

2021-22 Fundraiser Training Form

CADDO PARISH SCHOOL BOARD

IA-82(Rev.08/21)

REPORT ON FUNDRAISING PROJECT

Exhibit F

SCHOOL: ABC School

YEAR: 2020-21

10

For Office Use

THE FOLLOWING SHOULD BE COMPLETED BY THE SPONSOR BEFORE THE PROJECT BEGINS.

STEP 1
Update
Fundraiser
Log

Name of organization 5th Grade Class
 School General Ledger Account Number C-4260 King Cake, A-1055 Xerox, A-1170 Positive Behavior
 Name of sponsor Janet Team
 Type of project (Fundraiser Name) King Cake
 If food/drink sold, attach smart snack compliance documentation (see instructions).
 Business from which items are purchased Lilah's Bakery
 Proposed starting date 1/4/2021 Proposed ending date 2/2/2021

Projected (#'s ONLY)

A. Number of units to be ordered for sale	400
B. Proposed sales price per unit or ticket	\$ 25.00
C. Anticipated sales from the project (A times B)	\$ 10,000.00
D. Estimated total cost of all units	\$ 7,200.00
E. Anticipated profit (C minus D)	\$ 2,800.00
F. Proposed use of profit	5th grade celebration, xerox machines, and positive behavior

Requested by Janet Team Date 2/14/2021

Approved by Mr Smith Date 2/20/2021

THE FOLLOWING IS TO BE COMPLETED BY THE SPONSOR WITHIN TWO WEEKS AFTER THE PROJECT IS ENDED

STEP 2
Update
Fundraiser
Log

G (1). Beginning inventory units from prior year or previous fundraiser.	0	Previous Fundraiser Number	_____
G (2). Total units received per invoice(s), including free items.	634		
H. Less units still on hand (Inventory).** (Please attach plans for items left in inventory)	0		
I. Less units given away as prizes or awards.**	0	Sales Price*	Calculated
J. Less units lost, stolen, damaged or spoiled.**	0	Per Unit	Sales
K. Total units available for sale	634	X \$ 25.00	= \$ 15,850.00
L. ACTUAL funds collected (Should agree with ATTACHED General Ledger print out of account)			\$ 15,850.00
M. DIFFERENCE (K minus L)			\$ -
Explanation: Uncollected from students **	\$ -		
Other: (Attach explanation)	\$ -		
TOTAL: Should agree with M	\$ -		

N. ACTUAL funds collected: (Same as L)	\$ 15,850.00		
O. Less COST of all items (Should agree with checks written per General Ledger).	\$ 11,412.00		
	\$ 475.50	LL Fees	
P. PROFIT or (Loss) on this project (N minus O)	\$ 3,962.50		

As sponsor, by signing this form, I am attesting to the accuracy of the information and will maintain supporting documentation. The Sponsor should keep all records that support this project for three years AFTER it is audited.

Submitted By Janet Team Date 2/14/2021

Reviewed By Mr Smith Date 2/20/2021

STEP 3 Send
to Audit

SEND TO CPSB INTERNAL AUDITING DEPT. IMMEDIATELY UPON COMPLETION OF FORM



Edit Event Details

Shreve Island King Cake Fundraiser 2021 - Sales Overview

Credit Card Purchases	# Sold	Total \$
January 25, 2021		
Cream Cheese King Cake	143	\$3,575.00
Cinnamon and Cream King Cake	130	\$3,250.00
Pralines and Cream King Cake	114	\$2,850.00
Bavarian Cream King Cake	79	\$1,975.00
Strawberries and Cream King Cake	110	\$2,750.00
Raspberry and Cream King Cake	58	\$1,450.00
Total Face-Value Collected	634	\$15,850.00
Total Collected (Less Discounts)	634	\$15,850.00
Actual Collected	634	\$15,850.00

Organization Payout Totals	# Sold	Total \$
Overall Transactions (Face Value)	634	\$15,850.00
Total Discounts		(\$0.00)
Total Cancellations	0	
Total Refunds		(\$0.00)
Net Sold	634	\$15,850.00
Total Fee Revenue		\$ 0.00
Total Collected		\$ 15,850.00

Credit Card Processing Fees		(\$0.00)
Convenience Fees		(\$475.50)
Total Fees		(\$475.50)
Total Internal Cash/Check Transactions (money held by organization)		(\$0.00)
View Transactions		
Total Event Payout to Organization		\$15,374.50

Payments	Amount	Check No.	Payable To:
February 1, 2021 09:25:23 AM EST	\$15,374.50	ACH	Caddo Shreve Island



03/08/21
12:18:25

CADDO PARISH SCHOOL BOARD

~~CONFIDENTIAL~~

GENERAL LEDGER
Accounts from C-4260.00 to C-4260.00 and Periods from 8 to 9

Account Code	Date	SC Reference	Offset	Description	Increase	Decrease	Balance
C 4260.00				KING CAKE FUNDRAISER			
	02/01/21			BEGINNING BALANCE			0.00
	02/12/21	CD	17935 \$-0010.00	LILAH'S BAKERY-KING CAKE FUNDRAIS		11,412.00	(11,412.00)
	02/28/21	AD	2619 \$-0010.00	KING CAKE FUND LOCALLEVEL	15,850.00		4,438.00
	02/28/21	AD	2619 \$-0010.00	KING CAKE FUND LOCALLEVEL	(475.50)		3,962.50
	03/03/21	TR	2623 A-1170.00	KING CAKE FUNDRAISER		3,962.50	0.00
				ACCOUNT ACTIVITY ==>	15,374.50	15,374.50	
				LESS TRANSFERS ==>	0.00	3,962.50	
				ADJUSTED BALANCE ==>	15,374.50	11,412.00	
				LESS ADJUSTMENTS ==>	15,374.50	0.00	
				NET ACTIVITY ==>	0.00	11,412.00	