

**FUND RAISER COMPLETION REPORT**

School: \_\_\_\_\_

Fund Raising Activity: \_\_\_\_\_

Date(s) Held: \_\_\_\_\_

**Activity Account Reconciliation Data:**

- 1. Receipts from Sales (List Posting Batch Number(s) & Amount):         \$ \_\_\_\_\_
- 2. Costs:
  - Purchases (Attach Copy(ies) of Invoice(s)):                         \$ \_\_\_\_\_
  - Less Returns to Vendor(s) (If Any):                                 ( \_\_\_\_\_ )
  - (Attach Documentation)
  - Total Costs:   \$ \_\_\_\_\_
- 3. Gross Profit (or Loss) (Line 1 minus Line 3):                                 \_\_\_\_\_
- 4. Less Retail Sales Tax (If Applicable):   ( \_\_\_\_\_ )
- 5. Net Profit (or Loss) (Line 3 minus 4):   \$ \_\_\_\_\_

**Profit (or Loss) Analysis:**

- 6. Merchandise Available for Sale (Units x Sales Price):                         \$ \_\_\_\_\_
- 7. Less Total Cost (Line 2):   ( \_\_\_\_\_ )
- 8. Projected Gross Profit (Line 6 minus Line 7):                                 \_\_\_\_\_
- 9. Less Actual Gross Profit (or Loss) (Line 3):   ( \_\_\_\_\_ )
- 10. Gross Profit Shortfall (Line 8 minus Line 9):   \$ \_\_\_\_\_

**Comments:** (Indicate any unsold or damaged merchandise not returned to vendor, authorized giveaways, uncollected sales receipts, losses of collected cash or merchandise, etc.)

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Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Principal