Fundraising Event Profit

 Name of School:

Name of Club:

Fundraising Event Profit

Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is to be completed in two steps: estimates before the event, and actuals and differences after the event

1. Prepare the estimated sales, cost of sales, and net profit. Sign and submit a copy to the ASB bookkeeper.

2. After the event, complete the actual sales and differences. Sign, have a reviewer sign, submit one copy to the ASB bookkeeper, and keep one copy for your student body records.

Student Club: Name of Event:

ASB Advisor: Date of Event:

|  |  |
| --- | --- |
| Part I: Revenue |  |
|  | 1. Estimated Sales
 | 1. Actual Sales
 | 1. Difference
 |
| 1. Revenues
 | 1. Number
 | 1. Unit Price
 | 1. Total (# x price)
 | 1. Number
 | 1. Unit Price
 | 1. Total (# x price)
 | 1. Units
 | 1. Dollars
 |
| 1. No. of Tickets Sold
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. No. of Items Sold
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. Other Revenues:
 |  |
| 1. Advertising
 |  | 1.
 | 1.
 | 1.
 |  | 1.
 |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. Total all revenue
 | 1.
 |  |  |  |  |  |
| 1. Loss Items (explain)
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. Given Away (explain)
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. Lost (explain)
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. Stolen (explain)
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. Damaged/Returned
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. Remaining/Unsold
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. Total all losses
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. Total Revenue (Revenues–Losses)
 |  | 1.
 |  |  |  | 1.
 |
| Part II: Expenses | 1.
 |
|  | 1. Estimated Cost of Sales
 | 1. Actual Cost of Sales
 | 1. Difference
 |
| 1. Expenses
 | 1. Number
 | 1. Unit Price
 | 1. Total(# x price)
 | 1. Number
 | 1. Unit Price
 | 1. Total(# x price)
 | 1. Units
 | 1. Dollars
 |
| 1. Cost of Items
 | 1.
 |  | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 | 1.
 |
| 1. Cost of Items
 |  |  |  |  |  |  |  |  |
| 1. Other Expenses:
 |  |  |  |  |  |  |  |  |
| 1. Supplies
 |  |  |  |  |  |  |  |  |
| 1. Advertising
 | 1.
 |  | 1.
 |  |  |  |
| 1. Custodial OT
 |  |  |  |
| 1. Fees
 |  |  |  |
| 1. Equipment
 |  |  |  |  |  |  |  |  |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |  |  |  |  |  |  |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |  |  |  |  |  |  |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |  |  |  |  |  |  |
| 1. 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 Date

 Club Advisor:

Signature, Title and Date

 Principal/School Administrator:

 Signature, Title and Date

Recorded in ASB Student Council Minutes on:

 Date