# 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.**

*Please check and complete only one:*

**PA/PTA School Name:**

**District or Borough:**

**Presidents’ Council District or Borough:**

Fundraising Activity Title:

Fundraising Activity Date:

Briefly describe the fundraising activity:

|  |
| --- |
| **Fundraising Activity Profit** |
| Total Gross Income – Total Expenses (including all vendor payments) = Fundraising Activity Profit |
| Total Gross Income :$ | **-** | Total Expenses :$ | **=** | **Fundraising Activity Profit**$ |

Describe the program goals the funds will be used to support:

|  |
| --- |
| **Date Fundraising Activity Report was distributed to Members:** |
| **Date Fundraising Activity Report was distributed to the Principal/Superintendent:** |
|  |
| 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.

Fundraising Activity Report