

FUNDRAISER APPROVAL FORM (Must be approved NINETY DAYS before the event or approved by the principal)

Request for Pre-approval of Fundraiser: <input type="checkbox"/> ASB ((Policy 3530)		<input type="checkbox"/> Charitable (Policy 3531)
School: _____	Group: _____	Acct#: _____
Proposed Fundraising Activity: _____		
Items being sold: _____		
Use of Proceeds: _____		
Estimated Income: _____		Estimated Expenses: _____
Have all student signed a fundraiser permission slip?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will fundraiser benefit a charitable organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, the name of the charitable organization: _____		
Dates of Fundraiser: Begins _____	Ends _____	
Date Fundraiser Reconciliation Due (7 days after end date): _____		
Team/Club Leader (Student): _____	ASB Student Treasurer: _____	
Coach/Advisor: _____	ASB Advisor: _____	
Administration Approval: _____	Project Director: _____	
Ex. Dir. Elem/Sec Ed: _____	Ex. Dir. Finance: _____	

FINAL APPROVAL OF RECONCILIATION

Accounting Summary:		
Total Income: _____	Total Expenses: _____	
Additional Expenses: _____	PO#: _____	
Total Profit: _____		
Remaining Inventory:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Checklist for Finished Reconciliation:</u>		
<input type="checkbox"/> Copy of Expenses	<input type="checkbox"/> In Touch Income Report	<input type="checkbox"/> Fundraiser Final Reconciliation Form
Team/Club Leader (Student): _____		
Coach/Advisor: _____		
Administration Approval: _____	Bookkeeping Approval: _____	

FUNDRAISER FINAL RECONCILIATION

Completion of this form finalizes your sale.

- Attach a list of students who have not fulfilled their sales obligation noting merchandise and dollar amount for which they are still responsible.
 - A copy of this list must be given to the principal’s secretary or bookkeeper so that student names can be placed on a fine list.
 - Your club account will be credited as these fines are paid. Include your budget code on the student list.

All blocked areas must be complete (if tangible items were sold)

Merchandise Purchased: Description	Quantity	Cost Each		(attach itemized invoice)
_____	_____ @	\$ _____	=	_____
_____	_____ @	\$ _____	=	_____
_____	_____ @	\$ _____	=	_____
		Sub-total	=	_____
		Tax/Shipping	=	_____
		TOTAL COST	=	_____

Merchandise Sold or Tickets Sold: Description	Quantity	Cost Each		(attach any backup)
_____	_____ @	\$ _____	=	_____
_____	_____ @	\$ _____	=	_____
_____	_____ @	\$ _____	=	_____
		AMOUNT RECEIPTED IN	=	_____

FUNDRAISER FINAL RECONCILIATION

Merchandise Unsold or Tickets Unsold:

Description	Quantity	@	Cost Each	=	
_____	_____	@	\$_____	=	_____
_____	_____	@	\$_____	=	_____
_____	_____	@	\$_____	=	_____
TOTAL UNSOLD				=	_____

The unsold merchandise has been returned to the vendor for credit: Yes No

If not returned, Please explain: _____

Merchandise Checked Out and Not Returned:

Description	Quantity	@	Cost Each	=	
_____	_____	@	\$_____	=	_____
_____	_____	@	\$_____	=	_____
_____	_____	@	\$_____	=	_____
VALUE OF GOODS NOT RETURNED				=	_____

The unsold items have been placed in inventory and the inventory list submitted to the ASB Bookkeeper: Yes No

The list of student's not returning merchandise has been turned in and **finer entered:** Yes No

Please explain any discrepancies: _____

Advisor _____

Date: _____

Student Teacher _____

Date: _____