



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
ACCOUNTING SERVICES

Fundraising Application/Recap

INSTRUCTIONS: This form must be completed by the activity sponsor, approved by the principal, and submitted to the treasurer for account assignment before any activity is started. The treasurer will file the original Fundraising Application/Recap form and give a copy to the sponsor after assigning a fundraising account to the activity. Upon completion of the activity, the sponsor will obtain any relevant documents and forms from the treasurer as required: beginning inventory/resales/sales data; Master Ticket Seller Report (PBSB 0158), general ledger report, and Transfer Requisition (PBSB 0168). The sponsor will use those documents to complete the ACTUAL SALES column of this form. Attach a Sales Item Inventory Report (PBSB 0182) to this form and submit both completed forms to the treasurer. Sponsors are advised to retain a copy for their records.

School #	School	Sponsor Name
Sponsor's Account Name		Primary Account Number

A. Type of sale: ☐ Resale¹ ☐ Admissions² ☐ Services or Donated Item

Perform incoming inventory on goods received.

¹ If resale includes the sale of food, sponsor must provide an approved copy of this application to the Healthy School Team Leader.

² All tickets must be pre-printed, pre-numbered, and accounted for on the Ticket Sellers Report (PBSB 0157) and inventoried on the Prenumbered Document Inventory Register (PBSB 0160).

B. Description of activity: _____

C. Time of day food sold for each day sold: _____

D. Specific use of profit: _____

E. Date sales begin: _____ Date sales end: _____

A. ESTIMATED SALES (APPLICATION)

complete prior to fundraiser

B. ACTUAL SALES (RECAP)

complete after fundraiser is closed

1. Total Sales Basis for estimate		
2. Cost of Sales (must include sales tax) Basis for estimate:		
3. Other Costs Itemize (printing, security, prizes, etc.):		
4. Net Profit (line 1 minus lines 2, 3)		
5. Amount Over/Under Estimated Profit (Column B line 4 minus Column A line 4)		
Explanation of line 5		

I am familiar with the **fundraising regulations** of the school and School District. I accept responsibility for the collections involved.

I have taken the Fundraising training for Teachers/Sponsors this year. ☐ Yes ☐ No

Sponsor Signature

Principal Approval Signature

Date

Account Number Assigned to This Fundraising Activity

School Treasurer Signature

Date

Recap Verified by Treasurer Signature

Date