

(Name of Parent Organization)

Fund-Raising Activity Report

Operating Report

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:

Submit the Operating Report to your Treasurer no later than one week subsequent to the projected end date of the fund-raiser.

Verification by the Treasurer:

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

Any discrepancies noted? Yes _____ No _____

If yes, describe any discrepancy 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.
