

# FUNDRAISER FINAL RECONCILIATION

SAMPLE: Pre-Sales



SCHOOL: \_\_\_\_\_

A. MERCHANDISE PURCHASED				
Description of Item	Quantity	Unit Cost	=	
			=	
			=	
			=	
			=	
		<b>Total Cost (1)</b>		\$ -
B. MERCHANDISE SOLD				
Description of Item	Quantity	Unit Sale	=	
Magazines (see Details attached)	50	Various	=	\$ 500.00
Entertainment Books	20	\$ 50.00	=	\$ 1,000.00
			=	
			=	
		<b>Total Sold (2)</b>		\$ 1,500.00
		<b>Total Deposits</b>		\$ 1,495.00
		<b>Cash Over/(Short)</b>		\$ (5.00)
C. MERCHANDISE UNSOLD				
Description of Item	Quantity	Unit Cost	=	
			=	\$ -
			=	\$ -
			=	
			=	
		<b>Total Unsold (3)</b>		\$ -
D. MERCHANDISE NOT RETURNED/UNACCOUNTED				
Description of Item	Quantity	Unit Cost	=	
			=	\$ -
			=	
			=	
			=	
		<b>Total Losses (4)</b>		\$ -
E. PROFIT/(LOSS)				
		Total Sold (2) above	+	\$ 1,500.00
		Total Cost (1) above	-	\$ -
		Total Unsold (3) above	+	\$ -
		Cash Over/(Short)	+ / (-)	\$ (5.00)
		<b>NET PROFIT/(LOSS)</b>		

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_