



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 \$ _____

Ending Ticket No. _____

Beginning Ticket No. _____

Number of Tickets Sold _____

Proceeds from roll # 1 \$ _____

Roll # 2-Price Per Ticket \$ _____

Ending Ticket No. _____

Beginning Ticket No. _____

Number of Tickets Sold _____

Proceeds from roll #2 \$ _____

MERCHANDISE SOLD

Item _____

Selling Price \$ _____

Number Purchased _____

Final Balance on Hand _____

Items to Account For _____

Sales Reported _____ \$ _____

Difference (Explain) * _____

Item _____

Selling Price \$ _____

Number Purchased _____

Final Balance on Hand _____

Items to Account For _____

Sales Reported _____ \$ _____

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 _____