

## West Valley School District # 208

# FUNDRAISING FINAL RECONCILIATION

Fill out this form and the ASB Fundraiser Request Approval / *Recap Report*

The \_\_\_\_\_ club of \_\_\_\_\_ school held a fundraising activity by selling \_\_\_\_\_

\_\_\_\_\_ purchased from \_\_\_\_\_

This fundraising activity was held from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Sales were accomplished through \_\_\_\_\_

\_\_\_\_\_. (example: door to door sales, pre-or-  
ders, before and after school) We had \_\_\_\_\_ members participate in the sale.

Completion of this form finalizes your sale. Attach a list of students who have not fulfilled their sales obligation noting merchandise and dollar amount for which they are still responsible. A copy of this list must be given to the principal's secretary or bookkeeper so that student names can be placed on the fine list. Your club account will be credited as these fines are paid. Include your account number on the student list.

*All blocked areas must be completed (if tangible items are sold)*

<b>A. Merchandise Purchased:</b> (You must attach a Xerox Copy of the itemized invoice)			
	@	\$	
_____	=	\$	_____
_____	@	\$	= \$ _____
_____	@	\$	= \$ _____
_____	@	\$	= \$ _____
		Sub-Total	= \$ _____
		Shipping/Freight Costs	= \$ _____
		WA Sales Tax	= \$ _____
		<b>TOTAL COST</b>	<b>= \$ _____</b>

<b>B. Merchandise Sold or Tickets Sold:</b> (Include any tax and shipping/freight costs in the sale price per item)			
	@	\$	
_____	=	\$	_____
_____	@	\$	= \$ _____
_____	@	\$	= \$ _____
_____	@	\$	= \$ _____
		<b>TOTAL RECEIVED (this should equal the total deposits)</b>	<b>= \$ _____</b>

**C. Merchandise Unsold or Tickets Unsold:**

	@	\$	=	\$
	@	\$	=	\$
	@	\$	=	\$
	@	\$	=	\$
		Shipping	=	\$
		WA Sales Tax	=	\$
		<b>TOTAL UNSOLD</b>	=	\$

Unsold merchandise has been returned to the vendor for credit: \_\_\_\_\_ YES \_\_\_\_\_ NO

If not returned, please explain: \_\_\_\_\_

**D. Merchandise Checked Out and Not Returned:**

	@	\$	=	\$
	@	\$	=	\$
	@	\$	=	\$
	@	\$	=	\$
		<b>VALUE OF GOODS NOT RETURNED:</b>	=	\$

The unsold items have been placed in inventory and the inventory list is attached to this form: \_\_\_\_\_ Y/N \_\_\_\_\_

If YES, where is the inventory stored? \_\_\_\_\_ Resold to the student store: \_\_\_\_\_ Y/N \_\_\_\_\_

The list of students not returning merchandise is attached to this form: \_\_\_\_\_ Y/N \_\_\_\_\_

Please explain any discrepancies: \_\_\_\_\_

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

<b>RECAP:</b>	<b>A.</b>	<b>Merchandise or Tickets Sold</b>		\$	_____
	<b>B.</b>	<b>Merchandise Pending Credit</b>	+	\$	_____
	<b>C.</b>	<b>Merchandise on Fines List</b>	+	\$	_____
		<b>SUB TOTAL</b>	=	\$	_____
	<b>D.</b>	<b>Merchandise Purchase Price</b>	-	\$	_____
		<b>PROFIT TOTAL</b>	=	\$	_____

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Student Treasurer \_\_\_\_\_ Date: \_\_\_\_\_

**Sign where indicated, place in fundraiser folder and return to Activity Coordinator**  
**THIS RECAP WILL BE KEPT ON FILE FOR STATE AUDITING PURPOSES**