



# Record of Contributions Fund-Raising

Revised: 2020

## 1. Source

Description of Function \_\_\_\_\_

Held at \_\_\_\_\_

Date \_\_\_\_\_

### (A) Income

Admission Charge (Ticket or Money Paid Per Person)

**Note:** If admission charge per person is not consistent, provide complete breakdown of all ticket sales or money paid

Number of Tickets sold \_\_\_\_\_ at \$ \_\_\_\_\_ per ticket \$ \_\_\_\_\_

Total (A) \$ \_\_\_\_\_

### (B) Expenses

Cost of Goods Sold

Tickets \_\_\_\_\_

Food \_\_\_\_\_

Beverages \_\_\_\_\_ \$ \_\_\_\_\_

Location \_\_\_\_\_ \$ \_\_\_\_\_

Fees (Provide Details) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Other (Provide Details) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total (B) \$ \_\_\_\_\_

**Total Contribution (Surplus/Deficit)** ((A) minus (B)) \$ \_\_\_\_\_  
(Note if Total Contribution is a deficit, enter \$0)

2. Collections Made at Function

(A) Contributions in excess of \$25.00

Note: List below, the value of contributions received during the function from any person who contributed in excess of \$25.00 and whose funds were used toward the making of this contribution.

| Name & Address of Contributor | Amount   |
|-------------------------------|----------|
|                               | \$ _____ |
|                               | \$ _____ |
|                               | \$ _____ |
|                               | \$ _____ |
|                               | \$ _____ |
|                               | \$ _____ |

Total Amount of all Category (A) Contributions \$ \_\_\_\_\_

(B) Contributions of \$25.00 or Less

Note: Report the total value of contributions received during the function from any person who contributed \$25.00 or less whose funds were used toward the making of this contribution.

Total Amount of all Category (B) Contributions \$ \_\_\_\_\_

**Total Contribution** (Sum of Categories (A) and (B)) \$ \_\_\_\_\_

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3. Miscellaneous

(Sales of pins, buttons, flags, emblems, hats, banners, literature and other materials)

(A) Income

Goods Sold

Number of items sold \_\_\_\_\_ at \$ \_\_\_\_\_ per item (A) \$ \_\_\_\_\_

(B) Expenses

Cost of Goods Sold

Number of items sold \_\_\_\_\_ X Unit price of item sold \$ \_\_\_\_\_ (B) \$ \_\_\_\_\_

**Total Contribution** ((A) minus (B)) \$ \_\_\_\_\_

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**Total Contributions** (Sum of Categories (1), (2) and (3)) \$ \_\_\_\_\_