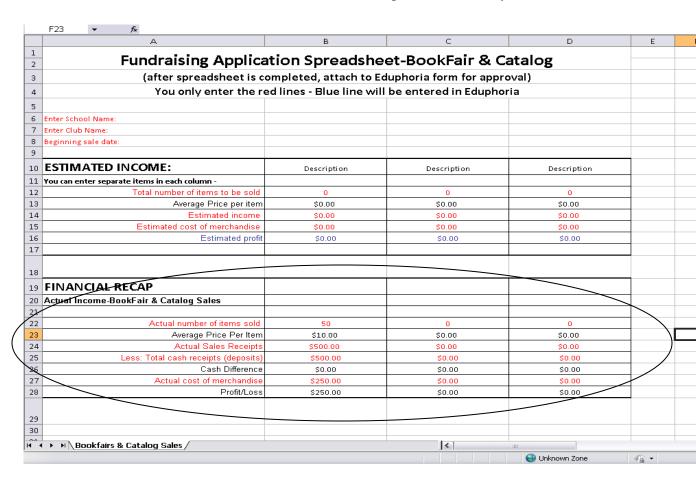# STEPS FOR COMPLETING

RECAP

Once your fundraiser is over and all money has been turned in, open your saved excel sheet and complete the recap portion.
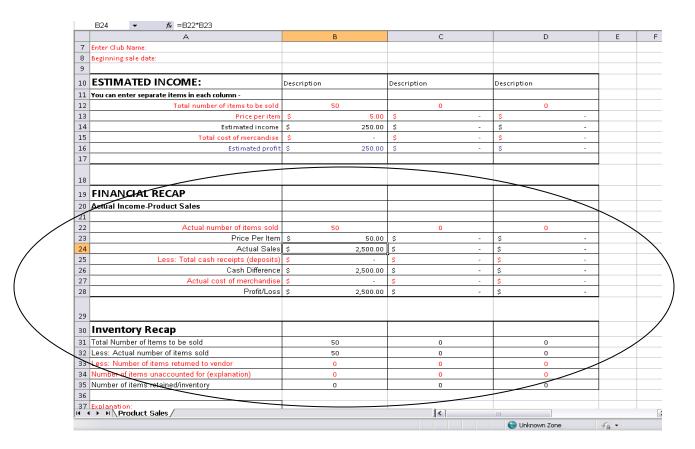
Bookfairs & Catalog Sales:

a) Enter the actual number of items sold
b) Enter amount of total sales. It calculates average price per item for you.
c) Enter total amount of money receipted. If it calculates a difference, explain in the box provided.
d) Enter the actual cost of merchandise. It will calculate profit or loss for you.

	F23		fx			
		A	B	C	D	E
1		**Fundraising Application Spreadsheet-BookFair & Catalog**				
2						
3		(after spreadsheet is completed, attach to Eduphoria form for approval)				
4		You only enter the red lines - Blue line will be entered in Eduphoria				
5						
6		Enter School Name:				
7		Enter Club Name:				
8		Beginning sale date:				
9						
10		**ESTIMATED INCOME:**	Description	Description	Description	
11		You can enter separate items in each column -				
12		Total number of items to be sold	0	0	0	
13		Average Price per item	$0.00	$0.00	$0.00	
14		Estimated income	$0.00	$0.00	$0.00	
15		Estimated cost of merchandise	$0.00	$0.00	$0.00	
16		Estimated profit	$0.00	$0.00	$0.00	
17						
18						
19		**FINANCIAL RECAP**				
20		**Actual Income-BookFair & Catalog Sales**				
21						
22		Actual number of items sold	50	0	0	
23		Average Price Per Item	$10.00	$0.00	$0.00	
24		Actual Sales Receipts	$500.00	$0.00	$0.00	
25		Less: Total cash receipts (deposits)	$500.00	$0.00	$0.00	
26		Cash Difference	$0.00	$0.00	$0.00	
27		Actual cost of merchandise	$250.00	$0.00	$0.00	
28		Profit/Loss	$250.00	$0.00	$0.00	
29						
30						

Bookfairs & Catalog Sales

Unknown Zone

Product Sales:

e) Enter the actual number of items sold
f) If price per item changed, enter price per item.
g) It calculates Actual sales for you.
h) Enter total amount of money receipted. If it calculates a difference, explain in the box provided.
i) Enter the actual cost of merchandise. It will calculate profit or loss for you.
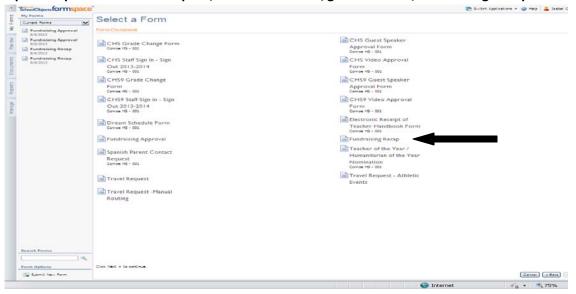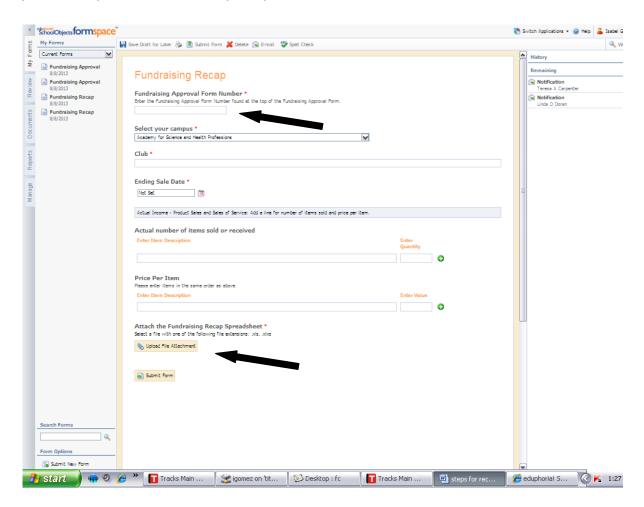j) Enter Inventory Recap information.

B24   ▾   *fx* =B22*B23

	A	B	C	D	E	F
7	Enter Club Name:					
8	Beginning sale date:					
9						
10	**ESTIMATED INCOME:**	Description	Description	Description		
11	You can enter separate items in each column -					
12	Total number of items to be sold	50	0	0		
13	Price per item	$ 5.00	$ -	$ -		
14	Estimated income	$ 250.00	$ -	$ -		
15	Total cost of mercandise	$ -	$ -	$ -		
16	Estimated profit	$ 250.00	$ -	$ -		
17						
18						
19	**FINANCIAL RECAP**					
20	Actual Income-Product Sales					
21						
22	Actual number of items sold	50	0	0		
23	Price Per Item	$ 50.00	$ -	$ -		
24	Actual Sales	$ 2,500.00	$ -	$ -		
25	Less: Total cash receipts (deposits)	$ -	$ -	$ -		
26	Cash Difference	$ 2,500.00	$ -	$ -		
27	Actual cost of merchandise	$ -	$ -	$ -		
28	Profit/Loss	$ 2,500.00	$ -	$ -		
29						
30	**Inventory Recap**					
31	Total Number of Items to be sold	50	0	0		
32	Less: Actual number of items sold	50	0	0		
33	Less: Number of items returned to vendor	0	0	0		
34	Number of items unaccounted for (explanation)	0	0	0		
35	Number of items retained/inventory	0	0	0		
36						
37	Explanation:					

◄ ◄ ► ►◄ \ Product Sales /

Unknown Zone

Open Eduphoria select formspace/submit new form/general forms/Fundraising Recap

Enter the Form number that is found on your Fundraising Application. Fill in all required fields and upload your saved spreadsheet with recap completed.

Once recap is submitted, Notification will be sent to the Financial Secretary and Auditors.