

Final Operating Report Directions

This report requires the use of Microsoft Excel to complete.

1. Start with the tab labeled “Summary”.
2. In the Highlighted sections, enter the name of the group, the name of the fund raiser, the school re
3. This information will be automatically entered on the additional sheets.

Inventory Report

1. On the tab labeled “Inventory”
 - a. Enter your beginning inventory in the highlighted spaces provided. Enter the appropriate ‘estim
Note: Bulk items such as food, etc. can be entered as one item or by the case.
 - b. At the end of your fundraiser, enter the remaining inventory and values in the highlighted space

Expenses

1. Select the “Expenses” tab.
2. Enter the items purchased and other expenses in the highlighted areas.
Note: Freight and Sales tax can be entered as totals in the spaces provided.

Monies Collected

1. It is acceptable to use the paper copies of the Monies Collected Reports provided by the office. A
2. If you use the spreadsheet only, there are extra pages provided for you. You do not have to enter i

Summary Report

1. This page should complete itself.
2. Print out all pages and submit to your school’s bookkeeper.

presented, the sponsor, and the fundraiser's starting and ending dates.

ated' sales value of each item. Also list the cost of your items.

s.

ll you need to do on this page is enter the totals from each paper report. You do not need to enter each nformation the extra pages unless you do not have paper copies.

and every item into the computer if it is already recorded on the paper form.