# 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