

JJIBC-E5 - Annual Fundraising Report

JJIBC-E5 - MSAD #35 Annual Fundraising Report

This form and the attached required documents are **due BY JUNE 30th** summarizing the **previous school year**.

MSAD 35 Approved Group: _____ **Tax ID/EIN #** _____ **Report Year:** ____

President: _____ E-mail: _____ Tel #: _____

V-President: _____ E-mail: _____ Tel #: _____

Secretary: _____ E-mail: _____ Tel #: _____

Treasurer: _____ E-mail: _____ Tel #: _____

Person completing this report: _____ Title: _____ Date: ____

Mailing address: _____

Phone: (H) _____ (W): _____ (C): _____

1. Beginning Balance July 1, 20 ____ : \$ _____

2. Total Funds Received during Year: \$ _____

3. Total Expenditures during Above Report Year: \$ _____

4. Ending Balance June 30, 20 ____ : \$ _____

~Please fill out reverse side to complete report~

Name of financial institution: _____ Account Number: _____

Authorized signatories: _____

Current balance: \$ _____ Insurance company: _____

We are requesting permission to charge a fee to students/families for booster membership.

*If booster fee cannot be paid, membership(s) will NOT be affected in any way

Fee Amount/Student	Purpose

Please list additional names and contact information (email and/or phone) of other officers of your group:

Name	Phone	Email

Other information you feel as necessary to share:

The Athletic Administrator, or Principals' designee, will hold two (2) informational meetings each school year to review current Board Policies, procedures, and rules that govern the MSAD 35 Booster Groups & PTO's.

Please return the completed form to the Director of Athletics and Student Activities.

Email: rich.buzzell@rsu35.org or Fax: 207-384-4508.

RECEIPT SUMMARY (Funds Received): JJIBC-E5 - *Continued*, Page 2

Activity	Funds Received
. _____	_____
. _____	_____
. _____	_____

[illegible]

Total Funds Received _____

EXPENDITURE SUMMARY (All expenses) Expense Listing

Expenditures \$

[illegible]

Total Expenditures _____

Net Income/Loss: _____

I affirm that the above information is true to the best of my knowledge.

Name: _____

Signature: _____ **Date:** _____

Required attachments for the "Annual Report": (a) A copy of the group's by-laws or description of the organizational structure; (b) A description of the group's accounting practices (including more than one person responsible for counting funds received and monitoring deposits and withdrawals from bank accounts, and periodic audits; (c) A copy of the group's budget for the school year; (d) A list of proposed fundraising activities and estimate of funds to be raised (fundraising calendar - Appendix 2); (e) A list of proposed expenditures in direct support of the school and/or student team, club or sport; (f) electronic minutes of all booster meetings must be forwarded to Athletic Administrator (Appendix 3).

Form Revised: April 27, 2022

Revision #1

Created 3 October 2022 15:03:33 by Elaine Robinson

Updated 16 March 2023 17:44:10 by Elaine Robinson