

FUNDRAISER FINAL RECONCILIATION

Fill out this form and the ASB *Fundraising Profit Analysis*

The _____ club of _____ school held a fundraising activity by selling _____

 purchased from _____
 fundraising activity was held from ____ / ____ / ____ to ____ / ____ / ____.
 Sales were accomplished through _____
 _____ (example: door to door sales, pre-orders, before and after school). We had _____ members participate in the sale.

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

All blocked areas must be completed (if tangible items were sold)

A. Merchandise Purchased: (You must attach a copy of the itemized invoice.)

| | | | | | | |
|------------|---|--|----|--|------|--|
| | @ | | \$ | | = | |
| | @ | | \$ | | = | |
| | @ | | \$ | | = | |
| | @ | | \$ | | = | |
| Sub-total | | | | | = | |
| WSST/SHPG | | | | | = | |
| TOTAL COST | | | | | = \$ | |

B. Merchandise Sold: (Include any tax and shipping costs in your sale price per item.)

Or Tickets Sold:

| | | | | | | |
|------------|---|--|----|--|------|--|
| | @ | | \$ | | = | |
| | @ | | \$ | | = | |
| | @ | | \$ | | = | |
| | @ | | \$ | | = | |
| TOTAL COST | | | | | = \$ | |

This should equal the amount of your deposits.

C. Merchandise Unsold or Tickets Unsold:

| | | | |
|-------|---------|----------|-----------------------|
| _____ | @ _____ | \$ _____ | = _____ |
| _____ | @ _____ | \$ _____ | = _____ |
| _____ | @ _____ | \$ _____ | = _____ |
| _____ | @ _____ | \$ _____ | = _____ |
| | | | WSST/SHPG = _____ |
| | | | TOTAL COST = \$ _____ |

The unsold merchandise has been returned to the vendor for credit: YES / NO

If not returned, please explain: _____

D. Merchandise Checked Out and Not Returned:

| | | | |
|-------|---------|----------|--|
| _____ | @ _____ | \$ _____ | = _____ |
| _____ | @ _____ | \$ _____ | = _____ |
| _____ | @ _____ | \$ _____ | = _____ |
| _____ | @ _____ | \$ _____ | = _____ |
| | | | Value of Goods Not Returned = \$ _____ |

The unsold items have been placed in inventory and the inventory list submitted to the ASB

Activities Coordinator: YES / NO Resold to the school store: YES / NO

The list of students not returning merchandise has been turned in: YES / NO

Please explain any discrepancies: _____

| | | |
|---------------|--|---------|
| Recap: | A. Merchandise or Tickets Sold: | _____ |
| | B. Merchandise Pending Credit: | + _____ |
| | C. Merchandise on Fines List: | + _____ |
| | Sub-Total | = _____ |
| | D. Merchandise Purchase Price: | - _____ |
| | Profit Total | = _____ |

Advisor _____

Date _____

Student Treasurer _____

Date _____

Sign where indicated and return to your school ASB Bookkeeper.

This recap will be kept on file for state auditing purposes.