

Fund-Raising Operating Report

Campus _____ Date _____

Organization _____ Fund-Raiser _____

Total Collections from Fund-Raiser (List ALL money collections):

Date	Receipt #	Description	Amount
			\$
		Per Attached List (if needed)	
Total Collections			\$

Total Disbursements for Merchandise, Advertising, Prizes, etc. For Fund-Raiser (List All Invoices/Payments):

Date	PO#	Payee/Vendor	Amount
			\$
		Per Attached List (if needed)	
Total Disbursements			\$

Profit/Loss (Net Proceeds) from Fund-Raiser:

Total Collections Less Total Disbursements	\$
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Sponsor/Person Responsible for Fund-Raiser

_____/_____/_____
Date

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Complete one (1) of the following attachments, if applicable, based on the type of fund-raiser held:

Attachment A for Catalog / Product Sales,

Attachment B for Ticket Events with Entry or Participation Fees, or

Attachment C for Concessions.

Operating Report Completed By:

_____ / /
Sponsor/Person Responsible for Fund-Raiser Date

Submit the Operating Report to the financial secretary no later than one week subsequent to the projection end date of the fund-raiser. For PTO and Booster Clubs, submit the Operating Report to your Treasurer.

Verification by Secretary/Bookkeeper:

To verify the Operating Report,

- Review the pertinent attachment depending on the type of fund-raiser held. Determine if products and amount collected have been accounted for properly.
- Agree collections on the operating report to the deposits made.
- Agree the disbursements for the fund-raiser to the vendor invoice(s) and purchase orders.

Any discrepancies noted? Yes _____ No _____

If yes, describe any discrepancies noted.

Attach a written response from the Sponsor/Person responsible for the fund-raiser concerning any discrepancy noted. Response should be signed and dated by the person providing it.

Operating Report Verified By:

_____ / /
Secretary/Bookkeeper Date

Operating Report Approved By:

_____ / /
Principal or Designee Date