



Local School Fundraising Accounting Report

School _____ Date _____

Description of proposed fundraising activity _____

Inclusive dates of proposed fundraising activity _____

Group Sponsor _____ Sponsoring Group _____

FUNDRAISING RECONCILIATION			
Description of fundraising merchandise sold _____			
REVENUE			
Total number of units purchased			
Less	Total number of units returned unsold	_____	_____
	Total number of complimentary units	_____	_____
	Total number of units unaccounted for	_____	_____
	TOTAL	_____	_____
Total number of units sold	_____	_____	_____
<i>(Total number of units sold = Total number of units purchased - Less)</i>			
Selling price per unit	_____	_____	_____
Total amount of money collected	_____	_____	_____
<i>(Total amount collected = Total number of units sold x Selling price per unit)</i>			
EXPENSES			
Expense price per unit	_____	_____	_____
Total expense for units	_____	_____	_____
<i>(Total expenses for units = Total number of units purchased x Expense price per unit)</i>			
Other fundraising expense	_____	_____	_____
Total expense for fundraising event	_____	_____	_____
PROFIT			
Total expense - Total amount of money collected	_____	_____	_____

Explanations regarding other fundraising expense _____

_____ and unaccounted for units _____

Deposits to Treasurer

Date	Receipt #	Amount
TOTAL		

Signatures

Sponsor _____

Treasurer _____

Principal _____

Please attach a copy of the approved Local School Fundraising Proposal for this fundraising activity and submit to the Area Office.