



# Fundraiser Document Checklist

Fundraiser Name: \_\_\_\_\_

Club/Sport: \_\_\_\_\_

## Fundraising File:

It is recommended all documentation pertaining to a fundraiser be kept in a separate file. Items should include, but are not limited to the following:

- ASB Meeting Minutes (showing event was authorized)
- Fundraising Activity Form (showing pre-approval)
- Parental Permission Forms
- Purchase Requisitions/Purchase Orders
- Copies of Contracts
- Donation Documentation (if applicable)
- Beginning and Ending Inventory Counts
- Inventory Check-out Sheets
- Copies of Cash Transmittals or Reports showing deposits
- District Receipt(s) for Money Deposited
- Sales Reports (tally sheets, gate lists, register reports, etc.)
- Student Fine List for any items checked out and not returned
- List of Unsold Merchandise and Status
- Documentation from Vendor showing Return of Unused Products
- Fundraiser/Activity Reconciliation (showing final reconciliation)