☐ ASB
☐ ASB Charitable

ISSAQUAH SCHOOL DISTRICT 411

FUNDRAISER RECONCILIATION FORM

A Request for Pre-Approval (two weeks prior to start)

MINUTES DATE _____

School _____ Group _____ Account # _____

Proposed Fundraising Activity _____

Intended Use of Proceeds _____

Estimated Revenue _____ Estimated Expenses _____

Est. Revenue - Est. Expenses = Est. Profit _____

Dates of Sale: Start _____ End _____

	Signature	*Date*
ASB Bookkeeper (Staff)		
Principal		
Coach/Club Advisor		
Team/Club Leader		
ASB Treasurer (Student)		

B Purchase Order # _____ Vendor _____

Quantity Ordered _____ Quantity Received _____ Date Received _____

Packing Slip ☐ Total Cost *(Including tax & shipping)* _____

C Post Sale Monetary Reconciliation

Actual Revenue Received _____ Cost of Goods Sold*(From PO Invoice)* _____

Est. Value of *Donated* Goods Sold _____ Other Expenses (attach Gift/donation form #6114) _____

Net Profit (Loss) _____ Profit Analysis Notes:

D Inventory Reconciliation

Quantity of items Received _____ Notes:

Items Sold _____

Inventory Remaining _____

E Proposed Action for Inventory Remaining after sale

☐ Continue to sell at same price until quantity gone

☐ Surplus inventory & sell at reduced prices *(per Regulation #6881 Disposal of Surplus Materials)*

F Final Reconciliation Approval

	Signature	*Date*
ASB Bookkeeper (Staff)		
Principal		
Coach/Club Advisor		
Team/Club Leader		
ASB Treasurer (Student)		

This recap will be kept on file for state auditing purposes, submit with all sections completed!

REV: 8/2016

Checklist for Fundraiser Reconciliation Form

1. Submit the proposed fundraiser to the Student ASB Council for approval during their meeting minutes.
    - For schools with grades lower than sixth grade, the board may designate the Principal to act as the ASB. Refer to RCW 28A.325.020.
2. Send a copy of “Preapproval” to the Accountant via Email or District Mail.
3. Order all needed materials or supplies with a Purchase Order through Bookkeeper. The items should be shipped to our May Valley Shipping Warehouse.
    - Do not purchase items until a PO is approved!
4. If needed, complete a PSA/Contract with vendor after obtaining Purchase Order approval.
5. Request a cash box from school ASB Bookkeeper (if needed).
6. Conduct fundraiser, monitoring all cash and goods.
7. Inventory records should be kept for all goods being sold (including packing slips).
8. Obtain appropriate record keeping forms from ASB Bookkeeper
    - All forms must accompany money such as cash box reconciliations or ticket sales report).
    - Bookkeepers must retain source documents, including Student Purchases by Item Report, for auditing purposes.
9. Turn all money INTACT into the ASB Bookkeeper for deposit within 24 hours. **Do not use money collected for expenses.**
10. Decide on proposed action for inventory remaining.
11. Complete the Final Reconciliation by obtaining appropriate approval signatures.
12. A profit analysis explanation of the fundraiser must be completed.
13. Return Final Reconciliation Form to Bookkeeper. The Bookkeeper returns the final copy to the Accountant.