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

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

Total Funds Received _____

EXPENDITURE SUMMARY (All expenses) Expense Listing

Expenditures $

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

. _____ _____

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

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