

PINELLAS COUNTY SCHOOLS  
**FUND RAISING**  
**PROFIT/LOSS REPORT**

**INSTRUCTIONS**

A financial report shall be filed at the close of each fund-raising activity.

A Profit/Loss Report should be used when it is not feasible to use the Sales Report as the financial reporting document for the following examples: plant sale, concession sales, spirit chains, etc.

SCHOOL NAME: \_\_\_\_\_

SPONSORING GROUP: \_\_\_\_\_

ACCOUNT NUMBER/NAME: \_\_\_\_\_

TYPE OF FUNDRAISER: \_\_\_\_\_

NAME OF ITEMS SOLD: \_\_\_\_\_

DATE(S) OF SALE/EVENT: \_\_\_\_\_

PURPOSE OF FUNDRAISER: \_\_\_\_\_

VENDOR NAME and VOUCHER #: \_\_\_\_\_

SALES TAX PAID TO:	VENDOR \$ _____	STATE \$ _____
REVENUE:		
	Selling Price (per unit):	\$
	Number of Units Sold:	
(1)	Total Sales (Selling Price X # Units)	\$
COST OF GOODS SOLD:		
	Beginning Inventory:	\$
	Purchases: include shipping & sales tax	\$
	Less: Credits/goods returned	
	Less: Ending inventory	\$
(2)	Cost of Goods Sold:	\$
NET PROFIT: (1) less (2) = Net Profit	Total Sales less Cost of Goods	\$

INVENTORY OF ITEMS NOT SOLD: Quantity # \_\_\_\_\_

Location: \_\_\_\_\_

Disposition OF UNSOLD ITEMS:

Attach the Disposition of Unsold Items (PCS Form 3-2892) Quantity # \_\_\_\_\_ On Inventory

OTHER INFORMATION: \_\_\_\_\_

**I certify the above report is accurate and complete.**

Sponsor's signature: \_\_\_\_\_ Date: \_\_\_\_\_