

FUNDRAISER APPROVAL FORM (Must be approved by the principal before the event)

Request for Pre-approval of Fundraiser: ☐ GEN FUND (Policy 6022)

School: _____ Group: _____ Acct #: _____

Proposed Fundraising Activity: _____

Items being sold: _____

Use of Proceeds: _____

Estimated Income: _____ Estimated Expenses: _____

Have all student signed a fundraiser permission slip? ☐ Yes ☐ No

Dates of Fundraiser: Begins _____ Ends _____

Date Fundraiser Reconciliation Due (7 days after end date): _____

Teacher/Advisor: _____

Administrator Approval: _____

Student Services Administrator : _____

Ex. Dir. Finance or Designee: _____

FINAL APPROVAL OF RECONCILIATION

Accounting Summary:

Total Income: _____ Total Expenses: _____

Additional Expenses: _____ PO#: _____

Total Profit: _____

Remaining Inventory: ☐ Yes ☐ No

Checklist for Finished Reconciliation:

☐ Copy of Expenses ☐ In Touch Income Report ☐ Fundraiser Final Reconciliation Form

Teacher/Advisor: _____

Administrator Approval: _____

FUNDRAISER FINAL RECONCILIATION
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Completion of this form finalizes your sale.

- Attach a list of students who have not fulfilled their sales obligation noting merchandise and dollar amount for which they are still responsible.
 - A copy of this list must be given to the principal's secretary so that student names can be placed on a fine list.
 - Your account will be credited as these fines are paid. Include your budget code on the student list.

All blocked areas must be complete (if tangible items were sold)

Merchandise Purchased:				(attach itemized invoice)
Description	Quantity		Cost Each	
_____	_____ @	\$_____	=	_____
_____	_____ @	\$_____	=	_____
_____	_____ @	\$_____	=	_____
	Sub-total		=	_____
	Tax/Shipping		=	_____
	TOTAL COST		=	_____

Merchandise Sold or Tickets Sold:				(attach any backup)
Description	Quantity		Cost Each	
_____	_____ @	\$_____	=	_____
_____	_____ @	\$_____	=	_____
_____	_____ @	\$_____	=	_____
	AMOUNT RECEIPTED IN		=	_____

FUNDRAISER FINAL RECONCILIATION
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Merchandise Unsold or Tickets Unsold:

Description	Quantity	Cost Each		
_____	_____ @	\$_____	=	_____
_____	_____ @	\$_____	=	_____
_____	_____ @	\$_____	=	_____
TOTAL UNSOLD			=	_____

The unsold merchandise has been returned to the vendor for credit: ☐ Yes ☐ No

If not returned, Please explain: _____

Merchandise Checked Out and Not Returned:

Description	Quantity	Cost Each		
_____	_____ @	\$_____	=	_____
_____	_____ @	\$_____	=	_____
_____	_____ @	\$_____	=	_____
VALUE OF GOODS NOT RETURNED			=	_____

The unsold items have been placed in inventory and the inventory list submitted to the Secretary: Yes ☐ No ☐

The list of student's not returning merchandise has been turned in and **finer entered**: ☐ Yes ☐ No

Please explain any discrepancies: _____

Teacher/Advisor _____

Date: _____

Principal _____

Date: _____