

SAUGUS HIGH SCHOOL POTENTIAL REVENUE FORM

SAUGUS HIGH SCHOOL 21900 CENTURION WAY, SAUGUS, CALIF. 91350 661/297/3900 X2500

(MUST BE COMPLETED WITH ALL FUNDRAISER DEPOSITS TO ACCOUNT)

DATE _____ TIME STAMP _____

FUNDRAISER NAME: _____

START DATE OF FUNDRAISER: _____

END DATE OF FUNDRAISER: _____

TOTAL NUMBER OF ITEMS FOR SALE AT START OF SALE: _____

TOTAL NUMBER OF ITEMS AT END OF SALE: _____

SALE PRICE OF EACH ITEM: _____

COST OF EACH ITEM PURCHASED TO SELL _____

TOTAL AMOUNT OF MONEY FOR DEPOSIT \$ _____ (A) (DO NOT INCLUDE START UP CHANGE/MONEY)

TOTAL COST TO PURCHASE ITEMS (INCLUDE TAX, SHIPPING, ETC.) \$ _____ (B)

GROSS PROFIT (A-B= PROFIT) \$ _____ (C)

LIST ANY OTHER (NOT INCLUDING "B") EXPENSES FOR YOUR FUNDRAISER (SUPPLIES, CUSTODIAN CHARGES, ETC.)

GROSS PROFIT: \$ _____ (C)

MINUS OTHER EXP.: \$ _____ (D) (DAMAGED/LOSS/THEFT)

NET PROFIT: \$ _____ (TO BE DEPOSITED IN ACCOUNT)

WAS THIS A GOOD FUNDRAISER YES NO

EXPLAIN ANY IRREGULARITIES WITH YOUR FUNDRAISER BELOW SUCH AS ITEMS DAMAGED, LOST, OR THEFT ETC. OR ATTACH AN EXPLANATION:

(IMPORTANT NOTE☺ PLACE THIS FORM IN THE CASH BAG AFTER YOUR FUNDRAISER ALONG WITH THE PROVIDED DEPOSIT SLIP. THE CASH BAG SHOULD BE RETURNED TO ASB OFFICE, BY YOUR CLASS/CLUB REPRESENTATIVE. **(ADVISORS ARE PROHIBITED FROM HOLDING CLUB/CLASS MONEY PER STATE AUDITORS)** SO THAT THE MONEY EARNED CAN BE DEPOSITED INTO YUR CLUB ACCOUNT.) THIS IS TO BE COMPLETED WITHIN IMMEDIATELY AFTER THE FUNDRAISER. (IF ASB IS CLOSED, DEPOSIT SHOULD BE MADE THE NEXT WORK DAY AND WHEN THE OFFICE IS OPEN. NO EXCEPTIONS, FAILURE TO DO THIS OR TURN IN MONEY IS OUT OF COMPLIANCE.

