

Fundraising Financial Report

School Name: _____
Club/Group Name and Account Number: _____
Sponsor of the Fundraiser: _____
Description (candy, calendars, etc.): _____
Vendor Name: _____
Beginning Date of Fundraiser: _____ Ending Date of Fundraiser: _____
Purpose: _____

| | <u>Estimated Projection</u> (complete prior to activity) | <u>Actual Amount</u> (complete after activity) |
|------------------------------------|---|---|
| A. Total Income: | _____ | _____ |
| B. Total Expenses: | _____ | _____ |
| C. Profit or Loss (A - B): * | _____ | _____ |
| D. Actual Profit Percentage (C/A): | _____ | _____ |
| E. Contracted Rate of Return: ** | _____ | _____ |

COMMENTS: _____

* If a loss occurs, please give a brief explanation of the reason why in the comments section above.

**The Contracted Rate of Return is the profit percentage that the vendor indicates you will make on the fundraising event.

Rules/Assurances

Sponsors of fundraisers are required to do the following:

1. Verify that the fundraiser indicated above is included on the RCBE approved fundraiser list.
2. Obtain preapproval from the Principal before the start of a fundraiser.
3. Complete a separate Fundraising Financial Report Form for each fundraiser conducted. **Please ensure that all information requested on the form is provided.**
4. Remit all funds collected to the bookkeeper daily for deposit into the school's bank account. If funds are collected on the weekend, the monies must be remitted the following Monday or the next school business day. **A receipt must be obtained from the bookkeeper for all monies submitted.**
5. **Ensure that purchases are not made in cash with the monies collected.** All funds should be deposited intact, and school checks should be written for all expenditures.

I have read and agree to abide by the preceding rules/assurances.

Sponsor's Signature & Date _____

Principal's Signature of Preapproval & Date _____

Bookkeeper's Signature of Acknowledgement & Date _____

Please sign below indicating that final fundraising results have been recorded on this form, and the actual amounts indicated above have been posted to your Club/Group's account number.

Sponsor's Signature and Date

Principal's Signature and Date