



# STUDENT ACTIVITY OPERATING REPORT

School \_\_\_\_\_ Activity Number \_\_\_\_\_  
 Type of Activity \_\_\_\_\_ Date of Activity \_\_\_\_\_  
 Sponsoring Organization \_\_\_\_\_  
 Name of Faculty Sponsor \_\_\_\_\_

## RECEIPTS

Tickets Sold  
 Roll # 1-Price Per Ticket \$ \_\_\_\_\_ Roll # 2-Price Per Ticket \$ \_\_\_\_\_  
 Ending Ticket No. \_\_\_\_\_ Ending Ticket No. \_\_\_\_\_  
 Beginning Ticket No. \_\_\_\_\_ Beginning Ticket No. \_\_\_\_\_  
 Number of Tickets Sold \_\_\_\_\_ Number of Tickets Sold \_\_\_\_\_  
 Proceeds from roll # 1 \$ \_\_\_\_\_ Proceeds from roll #2 \$ \_\_\_\_\_

## MERCHANDISE SOLD

Item _____	Item _____
Selling Price \$ _____	Selling Price \$ _____
Number Purchased _____	Number Purchased _____
Final Balance on Hand _____	Final Balance on Hand _____
Items to Account For _____	Items to Account For _____
Sales Reported _____ \$ _____	Sales Reported _____ \$ _____
Difference (Explain) * _____	Difference (Explain) * _____
_____	_____
_____	_____
_____	_____

\*Attach "Certificate of Loss" (FM-0997) where applicable.

## OTHER RECEIPTS

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Receipts per General Ledger \$ \_\_\_\_\_

## DISBURSEMENTS: (All Expenses Must Be Paid By Check)

Check No.	Explanation	Amount	Check No.	Explanation	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Change Fund Advanced	\$ _____		Total Disbursements per General Ledger		_____
Change Fund Returned	\$ _____		NET PROFIT/<LOSS>		\$ _____
Transfer to General Fund:	\$ _____	Number _____			

Report Prepared By: \_\_\_\_\_  
 \_\_\_\_\_ Sponsor (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Report Reviewed By: \_\_\_\_\_  
 \_\_\_\_\_ School Treasurer (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Report Reviewed By: \_\_\_\_\_  
 \_\_\_\_\_ Principal or Administrative Delegate (Signature) \_\_\_\_\_ Date \_\_\_\_\_