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**OAK PARK HIGH SCHOOL FUNDRAISING FORM**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Club Name School Year Type of Fundraiser**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET ITEM** | **BUDGETED**  **(EXPECTED) AMOUNT** | **ACTUAL AMOUNT\*** | **DIFFERENCE** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INCOME | Quantity to sell\_\_\_\_\_\_\_\_\_\_\_  x Price per item $\_\_\_\_\_\_\_\_\_ | $ | $ | $ |
| Other Income (donations, ads, etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ | $ | $ |
| **TOTAL INCOME** | $ | $ | $ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EXPENSES | Quantity ordered\_\_\_\_\_\_\_\_\_\_\_\_\_  x Cost per item $ \_\_\_\_\_\_\_\_\_\_\_\_\_ | $ | $ | $ |
| Other Expenses (shipping, advertising, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ | $ | $ |
| Items Donated or Given as Prizes  Quantity \_\_\_\_\_\_\_\_\_\_\_\_  X Cost per item $\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ | $ | $ |
| **TOTAL EXPENSES** | $ | $ | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| **TOTAL PROFIT**  ***(Total Income – Total Expenses)*** | $ | $ | $ |

\*Must be completed at the end of the fundraiser and return to ASB Bookkeeper

Report Prepared By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Title, Date

Club Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Title, Date (revised 10.2018)