



**Fundraising Reconciliation Form**

The student contact and/or organization advisor are responsible for maintaining accurate records of all sales activities and accounting for all items purchased from vendors for resale. Also a copy of any required liability waiver forms must be kept on file for 7 years. A scanned file with all liability waiver forms of participants must be submitted with the final reconciliation forms to the VP for Finance.

Fundraiser Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

<b>Monies deposited</b>		<b>Invoices paid</b>		
	<b>Amount</b>			
Date _____	_____	Vendor _____		
Date _____	_____	Invoice # _____	Date _____	Amount _____
Date _____	_____			
Date _____	_____	Vendor _____		
Date _____	_____	Invoice # _____	Date _____	Amount _____
Date _____	_____			
Date _____	_____	Vendor _____		
Date _____	_____	Invoice # _____	Date _____	Amount _____
Date _____	_____			
Date _____	_____	Vendor _____		
Date _____	_____	Invoice # _____	Date _____	Amount _____
Date _____	_____			
Total Collected	\$ _____	Total Amount Paid		\$ _____
9.75% Sales Tax	( _____ )			
Total Revenue	\$ _____			

Total net profit from fundraiser \$ \_\_\_\_\_

**Inventory Tracking**

Item A _____	Qty Purchased _____	Qty Sold _____	Amount Collected \$ _____
Item B _____	Qty Purchased _____	Qty Sold _____	Amount Collected \$ _____
Item C _____	Qty Purchased _____	Qty Sold _____	Amount Collected \$ _____
Item D _____	Qty Purchased _____	Qty Sold _____	Amount Collected \$ _____
Item E _____	Qty Purchased _____	Qty Sold _____	Amount Collected \$ _____

Disposition of remaining inventory (if applicable): \_\_\_\_\_  
 \_\_\_\_\_

Reconciliation Completed By: \_\_\_\_\_

Reconciliation Reviewed By: \_\_\_\_\_ Organization Advisor

Reconciliation Verified By: \_\_\_\_\_ Controller

NOTE: All funds must be deposited daily.

This completed form will be kept on file in the Business Office.