



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