

FUNDRAISER SUMMARY FORM

(To be completed when fundraiser or sale is finished)

ORGANIZATION _____
FUNDRAISER _____
COMPANY NAME _____
ADDRESS _____

1. PO NUMBER _____
ITEMS BEING SOLD _____

2. Less: Items returned \$ _____

3. Net (Actual) Fundraiser cost \$ _____

4. Total Sales (Collected and Uncollected) \$ _____

5. Total Sales Deposited \$ _____

6. Total Sales NOT Deposited \$ _____
(EXPLAIN ON REVERSE SIDE)

Total Sales Deposited (LNG. 5) \$ _____

Less: Net Cost (LNG. 3) \$ _____

Fundraiser Profit \$ _____

SPONSOR SIGNATURE

PRINCIPAL SIGNATURE

SEND ONE COPY TO THE TREASURER'S OFFICE AND KEEP ONE FOR YOUR RECORDS. ALWAYS KEEP ON FILE COPIES OF ALL RECEIPTS GIVEN TO STUDENTS WHEN MONEY HAS BEEN TURNED IN.

NOTE: THIS FORM IS TO BE COMPLETED WHEN THE FUNDRAISER IS FINISHED AND THE DEADLINE FOR STUDENTS TO RETURN THEIR SALES MONEY HAS PASSED. SALES MONEY THAT HAS NOT BEEN RETURNED BY THE STUDENTS SHOULD BE REFLECTED ON LINE 6. THE STUDENT'S NAME AND AMOUNT OWED SHOULD BE LISTED ON THE REVERSE SIDE. A NEW SUMMARY FORM MUST BE UPDATED WHEN ANY UNCOLLECTED MONEY IS RECEIVED.