

SCHOOL ACTIVITY FUND FUNDRAISER WORKSHEET

School: Bath County High School
Activity Account
Fundraiser

1. Total Count of Items to be sold

2. Item Count x Sales Price = Budget Sales

Total count must equal line 1.				

Total Budgeted Sales

3. Receipts Date Amount

Receipts Date Amount

Total Receipts

4. Expenses

Date Check # Amount

Date Check # Amount

Total Expenses

5. Total Count of Unsold Items

6. Item Count x Sales Price = Unsold Items

Total count must equal line 5.			

Total Value of Unsold Items

7. Anticipated Profit (Line 2 - Line 4)	
8. Value of Unsold Items (Line 6)	
9. Subtotal (Line 7 - Line 8)	
10. Actual Profit (Line 3 - Line 4)	
11. Cash Over/Short (Line 9 - Line 10)	

Disposition of Unsold Items:

	Returned
	Held for Next Fundraiser
	Other (Please explain)

12. Explain Over/Short

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Investigate significant differences immediately.

Sponsor

Date of Fundraiser _____

Principal

Date Submitted _____

* Must be turned in to principal within one week of the end of the fundraising period or event.