

FUND-RAISING RETAIL ACCOUNTABILITY

ORGANIZATION: _____
 VENDOR: _____
 PURPOSE FOR FUND RAISER: _____

TEACHER: _____
 DATE: _____

ITEM	BEGIN INVENTORY	UNITS RECEIVED	TOTAL MERCHANDISE	ENDING INVENTORY	UNITS SOLD	SELLING PRICE	EXPECTED RECEIPTS
			0	0			\$ -
			0	0			\$ -
			0	0			\$ -
			0	0			\$ -
			0	0			\$ -
			0	0			\$ -
			0	0			\$ -
			0	0			\$ -
			0	0			\$ -
			0	0			\$ -
TOTAL EXPECTED RECEIPTS							\$ -

(If Total Expected Receipts do not equal Total Actual Receipts explain any differences in the REMARKS section below.)

Total Actual Receipts: \$ -
 Total Expected Receipts: \$ -
 OVER/UNDER: \$ -

REMARKS: _____

ACTUAL MASTER RECEIPTS		
MASTER RECEIPT DATE	RECEIPT NUMBER	RECEIPT AMOUNT
TOTAL ACTUAL RECEIPTS		\$ -

Vendor: _____
 Amount Of Invoice: _____
 Actual Receipts Minus Amount of Invoice=
TOTAL PROFIT MADE: \$ -

Signature of Teacher: _____
 Date: _____
 Signature of Principal: _____
 Date: _____

- 1) Use additional paper for more receipts and/or more items of merchandise.
- 2) Record all Merchandise offered for sale including donated items.
- 3) Record only items actually sold (i.e. Popcorn bags NOT popcorn, flowers Not ribbon).