Date \& Time of <br> Return | Purchase <br> Order No. | Employee Witnessing Return of Credit <br> Card |
| :--- | :--- | :--- | :--- | :--- | :--- |
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## SCHOOL ACTIVITY FUND STUDENT REFUND / DISBURSEMENT FORM



Students in 3rd grade and above must sign form as they receive the refund.
The form must be returned to the school treasurer after all funds are disbursed.
Recapitulation: $\quad$ No. of Students $\quad \square \quad$ Total Amount Remitted $\quad \square$

Person Remitting Money

## Date

White copy to School Treasurer

School Treasurer

## Date

SCHOOL ACTIVITY FUND MONTHLY/ ANNUAL FINANCIAL REPORT


| Activity Accounts | Beginning Balance | Receipts | Expenditures | Ending Balance |
| :--- | :--- | :--- | :--- | :--- |
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| Reconciliation |  |  |
| :---: | :---: | :---: |
| Beginning Balance | Balance Per Bank Statement |  |
| Add: Receipts | 0 Add: Investment Balance |  |
| Subtotal: | 0 Add: Deposits in Transit |  |
| Less: Expenditures | 0 Subtotal | 0 |
| Ending Ledger Balance | 0 Less: Outstanding Checks |  |
|  | Other Adjustments (Explain) |  |
|  | Actual Cash Balanc | 0 |
|  | Add: Accounts Receivable |  |
| June Report is considered the Annual | Less: Accounts Payable |  |
| Financial Report | Add: Petty Cash |  |
|  | Total Balance | 0 |
| * These three numbers must agree. | June Report is considered the Annual Financial Report |  |

The above information is a true statement of the financial condition of the various activity fund accounts of this school.

## Principal

## Date

School Treasurer

## Date

SCHOOL ACTIVITY FUND
ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE
School


| Accounts Receivable | Purpose | Activity Account | Amount |
| :---: | :---: | :---: | :---: |
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| Accounts Payable | Purpose |  | Activity Account |
| :--- | :--- | :--- | :--- |
|  |  |  | Amount |
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Due with Monthly/Annual Financial Report
Monthly June Report is the final listing of accounts receivable and payable for the fiscal year

SCHOOL ACTIVITY FUND
TRAVEL VOUCHER

| Employee |  |
| :--- | :--- |
| School |  |
| Activity Accour |  |
| Phone No. |  |


| Month | Day | Time of |  | Location |  | Mileage calculation |  |  | Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Departure | Return | From | To |  | Lodging | Meals |  |
|  |  |  |  |  |  | 0 |  |  |  |
| Purpose |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | 0 |


| Key In <br> Mileage | Key In <br> Mileage Rate |
| :---: | :---: |
|  |  |


| Month | Day | Time of |  | Location |  | $\begin{gathered} \text { Mileage } \\ \text { calculation } \end{gathered}$ |  | Meals | Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Departure | Return | From | To |  | Lodging |  |  |
|  |  |  |  |  |  |  |  |  | 0 |
| Purpose |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |


| Key In | Key In |
| :---: | :---: |
| Mileage | Mileage Rate |
|  |  |


| Month | Day | Time of |  | Location |  | $\begin{gathered} \text { Mileage } \\ \text { calculation } \end{gathered}$ | Lodging | Meals | Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Departure | Return | From | To |  |  |  |  |
|  |  |  |  |  |  | 0 |  |  |  |
| Purpose |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | 0 |


| Key In |  |
| :---: | :---: |
| Mileage | Key In |
| Mileage Rate |  |



| Key In <br> Mileage | Key In <br> Mileage Rate |
| :---: | :---: |
|  |  |


| Month | Day | Time of |  | Location |  | Mileage calculation | Lodging | Meals |  | Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Departure | Return | From | To |  |  |  |  |  |
|  |  |  |  |  |  | 0 |  | B |  |  |
| Purpose |  |  |  |  |  |  |  | L |  |  |
|  |  |  |  |  |  |  |  | D |  | 0 |


| Key In |
| :---: | :---: |
| Mileage | | Key In |
| :---: |
| Mileage Rate |



Employee
Principal

Date

SCHOOL ACTIVITY FUND
SALES FROM CONCESSIONS/BOOKSTORE/PENCIL MACHINE FORM


Explanation:


SCHOOL ACTIVITY FUND
SALES FROM CONCESSIONS/BOOKSTORE/PENCIL MACHINE FORM


## Explanation

## School Treasurer

## SCHOOL ACTIVITY FUND <br> DONATION ACCEPTANCE FORM

School:

Fiscal Year Ending:
Date of gift:

Donor Name:

| Donor Address |  |
| :--- | :--- |
|  | street address |
|  |  |
|  | street address (continued) |
|  |  |
| city | state |

Donor Phone Number:
(circle as appropriate)
Type of donation: Cash check personal property real property service other
Other gift description including purpose and restrictions on donation:

If yes, description and dollar value:

Principal

Date


[^0]:    Transfer-From Sponsor (If Applicable)

