

OPERATING REPORT

Total Collections* from money-raising
Numbers

Amount

<hr/>	<hr/>	\$ <hr/>
<hr/>	<hr/>	\$ <hr/>
<hr/>	<u>List attached</u>	\$ <hr/>

Total Collections \$

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

<u>Check No.</u>	<u>Payee_ note: HISD (for sales taxes, when applicable)</u>	<u>Amount</u>
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<hr/>	<hr/>	\$ <hr/>
<hr/>	<u>List attached</u>	\$ <hr/>

TOTAL DISBURSEMENTS** \$

NET PROCEEDS FROM ABOVE ACTIVITY (Line 1 minus Line 2) \$

DISPOSITIONS OF NET PROCEEDS

<hr/>	\$ <hr/>
<hr/>	\$ <hr/>
<hr/>	\$ <hr/>

Date _____ Signed _____
Person Preparing Report

Date _____ Signed _____
Principal

- * 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 Area Superintendent's Office for approval at least one week prior to a school-wide money-raising activity. The Area Superintendent's Office will return both copies to the school.
 2. The Operating Report (back side of same form) shall be prepared upon completion of the money-raising activity.
 3. Distribution of the completed Money-Raising Activity Report is as follows:
 - Original – retain with School Activity Fund records
 - Duplicate copy – to Area Superintendent's Office
 4. Contact the Activity Fund Review Section of Accounting Department if further information is needed.