

Activity Purpose Statement

Activity Budget

Budget Purpose Statement Combined

Total Revenue Anticipated:		
Total Balance and Revenue:		

ACTIVITIES	Expense Code	ESTIMATED EXPENDITURES
Total Estimated Expenditures:		
Anticipated Balance at the End of the Year:		

For expense code use this format: Fund-Function-Object-Special Cost Senter-OPU-IL-Job (not all will be applicable)

Fundraiser Forms

TOTAL RECEIPTS		\$	TOTAL EXPENDITURES		\$

(PRICE PER UNIT SOLD	X	NUMBER OF UNITS SOLD	=TOTAL SALES)	--	EXPENDITURE S	=TOTAL PROFIT

Explanation of unsold/unaccounted for items _____

Explanation of discrepancies between amount of total receipts and total sales _____

Sponsor/Advisor Signature and Date

Principal Signature and Date

Principal Signature and Date

FINANCIAL ACCOUNTABILITY

READ CAREFULLY BEFORE SIGNING

1. I understand that I, as Advisor of the Student Activity Club (Organization) named below, am responsible for preparing the annual Purpose Statement and Budget for our organization for supervising activities, including the preparation of fundraising potentials, cash deposits and any other duty assigned by the proper administrative authority.
2. I certify that our organization will not co-mingle funds with any other student organization.
3. I certify that our organization's funds will be used within the framework of the Purpose Statement.
4. I certify that I have received a copy of the Student Activity Handbook, which outlines the student activity procedures for the current year.
5. I understand that the Treasurer must sign any contract for the purchase of service, supplies or equipment.
6. I understand that any merchandise/equipment purchased with funds from this activity is the property of Boardman Board of Education.
7. I understand that all records for this activity are the property of the Boardman Board of Education.

They must be turned in to the Building Principal at the conclusion of this school year for auditing purposes, and kept for three years (two years after being audited).
8. I understand that if any of the above stipulations are not followed, I could be responsible for repayment and/or replacement of funds and/or property.

Student Activity Club/Organization

Advisor

Date