



Activity Purpose Summary

Albert Lea Area Schools 241

Date: 7/10/25 Name of Activity: FFA

Purpose of Activity: develop leaders

Grade(s) of students who will benefit from Activity: 8-12

Student activities are in nature by the students and for the students. The Advisor role is limited to advising only. The students should be making the decision regarding the allocation of the funds.

I, Krystal (advisor) have read and understand the attached rules and policies. I acknowledge my responsibilities for assuring proper procedures are followed.

Krystal Viktora Krystal Viktora 7/10
Advisor's Name (printed) Advisor's Signature Date

Principal's name (printed) Principal's Signature Date

Upon termination of the above named activity, any unobligated funds that remain in the account will be transferred to: Ag Budget

Krystal Viktora Krystal Viktora 7/10
Advisor's Name (printed) Advisor's Signature Date

Katie Barclay K Barclay 7/10
Student Rep's name (printed) Student Rep's Signature Date

Principal's name (printed) Principal's Signature Date



Meeting Minutes and Budget

Albert Lea Area Schools 241

Date: 7/10 Name of Activity: FFA

Advisor: Victoria

Members Present: Officers

Members Absent: _____

Budget (revenues should equal expenditures)

Revenues (add up total)
\$1000
\$10,000
Total:

Expenditures (add up total)
\$10,000
Total:

No contact shall be made or authorized, required payments under the contract must be made by the district following normal district processes. Student activity accounts cannot advertise, solicit and award bids. Proceeds of the revenue from vending contracts must not be deposited in any student activity account.

Approval of the budget

Yes X No _____

Other items discussed:

Minutes Approved (print):

Advisor

Student Rep

Minutes Approved (sign):

Advisor

Student Rep



Anticipated Fundraisers

Albert Lea Area Schools 241

Date: 7/10 Name of Activity: FFA

Description of Fundraiser	Purpose of Fundraiser	Approximate Date(s)	Sales Tax? (Yes or No)	Contract involved? (Yes or No)
Foodstand	Raise Funds	July 29 - Aug 3	NO	NO
Fruit Sales	↓	NOV	NO	NO



Albert Lea Area Schools 241

Date: _____ Name of Activity: _____

Student Name	Date	Items Sold	Money Collected	Cash/Check
Total				



Fundraiser Analysis

Albert Lea Area Schools 241

Date: _____ Name of Activity: _____

Fundraiser: _____

Deposits	
Deposit Date	Amount
Total	\$

Disbursements			
Voucher date	Vendor	Vendor Invoice #	Amount
Total			\$

Calculation of Net Profit	
Total Receipts	\$
Total Disbursements	\$ ()
Net Profit (Receipts – Disbursements)	\$

Reconciliation of Merchandise Purchased to Merchandise Sold		
Total units purchased		Must agree to vendor invoices
Total units sold		Must agree to reconciliation
Difference (purchased – sold)		Explain the difference below:

Did you: Include copies of deposit slips, vouchers, vendor invoices, and fundraiser reconciliations with your Fundraiser Analysis?



Deposit Slip

Albert Lea Area Schools 241

Date: _____ Name of Activity: _____

Fundraiser/Event: _____

Advisor: _____ Student Rep: _____

Date	Amount	UFARS Code

Currency	
Cash	
	\$100
	\$50
	\$20
	\$10
	\$5
	\$1
	Misc
	TOTAL
Coins	
	.25
	.10
	.05
	.01
	TOTAL

Checks	
Check #	Amount
	TOTAL

CASH total	
COINS total	
CHECKS total	
TOTAL DEPOSIT	

Sales Tax
Exempt
Non Exempt

Signature of Deposit (advisor)

Counted by (print)

Date



Expense Voucher

Albert Lea Area Schools 241

Date: _____ Name of Activity: _____

Fundraiser/Event: _____

Vendor: _____

Address: _____

Vendor #: _____

Description	UFARS Code	Invoice #	Amount
Total			

Advisor (print)

Student Rep (print)

Principal (print)

Advisor (sign)

Student Rep (sign)

Principal (sign)

Date

Date

Date