

Estancia High School
Revenue Potential/ Fundraising Recap
Project: _____

Date Approved: _____

Organization: _____

Date Started: _____

Event Location: _____

Advisor: _____

Description: _____

BEFORE the activities begins, RECORD this basic information:

| VENDOR | DESCRIPTION | COST EA/CS | QUANT EA/CS | EXPECTED EXPENSE | SALE PRICE EA | EXPECTED INCOME | CHECK # | ACTUAL EXPENSE |
|--------|-------------|-------------------------|-------------|------------------|---------------------|-----------------|---------|------------------|
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| | | EXPECTED EXPENSE TOTAL: | | | EXPECTED INC.TOTAL: | | | ACTUAL EXPENSES: |

DURING and AFTER the activity, RECORD the monies collected:

| DATE | RECEIPT # or DESCRIPTION | SOLD ITEMS | PRICE/ EACH | ACTUAL INCOME |
|------|---------------------------|------------|----------------|---------------|
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| | Total items accounted for | | ACTUAL INCOME: | |

| | EXPECTED TOTALS | ACTUAL AMOUNTS |
|-------------|-----------------|----------------|
| INCOME | | |
| EXPENSE | | |
| PROFIT/LOSS | | |
| UNSOLD | | |

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

Present to ASB on (date): _____

ASB Treasurer: _____

Notes: _____

Compare Expected Column to Actual Column. Was enough money collected to meet Potential Income (Expected Income)? If not, explain differences in NOTES. (For example: Did some of the items go unsold, damaged or returned? Please explain. Did any items get lost or stolen?)