



Fundraising Activity Report

PA/PTA: MUST BE FILED WITH THE PRINCIPAL
 PRESIDENTS' COUNCIL: MUST BE FILED WITH THE SUPERINTENDENT

This report must be completed no more than five school days after the conclusion of *each* fundraising activity.

Please check and complete only one:

- PA/PTA** School Name: _____ District or Borough: _____
- Presidents' Council** District or Borough: _____

Fundraising Activity Title: _____ Fundraising Activity Date: _____

Briefly describe the fundraising activity:

Fundraising Activity Profit			
Total Gross Income – Total Expenses (including all vendor payments) = Fundraising Activity Profit			
Total Gross Income*:	-	Total Expenses*:	= Fundraising Activity Profit
\$	-	\$	= \$

Describe the program goals the funds will be used to support:

Date Fundraising Activity Report was distributed to Members:	
Date Fundraising Activity Report was distributed to the Principal/Superintendent:	
Prepared By (print):	
President Signature:	Date:
Treasurer Signature:	Date:

* Detailed financial records documenting all income and expenses related to fundraising activities are maintained by the PA/PTA or Presidents' Council. PA/PTA and Presidents' Council financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time.