Complete this form at the end of the event and file with the fundraising documents. If items or money were
donated, please indicate in the appropriate areas.

School ____________________________ Club/Activity ____________________________

Dates of Fundraiser ____________________________ Product Sold ____________________________

Give a brief description of how the sales were accomplished. (Example: presale, door-to-door, before and after
school)

__________________________________________________________________________________________

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 school bookkeeper so 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.

REVENUE

Quantity x Selling Price = Cash Receipts

(A) Total Quantity Purchased for Sale

(B) LESS Quantity Sold at Full Selling Price

(C) LESS Quantity Sold at Discounted Price

(D) ADD/LESS Add Quantity Refunded

Less Receipts/Revenues Refunded

(E) Total Quantity Unsold (Line A less B, C, and add D)

Total Cash Receipts/Revenues From Sales (Add Lines B, C and D) (1)$

(F) Total Revenue Reports on Transaction Detail Report (2)$

(G) Case Receipts/Revenues (Other revenues i.e., donations) (3)$

(H) Variance (3) minus (1) * $

Deposition of unsold Merchandise (E)

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

(A) The quantity should agree with the quantity received and billed from the vendor. Use final invoice.

(B) The quantity should agree with the receipt reports from Bi-Tech or point-of-sale machine.

(C) The quantity should agree with the receipt reports from Bi-Tech or point-of-sale machine.

(D) Refunds are tracked manually. The quantity refunded is added back and receipt/revenue is deducted.

(E) Brief explanation is required for all unsold product including lost or damaged.

(F) Use the final Transaction Detail Report in Bi-Tech. Use total listed at "Total for Revenue".

(G) This is the amount of revenue collected from the sale. Should equal (1).

(H) Explanation is required for variance between (1) and (3).
EXPENDITURES

Total Expenditures on Transaction Detail Report in Bi-Tech as of End Date of Sale $______________

LESS Expected Credit or Refund for Returned Product ($______________)

TOTAL COST OF SALE - All Expenses (4)$ ______________

All copies of invoices and receipts must be filed with fundraiser documents.

COST ANALYSIS OF FUNDRAISER

<table>
<thead>
<tr>
<th>Estimated Sales</th>
<th>Actual Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Cash Receipts/Revenues</td>
<td>$ ______________</td>
</tr>
<tr>
<td>LESS Estimated Expenses</td>
<td>- $ ______________</td>
</tr>
<tr>
<td>EQUALS Profit</td>
<td>= $ ______________</td>
</tr>
</tbody>
</table>

Cash Receipts/Revenues (2) $ ______________

LESS Total Expenses (4) - $ ______________

EQUALS Profit/(Loss) = $ ______________

Variance between estimated sales and actual sales must be explained on page 1 under “Deposition of Unsold Merchandise”.

The unsold merchandise has been returned to the vendor for credit. Yes ________ No ________

If not returned, please explain why. __________________________________________________________

The unsold items have been placed in inventory and the inventory list has been submitted to the school bookkeeper. Yes ___________ No ___________

The unsold items have been resold to the school store. Yes ____________ No __________

Briefly describe the plan for unsold inventory.  _____________________________________________________________

The list of students who have not returned merchandise has been turned in to the school bookkeeper. Yes ____________ No ____________

Sign where indicated and return to your school bookkeeper. This reconciliation form will be kept on file for state auditing purposes.

Activity Advisor _____________________________ Date ______________
Principal or Prime Advisor _____________________________ Date ______________
ASB Student Treasurer _____________________________ Date ______________
School Bookkeeper _____________________________ Date ______________