



PINELLAS COUNTY SCHOOLS

**SALES REPORT**

**Instructions**

**Note: (1) Sales report shall be completed within two (2) weeks following the conclusion of the sale.**

SPONSORING GROUP: The name of the group sponsoring the fundraiser.

SALE PERIOD: The dates approved on the Request for Activity for the sale.

ACCOUNT NUMBER: The number associated with that group.

TYPE OF FUNDRAISER: Detail the type of fundraiser involved (e.g., Candy sale, T-shirt Sale).

VENDOR NAME: Record the vendor name as it appears on the purchase order.

VOUCHER NUMBER: The check number that was used to purchase the merchandise. Note: If the merchandise was donated, note donated in this space.

TOTAL COST OF ITEMS PURCHASED: Cost of merchandise including sales tax, freight and miscellaneous charges.

NUMBER OF ITEMS AVAILABLE FOR SALE: Number of items available for sale. Attach a separate sheet if necessary.

SELLING PRICE: Sale price of each unit or item sold. If items are sold as 2 for \$X, 3 for \$Y, etc., you MUST provide details of how many units were sold at these various prices. Attach a separate sheet if necessary.

TOTAL POSSIBLE SALES: Total possible (potential) revenue if all items were sold. Attach a separate sheet if necessary.

SALES TAX: Note whether sales tax was paid to the vendor or to the State. Also, indicate the voucher number and amount paid.

CASH RECEIPTS: List **ALL** cash receipts written for this sale and the amount of each **or** attach a computer generated account ledger specifically identifying receipts relating to this activity. Record any related refunds if applicable. Attach list of names and amounts.

TOTAL RECEIPTS: Total amount receipted for this fundraiser less refunds.

DIFFERENCE: Total Possible Sales less Total Receipts recorded.

**CERTIFICATION:**

- Detail the reason for any difference.
- Record the number of unsold items remaining on inventory and their respective selling price(s).
- Add remaining inventory to the Inventory of Merchandise Form for a perpetual inventory.
- Compile a list of all student obligations. Identify each student by name and the amount owed. Attach the list to the report. Also, indicate what attempts were made to collect these obligations, as well as the date the obligations will be paid/met. Record the obligation in Focus.
- OTHER differences would include, but are not limited to: stolen merchandise and/or money, damaged/unsaleable merchandise and unaccounted for money and/or merchandise. Attach a policy report if available.

**Note:** A Damage and Loss report or a police report must be completed and a copy sent to the Auditing & Property Records Department **when any losses of money or merchandise occur.**

SPONSOR'S SIGNATURE: The sponsor must sign and date this report upon completion as verification of the information submitted.