



SHERMAN INDEPENDENT SCHOOL DISTRICT
FUND RAISING/SALES RECORD
 Student/Campus Activity Account

School: _____

Purpose: To pre-approve fundraisers, provide an accounting of the fundraising event, and identify taxable sales.

Account Name _____ Acct.# _____
 Sponsor Name _____
 Date(s) of Sale _____ Items to be sold _____
 Supplier of Goods _____ Items will be sold to? _____
 Sales Type: (circle one) TAXABLE NON-TAXABLE
 If taxable and if eligible, do you want to count this as a tax-free day? YES NO NA
 Total Sales Price for each individual item (including tax if applicable) _____

Fundraiser?: (circle one) YES NO (If no, you are selling to cover your costs? Y / N)
 Planned Use of Fundraiser Proceeds _____

 Administrator's Signature/Approval Date

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RECORD OF DEPOSITS: Information for deposits should be obtained from actual deposits listed on the Multiple Receipt Record or Cash Receipts Voucher.

	DATE	AMOUNT		DATE	AMOUNT		DATE	AMOUNT		DATE	AMOUNT
1			6			11			16		
2			7			12			17		
3			8			13			18		
4			9			14			19		
5			10			15			20		

TOTAL \$ -

RECONCILIATION:

For items sold on a pre-order basis: (e.g. - brochure sales, library book sales)
 Expected collections, per vendor's sales summary _____
 Total deposited from above \$ -
 Difference \$ -

For items purchased prior to sale:
 Total number of alike items purchased _____
 Less: Number of items returned for credit (if applicable) _____
 Equals: Total number of items available for sale _____
 Multiply by Sales price per item _____
 Total that should have been deposited _____
 Compare to: Total Deposited from above _____
 Difference (between total that should have been deposited and total deposited) _____

Please explain any differences:

 Signature of person completing form Date