**FUNDRAISER PROFIT/LOSS REPORT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club or Campus Date fundraiser started

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraising Activity Date fundraiser ended

**Sales Summary Report**

**Must be completed within 2 weeks of the fundraiser**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Total number of items purchased (attach invoices) +\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Total number of items returned (attach credits) -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Total number of unpaid items -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Total number of items remaining on hand -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Total number of items sold =\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number items sold x sales price per item Total Sales

Total Sales (from above) $\_\_\_\_\_\_\_\_\_\_\_ Total Deposited $\_\_\_\_\_\_\_\_\_\_\_

Less cost of items Less total sales

Sold(vendor invoices $\_\_\_\_\_\_\_\_\_\_\_ (from above) $\_\_\_\_\_\_\_\_\_\_\_

Equals net profit $\_\_\_\_\_\_\_\_\_\_\_ Balance(short/or over$\_\_\_\_\_\_\_\_\_

Explanation for shortage or overage:

Reason for variance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Sponsor (please date) Signature of principal (please date)**