

STUDENT ACTIVITY RECONCILIATION

Side Two

(BSN)

ORGANIZATION Columbian High School

ACTIVITY Boys Cross Country

Do not use this form for admissions, ticket sales, or concession stands. Separate forms are provided for those activities.

Complete SECTION ONE for resale activities:

Quantity purchased from vendor and unit cost	_____	@ _____	\$ _____	(PURCHASES)
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Less quantity returned to vendor and unit cost	_____	@ _____	\$ _____	+RETURNS
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Less quantity sold during activity and sales price	_____	@ _____	\$ _____	+SALES
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Equals quantity unaccounted for and unit cost (attach explanation)	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Other expenses	_____		\$ _____	(EXPENSES)
	_____		\$ _____	
	_____		\$ _____	
Net profit			\$ _____	=PROFIT
Total amount of money deposited with building secretary: (attach all office receipts and an explanation if not equal to total sales above)			\$ _____	DEPOSITS

Complete SECTION TWO for other activities:

Description of actual revenues	_____	\$ <u>145.⁰⁰</u>	+REVENUE
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
Description of actual expenses	_____	\$ <u>0</u>	-EXPENSE
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
Net profit		\$ <u>145.⁰⁰</u>	=PROFIT
Total amount of money deposited with building secretary (attach all office receipts and an explanation if not equal to total revenue above)		\$ <u>145.⁰⁰</u>	DEPOSITS

ADVISOR <u>[Signature]</u>	DATE <u>7-11-24</u>
PRINCIPAL <u>[Signature]</u>	DATE <u>8-13-24</u>
SUPERINTENDENT <u>J. Pladeau</u>	DATE <u>8/25/24</u>
TREASURER'S OFFICE <u>[Signature]</u>	DATE <u>8/19/24</u>

(form revised 04/25/2022)

P-20-24

STUDENT ACTIVITY PROPOSAL

ORGANIZATION TC GIRLS CROSS COUNTRY ACTIVITY SBC MERCHANDISE SALE

PURPOSE SPIRIT WEAR FOR OUR SUPPORTERS

STARTING DATE 10-14-24 ENDING DATE 10-16-24

Please complete section one or two below for any money you plan to collect from fundraisers, admissions, dues, fees, sales, tickets, etc.

Complete SECTION ONE for resale activities:

COMPANY & ADDRESS Viewpoint

COMPANY REPRESENTATIVE _____ PHONE NO. _____

ITEMS FOR RESALE	QUANTITY	UNIT PURCHASE PRICE	PROPOSED RESALE PRICE
<u>Shirts - preorder</u>	_____	@ \$ _____	@ \$ _____
_____	_____	@ \$ _____	@ \$ _____
_____	_____	@ \$ _____	@ \$ _____

Complete SECTION TWO for other activities:

ONE

DESCRIPTION OF ANTICIPATED REVENUE
(please be specific and list details such as unit prices, estimated quantities, etc.)

PROJECTED RECEIPTS

TAKING ORDERS ON T-SHIRTS, LONG SLEEVES, \$ 100.00
SWEATSHIRTS AND HOODIES THAT SAY SBC CHAMPS. \$ _____
HOPING TO HAVE DELIVERY BEFORE REGIONAL MEET. \$ _____

DESCRIPTION OF ANTICIPATED EXPENSES
NO DOWNS AT RISK FOR US. ALL STATION \$ _____
IS PRE-ORDER. CHECKS MADE OUT TO GIRLS \$ /
CROSS COUNTRY. EVERYTHING MODESTLY MARKED-UP \$ _____

Please use SIDE TWO of this form to reconcile your activity upon its completion. Admissions and ticket sales must be reconciled on a separate "Admission & Ticket Reconciliation" form. Concession stand sales must be reconciled on a separate "Concession Stand Reconciliation" form.

CASH IN SCHOOL BUILDINGS-File: DM (Adoption date: July 23, 2001)

All monies collected are receipted, accounted for and deposited every 24 hours if possible. In the event the Treasurer or person in charge of an activity is unable to deposit the money in 24 hours, the money are accounted for and deposited in the safe. The money is held no longer than three business days after receipt and the amount must be less than \$1,000.00. If the amount is more than \$1000, or the money cannot be adequately safeguarded, it must be deposited on the business day following the date of receipt.

ADVISOR BOB FITTRO

DATE 10-14-24

PRINCIPAL APPROVAL [Signature]

DATE 10-14-24

SUPERINTENDENT APPROVAL [Signature]

DATE 10/15/24

TREASURER'S OFFICE Jennifer Healer

DATE 10/17/24