

Activity Fund Budget Instructions

Instructions for completion of budget form

- 1 Enter estimated beginning balance as of July 1, 2018 on section I
- 2 Select a description from the drop-down box for REVENUES and EXPENDITURES in sections II and IV
- 3 Estimate amount needed for each line item
- 4 Have the teacher/sponsor AND the principal/activity custodian sign and date, then forward budget to the Accounting Department for Board approval

Please Note: zero dollar line items will not be considered part of your budget

Revenue

Description

Admissions/Tickets
Advertising and Program Sales
Concessions
Dues/Memberships/Donations
Fees/Penalties/Fines
Contracts and Commissions
Revenue from Merchandise Purchased for Resale
Fundraiser
Transfers
Awards

Expenditures

Description

Salaries/Benefits
Professional-Education Services (Instructional)
Technical Services (Clinicians, Security, Ushers, etc.)
Repairs and Maintenance Services
Rentals or Lease Services
Student Travel
Postage/Advertising
Staff Travel
Supplies
Books/Workbooks/Periodicals
Equipment
Furniture and Fixtures
Uniforms
Merchandise Purchased for Resale - Nonfundraiser
Merchandise Purchased for Resale - Fundraiser
Dues and Fees
Game Contracts and Commissions (Athletic Entry Fees)
Staff Registration and Tuition
Refunds
Donations/Gifts
Technology-related Items (non-consumable, software-related)
On-line Subscriptions
Scholarships/Awards

