

Fundraising Activity Report

PA: MUST BE FILED WITH THE PRINCIPAL
PC: MUST BE FILED WITH THE SUPERINTENDENT

Please check and complete only one:

- PA** School Name: _____ District or Borough: _____
- PC** District or Borough: _____

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

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 or PC. PA and PC financial records must be available for inspection by members upon request and reasonable notice, and at a mutually agreeable time.