

Fundraiser Financial Recap

Campus: _____ Date: _____

Organization _____ Sponsor: _____

Approval form signed by Superintendent on what date?: _____

Brief description of fundraiser: _____

Vendor, if applicable: _____

- 1.) Sales / Revenue (+) _____
- 2.) Donations (+) _____
- 3.) Total Income (should tie to total deposits) (1+2) _____
- 4.) Cost of Goods Sold (-) _____
- 5.) Other Costs (-) _____
- 6.) Total Costs (should tie to total checks written)(4+5) _____
- 7.) Profit (Loss)(3-6) _____

Were there any unsold items / products remaining after event?: _____
(Yes/No)

If so, please describe and discuss disposal: _____

Commentary: (i.e. Was the fundraiser worth conducting?) _____

Sponsor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Copies to: Sponsor's file
Principal's file
Administration-Business Office