

SCHOOL ACTIVITY FUNDS - SCHOOL FUND RAISING WORKSHEET

PAGE 2

F-SA-2B
4.312 9.33

DO NOT SUBMIT PAGE 2 WITH FUNDRAISING REQUEST. THIS FORM IS TO BE COMPLETED AFTER FUNDRAISER, RETURNED TO PRINCIPAL FOR SIGNATURE AND THEN TO ACTIVITIES TREASURER.

ORGANIZATION (Activity Account): _____

FUND-RAISING PROJECT DESCRIPTION AND PURPOSE: _____

1. TOTAL ITEMS TO BE SOLD

2. ITEM	COUNT	x SALES PRICE	= BUDGETED SALES	
				TOTAL BUDGETED SALES
				<input type="text"/>
				<input type="text"/>

TOTAL COUNT MUST EQUAL LINE 1.

3. RECEIPTS	AMOUNT	DATE	AMOUNT	
DATE				
				TOTAL RECEIPTS
				<input type="text"/>
				<input type="text"/>

4. EXPENSES:				4. EXPENSES:				
DATE	CHK#	AMOUNT		DATE	CHK#	AMOUNT		
								TOTAL EXPENSES
								<input type="text"/>
								<input type="text"/>

5. TOTAL COUNT UNSOLD ITEMS

6. ITEM	COUNT	x SALES PRICE	= UNSOLD ITEMS	
				TOTAL VALUE OF UNSOLD ITEMS
				<input type="text"/>
				<input type="text"/>

TOTAL COUNT MUST EQUAL LINE 5.

7. ANTICIPATED PROFIT (LINE 2 - Line 4)	
8. VALUE OF UNSOLD ITEMS (LINE 6)	
9. SUBTOTAL (LINE 7 - Line 8)	
10. ACTUAL PROFIT (LINE 3 - Line 4)	
11. CASH OVER/SHORT (LINE 9 - Line 10)	

DISPOSITION OF UNSOLD ITEMS:	
<input type="text"/>	RETURNED
<input type="text"/>	HOLD FOR NEXT FUNDRAISER
<input type="text"/>	OTHER (PLEASE EXPLAIN)

12. Explain Over/Short _____

INVESTIGATE SIGNIFICANT DIFFERENCES IMMEDIATELY.

SPONSOR/COACH SIGNATURE _____ DATE _____

PRINCIPAL SIGNATURE _____ DATE _____