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. No. of Items Sold |  |  |  |  |  |  |  |  |
| 1. Other Revenues: |  | | | | | | | |
| 1. Advertising |  | |  |  | |  |  |  |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |
| 1. Total all revenue |  | |  |  | |  |  |  |
| 1. Loss Items (explain) |  |  |  |  |  |  |  |  |
| 1. Given Away (explain) |  |  |  |  |  |  |  |  |
| 1. Lost (explain) |  |  |  |  |  |  |  |  |
| 1. Stolen (explain) |  |  |  |  |  |  |  |  |
| 1. Damaged/Returned |  |  |  |  |  |  |  |  |
| 1. Remaining/Unsold |  |  |  |  |  |  |  |  |
| 1. Total all losses |  |  |  |  |  |  |  |  |
| 1. Total Revenue (Revenues–Losses) |  | |  |  | |  |  |  |
| Part II: Expenses |  | | | | | | | |
|  | 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. Cost of Items |  |  |  |  |  |  |  |  |
| 1. Other Expenses: |  |  |  |  |  |  |  |  |
| 1. Supplies |  |  |  |  |  |  |  |  |
| 1. Advertising |  | |  |  | |  |  |  |
| 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