



Record of Contributions Fund-Raising

1. Source

Description of Function _____

Held at _____

Date _____

(A) Income

Admission Charge (Ticket or Money Paid Per Person)

Note: If admission charge per person is not consistent, provide complete breakdown of all ticket sales or money paid

Number of Tickets sold _____ at \$ _____ per ticket \$ _____

Total (A) \$ _____

(B) Expenses

Cost of Goods Sold

Tickets	_____	
Food	_____	
Beverages	_____	\$ _____
Location		\$ _____
Fees (Provide Details)		
_____		\$ _____
Other (Provide Details)		
_____		\$ _____

		Total (B) \$ _____

Total Contribution (Surplus/Deficit) ((A) minus (B)) \$ _____

(Note if Total Contribution is a deficit, enter \$0)

2. Collections Made at Function

(A) Contributions in excess of \$25.00

Note: List below, the value of contributions received during the function from any person who contributed in excess of \$25.00 and whose funds were used toward the making of this contribution.

Name of Contributor	Amount
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total Amount of all Category (A) Contributions \$ _____

(B) Contributions of \$25.00 or Less

Note: Report the total value of contributions received during the function from any person who contributed \$25.00 or less whose funds were used toward the making of this contribution.

Total Amount of all Category (B) Contributions \$ _____

Total Contribution (Sum of Categories (A) and (B)) \$ _____

3. Miscellaneous

(Sales of pins, buttons, flags, emblems, hats, banners, literature and other materials)

(A) Income

Goods Sold

Number of items sold _____ at \$ _____ per item (A) \$ _____

(B) Expenses

Cost of Goods Sold

Number of items sold _____ X Unit price of item sold ~~at~~ \$ _____ (B) \$ _____

Total Contribution ((A) minus (B)) \$ _____

Total Contributions (Sum of Categories (1), (2) and (3)) \$ _____