

# FUNDRAISER PROFIT AND LOSS STATEMENT

Organization Name: \_\_\_\_\_

Account No: \_\_\_\_\_

Fundraiser: \_\_\_\_\_

Activity Date: \_\_\_\_\_

Complete one form for each fundraiser held

Subject to NYS Sales Tax?      Yes                      No                      (Circle One)

## Receipts

Date of Sale	Receipt #	Total Items Sold	Price Per Item	Description of Sales Item (s)	Total Receipts
Estimated Receipts			\$	Total Actual Receipts	\$

## Expenditures

Date	Payee	PO #	Purpose	Amount
Estimated Expense		\$	Total Actual Expenses	\$
Estimated PROFIT (LOSS)		\$	Actual PROFIT (LOSS)	\$

Activity Treasurer: \_\_\_\_\_

Signature

\_\_\_\_\_

Date

Activity Advisor: \_\_\_\_\_

Signature

\_\_\_\_\_

Date

## **Fundraiser Profit and Loss Statement Instructions**

This form must be filled out completely with actual and projected receipts and expenses for each fundraiser completed by your Organization.

Please indicate whether the event was subject to NYS Sales Tax. Student Activities are **NOT** exempt from NYS Sales Tax and are required to collect Sales tax on all fundraisers that are considered taxable. For a full list of taxable and non taxable activities please refer to the Cash Collection section of the Student Activity Handbook.

Provide detailed amounts of receipts collected and the expenses associated with the fundraiser. Please list receipt numbers along with Purchase Order #. Example:

The student council held a fundraiser selling candles. They sold 94 candles at a price of \$15 each. Each candle cost the club \$9. The form should be filled out as follows:

### **Receipts**

<b>Date of Sale</b>	<b>Receipt #</b>	<b>Total Items Sold</b>	<b>Price Per Item</b>	<b>Description of Sales Item(s)</b>	<b>Total Receipts</b>
4/2/08	59426	54	\$14.02	Candles	\$ 757.08
				Sales Tax (7%)	\$ 52.92
4/5/08	59442	25	\$14.02	Candles	\$ 350.50
				Sales Tax (7%)	\$ 24.50
4/7/08	59459	15	\$14.02	Candles	\$ 210.30
				Sales Tax (7%)	\$ 14.70
<b>Estimated Receipts</b>			<b>\$1500</b>	<b>Total Actual Receipts</b>	<b>\$1410.00</b>

### **Expenditures**

<b>Date</b>	<b>Payee</b>	<b>PO #</b>	<b>Purpose</b>	<b>Amount</b>
4/9/08	The Candle Company	90835	Candle Supplier	\$846.00
4/9/08	NYS Sales Tax		Sales Tax	\$ 92.25
<b>Estimated Expenses</b>		<b>\$998</b>	<b>Total Actual Expenses</b>	<b>\$938.25</b>
<b>Estimated PROFIT (LOSS)</b>		<b>\$502</b>	<b>Actual PROFIT (LOSS)</b>	<b>\$471.25</b>

Please note sales tax must be deducted from sales price if applicable. For more information on how to calculate sales tax please refer to the Cash Collection section of the Student Activity Handbook. If more space is needed please use a blank sheet of paper and attach.

One completed form should be turned into the District Treasurer within 1 week of the end of the fundraiser.

For additional policies and procedures on fundraisers please see the section labeled Fundraisers in the Student Activity handbook.