



FUNDRAISER RECONCILIATION SHEET

TYPE OF FUNDRAISER: _____ Purchase Order Number: _____

STAFF PERSON RESPONSIBLE: _____ Date: _____

Description of Items Purchased	Quantity	Unit Cost	Total Cost	Mark-Up	Unit Price	Total Price
TOTALS						

EXPECTED SALES: _____
(total price from above)

TOTAL COST: _____
(from above)

EXPECTED PROFIT: _____
(subtract total cost from expected sales)

Following the fundraiser, complete the section below, list remaining inventory.

Description of Items Purchased	Quantity	Unit Cost	Total Cost	Total Price

EXPLANATION OF VARIANCE: _____

SHORT SUMMARY OF HOW THIS FUNDRAISER WENT: _____

