

SCHOOL ACTIVITY FUND FUNDRAISER WORKSHEET

School _____
Activity Account _____
Fundraiser _____

1. Total Count of Items to be sold

2. Item	Count x	Sales Price =	Budget Sales
Total count must equal line 1.			

Total Budgeted Sales

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">3. Receipts Date</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	3. Receipts Date	Amount							<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Receipts Date</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Receipts Date	Amount						
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Total Receipts

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Total Expenses

5. Total Count of Unsold Items

6. Item	Count x	Sales Price =	Unsold Items
Total count must equal line 5.			

Total Value of Unsold Items

7. Anticipated Profit (Line 2 - Line 4)	
8. Value of Unsold Items (Line 6)	
9. Subtotal (Line 7 - Line 8)	
10. Actual Profit (Line 3 - Line 4)	
11. Cash Over/Short (Line 9 - Line 10)	
12. Explain Over/Short _____	

Disposition of Unsold Items:

	Returned
	Held for Next Fundraiser
	Other (Please explain)

Investigate significant differences immediately.

Sponsor _____

Principal _____

Date of Fundraiser _____

Date Submitted _____

* Must be turned in to principal within one week of the end of the fundraising period or event.