

FUNDRAISING ACTIVITY HEALTHY SNACK KIT SCENARIO

September

The officers of the Business Club want to sell Healthy Snack Kits to raise money for their club.

1. Club members vote to sell their kits from December 1 to December 14. The vote is recorded in the meeting minutes.
2. The results of the vote are yes so a **Fundraising Activity Request Form** is completed and submitted to an administrator for approval.
3. Approval was granted by administration. Now the club can contact the Healthy Snack Company to purchase the kits. After the discussion with the company it is determined that the Business Club is responsible for the New York sales tax. The anticipated receipts and disbursements should be discussed at this stage if not earlier. There is a section on the **Statement of Profit and Loss** that should be filled out with this information.

November

1. A **Disbursement Form** is completed by the treasurer for \$500 to purchase the kits.
*The Disbursement form may be obtained from the central treasurer.
2. The treasurer of the club should complete the **Activity Ledger** for the transaction.
3. Submit the completed form and an order form from the Healthy Snack Company to the central treasurer.
4. An **Inventory Control Form** should be completed for the Healthy Snack kits.

December 1

1. Complete the log on the bottom of the **Inventory Control Form** as the kits are handed out.
2. **Activity Treasurer's Receipt Forms** should be obtained from the central treasurer.

December 14

1. An **Activity Treasurer's Receipt Form** should be completed as money is collected from sales. A copy goes to the seller. A copy is provided to the central treasurer and a copy is kept on file.
2. The **Inventory Control Form** is updated when the money is received and/or the partial kits are returned.

3. The money is counted and a **Deposit Slip** and **Fundraising Deposit Detail** is completed.
4. The treasurer of the club should complete the **Activity Ledger** for the transaction.
5. Submit the money and completed forms to the central treasurer.

****After all transactions (deposits/disbursements) are finished the Statement of Profit and Loss needs to be completed and a copy provided to the central treasurer.**

FUNDRAISING ACTIVITY REQUEST FORM

Please fill in one form for each activity your club/organization is requesting.

Today's Date Sept. 12. 15

Club/organization making request: Business Club

The above group is requesting permission to conduct the following activity in compliance with the regulations and policies of Northern Adirondack Central School.

ACTIVITY PLANNED: Healthy Snack Kits

Indicate the appropriate category:

FUNDRAISING EVENT

SERVICE PROJECT

OTHER

ACTIVITY/SALE DATE(S) REQUESTED:

Date Beginning 12/1/15 Time (if applicable) _____

Date Ending 12/14/15 Time (if applicable) _____

Are chaperones required? YES NO

If Yes, list names:

The above named Club/Organization understands the request of the above activity and assumes responsibility for its conduct.

Activity President Signature _____

Activity Advisor Signature _____

Approved Denied

Administrator Signature _____ Date _____

STATEMENT OF PROFIT AND LOSS

Club Name: Business Club

Activity: Healthy Snack Kits Activity Date(s): 12/1/15-12/14/15

Subject to NYS Sales Tax? Yes No

Receipts

Date of Sale	Description of Sale Item(s) or See Attached Documentation	Ticket Numbers		Total Number Sold	Sale Price Per Item	Total Receipts
		From and Including	To and Including			
12/8/15	Healthy Snack Kits			800	1.00	\$800.00

Anticipated Receipts \$ 1000.00

Total Actual Receipts \$ 800.00

Disbursements

Date	Payee	Check #	Purpose	Amount
11/15/14	Healthy Snack Co.		Healthy Snack Kits (20 kits x 50 ea = 1000 items)	\$500.00

Anticipated Disbursements \$ 500.00

Total Actual Disbursements \$ 500.00

PROFIT(LOSS) \$ 500.00

PROFIT (LOSS) \$ 300.00

Club Treasurer

Advisor

Date

Charge same

PAYMENT ORDER TO THE CENTRAL TREASURER

EXTRA CLASSROOM ACTIVITY FUND

to Business Club account.
NAME OF ACTIVITY

Nov 14 2015

VERIFICATION OF AVAILABLE BALANCE:

UNENCUMBERED BALANCE \$ 1500.00

DEPOSIT \$ -

BALANCE \$ 1500.00

AMOUNT OF THIS PAYMENT ORDER \$ 500.00

AVAILABLE BALANCE AFTER PAYMENT OF THIS ORDER \$ 1000.00

YOU ARE AUTHORIZED TO ISSUE A CHECK

Pay to the Order of Healthy Snack Company

In the amount of five hundred Dollars \$ 500.00

For 20 kits @ \$25 each as per attached Invoice

and charge same to Business Club Activity
NAME OF ACTIVITY

INITIAL WHEN POSTED

DATE OF APPROVAL

Order # _____

Check # _____

SPONSORED BY

APPROVED

Harmony Potts
ACTIVITY TREASURER OR RECIPIENT

Mrs. [Signature]
FACULTY ADVISOR

CHIEF FACULTY COUNSELOR

HEALTHY SNACK COMPANY

INVOICE #123456

Date: November 1, 2015

To: Northern Adirondack Central School
Business Club

For: 20 Healthy Snack Kits
@ \$25.00 each

TOTAL: \$500.00

INVENTORY CONTROL FORM

Northern Adirondack CSD

Club Name: Business Club

Fundraising Event: Healthy Snack Kits

Item Description: Healthy Snack Kits (20 kits with 50 items each)

Total Number of Items Purchased for Resale:	1000
LESS: Total Number of Items Sold	800
Total Number of Items Remaining in Inventory:	200
LESS: Total Items Unaccounted For	0
Inventory on Hand:	200

Inventory Tracking Sheet:

Student Name	Date	# of Items Taken	Date	# of Items Returned
Michael Lawson	12/1/15	1 bx - 50 items	12/14/15	30
Pam Rice	12/1/15	1 bx - 50 items	12/14/15	0
Darla Bank	12/1/15	1 bx - 50 items	12/14/15	30
Jamie Lyng	12/1/15	1 bx - 50 items	12/14/15	40
Sandy Torn	12/1/15	1 bx - 50 items	12/14/15	50
Tim Reese	12/1/15	1 bx - 50 items	12/14/15	50
Etc.	Etc.	Etc.	Etc.	Etc.

Date: Dec. 14 2015

Activity Treasurer's Receipt # 0079

Northern Adirondack Central School

\$ 20.00

Twenty Dollars

Received From: Michael Lawson

Activity: Healthy Snack Kits

Original to Central Treasurer

Copy to Activity Treasurer

Copy to Seller

Mrs. Malark
Activity Treasurer or Activity Advisor

FUNDRAISING DEPOSIT DETAIL

This form must accompany every fundraising deposit

Club/Organization Name: Business Club

Fundraising Event: Healthy Snack Kits

Breakdown for Bank Deposit

Item Sold Description or See Attached Documentation	Quantity Sold	Price per Item (Including tax)	Total \$ Collected (Including tax)
See Inventory Control Form attached	800	\$1.00	\$800.00

OR

Tickets Sold		
Starting Ticket #		
Ending Ticket #		
Total Tickets Sold	Price of each ticket \$	Total \$ Collected

A. TOTAL DEPOSIT \$ 800.00

B. LESS \$ Amount for NYS Sales Tax \$ 59.26

Refer to page 12 – Sales Tax Guide

C. NET DEPOSITED TO Club Account \$ 740.74

Send completed form along with deposit to Mrs. Lord

RECEIPT NO.

DEPOSITED IN
EXTRA CURRICULAR FUND

Collected From Healthy Snack Kits
BY Business Club

Dec. 14 2015
TO BE CREDITED TO SCHOOL ACTIVITIES ACCT.
Hershey Potts

	DOLLARS	CENTS
BILLS	300	00
SILVER		
CHECKS Total	500	00
TOTAL - \$		

Central Treasurer
Mrs. Masack
Advisor

Initial when posted
WILLIAMSON LAW BOOK CO., VICTOR, NY 14554
FORM 34-N

HEALTHY SNACK FUNDRAISER

<u>Deposit</u>	<u>Student Name</u>	<u>Check</u>	<u>Cash</u>	<u>Total Amount</u>
1	Michael Lawson	Bea Gardner		5
1	Michael Lawson	Liz Smith		5
1	Michael Lawson	Rita Tree		5
1	Michael Lawson		5	5
1	Pam Rice	Mark Anthony		40
1	Pam Rice		10	10
1	Darla Bank		10	10
1	Etc.			
1	Etc.			
			TOTAL	\$800.00

BUSINESS CLUB - SCENARIO		SCHOOL YEAR 2015-2016						
DATE	SOURCE OF RECEIPTS	RECEIPTS	CHECK #	PAYEE NAME	PURPOSE OF PAYMENTS	PAYMENTS	BALANCE	Sales Tax
						Brought Forward Balance	\$ 1,500.00	
11/14/15				Healthy Snack Co.	20 kits (50 ea.) for \$25	\$ 500.00	\$ 1,000.00	
12/14/15	Healthy Snack Kits	\$ 800.00					\$ 1,800.00	\$ 59.26