

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 & Adm.

Fundraiser Name: _____

Department/Organization: _____

Monies deposited		Invoices paid		
	Amount			
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.

