

STUDENT ACTIVITY PROPOSAL

ORGANIZATION Columbian Drama Dept. ACTIVITY Advertising
 PURPOSE Patron Drive
 STARTING DATE 2/15/25 ENDING DATE 4/5/25

Please complete section one or two below for all money you plan to collect from fundraisers, admissions, dues, fees, sales, tickets, etc.

Complete SECTION ONE for resale activities:

COMPANY & ADDRESS _____			
COMPANY REPRESENTATIVE _____		PHONE NO. _____	
ITEMS FOR RESALE	QUANTITY	UNIT PURCHASE PRICE	PROPOSED RESALE PRICE
_____	_____	@ \$ _____	@ \$ _____
_____	_____	@ \$ _____	@ \$ _____
_____	_____	@ \$ _____	@ \$ _____

Complete SECTION TWO for other activities:

DESCRIPTION OF ANTICIPATED REVENUE (please be specific and list details such as unit prices, estimated quantities, etc.)	PROJECTED RECEIPTS
<u>Patron Levels \$10- \$100</u>	\$ <u>700.00</u>
_____	\$ _____
_____	\$ _____
DESCRIPTION OF ANTICIPATED EXPENSES	ESTIMATED COSTS
_____	\$ _____
_____	\$ _____
_____	\$ _____

Please use SIDE TWO of this form to reconcile your activity upon its completion. Admissions and ticket sales must be reconciled on a separate "Admission & Ticket Reconciliation" form. Concession stand sales must be reconciled on a separate "Concession Stand Reconciliation" form.

CASH IN SCHOOL BUILDINGS-File: DM (Adoption date: July 23, 2001)

All monies collected are receipted, accounted for and deposited every 24 hours if possible. In the event the Treasurer or person in charge of an activity is unable to deposit the money in 24 hours, the money are accounted for and deposited in the safe. The money is held no longer than three business days after receipt and the amount must be less than \$1,000.00. If the amount is more than \$1000, or the money cannot be adequately safeguarded, it must be deposited on the business day following the date of receipt.

ADVISOR Michael Attyer DATE 10-22-24
 PRINCIPAL APPROVAL W. R. ... DATE 10/22/24
 SUPERINTENDENT APPROVAL J. Pladeau DATE 10/22/24
 TREASURER'S OFFICE Jennifer Hedue DATE 10/28/24
 (form revised 04/25/2022)

STUDENT ACTIVITY PROPOSAL

ORGANIZATION Columbian Drama Dept. ACTIVITY Concessions
 PURPOSE Fundraiser - refreshments for those attending performances
 STARTING DATE 3/28/25 ENDING DATE 4/5/25

Please complete section one or two below for **all money you plan to collect** from fundraisers, admissions, dues, fees, sales, tickets, etc.

Complete SECTION ONE for resale activities:

COMPANY & ADDRESS _____
 COMPANY REPRESENTATIVE _____ PHONE NO. _____

ITEMS FOR RESALE	QUANTITY	UNIT PURCHASE PRICE	PROPOSED RESALE PRICE
_____	_____	@ \$ _____	@ \$ _____
_____	_____	@ \$ _____	@ \$ _____
_____	_____	@ \$ _____	@ \$ _____

Complete SECTION TWO for other activities:

DESCRIPTION OF ANTICIPATED REVENUE (please be specific and list details such as unit prices, estimated quantities, etc.)	PROJECTED RECEIPTS
<u>Resale of donated items - \$1.00 each</u>	<u>\$ 500.00</u>
_____	<u>\$ _____</u>
_____	<u>\$ _____</u>
DESCRIPTION OF ANTICIPATED EXPENSES	ESTIMATED COSTS
_____	<u>\$ _____</u>
_____	<u>\$ _____</u>
_____	<u>\$ _____</u>

Please use **SIDE TWO** of this form to reconcile your activity upon its completion. Admissions and ticket sales must be reconciled on a separate "Admission & Ticket Reconciliation" form. Concession stand sales must be reconciled on a separate "Concession Stand Reconciliation" form.

CASH IN SCHOOL BUILDINGS-File: DM (Adoption date: July 23, 2001)

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ADVISOR Michael Steyer

DATE 10.22.24

PRINCIPAL APPROVAL W. R. B. L.

DATE 10/22/24

SUPERINTENDENT APPROVAL J. Nader

DATE 10/22/24

TREASURER'S OFFICE Jennifer Hodges

DATE 10/28/24

(form revised 04/25/2022)

TIFFIN CITY SCHOOL DISTRICT

**STATEMENT OF PURPOSE
BUDGET REPORT**

School Columbian High School

Title of Student Activity Group
300-Drama

Acct. # 300 9976
Fund SCC

A. Statement of Purpose (Attach separate sheet as needed)

B. Proposed Operating Budget for Year beginning July 1, 2024 and ending June 30, 2025
Beginning Cash Balance as of July 1, 2024 ----- \$ 36,391.48 (A)

Estimated Receipts for Year (by source of revenue)

<u>Ticket Sales</u>	\$ <u>10,000</u>
<u>Program Patrons</u>	\$ <u>1,500</u>
<u>Concession</u>	\$ <u>500</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Receipts	\$ <u>12,000</u> (B)

Estimated Disbursements for Year (by type of expenditure):

<u>Royalties</u>	\$ <u>3200</u>
<u>Drop Rentals</u>	\$ <u>1400</u>
<u>Printing (Program/Tickets)</u>	\$ <u>750</u>
<u>Costumes/Set/Materials/Equipment</u>	\$ <u>5050</u>
<u>St. pends</u>	\$ <u>1600</u>
Total Disbursements	\$ <u>12,000</u> (C)

(A) + (B) - (C) = (D)

Estimated Ending Cash Balance ----- \$ 36,391.48 (D)

Approved By:

Michael Steyer
Advisor
Mrs. Amy Hurline
Principal/Administrator
J. Hader
Superintendent/Designee

10-17-24
Date
10-17-24
Date
10/17/24
Date

Approved by Board of Education on:

Jennifer Hader

Meeting Date

10/28/24

STUDENT ACTIVITY RECONCILIATION

ORGANIZATION Columbian Drama DeptACTIVITY Concessions

Do not use this form for admissions, ticket sales, or concession stands. Separate forms are provided for those activities.

Complete **SECTION ONE** for resale activities:

Quantity purchased from vendor and unit cost	_____	@ _____	\$ _____	(PURCHASES)
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Less quantity returned to vendor and unit cost	_____	@ _____	\$ _____	+RETURNS
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Less quantity sold during activity and sales price	_____	@ _____	\$ _____	+SALES
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Equals quantity unaccounted for and unit cost (attach explanation)	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Other expenses	_____		\$ _____	(EXPENSES)
	_____		\$ _____	
	_____		\$ _____	
Net profit			\$ _____	=PROFIT
Total amount of money deposited with building secretary: (attach all office receipts and an explanation if not equal to total sales above)			\$ _____	DEPOSITS

Complete **SECTION TWO** for other activities:

Description of actual revenues	<u>Donated items</u>	\$ <u>910⁰⁰</u>	+REVENUE
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
Description of actual expenses	_____	\$ _____	-EXPENSE
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
Net profit		\$ <u>910⁰⁰</u>	=PROFIT
Total amount of money deposited with building secretary: (attach all office receipts and an explanation if not equal to total revenue above)		\$ <u>910⁰⁰</u>	DEPOSITS

ADVISOR

Michael Steyer

DATE

5-28-25

PRINCIPAL

Wm R. Smith

DATE

5/30/25

SUPERINTENDENT

Terry Hodge

DATE

6/4/25

TREASURER'S OFFICE

Chloe Esence

DATE

6/4/25

(form revised 04/25/2022)

Receipt

Tiffin City Schools
244 South Monroe Street
Tiffin, OH 44883
Phone:(419) 447-2515

Receipt#: 990884
Date: 4/11/2025
Total: \$7,222.00

Received From: COLUMBIAN HS

CC:

COLUMBIAN DRAMA SALES RECEIPTS CONCESSIONS

Description: COLUMBIAN DRAMA ADMISSIONS tix

Item #	Invoice #	Check Number	Description	Fund	FC/RC	OBJ	SPCC	SUBJECT	OPU	IL	JOB	Amount
1			COLUMBIAN DRAMA SALES RECEIPTS CONCESSIONS	300	1625	XXX	9976	000000	000	XX	XXX	\$481.00
2			COLUMBIAN DRAMA ADMISSIONS tix	300	1614	XXX	9976	000000	000	XX	XXX	\$6,741.00
											Total	\$7,222.00

Treasurer:



Signature of
Party Making
Payment:

Danielle

**** ARCHIVE CORAubenolt ****