



ASB Fundraising/Money Collection Reconciliation

Instructions:

1. This form must be completed by the club advisor at the conclusion of conducting the fundraiser/money collection event.

Where this form should go after it is completed:

1. A copy of this form only must be turned into the Finance Director.
2. All original documents including this form must be turned into the Activities Director.

What should be attached to this form:

1. All check request paperwork that has been given to you from the Finance Director. This includes all receipts and invoices that were attached to the check requests.
2. All deposit slips, including copies of checks that have been given to you from the Finance Director.
3. If your fundraiser was a school dance, please attach a copy of the guest list that includes who paid by cash, check, or who was a foundation student.



ASB Fundraising/Money Collection Reconciliation

Name of the Club: _____ Advisor Responsible: _____

Event Description/Reason: _____

Start Date: _____ End Date: _____ Location: _____

Receipts and Disbursements:

Total Amount Collected: _____

Number of Vouchers: _____ Total Vouchers Amount: _____

Total Amount Disbursed: _____

Companies/Organizations	Actual Amount Disbursed

Approvals:

Club Representative: _____ Date: _____

Advisor: _____ Date: _____

Activities Director: _____ Date: _____

Finance Director: _____ Date: _____

Principal: _____ Date: _____