

## REPORT OF FUND RAISING ACTIVITY

Date \_\_\_\_\_

School \_\_\_\_\_ Group \_\_\_\_\_

Fundraiser \_\_\_\_\_

Items Sold/Activity \_\_\_\_\_

(Include Vendor, no. of items purchased and sale price of items)

**INCOME:**

<u>Receipt Sheet #</u>	<u>Date</u>	<u>Deposit</u>	<u>Teacher</u>

**TOTAL INCOME** **\$** \_\_\_\_\_

**EXPENSES:**

<u>Vendor</u>	<u>Date paid</u>	<u>Amount</u>	<u>Check #</u>

**TOTAL EXPENSES** **\$** \_\_\_\_\_

**FUNDRAISER PROFIT/(LOSS)** **\$** \_\_\_\_\_

I certify that this report constitutes all funds derived from the Fund Raising Activity described above.

\_\_\_\_\_  
Teacher/Sponsor

\*All funds must be recorded from any source in an individual teacher receipt book and covered by a Master Receipt in the School Office. An explanation must be attached in detail of any difference in the amount to be collected and the amount collected. Include an explanation for remaining inventory of items not sold.

**THIS FORM IS TO BE COMPLETED AT THE END OF THE FUNDRAISING ACTIVITY AND PLACED ON FILE IN THE SCHOOL OFFICE.**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date