

[Church Name]
Fundraiser Accounting Form

Please complete and distribute this form BEFORE your event (with estimates only) and AFTER your event (same form as estimates, but include actuals) to: _____

Name of Event: _____ Date of Event: _____

Account/Club Name: _____ Account Number: _____

Event Leader/Contact Information: _____

Fundraised monies will be used for: _____

	ESTIMATE (Before)	ACTUAL (After)
A - Number of items to be purchased/expected attendees:	_____	_____
B - Cost per items/person:	_____	_____
C - Total Cost (A x B):	_____	_____
D - Number of items to be sold/expected attendees:	_____	_____
E - Cost per items/person:	_____	_____
F - Total Revenue (D x E):	_____	_____
G - Revenue (Line F)	_____	_____
H - Cost (Line C)	_____	_____
I - Profit	_____	_____

Explanation of difference between estimate and actual profit: _____

Approval of Fundraiser (BEFORE the event):

 Event Organizer _____
 Date

 Department Chair or Club Advisor _____
 Date

 Division Director of Fundraiser Activities _____
 Date

Approval of Actuals (AFTER the event):

 Department Chair or Club Advisor _____
 Date

 Division Director of Fundraiser Activities _____
 Date

ALL deposits for this event should contain the same description as above.