

Pizza Slice

The school orders 30 pizzas with 10 slices each to be sold for \$2. Five slices are not sold and one is sold at cost (\$6). The total cost for the pizza is \$180 plus a \$2 delivery charge.

T-shirt

The school orders 350 spirit shirts to be sold for different prices depending on the size. The sizes and prices are listed along with the quantity ordered for each size:

Youth	300	\$7
Adult	30	\$8
XXL	15	\$10
XXXL	5	\$12

There are 5 youth sizes given away to homeless students. The counselor provided the names of those students. The total cost for the 350 shirts was \$1750.

Field Day Ticket Sales

The school purchased six rolls of pre-number tickets that had 2000 tickets per roll to be sold at \$.25 each. The rolls purchased and the last ticket used is listed on the ticket seller sheet. The school purchased \$1150 worth of candy, chips, pickles, etc. to be sold at the carnival.

Refer to instructions on reverse side

CADDO PARISH SCHOOL BOARD
REPORT ON FUNDRAISING PROJECT

IA-82 (Rev. 05-08)

SCHOOL: ABC
YEAR: 2010/11

THE FOLLOWING SHOULD BE COMPLETED BY THE SPONSOR BEFORE THE PROJECT BEGINS. SEE INSTRUCTIONS ON REVERSE SIDE.

Name of organization Club
School General Ledger Account Number C3000
Name of sponsor Garrison May
Type of project Pizza by slice
Business from which items are purchased _____
Proposed starting date 2/25/11 Proposed ending date 2/25/11

A. Number of units to be ordered for sale	<u>300</u>	
B. Proposed sales price per unit or ticket	\$ <u>2</u>	
C. Anticipated sales from the project (A times B)	\$ <u>600</u>	
D. Estimated total cost of all units	\$ <u>182</u>	
E. Anticipated profit (C minus D)	\$ <u>418</u>	
F. Proposed use of profit	<u>m+s</u>	

Requested by [Signature] Date 2/15/11
Sponsor's Signature
Approved by _____ Date _____
Principal's Signature

THE FOLLOWING IS TO BE COMPLETED BY THE SPONSOR WITHIN TWO WEEKS AFTER THE PROJECT IS ENDED:

G. Total units received per invoice(s), including free items.	<u>300</u>		
H. Less units still on hand (Inventory). (Please attach plans for items in inventory)	_____		
I. Less units given away as prizes or awards. **	_____	Sales Price*	Calculated
J. Less units lost, stolen, damaged or spoiled. **	<u>5</u>	Per Unit	Sales
K. Total units available for sale	<u>295</u>	x <u>2</u>	= \$ <u>590</u>
L. ACTUAL funds collected (Should agree with ATTACHED General Ledger print out of account)			\$ <u>576</u>
M. DIFFERENCE (K minus L)			\$ <u>14</u>
Explanation: Uncollected from students **	\$ _____		
Other: (Attach explanation)	\$ <u>14</u>	<u>(profit lost for pizza sold e cost)</u>	
TOTAL: Should agree with M	_____		

N. ACTUAL funds collected: (Same as L)	\$ <u>576</u>
O. Less COST of all items (Should agree with checks written per General Ledger).	<u>182</u>
P. PROFIT or (Loss) on this project (N minus O)	\$ <u>394</u>

*For multiple-priced item sales, attach detail.
**Attach appropriate list or form.

Submitted By [Signature] Date 2/28/11
Sponsor's Signature
Reviewed By _____ Date _____
Principal's Signature

SPONSOR: SEND WHITE COPY TO CPSB INTERNAL AUDITING DEPT. IMMEDIATELY UPON COMPLETION OF PROJECT.
SPONSOR: SEND PINK COPY TO SCHOOL OFFICE IMMEDIATELY UPON COMPLETION OF PROJECT.
The Sponsor should keep all records that support this project for three years AFTER it is audited.

Refer to instructions on reverse side

CADDO PARISH SCHOOL BOARD
REPORT ON FUNDRAISING PROJECT

IA-82 (Rev. 05-08)

SCHOOL: ARBC
YEAR: 2010/11

THE FOLLOWING SHOULD BE COMPLETED BY THE SPONSOR BEFORE THE PROJECT BEGINS. SEE INSTRUCTIONS ON REVERSE SIDE.

Name of organization Club
School General Ledger Account Number C3000
Name of sponsor Quilts on May
Type of project t-shirts
Business from which items are purchased _____
Proposed starting date 10/15/10 Proposed ending date 11/15/10

	<u>Projected</u>
A. Number of units to be ordered for sale	<u>350</u>
B. Proposed sales price per unit or ticket	\$ <u>7</u>
C. Anticipated sales from the project (A times B)	\$ <u>2450</u>
D. Estimated total cost of all units	\$ <u>1750</u>
E. Anticipated profit (C minus D)	\$ <u>700</u>
F. Proposed use of profit <u>mts</u>	

Requested by [Signature] Date 10/1/10
Sponsor's Signature
Approved by _____ Date _____
Principal's Signature

THE FOLLOWING IS TO BE COMPLETED BY THE SPONSOR WITHIN TWO WEEKS AFTER THE PROJECT IS ENDED:

G. Total units received per invoice(s), including free items. _____

H. Less units still on hand (Inventory). _____
(Please attach plans for items in inventory)

I. Less units given away as prizes or awards. **	_____	Sales Price*	_____	Calculated
J. Less units lost, stolen, damaged or spoiled. **	_____	Per Unit	_____	Sales
K. Total units available for sale	_____	X	_____	= \$ _____

L. ACTUAL funds collected (Should agree with ATTACHED General Ledger print out of account) \$ _____

M. DIFFERENCE (K minus L) \$ _____

Explanation: Uncollected from students ** \$ _____
Other (Attach explanation) \$ _____
TOTAL: Should agree with M _____

N. ACTUAL funds collected: (Same as L) \$ _____

O. Less COST of all items (Should agree with checks written per General Ledger). _____

P. PROFIT or (Loss) on this project (N minus O) \$ _____

*For multiple-priced item sales, attach detail.
**Attach appropriate list or form.

Submitted By _____ Date 11/20/10
Sponsor's Signature
Reviewed By _____ Date _____
Principal's Signature

SPONSOR: SEND WHITE COPY TO CPSB INTERNAL AUDITING DEPT. IMMEDIATELY UPON COMPLETION OF PROJECT.
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	Youth	Adult	XXL	XXXL
Received	300	30	15	5
Giveaway	5	0	0	0
<hr/>				
Units for sale	295	30	15	5
Sales Price	7	8	10	12
<hr/>				
	2065	240	150	60

2,515	Deposits
1,750	Cost
<hr/>	
765	Profit

Refer to instructions on reverse side

CADDO PARISH SCHOOL BOARD
REPORT ON FUNDRAISING PROJECT

IA-82 (Rev. 05-08)

SCHOOL: ABC
YEAR: 2010/11

THE FOLLOWING SHOULD BE COMPLETED BY THE SPONSOR BEFORE THE PROJECT BEGINS. SEE INSTRUCTIONS ON REVERSE SIDE.

Name of organization Club
School General Ledger Account Number C3000
Name of sponsor Allison May
Type of project Fuel day
Business from which items are purchased _____
Proposed starting date 10/2/10 Proposed ending date 10/2/10

	<u>Projected</u>
A. Number of units to be ordered for sale	<u>12,000</u>
B. Proposed sales price per unit or ticket	\$ <u>.25</u>
C. Anticipated sales from the project (A times B)	\$ <u>3000</u>
D. Estimated total cost of all units	\$ <u>1500</u>
E. Anticipated profit (C minus D)	\$ <u>1500</u>
F. Proposed use of profit	_____

Requested by [Signature] Date 9/15/10
Sponsor's Signature
Approved by _____ Date _____
Principal's Signature

THE FOLLOWING IS TO BE COMPLETED BY THE SPONSOR WITHIN TWO WEEKS AFTER THE PROJECT IS ENDED:

G. Total units received per invoice(s), including free items.	_____		
H. Less units still on hand (Inventory). (Please attach plans for items in inventory)	_____		
I. Less units given away as prizes or awards. **	_____		
J. Less units lost, stolen, damaged or spoiled. **	_____		
K. Total units available for sale <u>see attached</u>	<u>11330</u>	x	<u>25</u> =
			\$ <u>2832.50</u>
L. ACTUAL funds collected (Should agree with ATTACHED General Ledger print out of account)			\$ <u>2832.50</u>
M. DIFFERENCE (K minus L)			\$ <u>-0-</u>
Explanation: Uncollected from students **	\$ _____		
Other: (Attach explanation)	\$ _____		
TOTAL: Should agree with M	_____		

N. ACTUAL funds collected: (Same as L)	\$ <u>2832.50</u>
O. Less COST of all items (Should agree with checks written per General Ledger).	<u>1150-</u>
P. PROFIT or (Loss) on this project (N minus O)	\$ <u>1732.50</u>

*For multiple-priced item sales, attach detail.
**Attach appropriate list or form.

Submitted By [Signature] Date 10/15/10
Sponsor's Signature
Reviewed By _____ Date _____
Principal's Signature

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School
Ticket Seller Sheet -Non Athletic

Day Date _____
Date of Ticket Sale 10/2/10

Event Field day

First Ticket Used	Last Ticket Used	No. Tickets Sold	Color of Ticket	Ticket Price	Funds Collected
4001	6000	2000		.25	500
6001	8000	2000		}	500
8001	9555	1555			388.75
10001	11775	1775			443.75
12001	14000	2000			500
14001	16000	2000			500

Total Value of Tickets Sold

2832.50

Total Receipts Transferred to Bookkeeper

2832.50

MAS Rec. # 12345

Over/(shortage)

- 0 -

Change returned to Bookkeeper

200-

MAS Rec. # 12345



Signature of Ticket Seller

Bookkeeper

Place sample ticket here

EXAMPLE OF A FUND RAISING PROJECT

The band director decides to have a fundraiser so that they can purchase needed supplies and equipment. They elect to sell chocolate candy bars. They plan to order 800 candy bars from World's Best Chocolate Company and expect to sell them for \$1.00 each. The cost for 800 candy bars is estimated to be \$400.00. They hope to make a profit of \$400.00. The band director, Mr. Good Sponsor, is planning to start the project on September 15, 2001 and end it on October 10, 2001. On September 4, 2001, Mr. Good Sponsor submitted the form to the principal who approved the project on September 5, 2001.

After the principal approved the band having the project, the band conducted the project and the results were as follows:

1. They ordered 800 candy bars and received all of them plus 50 free candy bars.
2. A total of 100 candy bars were returned because they were damaged during the shipment to the school.
3. There were 40 candy bars left over which they plan to sell at a later date.
4. Twenty-five candy bars were given to the top sellers.
5. Twenty candy bars nor their sales value (20 x \$1.00) could be recovered from one band member who had been issued candy to sell.
6. Ten candy bars melted, and five were accidentally broken into pieces, therefore, making them unsaleable. Eight candy bars were lost and five were stolen from a box of candy bars the band director had in his room.
7. A total of \$3.00 was collected from people who elected to donate money rather than purchase candy. Also, there was an extra \$.75 found to have been collected during the sales process.
8. The band sponsor turned in a total of \$640.75 to the school bookkeeper.
9. A check for \$350.00 was issued to the World's Best Chocolate Company in payment of the candy received which had not been returned to the company. The company had issued a credit for the candy returned which was deducted by the bookkeeper from the original invoice of \$400.00.
10. The sponsor completed and signed the bottom part of the form on October 15, 2001, and the principal reviewed and signed that part on October 16, 2001.

Refer to instructions on reverse side

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REPORT ON FUNDRAISING PROJECT

IA-82 (Rev. 05-08)

SCHOOL: ABC
YEAR: 2010/11

THE FOLLOWING SHOULD BE COMPLETED BY THE SPONSOR BEFORE THE PROJECT BEGINS. SEE INSTRUCTIONS ON REVERSE SIDE.

Name of organization Club
School General Ledger Account Number C3000
Name of sponsor Mr. Good
Type of project WFC
Business from which items are purchased WFC
Proposed starting date 9/15/01 Proposed ending date 10/10/01

	<u>Projected</u>
A. Number of units to be ordered for sale	<u>800</u>
B. Proposed sales price per unit or ticket	\$ <u>1</u>
C. Anticipated sales from the project (A times B)	\$ <u>800</u>
D. Estimated total cost of all units	\$ <u>350</u>
E. Anticipated profit (C minus D)	\$ <u>450</u>
F. Proposed use of profit	

Requested by Mr. Good Date 9/11/01
Sponsor's Signature
Approved by Mr. Ramirez Date 9/12/01
Principal's Signature

THE FOLLOWING IS TO BE COMPLETED BY THE SPONSOR WITHIN TWO WEEKS AFTER THE PROJECT IS ENDED:

G. Total units received per invoice(s), including free items.	<u>750</u>		
H. Less units still on hand (Inventory). (Please attach plans for items in inventory)	<u>40</u>		
I. Less units given away as prizes or awards. **	<u>25</u>		
J. Less units lost, stolen, damaged or spoiled. **	<u>28</u>		
K. Total units available for sale	<u>657</u>	X	
			Sales Price* Per Unit
			<u>1</u>
		=	Calculated Sales
			\$ <u>657</u>
L. ACTUAL funds collected (Should agree with ATTACHED General Ledger print out of account)			\$ <u>640.75</u>
M. DIFFERENCE (K minus L)			\$ <u>16.25</u>
Explanation: Uncollected from students **	\$ <u>(20)</u>		
Other: (Attach explanation)	\$ <u>3.75</u>		
TOTAL: Should agree with M	<u>16.25</u>		

N. ACTUAL funds collected: (Same as L)	\$ <u>640.75</u>
O. Less COST of all items (Should agree with checks written per General Ledger).	<u>350-</u>
P. PROFIT or (Loss) on this project (N minus O)	\$ <u>290.75</u>

*For multiple-priced item sales, attach detail.
**Attach appropriate list or form.

Submitted By Mr. Good Date 10/25/01
Sponsor's Signature
Reviewed By Mr. Ramirez Date 10/25/01
Principal's Signature

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