

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
P. O. Drawer AL
Reserve, LA 70084

_____ School Name

REPORT ON FUND RAISING PROJECT
ALL INFORMATION IS REQUIRED AND WILL BE SUBJECT TO AUDIT

The following is to be completed before fund raiser is started.

Name of Club or Sponsoring Organization: _____

Name of Club Sponsor/President: _____

Type of Fund Raising Project: _____

Proposed Starting Date: _____ Proposed Ending Date: _____

Proposed Use of Profit: _____

Requested by: _____ Date: _____
Club Sponsor/President

Approved by: _____ Date: _____
Principal

Approved by: _____ Date: _____
Finance Department

The following is to be completed after fund raiser is finished.

A. Gross cash receipts (This must reconcile to collection logs.) \$ _____

B. Cost of goods sold:	<u>VENDOR</u>	<u>CHECK #</u>	<u>AMOUNT</u>
	_____	_____	\$ _____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

TOTAL \$ _____ \$ (_____)

C. Excess receipts over disbursements (A-B) \$ _____

We certify that the above information is accurate and all funds have been reconciled and accounted for.

By: _____ Date: _____
Club Sponsor/President

By: _____ Date: _____
Principal

COPIES OF THE COMPLETED FORM SHOULD GO TO THE FINANCE DEPARTMENT AND THE CLUB SPONSOR/PRESIDENT