

**ELIDA LOCAL SCHOOLS
SALES PROJECT POTENTIAL
RECONCILIATION FORM**

This form is to be completed once the sales project is finished. Please return to the Treasurer's office. The information on this form lists the actual outcome of the sales project.

Organization: _____
Sales Project: _____

Cost per Unit: _____ (ex: cost per product for resale)

Reconciliation

A. Units purchased for sale: _____ (ex: total product purchased for resale)

B. Less returns: _____ (ex: damaged goods returned)

C. Total units to account for(A-B): _____

D. Sale Price/Unit _____ (ex: sale price per unit of product)

E. Total revenue to account for:
(CxD) _____ (ex: product available to sell x sale price)

F. Total revenue deposited with
Treasurer _____ (ex: total of pay-ins maintained by advisor)

G. Variance (E-F) _____ (ex: explain below all variances)

Variance Explained _____ (ex: product lost or not returned by student)

Approved by:

Sponsor/Date

Principal or Bldg. Administrator/Date

Treasurer/Date

Superintendent Signature/Date