

Fundraising/Sales Activity Approval and Results Form



The Application Date: _____

Campus: _____

Club/Organization Name: _____ Sponsor: _____
(Student Activity Fund organizations must attach minutes from the meeting when the fundraiser was discussed)

Fundraiser for: Fall Spring Other Excepted Sale (describe) _____

Fund: Campus/Principal Activity (461) Student Activity (865) Booster/PTO

Beginning date of event: _____ Ending date of event: _____

Purpose of Fundraiser (how will the funds be used): _____
(Fundraisers must have a specific purpose which must be shared in the advertising for the fundraiser)

Describe the product or event: _____

Vendor Name: _____ PO #: _____ (if applicable)
(Must be a current vendor)

Is this sale taxable: Yes No

If yes, are you using the sale as one of your two tax free sale days? Yes No If yes: 1st 2nd
(Please see the Joshua ISD Fiscal Manual for tax free sale information)

Estimate the Following:

Selling Price: _____ (a)
of units to sell: _____ (b)
Total expenses: _____ (c)
Estimated profit: _____ (d) = (a x b) - c

By signing below I certify that I have read and will follow all relevant procedures outlined in the Joshua ISD Fiscal Manual and/or the PTO Guidelines & Procedures (whichever is applicable) and I will exercise strict control over products in my possession. I understand that losses due to my failure to follow established procedures may become my personal responsibility.

Submitted by: _____ Date: _____
(Sponsor Signature)

Approved by: _____ Date: _____
(Principal/Administrator Signature)

Approved by: _____ Date: _____
(Chief Financial Officer Signature)

The Results (Must be reconciled and turned into campus bookkeeper within 2 weeks of ending sale date)

Actual income (deposits) _____ (e)
Less cost of sales _____ (f)
Net Profit _____ (g) = e - f
Quantity of inventory received _____ (h)
Quantity of inventory sold _____ (i)
Quantity of inventory giveaway _____ (j) (attach explanation)
Quantity of inventory returned to vendor _____ (k)
Quantity of inventory remaining _____ (l) = h - i - j - k
Expected income (deposits) based on quantity sold _____ (m) = a x i
Variance from expected income and actual income _____ (n) = e - m (attach explanation)

(Sponsor signature and date)

(Principal/Administrator signature and date)

(CFO signature and date)