

PA/PTA 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:



PA/PTA Fundraising Activity Report

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.