



ANNUAL FUNDRAISING SUMMARY REPORT

School: _____

Fundraising Activities Held From _____ to _____

Activity Account Reconciliation Date:

- | | | |
|---|-----------|----------|
| 1. Total receipts from sales: | | \$ _____ |
| 2. Cost: | | |
| Purchases: | \$ _____ | |
| Less Returns to Vendor(s) (if any) | (_____) | |
| Total Cost: | | \$ _____ |
| 3. Gross Profit (or Loss) (Lines 1 minus Line 2): | | \$ _____ |
| 4. Less Retail Sales Tax (if applicable): | | |
| (_____) | | |
| 5. Net profit (or loss) (Line 3 minus 4): | | \$ _____ |

Profit (or Loss) Analysis:

- | | | |
|---|--|-----------|
| 6. Merchandise Available for Sales (Units x Sales Price): | | \$ _____ |
| 7. Less Total Cost (Line 2): | | (_____) |
| 8. Projected Gross Profit (Line 6 minus Line 7): | | \$ _____ |
| 9. Less Actual Gross Profit (or Loss) (Line 3): | | (_____) |
| 10. Gross Profit Shortfall (Line 8 minus Line 9): | | \$ _____ |

Comments: Provide comments on the results of the year's fundraising activities, including a comparison of actual to planned outcomes, uses of funds raised, and any problems or difficulties encountered that may serve as a deciding factor for future fundraising activities.

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

Principal

Note: The data from the completion of this report is obtained from the corresponding lines in the individual Fundraiser Completion Report forms prepared during the year.