

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 fundraiser, the school represented, the sponsor, and the fundraiser’s starting and ending dates.
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 ‘estimated’ sales value of each item. Also list the cost of your items.
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 spaces.

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. All you need to do on this page is enter the totals from each paper report. You do not need to enter each and every item into the computer if it is already recorded on the paper form.
2. If you use the spreadsheet only, there are extra pages provided for you. You do not have to enter information the extra pages unless you do not have paper copies.

Summary Report

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