

School _____

Organization _____

Sale Dates _____

Sales Summary Report

Must be completed within 2 weeks of the fundraiser

I. Single Item Sales only

1. Total number of items purchased	(Attach invoices)	+	_____
2. Total number of items returned	(Attach credit statements)	-	_____
3. Total number of unpaid items	(Attach obligation list)	-	_____
4. Total number of items remaining on hand		-	_____
5. Total number of items sold		=	=====
6. Single item sales only:			
	X		
_____	_____	=	=====
number items sold	sales price per item		total sales

II. Complete the column that corresponds to your fundraiser:

	Single Item	Multi-Item	Catalog Sales
Total deposits	_____	_____	_____
Less: total sales	- _____ (line 6 above)	- _____ (concession worksheet)	- _____ (from vendor report)
Deposit over (short)	=====	=====	=====

III. Profit

Complete the column that corresponds to your fundraiser:

	Single Item	Multi-Item	Catalog Sales
Total deposits	_____	_____	_____
Cost of items purchased for sale:	- _____	- _____	- _____
Profit	=====	=====	=====

IV. Percentage of profit

$$\frac{\text{Profit}}{\text{Total sales}} \text{ divided by } \frac{\text{Total sales}}{\text{Total sales}} \times 100 = \frac{\text{Profit}}{\text{Total sales}} \times 100 = \underline{\underline{\text{\%age profit}}}$$

Prepared by

Sponsor Signature	_____	Date	_____
Bookkeeper	_____	Date	_____
Principal	_____	Date	_____

Verified by _____

Reviewed by _____