

## FUNDRAISER INFORMATION

**Date** \_\_\_\_\_ **Organization/Club** \_\_\_\_\_

**Faculty Sponsor** \_\_\_\_\_

## FINANCIAL SUMMARY

*Formula: Total Revenue - Total Expenses = Net Profit. Profit Percent = Net Profit / Total Revenue x 100.*

Item	Sign	Amount / Percent	Note
Total Revenue	+	_____	
Total Expenses	-	_____	
Net Profit	=	_____	
Profit Percent	%	_____	Target is 30% to 40%

## DEPOSIT VERIFICATION

Line	Amount	Initial
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
<b>Total Deposits</b>	_____	<i>Should equal total revenue</i>

## EXPENSE / CHECK VERIFICATION

Line	Amount	Initial
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
<b>Total Checks</b>	_____	<i>Should equal total expenses</i>

## REQUIRED ATTACHMENT



**Attach printout from School Bookkeeper to verify deposits and checks.**

*This report should be completed after the fundraising activity is finished.*

## REVIEW AND SIGNATURES

**Faculty Sponsor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Bookkeeper Review / Signature** \_\_\_\_\_ **Date** \_\_\_\_\_