Date _____

**Moore Public Schools**
**School Activity Account**
**Fund Raiser Reconciliation**

Fund Raiser #_____

# Brochures, Magazines, Etc.

**2026-2027**

Items Sold _____

| School | Acct. Name | Proj # | Site |
|---|---|---|---|
| | | | |

| | | |
|---|---|---|
| Total amount of all deposits (list in area provided)[1] | | $ |
| Total amount of all receipts issued (teacher/sponsor) | | $ |
| | | |
| Product value received from Fund Raiser | | $ |
| Plus total from previous Fund Raiser | (+) | $ |
| Less quantity lost, spoiled, awarded, etc. [2] | (-) | $ |
| Total Amount amount for sale | | $ |
| | | |
| | | |
| Total sales amount | | $ |

| List Financial Sec. receipt numbers[1] | |
|---|---|
| FS Rec # | Amount |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | $ |

⇧
Total

Product value left over $ _____

[1] Total of all deposits should match total of Financial Secretaries receipts

[2] Please provide written explanation of circumstances of lost, spoiled, awarded etc.(communicate immediately to building Principal)

Please list below Purchase Orders if items were purchased:

PO#_____ Amount_____ Item purchased _____

PO#_____ Amount_____ Item purchased _____

A reconciliation should be done to report the final fund raiser results at the conclusion of each fund raiser and/or before a new order.
A reconciliation should be provided for each order. Please complete this form and forward to the Financial Secretary for review.
If the reconciliation is complete, please forward to the School Activity Office.

*Use this form for Fund Raisers involving the sale of magazines, brochures, etc.*

Sponsor Signature

Financial Secretary Signature

Principal Signature

recon
7/27/20263:32 PM

**Moore Public Schools**
**School Activity Account**
**Fund Raiser Reconciliation**