

PETALUMA HIGH SCHOOL ASB
Fundraising Budget (Revenue Potential) vs Actual Statement

**Note: This completed form is due two weeks after close of activity / event fundraiser.*

Date form completed: _____

Club Name & Contact Person: _____

Name & Date of Event / Activity: _____

EXPECTED REVENUE

BUDGET

ACTUAL

DIFFERENCE

(pre-event)

(post event)

REVENUE:

Sales quantity x Sales price	\$	\$	\$
Donations, Sales of ads, etc.	\$	\$	\$
TOTAL REVENUE (A)	\$	\$	\$

EXPENSES:

Product quantity x Cost (per invoice)	\$	\$	\$
Freight	\$	\$	\$
Advertising	\$	\$	\$
Other	\$	\$	\$
TOTAL EXPENSES (B)	\$	\$	\$

OTHER EXPENSES

Items Donated or Given as Prizes - Quantity x Cost	\$	\$	\$
Other	\$	\$	\$
TOTAL OTHER EXPENSES (C)	\$	\$	\$

TOTAL PROFIT (A-B-C)	\$	\$	\$
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1. complete budget column, 2. submit copy of this form with Request for Fundraiser Approval to ASB.

approvals on reverse side

Fundraising Budget (Revenue Potential) vs Actual Statement (cont)

Vendors To Be Used-PO Required (attach separate sheet, if needed)	Amount Needed	Purpose
1.		
2.		
3.		

SUBMITTED BY:

Student Club Rep (signature / date): _____

Club Advisor (signature / date): _____

APPROVALS:

ASB President (signature / date): _____

ASB Advisor (signature / date): _____

Principal/School Admin (signature / date): _____

Recorded in ASB Student Council Minutes on (date): _____