

Fundraiser Summary Form

SCHOOL NAME:

Fundraiser: _____

Date: _____

Opening Balance (Float) _____

Details of Fundraiser (e.g. noon hour sucker sale)

Item Sold _____

Money Collected _____

Total submitted to office (float plus money collection) _____

Money counted by _____

(Two Signatures Required)

RECEIPT

Received from: _____

The amount of \$ _____

Purpose: _____

Amount Verified By: _____

***Completed cash reconciliation is to be sent to the office with the money.**

***Receipt is filled out in the office once the money is recounted and verified.**