

<input type="checkbox"/>	ASB
<input type="checkbox"/>	ASB Charitable



FUNDRAISER RECONCILIATION FORM

A Approval Date: _____

*** MINUTES DATE _____

School _____	Group _____	Account # _____
Proposed Fundraising Activity _____		
Intended Use of Proceeds _____		
Estimated Revenue _____	Estimated Expenses _____	
Est. Revenue - Est. Expenses = Est. Profit _____		
Dates of Sale: Start _____	*** End _____	
Signature		
ASB Bookkeeper _____	_____	
Administrator _____	_____	
ASB Advisor _____	_____	
ASB Officer (Student) _____	_____	
Club Advisor _____	_____	
Team/Club Student _____	_____	

**** Complete AFTER the Fundraiser Ends ****

B Post Sale Monetary Reconciliation

Actual Revenue Received _____	Cost of Goods Sold _____
Net Profit (Loss) _____	Other Expenses: _____

C Inventory Reconciliation

Quantity of items Received _____	Notes: _____
Items Sold _____	
Inventory Remaining _____	<input type="checkbox"/> Continue to sell until gone <input type="checkbox"/> Hold in inventory

Checklist for Fundraiser Reconciliation Form

1. Order all needed materials or supplies with a Purchase Order through Bookkeeper
2. Inventory records should be kept for all goods being sold (including packing slips).
3. Turn all money INTACT into the ASB Bookkeeper for deposit within 24 hours.

Do not use money collected for expenses.

Additional Information on Back of Next Page

D Final Reconciliation Approval Date: _____

<i>Signature</i>	
ASB Bookkeeper _____	_____
Administrator _____	_____
ASB Advisor _____	_____
ASB Officer (Student) _____	_____

Checklist for Fundraiser Reconciliation Form

- 1) Submit the proposed fundraiser for approval.
 - a. For schools with grades lower than sixth grade, the board may designate the Principal to act as the ASB. Refer to RCW 28A.325.020.
- 2) Do not purchase items until a PO is approved!
- 3) Order all needed materials or supplies with a Purchase Order through Bookkeeper. The items should be shipped to our May Valley Shipping Warehouse.
- 4) If needed, complete a PSA/Contract with vendor after obtaining Purchase Order approval.
- 5) Request a cash box from school ASB Bookkeeper (if needed).
- 6) Conduct fundraiser, monitoring all cash and goods.
- 7) Inventory records should be kept for all goods being sold (including packing slips).
- 8) Obtain appropriate record keeping forms from ASB Bookkeeper
- 9) All forms must accompany money such as cash box reconciliations or ticket sales report).
- 10) Bookkeepers must retain source documents, including Student Purchases by Item Report, for auditing purposes.
- 11) Turn all money INTACT into the ASB Bookkeeper for deposit within 24 hours. **Do not use money collected for expenses.**
- 12) Decide on proposed action for inventory remaining.
- 13) Complete the Final Reconciliation.

Checklist for Charitable Fundraiser (6xxx)

- 1) For Elementary Schools, the Principal can approve a fundraiser to donate to charity and to add a new account for charitable donations (example # 6030)
- 2) For Secondary Schools, the charitable fundraiser must be approved by ASB
- 3) Prior to starting the fundraiser, a fundraiser form needs to be completed and submitted to the District
- 4) Teacher/staff must decide how to handle money/inventory (i.e. is a cash reconciliation form turned in with appropriate signatures or is bookkeeper going to collect money directly, etc...)
- 5) All money collected must be INTACT and turned into bookkeeper immediately to meet the 24 hours deposit rule and receipted to account 6xxx. Refer to RCW 43.09.240.
- 6) After the fundraiser ends, a reconciliation form must be completed and submitted to the District
- 7) Bookkeeper completes a Purchase Order and sends money directly to charity
- 8) Refer to Regulations 3540 & 3540P on the District website:
<https://www.issaquah.wednet.edu/district/regulations/3540>
<https://www.issaquah.wednet.edu/district/regulations/3540P>