



FUNDRAISER COMPLETION REPORT

This form is to be completed by the fundraiser sponsor after completion of the fundraiser.

School _____ Sponsor _____ Fundraising Activity:

_____ Date (s) Held:

_____ **Fundraising Activity**

1. Receipt : (List MTF's number (s) and amount of funds collected)

MTF #	Posting batch #	Amount
_____	_____	\$ _____
_____	_____	\$ _____

Total \$ _____ (Attach additional sheet if needed)

2. Cost/Expense(s)

Purchases (Attach copies or invoice or receipts) \$ (_____)

3. Total: (Subtract receipts from the expense) \$ _____ Profit
\$(_____) Loss

Purchased and Resold Merchandise

Complete this portion if merchandise is purchased and resold, such as, but not limited to: T-shirts, school store items, concessions and snack sales, spirit items, etc.

Indicate any unsold or damaged merchandise.

Remaining Merchandise _____ x \$ _____ = \$ _____ (#of item x sales price)

Fundraiser Sponsor: _____ Date: _____

Principal: _____ Date: _____

Note: For events/activities handled by a fundraising company, such as Market Day, Joe Corbi Pizza, book fairs, etc., a profit summary and/or supporting documents must be attached.