

OPERATING REPORT

Total Collections* from fundraising

<u>Numbers</u>		<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	<u>List Attached</u>	_____
TOTAL COLLECTIONS		_____

Less: Disbursements for merchandise, advertising, prizes, etc., relative to the fund-raising.

<u>Check No.</u>	<u>Payee</u>	
_____	_____	_____
_____	<u>HISD (for sales taxes, when applicable)</u>	_____
_____	<u>List Attached</u>	_____
TOTAL DISBURSEMENTS**		_____
NET PROCEEDS FROM ABOVE ACTIVITY (Line 1 minus Line 2)		_____

***DISPOSITION OF NET PROCEEDS

_____	_____	_____
_____	_____	_____
_____	_____	_____

Date _____ Signed _____

Date _____ Signed _____

*List Cash Receipt and AF-104 Numbers. All money collected must be turned in daily or whenever the aggregate amount exceeds \$20.00. None of the money may be spent under any circumstance.

**All disbursements must be made from Activity Fund checks (Disbursement vouchers for CAF Schools) or petty cash.

***Disposition of funds will be known because the collection was made for a specific purpose.

1. The Permission Request (front side of form) must be completed in duplicate and submitted to the Chief School Officer or Designee for approval at least one week prior to a school-wide fund-raising activity. The Chief School Officer Office or Designee will return both copies to the school.
2. The Operating Report (back side of same form) shall be prepared upon completion of the fundraising activity.
3. Distribution of the completed fund-raising Activity Report is as follows:

Original--retain with School Activity Fund records.
Duplicate copy—Chief School Officer or Designee

