

**PERRY LOCAL SCHOOL DISTRICT
#3 – SPECIAL EVENT FUND RAISER
SUMMARY OF SALE
PAGE 1 OF 2**

Club Name _____ Club Account Number _____ Date _____

Recap of deposits made for fund raiser:

Date Deposited	Amount	Date Deposited	Amount	Date Deposited	Amount

Total of All Deposits (a) \$ _____

.....
Recap of expenditures for fund raiser: (Includes credits and returns)

Purchase Order No.	Vendor	Invoice No.	Amount Paid

Total of All Expenses (b) \$ _____

TOTAL DEPOSITS (a) \$ _____

TOTAL EXPENSES (b) \$ _____

PROFIT ON SALE (a-b) \$ _____

ORIGINAL TO TREASURER, COPIES TO BUILDING PRINCIPALS AND SECRETARY/CLERK
SUBMIT WITHIN 10 DAYS AFTER COMPLETION OF FUND RAISER

#3 - RECORD OF TICKET AND CASH ACCOUNTABILITY FOR SPECIAL EVENTS
PAGE 2 OF 2

EVENT: _____
DATE(S) OF EVENT: _____

SECTION I - TICKET ACCOUNTABILITY

1. TICKETS ACQUIRED (Enter total tickets available) _____

Sequence Numbers _____ through _____
 Sequence Numbers _____ through _____
 Sequence Numbers _____ through _____
 Sequence Numbers _____ through _____

2. TICKETS NOT USED (File tickets with this report) _____

3. TICKETS USED (Subtract line 2 from line 1) _____

4. TICKETS USED FOR PURPOSES OTHER THAN SALE

Enter description below:	Quantity	
4a.		
4b.		
4c.		
4d. (Total of lines 4a,4b,4c)		_____

5. TICKETS SOLD (Subtract line 4d from line 3) _____

SECTION II – CASH ACCOUNTABILITY

A. TICKETS SOLD (Total must equal line 5, Section 1)

	QUANTITY		SELLING PRICE		TOTAL SALES
A1.	X			=	
A2.	X			=	
A3.	X			=	
A4.	X			=	

B. TOTAL SALES (Add lines A1,A2,A3,A4) _____

C. CASH DEPOSITED _____

D. CASH OVER/(UNDER) (Explain difference)

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