



Submission Date: _____

ACTIVITY REQUEST & REVENUE POTENTIAL RECAP

Activity Dates: Beg: _____ End: _____

Organization _____

Project _____ Civic Permit Number: _____

BEFORE the activity begins, **RECORD** this basic information:

1. Purchase Cost \$ _____
2. # of Items Purchased _____
3. Selling Price \$ _____/each
Multiply #2 by #3 to get:
4. Potential Revenue \$ _____

APPROVALS

Principal: _____

Activities/Athletic Dir.: _____

ASB Treasurer: _____

Club Advisor: _____

Meeting Minutes: _____

DURING and **AFTER** the activity, **RECORD** the monies collected:

_____ sold @ \$ _____ = \$ _____ Receipt # _____

_____ sold @ \$ _____ = \$ _____ Receipt # _____

_____ sold @ \$ _____ = \$ _____ Receipt # _____

_____ 5. \$ _____
Total Sold Total Collected

Compare #4 (above) to #5. **Was enough money collected (#5) to meet your potential revenue (#4)?** If not, explain differences below. (For example - Did some of the items go unsold? If so, these items should be given back to the advisor. Were any items lost or stolen? If so, give a list of the lost or stolen items to the advisor.)

\$ Collected (#5) \$ _____ - Potential (#4) \$ _____ = Diff \$ _____

EXPENDITURES

Vendor: _____ Amt. Paid: \$ _____ Check #: _____

Vendor: _____ Amt. Paid: \$ _____ Check #: _____

6. Total \$ _____

NET PROFIT RECAP

\$ Collected (#5) \$ _____ - Total Expenditures (#6) \$ _____ = Net Profit \$ _____