

**ALIEF INDEPENDENT SCHOOL DISTRICT
FUNDRAISING RECAP FORM**

School: _____ Date: _____

Organization: _____ Sponsor: _____

Fundraiser Name: _____

Vendor Used (if any) _____

Beginning Sale Date: _____ End Sale Date: _____

Actual Fundraiser Results

A. Income Reconciliation

- 1. Total sales (*see D. below) _____
- 2. Less: Total deposits _____
- 3. *Cash difference (line 2-1) _____

B. Net Profit:

Per Sponsor:

Per Bookkeeper:

- 4. Total deposits (line 2) _____
- 5. Payment to vendor (_____) (_____)
- 6. Profit/(loss) _____
- 7. Gross Margin % (line 6/4) _____

**Sponsor must submit an explanation if "Per Sponsor" totals are different from the "Per Bookkeeper" totals above.

C. Inventory Reconciliation(for actual items sold):

- 8. Total number of items to be sold _____
- 9. Actual number of items sold (-) _____
- 10. Number of items returned to vendor (-) _____
- 11.***Number of items retained (-) _____
- 12.***Number of items unaccounted for (=) _____

***Attach explanation if line 11 or 12 is not zero. Explain why items were retained and what the intended use of these items will be after the fundraiser. Also, explain why any items are unaccounted for, if any.

D. "Total Sales" Calculation:

Use this calculation for line 1. above when items are sold at various prices:

Items Description:	Qty Sold:	Price:	Total (Qty*Price)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Quantity _____ **Total Sales** _____

Submitted By: _____ Date: _____
(Fundraiser Sponsor)

Verified by: _____ Date: _____
(Bookkeeper)

Principle's Signature: _____ Date : _____

Original: Principal or Assistant Principal

Copies to: Bookkeeper and Sponsor