

(A) Budget
 (B) Statement of Profit and Loss

Rev. 9/2016
EXHIBIT E

*** complete section A prior to sale or event; complete section B at completion of sale and turn into main office secretary**

(A) Today's Date: _____
 Club Name _____
 Activity Planned _____ Activity Date(s) _____

Indicate one: _____ Fund Raising Event _____ Service Project _____ Other _____

Anticipated Revenue (expected) \$ _____
 Anticipated Expenses (expected) \$ _____
 Anticipated Profit (expected) \$ _____

(B) Is this Fundraiser Subject to NYS Sales Tax? Yes or No (Circle One)

Actual Revenue (Income)

Receipt Number	Receipt Date	Description of Sale	Ticket Numbers		Total # Sold	Sale Price Per Item	Total Receipt Amount
			From and Including	To and Including			

Total Receipts \$0.00

Actual Expenses (Disbursements)

Were Taxes Paid at Time Merchandise was Purchased? Yes or No (Circle One)
 If you answered yes above.....How much tax was paid at time of Purchase \$ _____

Please attach copy of all receipts.

Date	Payee	Check #	Total Items Purchased (ie. 40 candy bars @ 1.00)	Amount

Total Disbursements: \$0.00

Remaining Inventory

Quantity	Description
example 10	candy bars **indicate "none" if no inventory remaining

Profit (Loss) \$0.00

 Club Treasurer

 Advisor

 Date