

**Washington School for the Deaf  
SERVING DEAF AND HARD OF HEARING CHILDREN  
THROUGHOUT THE STATE OF WASHINGTON**

611 Grand Blvd., S-26  
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**FUNDRAISER FINAL RECONCILIATION**

The \_\_\_\_\_ club from the Washington School for the Deaf held a fundraising activity by selling

\_\_\_\_\_

Items were purchased from \_\_\_\_\_ This

fundraising activity was held from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ . Sales were accomplished through

\_\_\_\_\_.

(example, before and after school) We had \_\_\_\_\_ members participate in the sale.

The completion of this form finalizes your sale. Attach a list of the students who have not fulfilled their sales obligation noting the merchandise and dollar amount for which they are still responsible. A copy of this list must be given to the school secretary so that these names can be placed on the fine list. Your club account will be credited as these fines are paid. Be sure your club fund name is on the list.

**All shaded areas must be completed (if tangible items were sold)**

**A. Merchandise Purchased:** (You must attach a copy of the itemized invoice.)

_____	@ \$ _____	=	
_____	@ \$ _____	=	
_____	@ \$ _____	=	
_____	@ \$ _____	=	
	Subtotal	=	
	TAX/SHIPPING	=	
	TOTAL COST	=	\$ _____

**B. Merchandise or tickets sold:** (Include tax and shipping costs in your sale price per item).

_____	@ \$ _____	=	
_____	@ \$ _____	=	
_____	@ \$ _____	=	
_____	@ \$ _____	=	
	TOTAL RECEIVED	=	

**This should equal the amount of your deposits.**

**C. Merchandise or tickets unsold:**

_____	@ \$ _____	=	_____
_____	@ \$ _____	=	_____
_____	@ \$ _____	=	_____
_____	@ \$ _____	=	_____
	TAX/SHIPPING	=	_____

The unsold merchandise has been returned to the vendor for credit \_\_\_\_ Y/N \_\_\_\_\_. If not returned, please explain \_\_\_\_\_

**D. Merchandise Checked Out and Not Returned:**

_____	@ \$ _____	=	_____
_____	@ \$ _____	=	_____
_____	@ \$ _____	=	_____
_____	@ \$ _____	=	_____
	Value of Goods Not Returned	=	_____

The unsold items have been placed in inventory and the inventory list submitted to the Business Office FOA \_\_\_\_ Y/N \_\_\_\_\_. Resold to the snack bar \_\_\_\_ Y/N \_\_\_\_\_.

The list of students not returning merchandise has been turned in to the school secretary \_\_\_\_\_ Y/N

Please explain any discrepancies \_\_\_\_\_

**Recap:**

<b>A.</b>	<b>Merchandise or Tickets Sold:</b>		_____
<b>B.</b>	<b>Merchandise Pending Credit:</b>	+	_____
<b>C.</b>	<b>Merchandise on Fines List:</b>	+	_____
	<b>Subtotal</b>	=	_____
<b>D.</b>	<b>Merchandise Purchase Price:</b>	-	_____
	<b>Profit Total</b>	=	_____

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Financial Operations Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Sign where indicated and return to the Business Office Financial Operations Administrator.**

This recap will be kept on file for state auditing purposes.