

Franklin High School 2015-2016

ASB Fundraising Activity Form

A. Request for Pre-Approval of Fundraiser (at least TWO weeks prior to fundraiser)

Club Name: _____	Club Number: _____
Proposed Fundraising Activity: _____	
Intended Use of Proceeds: _____	
Estimated Revenues: \$ _____ Estimated Expenses: \$ _____ =Estimated Profit: \$ _____	
Will the fundraiser be held for the benefit of an organization outside the district? ____ yes ____ no If yes , please attach a copy of the name, address and phone number of the organization.	
Will a parent(s) be involved in this fundraiser? With what function?	
Dates of the Fundraiser: Start: _____ End: _____	
Club Leader (student): _____ signature and date	Club/Coach Advisor (staff): _____ signature and date
Activity Coordinator: _____ signature and date	Fiscal Specialist: _____ signature and date

B. Steps Following Approval: *Request must be approved BEFORE event can take place.*

1. Obtain a Purchase Order and number from the Fiscal Specialist **BEFORE** ordering or placing an order.
2. If needed, complete a Contract with vendor after obtaining Purchase Order approval.
3. Obtain appropriate record keeping forms from Fiscal Specialist (all forms must accompany deposits).
4. Request a cash-box or cash register from the Activity Coordinator.
5. Keep a daily inventory of all merchandise. (How much was sold and how much remains.)
6. Turn all money **INTACT** into the ASB Fiscal Specialist. (**Do not take expenses from money collected**).
7. Make **daily** deposits. **Do not take money home, put in your locker or leave in classroom.**

C. Accounting Summary of Fundraiser

1. Anticipated Revenue (<i>amount you should have collected based on actual sale</i>):	\$ _____
2. Total Actual Revenue Received	\$ _____
3. Total Cost of Goods Sold (<i>your cost of items sold</i>)	\$ _____
4. Other Expenses (<i>decorations, supplies, etc.</i>)	\$ _____
5. Total Expenditures	\$ _____ (line 3 plus line 4)
6. Net Profit (<i>loss</i>)	\$ _____ (line 2 less line 5)

D. Final Approval of Reconciliation

I hereby certify that the above accounting information is complete and accurate:	
Club Leader (student): _____ signature and date	Coach/Club Advisor: _____ signature and date