Activity Purpose Statement Activity Budget Budget Purpose Statement Combined

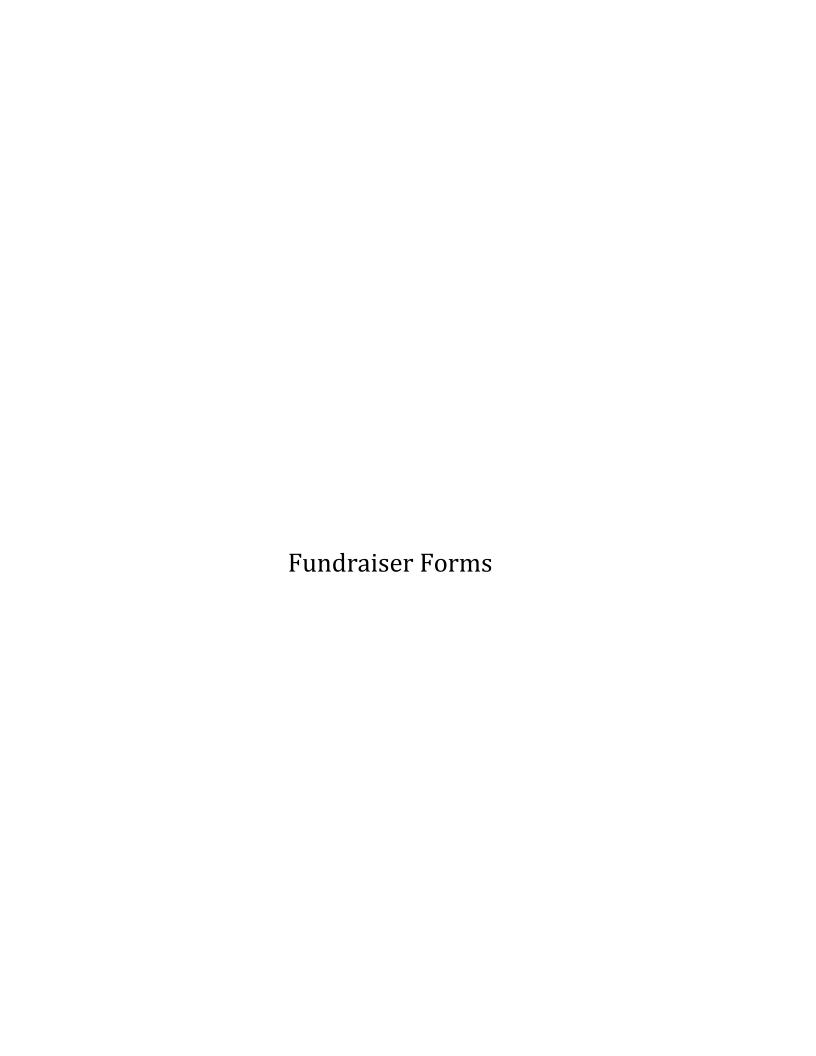
Boardman Local Schools Activity Budget/Purpose Statement

SECRETARY		
TREASURER		
By Club:		
: 		
Last Year's Balance:		
	INCOME	
Last Year's Balance: \$	INCOME	
Last Year's Balance: \$	INCOME	
Last Year's Balance: \$	INCOME	
Last Year's Balance: \$	INCOME	
Last Year's Balance: \$	INCOME	
Last Year's Balance: \$	INCOME	
	TREASURER	ENT OF INTENT AND PURPOSE should include goals and objectives.)

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)



Account Number (Fund/Special Cost Center)

FUNDRAISER FORM Top portion prior to fundraiser bottom portion following fundraiser

Organization:				
Proposed Pro	ject:			
Date(s):				
Company and	Address:			
Company Rep	resentative:			
Quantity to be ordered	Organization cost/unit	Proposed sale price/unit	Total Anticipated Revenue	
Requested by				
	Sponsor Signatur	re		
Date:				
	Principal Signatu	ire		
Date:				
Treasurer Signature:			Date:	

THIS PORTION TO BE COMPLETED AND SUBMITTED TO THE TREASURER'S OFFICE AT THE CONCLUSION OF THE EVENT!

DEPOSITS			EXPENDITURES		
RECEIPT	DATE OF		PURCHASE		AMOUNT
NUMBER	RECEIPT	AMOUNT	ORDER NUMBER	VENDOR	PAID

TOTAL	RECI	EIPTS	\$	ТО	TAL E	EXPENDITURES	\$	
(PRICE PER UNIT SOLD	X		R OF UNITS	=TOTAL SALES)		EXPENDITURE S	=TOTA	AL PROFIT
				ns				
Sponsor/Advis	or Sig	gnature an	d Date					
Principal Signa	ture a	and Date				·		
Principal Signa	ture a	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