

**Marlin Independent School District  
Activity Fund  
Fund Raising Approval and Financial Recap**

Campus: \_\_\_\_\_ Club/Organization: \_\_\_\_\_

G/L Account #: \_\_\_\_\_

Beginning Sale Date: \_\_\_\_\_ Ending Sale Date: \_\_\_\_\_

Description of the product to be sold or fundraising activity: \_\_\_\_\_

Price(s) to be charged per item: \_\_\_\_\_ Cost per item: \_\_\_\_\_

Total cost of items to be purchased: \_\_\_\_\_ Expected Profit: \_\_\_\_\_

Is this a taxable fundraiser? Yes \_\_\_ No \_\_\_

If "No" is this a one-day-tax free sales event (only 2 per calendar year)? Yes \_\_\_ No \_\_\_

Who will do the selling? \_\_\_\_\_

Where? \_\_\_\_\_

Will door-to-door solicitation be involved? Yes \_\_\_ No \_\_\_

Vendor Name & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For what purpose(s) will the proceeds be used? \_\_\_\_\_

This is the 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ fund raiser activity this year for this organization  
(Each club/organization is limited to a maximum of three fund-raising activities per school year)

I am familiar with the campus and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the cash collections and the payment of sales tax.

\_\_\_\_\_  
Signature of Sponsor Date

\_\_\_\_\_  
Approval of Principal Date

\_\_\_\_\_  
Approval of Business Office Date

\_\_\_\_\_  
Approval of Superintendent Date

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**This section is to be completed and turned in with page 1 to the campus secretary no later than one week after the ending sale date:**

**Financial Recap:**

**Inventory (Product Sales Only):**

Total number of items to be sold: \_\_\_\_\_

Number of items returned to vendor: \_\_\_\_\_

Number of items retained (attach explanation): \_\_\_\_\_

Number of items unaccounted for (attach explanation): \_\_\_\_\_

**Actual Income (Product Sales and Sale of Services):**

Actual number of items sold: \_\_\_\_\_

Price per item: \$ \_\_\_\_\_

Actual Sales: \$ \_\_\_\_\_

Less: Total Cash Receipts (Deposits): \$ \_\_\_\_\_

Cash Difference (attach explanation): \$ \_\_\_\_\_

**Profit:**

Total Cash Receipts (Deposits): \$ \_\_\_\_\_

Less: Total Expenses: \$ \_\_\_\_\_

**PROFIT/LOSS:** \$ \_\_\_\_\_

\_\_\_\_\_  
**Signature of Sponsor:**

\_\_\_\_\_  
**Verification of Bookkeeper/  
Campus Secretary:**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_