

FUNDRAISER CLOSEOUT FORM

(TO BE COMPLETED BY PROJECT SPONSER USING ACTUAL AMOUNTS)

Project _____

Purpose _____

Fundraising Dates _____

REVENUE:

If the fundraiser involves pledges, attach copies of pledge sheets.

Quantity to Sell	X	Unit Selling Price	\$Collectable Revenue	\$Actual Revenue Deposited
_____	X	_____	_____	_____
_____	X	_____	_____	_____
_____	X	_____	_____	_____
_____	X	_____	_____	_____
_____	X	_____	_____	_____
_____	X	_____	_____	_____
_____	X	_____	_____	_____
_____	X	_____	_____	_____
_____	X	_____	_____	_____
_____	X	_____	_____	_____

Discrepancy (If Any) – Reason

Money Due from Students	\$ _____ (completed on back)
Unsold Product	_____ (completed on back)
Defectives & Returns	_____ (completed on back)
Total	\$ _____

EXPENDITURES

Quantity Purchased	X	Unit Purchase Price	=	Cost of Goods Received
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____

TOTAL	\$ _____
Cost Value of Returns (Detail on Back)	\$ _____
Total Cost of Goods Available For Sale	\$ _____
Other Costs (Supplies, Purchased Services, Awards/Prizes)	\$ _____
TOTAL EXPENDITURES	\$ _____
NET INCOME (Total Revenue minus Total Expenditures)	\$ _____

MONEY DUE FROM STUDENTS

Student Name

Amount Due

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

UNSOLD PRODUCT

Quantity on Hand	X	Unit Selling Price	=	Unsold Product Amount
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
TOTAL				\$ _____

Plans for disposition of the above product: _____

DEFECTIVES AND RETURNS

Quantity on Hand	X	Unit Selling Price	=	Return or Defective Product Amount
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
TOTAL				\$ _____