

# 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:

	@	\$	=	
	@	\$	=	
	@	\$	=	
	@	\$	=	
WSST/SHIP			=	
Total Unsold			=	

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

If no, please explain \_\_\_\_\_  
 \_\_\_\_\_

D. Merchandise Checked Out and Not Returned:

	@	\$	=	
	@	\$	=	
	@	\$	=	
	@	\$	=	
Value of Goods Not Returned			=	

- **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 \_\_\_\_\_  
 \_\_\_\_\_

<b>To be completed by ASB Personnel:</b>	A. Merchandise or Tickets Sold: _____
	B. Merchandise Purchased: - _____
	Sub Total: = _____
	C. Concession Fee (15%), or Merchandise Pending: +/- _____
	D. Profit (overage/shortage) Total: = _____

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic/Activity Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Verification of deposits matching funds raised)