FUNDRAISING EVENT APPROVAL & PROFIT PROJECTION

CLUB NAME_____ACCOUNT #_____

(This form is to be completed in a two-step process: Estimates prior to the event; actuals and differences after the event)

1) Prepare the estimated sales, cost of sales and net profit. Sign and submit to Activity Director prior to event. Keep a copy for your Club Binder.
2) After the event, complete the actual sales and differences. Sign and Submit to Student Account Office for review and filing in ASB Binder. Keep a copy for your Club Binder.

Name of Event_____
Event Location_____
Description of Fundraiser_____
Purpose of Fundraiser_____
Advisor in Charge:_____Event Date _____

REVENUE: **PART 1 (BEFORE EVENT)** **PART 2 (AFTER EVENT)**

	ESTIMATED SALES			ACTUAL SALES			DIFFERENCE	
	NUMBER	UNIT PRICE	TOTAL (# X PRICE)	NUMBER	UNIT PRICE	TOTAL (# X PRICE)	UNITS	DOLLARS
NO. OF TICKETS/ITEMS SOLD								
ADVERTISING								
OTHER REVENUES								
TOTAL REVENUES:								
LOST/STOLEN								
GIVEN AWAY								
DAMAGED/UNSOLD								
TOTAL ALL LOSSES:								
FINAL REVENUE								

EXPENSES: **PART 1 (BEFORE EVENT)** **PART 2 (AFTER EVENT)**

	ESTIMATED COST			ACTUAL COST			DIFFERENCE	
	NUMBER	UNIT PRICE	TOTAL (# X PRICE)	NUMBER	UNIT PRICE	TOTAL (# X PRICE)	UNITS	DOLLARS
COST OF ITEMS								
ADVERTISING								
SUPPLIES								
EQUIPMENT								
FEES								
CUSTODIAL								
OTHER:								
TOTAL EXPENSES:								
FINAL REVENUE								

PART 3: ACTUAL NET PROFIT FOR THIS ACTIVITY: $_____
(NET PROFIT IS THE DIFFERENCE BETWEEN TOTAL REVENUES **MINUS** TOTAL EXPENSES)

REPORT PREPARED BY:_____ _____ _____
ADVISOR (PLEASE PRINT) ADVISOR (SIGNATURE) (DATE)

REVIEWED BY ACTIVITY DIRECTOR: _____ _____
(PRINT &SIGN) (DATE)

REVIEWED BY ASB ADMINISTRATOR:_____ _____
(PRINT&SIGN) (DATE)