

## **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.

lease	e check and comp PA/PTA School		District or Borough	:	
			ugh: Fundraising Activ	vity Date:	
undr	aising Activity Ti	tle:			
riefly	y describe the fu	ndraising activity:			
	Fundraising Activity Profit				
	Total Gross Income – Total Expenses (including all vendor payments) = Fundraising Activity Profit				
	Total Gross Incor \$	me : To - \$ *	etal Expenses :	Fundraising Activity Profit  \$	
escr)	ibe the program	goals the funds will	pe used to support:		



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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.

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