

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

3. Receipts Date	Amount

Receipts Date	Amount

Total Receipts

4. Expenses Date	Check #	Amount

Date	Check #	Amount

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)	

Disposition of Unsold Items:

	Returned
	Held for Next Fundraiser
	Other (Please explain)

12. Explain Over/Short _____

Investigate significant differences immediately.

Sponsor _____

Principal _____

Date of Fundraiser _____

Date Submitted _____

* - Must be turned in to principal within one week of the termination of fundraising event.