Manson School District Associated Student Body (ASB)

Middle/High School Address: 1000 Totem Pole Rd, Manson, WA 98831 Phone: (509) 687-9585
Elementary School Address: 950 Totem Pole Rd, Manson, WA 98831 Phone: (509) 687-9502

___ **All District**   ___ **High School**   ___ **Middle School**   ___ **Elementary**

Manson School District Fundraiser Ticket and Sales Reconciliation

Must be submitted to the ASB Student Council and/or Advisor for review post the event. ASB funds will not be distributed without approval of the ASB. ASB funds management requires the approval of the ASB Student Council and/or representative and the signature of the ASB President and Treasurer.

Club/Organization_____ Advisor: _____

Fundraising Description_____

_____

 Dates of Fundraiser from_____/_____/_____ to _____/_____/_____

Number of members participating in the sale_____

A. **Merchandise Purchased** (Please attach a copy of the itemized invoice): Subtotal =_____

Washington State Sales Tax & Shipping =_____ **(Z) TOTAL COST =_____**

B. **Merchandise Sold or Tickets Sold** (including sales tax, if applicable): _____@

Cost of Items	Number of Items Sold	Total Revenue
$_____	x _____	= _____
$_____	x _____	= _____
$_____	x _____	= _____

Total Revenue $ _____ subtract **TOTAL DEPOSITED (Y) $_____** = OVER (UNDER)

C. **Merchandise Unsold or Tickets Unsold:**_____

Cost of Items Left	Number of Items Unsold	Total Remaining Inventory
$_____	x _____	= _____
$_____	x _____	= _____
$_____	x _____	= _____

The unsold items have been:_____Placed in Inventory _____Returned for Credit _____

Sold/Transferred to Another Club_____   **UNSOLD INVENTORY IS VALUED AT (X): $_____**

Manson School District

Shawn Thurman	Heather Ireland	Keitlyn Watson
High School Principal	Middle School Principal	Elementary Principal

D. Merchandise Checked Out and Not Returned

Cost of Items Missing   Number of Items missing   Total Missing Inventory

$_____ x _____ = _____

$_____ x _____ = _____

$_____ x _____ = _____

VALUE OF GOODS MISSING (W) = $_____

Event Evaluation

TOTAL DEPOSITED (Y) =_____

SUBTRACT

(Z) TOTAL COST =_____

UNSOLD INVENTORY IS VALUED AT (X): $_____

VALUE OF GOODS MISSING (W) = $_____

EQUALS PROFIT/LOSS : $ _____

List of students with outstanding money or merchandise turned in to ASB Cashier   __Y__N

If the total deposit does not match the total revenue, please provide a written explanation for the variance. _____

_____

_____

_____

ASB or Club Advisor_____   Date_____

ASB or Club President _____   Date_____

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 they are responsible for. A copy of the list must be given to the bookkeeper so the names of the students can be placed on the fine list. Your club account will be credited as the fines are paid.

Manson School District
Shawn Thurman   **Heather Ireland**   **Keitlyn Watson**
High School Principal   **Middle School Principal**   **Elementary Principal**