

**GADSDEN CITY SCHOOLS
FUNDRAISING RECONCILIATION/ACCOUNTABILITY REPORT**

(Copy of previously approved fundraising form with bookkeeper assigned number must be attached.)

Reconciliation is due within ten days after the fundraising activity unless the approval form indicates this was an on-going fundraiser. All on-going fundraisers must be completed and reconciled at least one week prior to the close of the school year.

FUNDRAISER DESCRIPTION _____

ORGANIZATION TO RECEIVE PROCEEDS _____ Activity # _____

Items purchased for sale	# Ordered and Received	# Sold	Selling Price	Unsold Inventory

<p>List actual expenditures: (Name(s) of paid Vendors)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Total Amount Paid:</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>TOTAL EXPENDITURES \$ _____</p>
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Sponsor - Obtain an activity report from the school bookkeeper, highlight all expenditures and revenue related to this fundraiser. Attach to this reconciliation.

TOTAL INCOME (Per Receipt Book)	\$ _____	(a)
MINUS EXPENDITURES	\$ - _____	(b)
= TOTAL PROFIT EARNED	\$ _____	(c) (a - b = c)

My signature certifies the information above includes all funds derived from this fundraising project.	
Report submitted by _____	Date _____
<p>Signature of Fundraiser Sponsor</p> <p><i>(Retain a copy for your records and submit original to the school bookkeeper to retain for auditing purposes.)</i></p>	

Verified by School Bookkeeper _____ Date _____
Signature

Reviewed by Principal _____ Date _____
Signature