

FUND RAISING PROJECTS - SALES PROJECT POTENTIAL

The Sales Project Potential form is designed to account for the income (actual and projected) from sales projects conducted by student activity groups. The form should show **profit (or loss)** on the sales project.

The purpose is to provide information to administration and auditors of the various projects and how they are functioning in accordance with adopted board policies.

STUDENT ACTIVITY GROUP _____

PROPOSED SALES PROJECT (items to be sold) _____

VENDOR NAME AND ADDRESS _____

DATES OF SALE _____

IS THIS FUND RAISER A PRESALE? _____

(orders are taken and money collected when items are delivered)

Estimated Quantity to be Ordered _____

Cost per Item _____

Proposed Sale Price (per item) _____

Treasurer's Office

Requested by: _____

Approved by: _____

Approved by: _____

Activity Advisor

Principal

Secretary

Treasurer

Date

Date

Date

Date

THIS SECTION TO BE COMPLETED WHEN SALES PROJECT IS COMPLETED

	School			
<u>Total Amount of Items Sold</u>	<u>Selling Price</u>			
# _____ X	\$ _____	=	A. \$ _____	Selling Price
# _____ X	\$ _____	=	B. \$ _____	Selling Price
LESS: (returns or discounts)		-	C. \$ _____	
TOTAL OF SALES TO BE DEPOSITED(A+B-C)			D. \$ _____	
TOTAL DEPOSITED WITH TREASURER			E. \$ _____	Should equal D
AMOUNT UNACCOUNTED FOR (D-E)			F. \$ _____	If not, explain
(Explain unaccounted for: lost, stolen, unsold, etc.) _____				
TOTAL INVOICE (AMOUNT DUE COMPANY)			G. \$ _____	
NET PROFIT OR LOSS (E-G)			\$ _____	

Advisor Signature _____
Date _____

Principal Signature _____
Date _____

Treasurer/CFO Signature _____ **Date** _____

Follow-up action taken _____