St. Lucie Public Schools
Fundraiser Financial Report

1. **School:** _____
   Name of Fundraiser: _____
   Date(s) of Fundraiser: _____
   Class, Club, or Organization: _____
   Description of items sold: _____
   Purchased From: _____

2. **Actual Sales:**

# of units sold (c)	X	Selling price (price including tax)	=	(a) Total Collected
-	X	$ -	=	$ -

3. **Estimated Sales (from Fund-Raising Activity Form):**

# of units purchased for sale (d)	X	selling price (price including tax)	=	(b) Total Cost
-	X	$ -	=	$ -

4. **Actual Sales over (under) Estimated Sales** = (a) - (b) = $ -

5. **Units Sold less Units Purchased:** (c) - (d) = -

If number of items sold is less than number of items purchased complete this section to account for difference:

- # of units (returned to vendor)	X	$ - selling price (price including tax)	=	$ -
- # of units (used for prizes)	X	$ - selling price (price including tax)	=	$ -
- # of units (not returned by students)	X	$ - selling price (price including tax)	=	$ -
- # of units (sold at a discount)	X	$ - selling price (price including tax)	=	$ -
- # of units (left on hand)	X	$ - selling price (price including tax)	=	$ -
- # of units (unaccounted for) Explanation below:	X	$ - selling price (price including tax)	=	$ -

_____
_____
_____

Total of Section 5. $ -

6. **Profit & Loss (Reconciliation)**

Receipts:

Total amount collected:	=	$ - Total Collected	
Cash Over / (Under): (circle one)	+ /-	$ - Over / Under amount	
Total Cash Turned In & Receipted by the Bookkeeper:		(a)	$ - Total Receipted

Expenses:

Cost of Materials:		$ - Total paid (including sales tax)	
Less Returned for Credit:		$ - Less Credit	
Net Expenses:		(b)	$ - Total Net Expenses
Profit / (Loss): (circle one)		= (a) - (b)	$ - Total Profit / Loss

Note: Attach copies of invoices, check requests, purchase orders, receipts (deposits) as well as any other supporting documentations.

Organization Sponsor: x _____ **Date** _____

Teacher/Sponsor: x _____ **Date** _____

**(Forward (2) two copies to bookkeeper - one copy will be returned to Sponsor after Principal's Approval)

Verified by Bookkeeper:

x _____ _____
Bookkeeper's Signature — Date

APPROVED BY PRINCIPAL:

x _____ _____
Principal's Approval — Date