



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:

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

	A	B	C	D	E
1	Fundraising Application Spreadsheet-BookFair & Catalog				
2	(after spreadsheet is completed, attach to Eduphoria form for approval)				
3	You only enter the red lines - Blue line will be entered in Eduphoria				
4					
5					
6	Enter School Name:				
7	Enter Club Name:				
8	Beginning sale date:				
9					
10	ESTIMATED INCOME:				
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					

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 received. 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 =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 merchandise	\$ -	\$ -	\$ -		
16	Estimated profit	\$ 250.00	\$ -	\$ -		
17						
18						
19	FINANCIAL RECAP					
20	Actual Income-Product Sales					
21	Actual number of items sold	50	0	0		
22	Price Per Item	\$ 50.00	\$ -	\$ -		
23	Actual Sales	\$ 2,500.00	\$ -	\$ -		
24	Less: Total cash receipts (deposits)	\$ -	\$ -	\$ -		
25	Cash Difference	\$ 2,500.00	\$ -	\$ -		
26	Actual cost of merchandise	\$ -	\$ -	\$ -		
27	Profit/Loss	\$ 2,500.00	\$ -	\$ -		
28						
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

The screenshot shows the Eduphoria formspace interface. On the left, there is a sidebar with navigation options like 'My Forms', 'Current Forms', 'Review', 'Documents', 'Reports', 'Manage', and 'Submit New Form'. The main area is titled 'Select a Form' and contains two columns of form options. The 'Fundraising Recap' form is highlighted in the right column, with a black arrow pointing to it. The interface also includes a search bar and a 'Click Here to continue' link at the bottom.

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

Fundraising Recap

Fundraising Approval Form Number *
Enter the Fundraising Approval Form Number found at the top of the Fundraising Approval Form.

Select your campus *
Academy for Science and Health Professions

Club *

Ending Sale Date *
Not Set

Actual Income - Product Sales and Sales of Service: Add a line for number of items sold and price per item.

Actual number of items sold or received

Enter Item Description	Enter Quantity

Price Per Item
Please enter items in the same order as above

Enter Item Description	Enter Value

Attach the Fundraising Recap Spreadsheet *
Select a file with one of the following file extensions: .xls, .xlsx

Upload File Attachment

Submit Form

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