

Name of Booster Club

Fund-Raising Activity Report – Attachment A

Catalog / Product Sales

Inventory Reconciliation *(For wrapping paper, candy sales, gift items, t-shirts, Gold C Books, or Entertainment Books)*

Description	# of Items	Total Sales Amount (# of Items x Sales Price)
Items Received from Vendor		
Less: Items Returned to Vendor (Attach Credit Statements)		
Less: Items Distributed, But Money not Received (Complete Section for Students that Owe Money)		
Less: Items Remaining on Hand		
Items Sold / Total Sales of Products		

For sales involving multiple products, you may want to do the above analysis for each product separately, utilize the overall tally sheet for the orders, or complete only the Total Sales Amount column.

For items remaining on hand, where are the items stored and what is the expected disposition of these items?

Total Reconciliation

Do the Total Sales of Products agree to the Total Collections on the Operating Report? Yes ___ No ___

If No, the amount of difference is \$ _____ Explain the difference below.

Students that Owe Money from the Fund-Raiser

Student ID #	Student Name	Amount	Disposition
	Per Attached List (if needed)		
Total Amount Owed by Students			

Sponsor/Person Responsible for Fund-Raiser

Date