

**Final Report for all Approved Fundraising Activity Budgets  
(011, 018, 200, & 300)**

This should be filled out when the project is completed. Completion Date \_\_\_\_\_

Activity Title \_\_\_\_\_ Fund \_\_\_\_\_ Special Cost Center \_\_\_\_\_

Activity (Revenue) Account No. \_\_\_\_\_

Name of Vendor(s): \_\_\_\_\_

1. Revenue: Total Deposited with the Treasurer..... \$ \_\_\_\_\_ (1)

2. Expenses:

<u>Product Purchased</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL EXPENSES: \$ \_\_\_\_\_ (2)**

3. Less Returns to the Vendor \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ (3)

4. Total to be Accounted for ..... \$ \_\_\_\_\_ (4)  
(Cost of Purchases minus Returns: #2 - #3)

5. Total of unsold or unaccounted for: (Spoiled, eaten, gifts, etc.) \$ \_\_\_\_\_ (5)

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Total Profit or (Loss)..... \$ \_\_\_\_\_ (6)

(Total Deposited (1) minus Total to be Accounted for (4) minus unsold/  
Unaccounted for (5)  
(If there is a Loss, Please explain below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Send completed form to Administration Office, attention: Treasurer's Office**

Sponsor Signature/Date \_\_\_\_\_

Principal/building Admin. /Date \_\_\_\_\_

(Activities with ticket sales – fill out other side)

**Final Report for Approved Fundraising Activity**

**TICKET SALES REPORT**

This should be filled out when the project is completed. Completion date _____		
Activity Title _____	Fund _____	Special Cost Center _____
Activity (Revenue) Account No. _____		

**RESERVED SEATS:**

minus Last Number: \_\_\_\_\_  
equal First Number: \_\_\_\_\_  
Total Sales: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**ADULTS:**

minus Last Number: \_\_\_\_\_  
equal First Number: \_\_\_\_\_  
Total Sales: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**STUDENTS:**

minus Last Number: \_\_\_\_\_  
equal First Number: \_\_\_\_\_  
Total Sales: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL OF ALL SALES (Reserved + Adults + Students) \_\_\_\_\_ (a)**

**Total Cash \$ \_\_\_\_\_ (-) Beginning Change \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (b)**

**Cash short or Over (a) minus (b) \$ \_\_\_\_\_**

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send completed form to Administration Office, attention: Treasurer's Office**