**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:

<table>
<thead>
<tr>
<th>Size</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth</td>
<td>300</td>
<td>$7</td>
</tr>
<tr>
<td>Adult</td>
<td>30</td>
<td>$8</td>
</tr>
<tr>
<td>XXL</td>
<td>15</td>
<td>$10</td>
</tr>
<tr>
<td>XXXL</td>
<td>5</td>
<td>$12</td>
</tr>
</tbody>
</table>

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.
CADDJO PARISH SCHOOL BOARD
REPORT ON FUNDRAISING PROJECT

SCHOOL: ABC
YEAR: Z001

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: Pizza by Slice
Type of project: Pizza
Business from which items are purchased: 2/25/11
Proposed starting date: 2/25/11
Proposed ending date: 2/25/11

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

Requested by: Sponsor's Signature
Date: 2/15/11

Approved by: Principal's Signature
Date:

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: 300
H. Less units still on hand (Inventory):
   (Please attach plans for items in inventory)
I. Less units given away as prizes or awards:**
   5
J. Less units lost, stolen, damaged or spoiled:**
   29 5
   5
K. Total units available for sale
   5
   29 5
   3 0 0
   2
   590
   576
   14
L. ACTUAL funds collected (Should agree with ATTACHED General Ledger print out of account)
M. DIFFERENCE (K minus L)
   Explanation: Uncollected from students:** $14
   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)
   182
   394
P. PROFIT or (Loss) on this project (N minus O)

Submitted By: Sponsor's Signature
Date: 2/28/11

Reviewed By: Principal's Signature
Date:

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.
CADDO PARISH SCHOOL BOARD
REPORT ON FUNDRAISING PROJECT

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: [Girls in May]
Type of project: [T-shirts]
Business from which items are purchased:

Proposed starting date: 10/15/10  Proposed ending date: 11/15/10

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Number of units to be ordered for sale</td>
<td></td>
<td>350</td>
</tr>
<tr>
<td>B. Proposed sales price per unit or ticket</td>
<td></td>
<td>$7</td>
</tr>
<tr>
<td>C. Anticipated sales from the project (A times B)</td>
<td></td>
<td>$2450</td>
</tr>
<tr>
<td>D. Estimated total cost of all units</td>
<td></td>
<td>$1750</td>
</tr>
<tr>
<td>E. Anticipated profit (C minus D)</td>
<td></td>
<td>$700</td>
</tr>
<tr>
<td>F. Proposed use of profit</td>
<td></td>
<td>m+5</td>
</tr>
</tbody>
</table>

Requested by: [Signature]
Date: 10/11/10

Approved by: [Signature]
Date: [Signature]
Date: [Signature]

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Sales Price*</th>
<th>Calculated Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. Total units received per invoice(s), including free items.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Less units still on hand (Inventory)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(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                | x            |                  |

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

M. DIFFERENCE (K minus L)

Explanation: Uncollected from students ** $1000
Other (Attach explanation) $200
TOTAL: Should agree with M $1200

N. ACTUAL funds collected: (Same as L) $2000

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

P. PROFIT or (Loss) on this project (N minus O) $50

Submitted By: [Signature]
Date: 11/20/10

Reviewed By: [Signature]
Date: [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.
<table>
<thead>
<tr>
<th></th>
<th>Youth</th>
<th>Adult</th>
<th>XXL</th>
<th>XXXL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received</td>
<td>300</td>
<td>30</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>Giveaway</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Units for sale</td>
<td>295</td>
<td>30</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>Sales Price</td>
<td>7</td>
<td>8</td>
<td>10</td>
<td>12</td>
</tr>
</tbody>
</table>

|                | 2065 | 240  | 150 | 60   |

2,515 Deposits
1,750 Cost
765 Profit
CADDJO PARISH SCHOOL BOARD
REPORT ON FUNDRAISING PROJECT

SCHOOL: ABC
YEAR: 2010

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

Name of organization: CIB
School General Ledger Account Number: C3000
Name of sponsor: Allison May
Type of project: Field Day
Business from which items are purchased:

Proposed starting date: 10/2/10 Proposed ending date: 10/2/10

A. Number of units to be ordered for sale: 12,000
B. Proposed sales price per unit or ticket: $.25
C. Anticipated sales from the project (A times B): $3,000
D. Estimated total cost of all units: $1,500
E. Anticipated profit (C minus D): $1,500
F. Proposed use of profit:

Requested by: [Signature] Date: 9/15/10

Approved by: [Signature] Date:

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: [Details]
H. Less units still on hand (Inventory): [Details]
   (Please attach plans for items in inventory)
I. Less units given away as prizes or awards: [Details]
J. Less units lost, stolen, damaged or spoiled: [Details]
K. Total units available for sale: See above. 11,350 x $2.5 = $28,375.00
L. ACTUAL funds collected (Should agree with ATTACHED General Ledger print out of account): $28,375.00
M. DIFFERENCE (K minus L)
   Explanation: Uncollected from students: $[Details]
   Other: (Attach explanation): $[Details]
   TOTAL: Should agree with M:

N. ACTUAL funds collected: (Same as L): $28,375.00
O. Less COST of all items (Should agree with checks written per General Ledger): 1150

P. PROFIT or (Loss) on this project (N minus O): $17,225.00

Submitted By: [Signature] Date: 10/15/10
Reviewed By: [Signature] Date:

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.
## Ticket Seller Sheet - Non Athletic

**Day Date**: _[blank]_

**Event**: Field day

**Date of Ticket Sale**: 10/21/10

<table>
<thead>
<tr>
<th>First Ticket Used</th>
<th>Last Ticket Used</th>
<th>No. Tickets Sold</th>
<th>Color of Ticket</th>
<th>Ticket Price</th>
<th>Funds Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>4001</td>
<td>6000</td>
<td>2000</td>
<td>.75</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>6001</td>
<td>8000</td>
<td>2000</td>
<td>.75</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>8001</td>
<td>9555</td>
<td>1555</td>
<td>.75</td>
<td>388.75</td>
<td></td>
</tr>
<tr>
<td>10001</td>
<td>11775</td>
<td>1775</td>
<td>.75</td>
<td>443.75</td>
<td></td>
</tr>
<tr>
<td>12001</td>
<td>14000</td>
<td>2000</td>
<td>.75</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>14001</td>
<td>16000</td>
<td>2000</td>
<td>.75</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

**Total Value of Tickets Sold**: 2,832.50

**Total Receipts Transferred to Bookkeeper**: 2,832.50

**Over/(shortage)**: _0 - _

**Change returned to Bookkeeper**: 200.00

**Signature of Ticket Seller**: _[signature]_

**Bookkeeper**: _[signature]_

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 $0.75 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.
CADDOT PARISH SCHOOL BOARD
REPORT ON FUNDRAISING PROJECT

SCHOOL: ABC  
YEAR: 2000/01

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: WFC
Type of project: WFC
Business from which items are purchased: WFC
Proposed starting date: 9/15/01  
Proposed ending date: 10/10/01

A. Number of units to be ordered for sale: 800

B. Proposed sales price per unit or ticket: $1

C. Anticipated sales from the project (A times B): $800

D. Estimated total cost of all units: $350

E. Anticipated profit (C minus D): $450

F. Proposed use of profit:

Requested by: Mr. Good
Sponsor’s Signature: 
Date: 9/1/01

Approved by: Mr. Principe
Principal’s Signature: 
Date: 9/1/01

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: 750

H. Less units still on hand (Inventory): 40

(Please attach plans for items in inventory)

I. Less units given away as prizes or awards, **: 25

J. Less units lost, stolen, damaged or spoiled, **: 28

K. Total units available for sale: 657

L. ACTUAL funds collected (Should agree with ATTACHED General Ledger print out of account): $640.75

M. DIFFERENCE (K minus L)

Explanation: Uncollected from students **: $20

Other: (Attach explanation)

TOTAL: Should agree with M: $16.25

N. ACTUAL funds collected: (Same as L): $640.75

O. Less COST of all items (Should agree with checks written per General Ledger): $350

P. PROFIT or (Loss) on this project (N minus O): $290.75

Submitted By: Mr. Good
Sponsor’s Signature: 
Date: 10/25/01

Reviewed By: Mr. Principe
Principal’s Signature: 
Date: 10/25/01

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.