

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

Request for Pre-approval of Fundraiser:	
☐ ASB (Policy 3530)	☐ Charitable (Policy 3531)
School: _____	Group: _____ Acct#: _____
Proposed Fundraising Activity: _____	
Items being sold: _____	
Use of Proceeds: _____	
Estimated Income: _____ Estimated Expenses: _____	
Have all students signed a fundraiser permission slip?	☐ Yes ☐ No
Will fundraiser benefit a charitable organization?	☐ Yes ☐ No
If yes, the name of the charitable organization: _____	
Dates of Fundraiser: Begins _____ Ends _____	
Date Fundraiser Reconciliation Due (7 days after end Date): _____	
Team/Club Leader (Student): _____	ASB Student Treasurer: _____
Coach/Advisor: _____	ASB Advisor: _____
Administrator Approval: _____	Project Director: _____
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		
<u>Checklist for Finished Reconciliation:</u>		
☐ Copy of Expenses	☐ In Touch Income Report	☐ Fundraiser Final Reconciliation Form
Team/Club Leader (Student): _____		
Coach/Advisor: _____		
Administrator Approval: _____		Bookkeeping Approval: _____

Revised 3/4/15

3/1/24

5/21/26

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 or bookkeeper so that student names can be placed on a fine list.
 - Your club 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		
a _____	_____ @	\$ _____	=	_____
_____	_____ @	\$ _____	=	_____
_____	_____ @	\$ _____	=	_____
	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 ASB Bookkeeper: ☐ Yes ☐ No

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

Please explain any discrepancies: _____

Advisor _____

Date: _____

Student _____

Date: _____

Teacher _____