☐ **ASB**

☐ **ASB Charitable**

ISSAQUAH SCHOOL DISTRICT 411

FUNDRAISER RECONCILIATION FORM

A **Approval Date:** _____ ✶✶✶ **MINUTES DATE** _____

School _____ Group _____ Account # _____

Proposed Fundraising Activity _____

Intended Use of Proceeds _____

Estimated Revenue _____ Estimated Expenses _____

Est. Revenue - Est. Expenses = Est. Profit _____

Dates of Sale: Start _____ ✶✶✶ End _____

Signature

ASB Bookkeeper _____

Administrator _____

Activity Coordinator / AD _____

Coach/Club Advisor _____

Team/Club Leader _____

Student Leadership _____

**** Complete AFTER the Fundraiser Ends ****

B **Post Sale Monetary Reconciliation**

Actual Revenue Received _____ Cost of Goods Sold*(From PO Invoice)* _____

Net Profit (Loss) _____ Other Expenses: _____

C **Inventory Reconciliation**

Quantity of items Received _____ Notes:

Items Sold _____

Inventory Remaining _____ ❑ Continue to sell until gone

Checklist for Fundraiser Reconciliation Form

1. Order all needed materials or supplies with a Purchase Order through Bookkeeper
2. Inventory records should be kept for all goods being sold (including packing slips).
3. Turn all money INTACT into the ASB Bookkeeper for deposit within 24 hours. **Do not use money collected for expenses.**

Additional Information on Back of Next Page

D **Final Reconciliation Approval Date:** _____

Signature

ASB Bookkeeper _____

Advisor _____

Activity Coordinator / AD _____

Coach/Club Advisor _____

Team/Club Leader _____

Student Leadership _____

This recap will be kept on file for state auditing purposes, submit with all sections completed. REV: 12/2018

Checklist for Fundraiser Reconciliation Form

4. Submit the proposed fundraiser for approval.
    - For schools with grades lower than sixth grade, the board may designate the Principal to act as the ASB. Refer to RCW 28A.325.020.
5. Do not purchase items until a PO is approved!
6. Order all needed materials or supplies with a Purchase Order through Bookkeeper. The items should be shipped to our May Valley Shipping Warehouse.
7. If needed, complete a PSA/Contract with vendor after obtaining Purchase Order approval.
8. Request a cash box from school ASB Bookkeeper (if needed).
9. Conduct fundraiser, monitoring all cash and goods.
10. Inventory records should be kept for all goods being sold (including packing slips).
11. Obtain appropriate record keeping forms from ASB Bookkeeper
    - All forms must accompany money such as cash box reconciliations or ticket sales report).
    - Bookkeepers must retain source documents, including Student Purchases by Item Report, for auditing purposes.
12. Turn all money INTACT into the ASB Bookkeeper for deposit within 24 hours. **Do not use money collected for expenses.**
13. Decide on proposed action for inventory remaining.
14. Complete the Final Reconciliation.