



School Fundraising / School Event Program

How to Submit a Financial Statement

Version 1.0
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[Email address]

After an event request has been approved and fundraising event has been held and completed, Parent organization officers are required to login to the School Fundraising website to submit the fundraising event financial statement.

1. Locate the fundraising event with approved status.
2. Click “View/Submit Financial Statement” button.

My Applications

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School	Title	Sponsor	PTA/PTO/Booster Legal Name	RCT or IRS FEIN Number	Event Date	Submitted	Requester	Approval			Status	
								CRD. Financial Manager	Risk Finance	Leasing Operation		
BANNING SH(1852901)	fdbzdf	Club			4/9/2019 - 4/16/2019	4/16/2019 8:25:48 AM	VIVEK THOMAS	✓	n/a	n/a	Approved	View / Submit Financial Statement
MARQUEZ SH HPIAM(1886601)	123123	Booster	234	234	3/31/2019	3/26/2019 2:39:11 PM	TAMARA SIMMONS	✗ comments	n/a	n/a	Rejected	View / Edit
LEICHMAN CPTC(1190801)	Unoriginal	ASB			3/12/2019 - 7/1/2020	3/25/2019 1:13:51 PM	6000001546	✓	n/a	n/a	Approved	View / Submit Financial Statement
LEICHMAN CPTC(1190801)	Title title	ASB			3/12/2019 - 3/11/2019	Not Submitted	HYOJDON KIM	pending	n/a	n/a	Canceled	View
LEICHMAN CPTC(1190801)	Draft	Booster			3/11/2019 - 3/12/2019	1/1/0001 12:00:00 AM	VIVEK THOMAS	pending	n/a	n/a	Canceled	View
HARVARD EL(1204201)	Kids Community Library	PTA/PTO	Harvard Elem School PTA	6789	1/1/0001	Not Submitted	JUEHANN SHEN	pending	n/a	n/a	Draft	View / Edit

Navigation: < ... 2 3 4 5 6 >

3. Scroll down to the bottom of the event, click “Click here for template” button to download the financial statement template. Fill out and complete required information on the excel spreadsheet template (FRONT and BACK worksheets) and save it in your computer.
4. Print out the completed template and collect required signatures. Scan the financial statement (FRONT and BACK worksheets) with signatures into electronic document.
5. Log back to the School Fundraising system, locate and select the fundraising event. At the bottom of the event, click “Choose File” and select your scanned financial statement document with signatures from step 4 above. Click “Upload” to upload the scanned financial statement document to the event.
6. Fill out “Total Sales” and “Total Expenses” on the screen. The Total Profit will be calculated automatically by the application.
7. “ASB Share”, “Club Share”, and “PTA/PTO Share” will also be calculated automatically by the application.
8. Enter or provide any comments in the “Notes” text area, if necessary.
9. Click “Save” to save financial data you entered in above steps 6-8.

The screenshot displays the 'Request for Authorization' form for the Student Body Finance Section. The form includes fields for Sponsor, Organization Name, RCT Number, PTA/PTO Telephone, Title of Fundraiser, Contact Email Address, and Contact Phone Number. Below these fields is an approval section showing 'Approved by HYOJOON KIM' on 7/29/2020. The 'Financial Statements' section contains a table with the following data:

Total Sales*	Total Expenses*	Total Profit
0	0	0.00
ASB Share (50%)	Club Share (50%)	PTA/PTO Share (0%)
0.00	0.00	0.00

Below the table is a 'Notes' text area and an upload section with a 'Choose File' button, an 'Upload' button, and a 'Save' button. Red callout numbers 3 through 9 are placed over the form elements to indicate the steps described in the instructions.

Financial Statement FRONT worksheet screenshot

LOS ANGELES UNIFIED SCHOOL DISTRICT STUDENT BODY FINANCE SECTION FUNDRAISING FINANCIAL STATEMENT		School Tel.#: _____ Local District: _____ Date: _____
_____ School (Student Body/PTA/PTO)		
Type of Fund-Raiser _____ was held on (date/s) _____		
<u>INVENTORY CONTROL OF MERCHANDISE</u>		
I. MERCHANDISE AVAILABLE FOR SALE:		
	<u>Units</u>	<u>Unit Sale Price</u>
ADD		
1. Beginning Inventory	_____	
2. Purchases	_____	
3. Gratis from Vendor	_____	
4. TOTAL	0	x _____
		\$0.00
DEDUCT		
5. Returns	_____	
6. Damaged	_____	
7. Gratis to Student Helpers	_____	
8. Thefts SS# _____	_____	
9. Other	_____	
10. Ending Inventory	_____	
11. TOTAL DEDUCTION	0	x _____
		\$0.00
12. TOTAL UNITS SOLD	0	x _____
		\$0.00
13. TOTAL SALES (Brought from below)		\$0.00
14. SHORT/OVER		+ \$0.00
*Explain any differences: _____		
<u>FINANCIAL STATEMENT</u>		
II. SALES (From page 2-Back):		
A Admissions Sold (Brought from page 2)		\$0.00
B Taxable Sales (Brought from page 2)		\$0.00
C Non-Taxable Sales (Brought from page 2)		\$0.00
TOTAL SALES		\$0.00
III. EXPENSES:		
1. Merchandise	_____	
2. Uncollected NSF Checks	_____	
3. Prizes	_____	
4. Sales Tax Due (Brought from Section B on reverse side)	_____	\$0.00
5. Other	_____	
TOTAL EXPENSES		\$0.00
NET PROFIT		\$0.00
<u>DISTRIBUTION OF NET PROFIT</u>		
Student Body % _____	\$ _____	PTA/PTO % _____ \$ _____
Prepare within 30 days after the event. Upload all documents as a single file, including invoices, then submit through the online fundraising site. Once reviewed & signed by CFM, please print it for your record.	Prepared By: _____	Print Name _____ Title _____ Date _____
	Approved By: _____	Signature of Principal _____ Date _____
	Reviewed By: _____	Coordinating Financial Manager _____ Date _____
Form No. 37		

Financial Statement BACK worksheet screenshot

SALES				
<i>Refer to items listed on the Request for Authorization</i>				
A. <u>ADMISSION TICKETS SOLD</u> (one of the following admission control forms must be on file at the school) Cash Admission Report, House Count, Perpetual Ticket Control.			B. <u>TAXABLE SALES</u> (Do not include admissions sold) BOOK FAIR-ALL SALES TAX PAID TO VENDOR ATTACHED VENDORS WORKSHEET	
<u>Number Sold</u>	<u>Price</u>	<u>Amount</u>	<u>Activity or type of Item Sold</u>	<u>Amount of Sales (Incl. Sales Tax)</u>
		0.00		
		0.00		
		0.00		
		0.00		
		0.00	Total (carry to item B on Front)	
		0.00	Subtract Purchases on which Sales Tax was paid from Section D below	
		0.00		
		0.00	Balance of Sales subject to Sales Tax	
		0.00	Sales Tax due (Gross sales divide by 1.0950, then multiply by 9.50 to get taxes due amount by .950 to get the taxes due amount)	
Total (Carry to item A on front: \$		0.00		
			*Carry this amount to Expenses-- Sales Tax due on front	
			*IMPORTANT: Post sales tax due in the Student Body Ledger by making a Journal Entry as follows:	
			1. Debit: Special Sales Account	
			2. Credit: Sales Tax Payable	
C. <u>NON-TAXABLE SALES</u> (Do not include Admission Tickets Sold)			D. <u>PURCHASES ON WHICH SALES TAX WAS PAID**</u>	
				Including Sales Tax Less Common Carrier Or UPS Charges
<u>Activity or type of Item Sold</u>		<u>Amount</u>	<u>Invoice Number or Activity Item</u>	
		0.00		
		0.00		
		0.00		
		0.00		
		0.00	(List in Section B above) Total \$	
		0.00	**Purchases on which sales tax was paid are defined as items purchased for resale on which sales tax was paid to the vendor. The total sales from these items must be included in Section B above.	
Total (Carry to Item C on Front) \$		0.00		