

Kelso School District ASB Fundraising Final Report/Reconciliation

Club: _____

Fundraiser Name: _____

To be completed by Activity/Club Officers & Advisor

This fundraising activity was held from ____/____/____ to ____/____/____. Sales were accomplished by: ☐ door to door sales; ☐ Pre-order sales (catalog); ☐ before/after school;
☐ Other: _____ We had _____ members participate.

Completion of this form finalizes your sale. Please attach all requested forms and submit to the ASB Office within two (2) weeks from completion of your fundraiser/activity. Unsold inventory may be resold through another approved fundraiser in the future. Your club account will be credited as student fines are paid.

All blocked areas must be completed.

A. REVENUE (attach a copy of the *sales report* from HD Baker System).

Total Deposits \$ _____

B. EXPENSES (attach a copy of the *purchase order* and the *itemized invoice*.)

Total Costs \$ _____

C. MERCHANDISE RETURNED FOR CREDIT (attach documentation to show return)

Total Returned for Credit \$ _____

The unsold merchandise has been returned to the vendor for credit Yes _____ No _____

D. Leftover Inventory/Merchandise (attach **Leftover Inventory/Merchandise** form)

Value of Inventory Not Returned \$ _____

E. Merchandise Disposed/Damaged (attach *Disposal/Removal of Inventory form*).

Retail Value of Goods Disposed/Damage \$ _____

Products requiring disposal—district surplus procedures must be followed (See ASB Office). Disposal form should be attached to fundraiser final report. Products must be delivered to Business Office for disposal per State auditors.

F. Merchandise Checked Out and Not Returned or Fees Unpaid (attach *fine slips* & the Merchandise/Unpaid Fees form).

Value of Goods Not Returned/Fees Unpaid \$ _____

The list of students not returning merchandise is attached: Yes _____ No _____

Fine slips have been turned in to the ASB office for these students: Yes _____ No _____

Please explain any discrepancies: _____

Fundraiser Income Statement

Revenue:

Sales Deposits (A) \$ _____ (1)

Merchandise Pending Credit (C) \$ _____ (2)

Sub-Total \$ _____ (3)

Expenses:

Invoices Paid (B) \$ _____ (4)

Profit Total \$ _____ (#3-#4)

Merchandise in Inventory (D) \$ _____

Merchandise Disposed/Damaged (E) \$ _____

Merchandise on Fine List (F) \$ _____

Advisor _____ Date _____

Club Treasurer/Officer _____ Date _____

Sign where indicated and return to Mrs. Guler in the ASB office.

This recap will be kept on file for state auditing purposes.

Keep a copy for your records.

ASB Secretary/Bookkeeper _____ Date _____

Business Office _____ Date _____