



## Rittman Exempted Village Schools Event/Project Reconciliation

This form is designed to account for the income (projected vs. actual) from any fundraiser conducted by a student activity group. Complete this form and submit it to the Treasurer's office **PRIOR** to any activity associated with the fundraiser (allow at least two weeks). After approval, the approved form will be returned to you via email. Upon conclusion of the event you will need to complete page 2 and resubmit for final review.

ORGANIZATION: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

Current Sport/Program Cash Balance \$ \_\_\_\_\_

	FUND	FUNC	OBJ	SPCC	SUBJ	OPU	IL	JOB
<b>BUDGET CODE:</b>								

Proposed Event Description: \_\_\_\_\_  
\_\_\_\_\_

Purpose of Raising Money: \_\_\_\_\_  
\_\_\_\_\_

Fundraiser Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**Estimated Sales Projection:**

(PRICE PER UNIT TO SELL)	X	PROJECTED NUMBER OF UNITS TO SELL	=PROJECTED SALES)	--	ESTIMATED COSTS	<b>=POTENTIAL PROFIT</b>

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Sponsor/Advisor Signature                      Date

\_\_\_\_\_  
Principal / Athletic Director Signature                      Date

\_\_\_\_\_  
Treasurer Signature    Date

**\*\*\*Please complete Page 2 after conclusion of event!\*\*\***

**\*\*\*THIS PORTION TO BE COMPLETED AND SUBMITTED TO THE TREASURER'S OFFICE  
AT THE CONCLUSION OF THE EVENT!\*\*\***

DEPOSITS			EXPENDITURES		
RECEIPT NUMBER	DATE OF RECEIPT	AMOUNT	PURCHASE ORDER #	VENDOR	AMOUNT PAID
TOTAL RECEIPTS		\$	TOTAL EXPENDITURES		\$

(PRICE PER UNIT SOLD	x	NUMBER OF UNITS SOLD	=TOTAL SALES)	--	EXPENDITURES	=TOTAL PROFIT

Explanation of unsold/unaccounted for items \_\_\_\_\_

Explanation of discrepancies between amount of total receipts and total sales \_\_\_\_\_

\_\_\_\_\_  
Sponsor/Advisor Signature                      Date

\_\_\_\_\_  
Principal / Athletic Director Signature                      Date

\_\_\_\_\_  
Treasurer Signature                      Date