



## 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) * _____
_____	_____
_____	_____
_____	_____

\*If more than 2 types of tickets or more than two types of items are sold, use additional pages.  
 \*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