Fund Raiser Final Reconciliation

Fill out this form and the ASB Fund Raising Profit Analysis.

The ___________________ club of ___________________ school held a Fund Raising activity by selling ______________________

____________________________________________________
purchased from_______________________________________

This Fund Raising activity was held from ___ / ___ / ___ to ___ / ___ / ___
Sales were accomplished through _______________________________________
(door to door sales, before or after school, etc.)

We had____________________ members participate in the sale.

The completion of this form finalizes your sale. Attach a list of the students who have not fulfilled their sales obligation noting the merchandise and dollar amount for which they are still responsible. A copy of this list must be given to the Principal’s secretary so that these names can be placed on the fine list. Your club account will be credited as these fines are paid. Be sure your account number is on the list.

A. Merchandise or Tickets Sold: (include tax and shipping costs in your sale price per item)

_________________ @ ______ $ ____________ = ________________
_________________ @ ______ $ ____________ = ________________
_________________ @ ______ $ ____________ = ________________
_________________ @ ______ $ ____________ = ________________
_________________ @ ______ $ ____________ = ________________

Total Cost = ________________

This total should equal the amount of your deposit

B. Merchandise purchased: (attach a copy of itemized invoices)

_________________ @ ______ $ ____________ = ________________
_________________ @ ______ $ ____________ = ________________
_________________ @ ______ $ ____________ = ________________
_________________ @ ______ $ ____________ = ________________
_________________ @ ______ $ ____________ = ________________

Sub-Total = ________________
WSST/SHIP = ________________
Total = ________________
C. Merchandise or Tickets Unsold:

\[
\begin{align*}
\text{@ } & \text{ $ } \text{ @ } \text{ $ } = \text{ } \\
\text{@ } & \text{ $ } \text{ @ } \text{ $ } = \text{ } \\
\text{@ } & \text{ $ } \text{ @ } \text{ $ } = \text{ } \\
\text{@ } & \text{ $ } = \text{ } \\
\text{WSST/SHIP } & = \text{ } \\
\text{Total Unsold } & = \text{ }
\end{align*}
\]

The **unsold** merchandise has been returned to the vendor for credit?  Yes / No

If no, please explain ________________________________________________________________


D. Merchandise Checked Out and Not Returned:

\[
\begin{align*}
\text{@ } & \text{ $ } = \text{ } \\
\text{@ } & \text{ $ } = \text{ } \\
\text{@ } & \text{ $ } = \text{ } \\
\text{@ } & \text{ $ } = \text{ } \\
\text{Value of Goods Not Returned } & = \text{ }
\end{align*}
\]

- The **unsold** items have been placed on inventory and the inventory list has been submitted to the ASB Activities Coordinator or DECL?  YES / NO

- Resold to any other ASB account?  YES / NO or N/A

- The list of student’s not returning merchandise has been turned in?  YES / NO / N/A

- All **supporting documentation** to show sales is attached?  YES / NO / N/A

Please explain any discrepancies____________________________________________________

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**To be completed by ASB Personnel:**

A. Merchandise or Tickets Sold:  ____________

B. Merchandise Purchased:  -  ____________

\[
\text{Sub Total: } = \text{ ____________}
\]

C. Concession Fee (15%), or Merchandise Pending: \(+/-\)  ____________

D. Profit (overage/shortage) Total:  = ____________

Advisor: ________________________________ Date: ________________

Athletic/Activity Director: ________________________________ Date: ________________

(Verification of deposits matching funds raised)