

# George County School District

## Fundraiser Reconciliation Form

**INSTRUCTIONS:**

Within five working days of the completion of the fundraiser a post-activity reconciliation must be made. Complete reconciliation report below and forward to business office.

School \_\_\_\_\_ Class, Group, etc. \_\_\_\_\_

Fundraising Activity \_\_\_\_\_ Held From \_\_\_\_\_ to \_\_\_\_\_

Students/sponsors who participated: \_\_\_\_\_

**Revenue:**

Selling Price (per unit) \$ \_\_\_\_\_

Quantity of Units Sold \_\_\_\_\_

Total Sales (*unit price times quantity*) \$ 0.00

Donations \$ \_\_\_\_\_

**Total Revenue** (*sales plus donations*) \$ 0.00

**Cost of Goods Sold:**

Purchases (*include shipping & sales tax*) -\$ \_\_\_\_\_ (*Enter Purchase Cost as a*

Less: Credits/Returned items \$ \_\_\_\_\_ *negative and Credits as a*

Cost of Goods Sold Total -\$ 0.00 *positive.*)

**Net Profit** (*Total Revenue less Total Cost*) \$ 0.00

**Purchase Order Numbers:** \_\_\_\_\_

**Receipt Numbers:** \_\_\_\_\_

**General Ledger Code:** \_\_\_\_\_

Comments: \_\_\_\_\_

(List any student not returning money or product(s) and amount(s) or any modifications above.)

**Sponsor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_