

## FUNDRAISER FINANCIAL REPORT

Due to the School Operations Manager on a weekly basis

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

Teacher/Sponser: \_\_\_\_\_

Club/Activity Name: \_\_\_\_\_

Dates for Fund Raiser: Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

### REVENUES:

<i>Date Funds Collected</i>	<i>Date Submitted SOM</i>	<i>Amount Submitted</i>	<i>Description</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL REVENUES:** \_\_\_\_\_

### **EXPENSES:**

<i>Date</i>	<i>Items Purchased</i>	<i>Check Number</i>	<i>Total Cost</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL EXPENSES:** \_\_\_\_\_

**Profit (Loss) from Fund Raiser (Total Revenue - Total Expense)** \_\_\_\_\_

**Profit (Loss) Percentage (Profit / Total Revenue)** \_\_\_\_\_

**PLEASE ATTACH COPIES OF ALL INVOICES, CHECKS RECEIVED, RECEIPTS, AND FULL EXPLANATION FOR ANY LOSSES OF INVENTORY, UNCOLLECTED MONIES, OR UNUSUAL TRANSACTIONS**

\_\_\_\_\_  
Signature of Fundraiser Teacher/Sponser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Operations Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Approval of Principal

\_\_\_\_\_  
Date

- Step 1: Enter School Name
- Step 2: Enter the Teacher/Sponsor of the Club or Fundraiser
- Step 3: Enter the name of the Club or Fundraiser
- Step 4: Enter the Date the Fundraiser began and the date it ended
- Step 5: Enter the Date the Funds were collected
- Step 6: Enter the Date the Funds were submitted to the SOM for deposit
- Step 7: Enter the Amount Submitted to the SOM. The SOM will issue the Teacher/Sponsor a receipt as confirmation of funds received from the Teacher/Sponsor.
- Step 8: Enter a description of what the funds were collected from (i.e. candy sale)
- Step 9: At the end of the Club or Fundraiser enter the amount of total revenues collected.
- Step 10: Enter all expenses for the club and include the date, amount, check number and item purchased.
- Note:** **All expenses should be paid in the form of a check and not paid through cash from collections. In the event of an emergency that the teacher/sponsor must pay for an item out of the collections please note this on the check number column.**
- Step 11: At the end of the Club or Fundraiser enter the amount of total expenses.
- Step 12: Enter the total profit or loss. (Total Revenue - Total Expense)
- Step 13: Enter the total profit or loss percentage. (Profit / Total Revenue)
- Step 14: At the end of the Club or Fundraiser signatures from the following are required: Teacher/Sponsor, SOM and Principal.
- Step 15: The SOM will take the fundraiser/club form and compare to his/her fundraiser/club form.  
If there are any discrepancies the Teacher/Sponsor and the SOM must review and make any necessary adjustments.

**Please note: The Fund Raiser Financial Report is due to the School Operations Manager on a weekly basis. For single/one-time fundraisers, the report is due one (1) week after the conclusion of the fundraiser.**

**TEACHER/SPONSOR'S RESPONSIBILITIES BELOW ARE STRICTLY ENFORCED!!**

- 1 PLEASE ATTACH COPIES OF ALL INVOICES, CHECKS RECEIVED, RECEIPTS, AND FULL EXPLANATION FOR ANY LOSSES OF INVENTORY, UNCOLLECTED MONIES, OR UNUSUAL TRANSACTIONS**
  
- 2 IT IS THE RESPONSIBILITY OF THE TEACHER/SPONSOR TO HAVE A RECEIPT FOR ALL STUDENT/PARENT COLLECTIONS SUCH AS TSHIRT PURCHASES, PARENT FUNDED FIELD TRIP, ITEMS PURCHASED, ETC**

**FUNDRAISER FINANCIAL REPORT**  
 Due to the School Operations Manager on a weekly basis

School Name: Advance Elementary

Teacher/Sponser: John Doe

Fund Raising Activity: 4-H Club

Dates for Fund Raiser: Beginning Date 7/21/09 Ending Date 6/1/10

**REVENUES:**

<i>Date Funds Collected</i>	<i>Date Submitted SOM</i>	<i>Amount Submitted</i>	<i>Description</i>
<u>2/1/2010</u>	<u>2/2/2010</u>	<u>\$ 1,014.00</u>	<u>World's Finest Chocolate Sales</u>
<u>2/15/2010</u>	<u>2/16/2010</u>	<u>\$ 250.00</u>	<u>World's Finest Chocolate Sales</u>
<u>3/10/2010</u>	<u>3/11/2010</u>	<u>\$ 100.00</u>	<u>Concession Sales</u>
<u>3/15/2010</u>	<u>3/16/2010</u>	<u>\$ 215.00</u>	<u>Sock Hop</u>

**TOTAL REVENUES:** \$ 1,579.00

**EXPENSES:**

<i>Date</i>	<i>Items Purchased</i>	<i>Check Number</i>	<i>Total Cost</i>
<u>1/15/2009</u>	<u>World's Finest Chocolate</u>	<u>1508</u>	<u>\$ 990.00</u>
<u>3/14/2010</u>	<u>Sam's-Concessions</u>	<u>1700</u>	<u>\$ 80.00</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

**TOTAL EXPENSES:** \$ 1,070.00

**Profit (Loss) from Fund Raiser (Total Revenue - Total Expense)** \$ 509.00

**Profit (Loss) Percentage (Profit / Total Revenue)** 32%

**PLEASE ATTACH COPIES OF ALL INVOICES, CHECKS RECEIVED, RECEIPTS, AND FULL EXPLANATION FOR ANY LOSSES OF INVENTORY, UNCOLLECTED MONIES, OR UNUSUAL TRANSACTIONS**

\_\_\_\_\_  
 Signature of Fundraiser Teacher/Sponser

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of School Operations Manager

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature Approval of Principal

\_\_\_\_\_  
 Date