



ASB FUNDRAISER FINAL RECONCILIATION

must be approved by ASB Student Council

SCHOOL: _____

RECONCILIATION DATE: _____ CLUB NAME: _____

FUNDRAISING DATES: _____ to _____ ASB ACCOUNT #: _____

FUNDRAISER EVENT/PURPOSE: _____

A. INCOME SOURCES (i.e. donations, proceeds from items sold)

Income

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total Income \$ _____

B. EXPENSES (from invoice/receipt, including shipping and tax)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total Expenses \$ _____

C. PROFIT CALCULATION

Total Income _____

Total Expenses - _____

Total Profit = \$ _____

Was inventory sold as part of the fundraiser?

_____ Yes _____ No

If YES, complete section D

D. INVENTORY

PURCHASED INVENTORY

Quantity x Unit Price = Cost

| | | | | | |
|-------|-------|---|-------|---|-------|
| _____ | _____ | x | _____ | = | _____ |
| _____ | _____ | x | _____ | = | _____ |
| _____ | _____ | x | _____ | = | _____ |

Quantity Purchased _____ Total Purchased \$ _____



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D. INVENTORY CONT'D

SOLD INVENTORY

Quantity x Unit Price = Cost

| | | | | | |
|-------|-------|---|-------|---|-------|
| _____ | _____ | x | _____ | = | _____ |
| _____ | _____ | x | _____ | = | _____ |
| _____ | _____ | x | _____ | = | _____ |

Quantity Sold _____ Total Sold \$ _____

UNSOLD INVENTORY, RETURNED

Quantity x Unit Cost = Cost

| | | | | | |
|-------|-------|---|-------|---|-------|
| _____ | _____ | x | _____ | = | _____ |
| _____ | _____ | x | _____ | = | _____ |
| _____ | _____ | x | _____ | = | _____ |

Quantity Unsold _____ Total Unsold \$ _____

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

If no, explain what will be done w/ unused: _____

INVENTORY CHECKED OUT, NOT RETURNED

(Attach list of fines)

Quantity of Inventory Fined _____

Total \$ Fined _____

INVENTORY RECONCILIATION

A. Starting Inventory (Qty Purchased) _____

B. Quantity of Sold Inventory - _____

C. Quantity of Unsold Inventory - _____

D. Quantity of Inventory fined - _____

Total Merchandise not accounted for = _____

(should be 0)

ASB FUNDRAISER REFLECTION:

Would you repeat this fundraiser ___ Yes ___ No

What worked well: _____

What could be improved next time: _____

Completed by: _____
Print Sign

Approved by:

ASB Treasurer: _____ Date: _____

Activity Administrator: _____ Date: _____

ASB Board Approval Meeting Date: _____