

Merredin College P & C Fundraising Report

Congratulations on completing your fundraising event!

Please complete this brief form and return to the P&C Secretary either in person
or e-mail to: merredincollegepc.sec@gmail.com

General Information

Name of Fundraiser:

Coordinated by:

Name –

Phone –

E-mail –

Key Dates:

Contacts

	Details	Contact Person	Ph/E-mail
Suppliers			
Sponsors			
Supporters / Volunteers			

Sales

Quantities Ordered	Sold	Recommend

Profit / Loss Summary

Sponsorship -	Stock -	
Proceeds -	Overheads -	
Other -	Other -	
Income Total =	Expenses Total =	

Income – Expenses = _____ (Profit / Loss)

Notes

Review

1. Would you recommend running this fundraiser again? Y / N
2. Would you use this supplier again? Y / N
3. What would you do differently?



FUNDRAISING RECEIPT

Please hand to P&C Treasurer in person along with monies raised as soon as possible following the fundraising event.

Event Name:	
Event Date:	
Event Coordinator:	Name – Phone – E-mail –
Amount Raised: <i>(to be deposited into P&C Bank Account)</i>	
Reimbursement Required:	Y / N <i>If yes, please complete Reimbursement Request Form and hand to P&C Treasurer accompanied by this Fundraising Receipt and monies raised.</i>