

**Please complete and distribute this form BEFORE your event (with estimates only) and AFTER your event (same form as estimates, but include actuals).  
Copies are distributed to: Campus Accounting Manager/Bursar (original copy), department, division dean, advisor (for AS or Club activity), club.**

**FUNDRAISER - ACCOUNTING FORM**

Date of event: \_\_\_\_\_ Account/Club Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Account Number: \_\_\_\_\_  
 Name of Event: \_\_\_\_\_  
 Fundraised monies will be used for: \_\_\_\_\_

	<b>ESTIMATE (Before)</b>	<b>ACTUAL (After)</b>
A Number of items to be purchased/expected attendees:	_____	_____
B Cost per item/person:	_____	_____
C Total cost (A x B):	_____	_____
D Number of items to be sold/expected attendees:	_____	_____
E Sale price per item/person:	_____	_____
F Total revenue (D x E):	_____	_____
G Revenue (line F)	_____	_____
H Cost (line C)	_____	_____
I Profit (G - H)	_____	_____

Explanation of difference between estimate and actual profit: \_\_\_\_\_

Approval of Fundraiser (BEFORE the event):

\_\_\_\_\_  
 Club Advisor Date

\_\_\_\_\_  
 Director of Student Life Date

Approval of Actuals (AFTER the event):

\_\_\_\_\_  
 Club Advisor Date

\_\_\_\_\_  
 Director of Student Life Date

**ALL deposits for this event should contain the same description as above. Use "Bursar Deposit Slip".**