

Student Activity Budget & Purpose Planning Form

Student Activity _____ Original Submission or Revision

School Year 20__ - 20__ Fund _____ - _____

Advisor Name _____ Supervisor Name _____

Purpose of Student Activity _____

Budget Statement

Unencumbered beginning balance \$ _____ (A)

Estimated Receipts Sources:

Amount:

- 1) _____ \$ _____
- 2) _____ \$ _____
- 3) _____ \$ _____
- 4) _____ \$ _____
- 5) _____ \$ _____

TOTAL Estimated receipts \$ _____ (B)

TOTAL Balance & Revenue \$ _____ (A + B)

Student Activity Budget & Purpose Planning Form

Estimated Expenditures Sources:

Amount:

1) _____ \$ _____

2) _____ \$ _____

3) _____ \$ _____

4) _____ \$ _____

5) _____ \$ _____

TOTAL Estimated expenditures \$ _____ (D)

Anticipated unincumbered ending balance \$ _____ (C - D)

Notes/Comments _____

Advisor Signature _____ Date _____

For Treasurer's Office Use Only : Received by _____ Date _____

Submit to the Treasurer by May 1st each year

SALES PROJECT POTENTIAL

The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by student activity programs. The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

SECTION 1 - Complete prior to implementing fundraiser. Receive principal or athletic director approval then forward to treasurer.

Organization _____

Proposed Sales Project _____

Dates of Proposed Project _____ to _____

Sales Company / Address _____

Representative _____

Quantity to be Ordered _____

Cost per Unit _____

Proposed Sale Price per Unit _____

Requested By: _____ Approved By: _____

Sponsor Signature _____ Date _____ Principal/Athletic Director Signature _____ Date _____

SECTION 2 - Complete after fundraiser is finished then forward to treasurer with sponsor and principal/athletic director signatures.

	Unit Price	Cost
Purchases	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
Less Returns	\$ (_____)	\$ (_____)
	\$ (_____)	\$ (_____)
Total Cost	\$ _____	\$ _____
Total to be Accounted For (Retail)	\$ _____	\$ _____
Total Deposited with Treasurer		\$ _____
Quantity Unaccounted For (Please explain on reverse)		(+/-) \$ _____
Net Profit (Deposits - Total Cost)	\$ _____	

Sponsor Signature _____ Date _____ Principal/Athletic Director Signature _____ Date _____

Treasurer Signature _____ Date _____