



BOOK FAIR FUNDRAISER PROFIT/LOSS REPORT

This Report must be completed within 2 weeks of the completion of fundraiser

Campus

Date fundraiser started

Vendor Used for Book Fair

Date Fundraiser ended

- | | |
|--|----------|
| A. Total Sales (All sources of payment excludes tax) | \$ _____ |
| B. Payment to Vendor on Final Invoice | \$ _____ |
| C. Operating Difference/Profit – Line A less B | \$ _____ |
| *Use of Profit – Cash for Book Fair Account (657) | \$ _____ |
| - Vendor Credits retained | \$ _____ |
| D. Total Cash and Check Sales | \$ _____ |
| E. Total Amounts Deposited (do not include Petty cash) | \$ _____ |
| F. Overage/Shortage Line D less E | \$ _____ |

Explanation for shortage or overage:

Signature of Sponsor (please date)

Signature of principal (please date)

*Book Fair Profits may change based on the Vendor allowances for cash profits vs. Vendor held future purchase credits. To confirm profit calculation by Vendor on their invoice- take Line A above multiplied by the cash percentage offered by vendor (i.e. 25%) this is the total cash profit available. If you qualify for cash profit and take part of it, subtract that amount from the total cash profit available, this residual amount is what will be the Future Vendor Credit could be once you divide the vendor credit percentage (i.e. 50%) by this amount.