



Hamilton County Board of Education

Project no. \_\_\_\_\_
(Example 2010-1)

FUNDRAISING SUMMARY REPORT
Revised 4/15/10

School Name \_\_\_\_\_
Ending Date of Fundraiser \_\_\_\_\_
Sponsoring Group \_\_\_\_\_

Part A: Resale Activity

Resale Activity \_\_\_\_\_

Total Sales \$ \_\_\_\_\_
Less: Cost of Items Sold \$ \_\_\_\_\_
\*Total Fundraiser Profit \$ \_\_\_\_\_

\*If difference is negative, please provide explanation for the loss on the fundraiser.

Part B: Restricted Use of Profits (complete only if fundraiser was restricted)

Restricted Purpose \_\_\_\_\_

Total Sales \$ \_\_\_\_\_
Less: Cost of Items Sold \$ \_\_\_\_\_
\*Total Fundraiser Profit \$ \_\_\_\_\_
Less: Purchases made with Profit \$ \_\_\_\_\_
\*Difference \$ \_\_\_\_\_

\*If the difference is more than zero, please provide explanation of intended disposition of balance. (The disposition of excess proceeds or a change in authorized purpose must be approved by the Superintendent).

\*If difference is negative, please provide explanation for the loss on the fundraiser.

Completed by \_\_\_\_\_ Date \_\_\_\_\_
Sponsor

Approved by \_\_\_\_\_ Date \_\_\_\_\_
Principal

NOTE: Send a copy of completed form to Sandra DeLaune, Finance Department.