Fundraising Event Profit

	Name of School:
	Name of Club:
	Fundraising Event Profit
	Fiscal Year:
	is form is to be completed in a two-step process: estimates prior to the event; actuals and differences after event
1.	Prepare the estimated sales, cost of sales and net profit. Sign and submit a copy to school secretary or finance clerk.
2.	After the event, complete the actual sales and differences. Sign, have reviewer sign, and submit one copy to the business office (lead accountant) and keep one copy for your student body records.
Stu	udent Club: Name of Event:

Part I: Revenue

	Estimated Sales			Actual Sales			Difference	
			Total			Total		
Revenues	Number	Unit Price	(# x price)	Number	Unit Price	(# x price)	Units	Dollars
No. of Tickets Sold								
No. of Items Sold								
Other Revenues:								
Advertising								
Total all revenue								
Loss Items (explain)								
Given Away (explain)								
Lost (explain)								
Stolen (explain)								
Damaged/Returned								
Remaining/Unsold								

Total all losses				
Total Revenue				
(Revenues-Losses)				

Part II: Expenses

	Estimated Cost of Sales			Actual Cost of Sales			Difference	
			Total			Total		
Expenses	Number	Unit Price	(# x price)	Number	Unit Price	(# x price)	Units	Dollars
Cost of Items								
Cost of Items								
Other Expenses:								
Supplies								
Advertising				_			_	
Custodial OT								
Fees								
Equipment								
Total all Expenses					,			

Total all Expenses											
Part III: Actual Net Profit for this Activity											
Net Profit is the difference between Total Revenues and Total Expenses.											
Submitted and Approved by:											
Student Club	Representative:										
			Signature, Title and Da								
Club Advisor	:										
	Signature, Title and Date										
Principal/School Administrator:											
·			Signature, Title and Da	te							
Recorded in ASB Student Council Minutes on:											
			Dato								