

ANNUAL FUND RAISING SUMMARY REPORT

School: _____

Fund Raising Activities Held From _____ To _____

Activity Account Reconciliation Data:

1. Receipts from Sales: \$ _____

2. Costs:

Purchases: \$ _____
Less Returns to Vendor(s) (If Any): (_____)

Total Costs: \$ _____

3. Gross Profit (or Loss) (Line 1 minus Line 2): _____

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: (Provide comments on the results of the year's fund raising activities, including a comparison of actual to planned outcomes, uses of funds raised, and any problems or difficulties encountered that may serve as "lessons learned" for future fund raising activities.)

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

Principal

NOTE: The data for the completion of this report is obtained from the corresponding lines in the individual Fund Raiser Completion Report forms prepared during the year.