Fundraising Recap Form Instructions

1. Within seven business days of the completion of the fundraiser, the Fundraising Recap Form must be completed by the fundraising Sponsor. The Sponsor needs to be the person to fill out this fundraising recap form, not merely a signer of the form. The form needs to be completed in its entirety.

2. The fundraising ID# that was provided on the Fundraising Permission Request Form needs to be the same # indicated at the top of this form.

3. Every receipt that the Sponsor received from the campus secretary/bookkeeper needs to be listed individually. There are fifteen lines provided. If additional lines are needed, you may attach an additional sheet as necessary.

4. The grand total of deposits must match the sum of all itemized deposits.

5. If an advance was previously received for this fundraiser, this amount must be indicated on the Recap form along with the actual amount of all expenditures for this fundraiser. The PO #s used for this fundraiser needs to be indicated on the form and copies of all invoices/receipts needs to be attached to this fundraiser for auditing purposes.

6. Indicate any sales tax collected. Do not list sales tax unless you collected sales tax. If you did not collect any sales tax, enter $0.

7. The Sponsor then needs to submit the form to the campus secretary/bookkeeper who will verify the accuracy of the data and complete the cash receipt portion of the form. Any discrepancies between what the Sponsor indicated and the campus secretary/bookkeeper that cannot be resolved, needs to be addressed and annotated on the form.

8. The Sponsor, campus secretary/bookkeeper, and principal need to sign the Recap Form prior to submission to the Business Services Department for processing.

9. Once the form has been audited and processed by the Business Services Department, the form will be submitted to the Budget Department. They will adjust your budget accounts accordingly.