

Original -Treasurer's Office (white)  
 Duplicate - Activity Files (Canary)  
 Triplicate-Cashier's File (pink)

STUDENT FUND RAISING ACTIVITIES

-----Summary of Sale-----

Activity Name	Activity Account Number	Date
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RECEIPTS (Deposits and Sales Report):

<u>Date</u>	<u>Deposit</u>	<u>Item Description</u>	<u>Qty.</u>	<u>Selling Price</u>	<u>Amount</u>
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Total Deposits \_\_\_\_\_ Gross Income \_\_\_\_\_

EXPENDITURES (Payments and Cost of Merchandise):

<u>Date</u>	<u>Invoice No.</u>	<u>Item Description</u>	<u>Qty.</u>	<u>Cost</u>	<u>Amount</u>
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Total # of Invoices \_\_\_\_\_ Cost of Merchandise \_\_\_\_\_

Less Returns & Damages \_\_\_\_\_  
 (Explain at bottom)

Net Profit \_\_\_\_\_

Explanation for Returns & Damages \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Monies outstanding at close of sale. List names of students who owe money and the amount they owe:

<u>Name</u>	<u>Amount</u>	<u>Name</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Prepared By: \_\_\_\_\_  
 Signature

Date \_\_\_\_\_

Advisor: \_\_\_\_\_  
 Signature

Date \_\_\_\_\_