



Orcutt Academy High School

Event or Fundraising Petition

All Events and Fundraisers, whether on or off campus, must be turned into the OAHS Business Office two (2) weeks prior to the proposed event or fundraiser and must be approved by the Principal and District Superintendent or School Board.

Today's Date: _____ Sport: _____

Coach's Signature: _____

Principal's Signature: Rhett Carter _____

Type of Event: Activity Dance Fundraiser

Facilities Use: BBQ Pit GYM Multi-Use Room

Name of Event: _____

Date of Event: _____ Time of Event: _____

Pre-Sale Dates: _____

Items for Sale: _____

Price of Item: _____

Location of Sales: On Campus Off Campus Both

Method of Sales: Pre-Sales Door Sales Cash Sales

No fundraising items can be ordered without an approved purchase order!

Name of Company to purchase Items: _____

Address: _____

Costs of Items: _____

(If total cost is over \$500, please submit 2 additional quotes)

Purpose for Event: to raise funds to support the sports program

For Orcutt Academy High School - Business Office Use:

Date Petition Received: _____

Date Petition Approved: _____

Superintendent Signature of approval: _____



Orcutt Academy High School

REVENUE POTENTIAL FORM

Sport: _____

Date of Activity/Event: _____

Activity/Event: _____

Revenue

Projected: _____

Actual: _____

Difference: _____

Areas of Income

Admission: _____

Advertising: _____

Concession: _____

Donations: _____

Pre-Sales _____

Expenses

Projected: _____

Actual: _____

Difference: _____

Areas of Expenses

Cost: _____

Decorations: _____

Advertising: _____

Lost/Stolen Items: _____

Other: _____

Net Profit or Loss:

Actual Income: _____

Actual Expenses: _____

Actual Profit/Loss: _____

Circle one that applies:

Inventory Left on Hand

Value: _____

Notes about fundraiser: _____

Signature of Coach: _____

Date Approved: _____

Date Submitted: _____



Orcutt Academy High School

DEPOSIT FORM

AUDIT REQUIREMENT

REQUIRED BACK-UP INFORMATION MUST BE ATTACHED TO THIS FORM.

(Back-up information examples: tally sheets, player roster noting who fundraised, etc.)

Date: _____

Sport: _____

Deposit Description: _____

Budget Code: _____

CHECKS

Group checks by amount and include below.

_____	X	_____	=	_____	_____	X	_____	=	_____
_____	X	_____	=	_____	_____	X	_____	=	_____
_____	X	_____	=	_____	_____	X	_____	=	_____
_____	X	_____	=	_____	_____	X	_____	=	_____
_____	X	_____	=	_____	_____	X	_____	=	_____
_____	X	_____	=	_____	_____	X	_____	=	_____
_____	X	_____	=	_____	_____	X	_____	=	_____
_____	X	_____	=	_____	_____	X	_____	=	_____
_____	X	_____	=	_____	_____	X	_____	=	_____
_____	X	_____	=	_____	_____	X	_____	=	_____

TOTAL CHECKS _____

CURRENCY

_____	\$1.00	X	_____	=	_____	_____	\$20.00	X	_____	=	_____
_____	\$2.00	X	_____	=	_____	_____	\$50.00	X	_____	=	_____
_____	\$5.00	X	_____	=	_____	_____	\$100.00	X	_____	=	_____
_____	\$10.00	X	_____	=	_____	_____					

TOTAL CURRENCY _____

COIN - WRAPPED (ROLLS)

NO. OF ROLLS

_____	\$0.01	X	_____	=	_____
_____	\$0.05	X	_____	=	_____
_____	\$0.10	X	_____	=	_____
_____	\$0.25	X	_____	=	_____

COIN - UNWRAPPED

_____	\$0.01	X	_____	=	_____
_____	\$0.05	X	_____	=	_____
_____	\$0.10	X	_____	=	_____
_____	\$0.25	X	_____	=	_____
_____	\$0.50	X	_____	=	_____
_____	\$1.00	X	_____	=	_____

TOTAL COIN _____

TOTAL DEPOSIT

Submitted by Coach / Athletic Director: _____

Received by OAHS Business Office: _____



Orcutt Academy High School

Fundraising Tally Sheet

Sport: _____
 Event or Fundraiser: _____
 Dates: _____

Item	Tallies	Total Tallies	Price	Collected

Total Tallies:			Total Sales:
Total Cash:		Total Money Collect:	
Total Checks:		Difference:	
Total:			

CURRENCY

\$1.00 x _____ = _____	\$20.00 x _____ = _____
\$2.00 x _____ = _____	\$50.00 x _____ = _____
\$5.00 x _____ = _____	\$100.00 x _____ = _____
\$10.00 x _____ = _____	

TOTAL CURRENCY: _____

COIN - WRAPPED (ROLLS)

NO. OF ROLLS

\$0.01 x _____ = _____
\$0.05 x _____ = _____
\$0.10 x _____ = _____
\$0.25 x _____ = _____

COIN - UNWRAPPED

\$0.01 x _____ = _____
\$0.05 x _____ = _____
\$0.10 x _____ = _____
\$0.25 x _____ = _____
\$0.50 x _____ = _____
\$1.00 x _____ = _____

TOTAL COIN: _____

TOTAL CASH: _____

Submitted By: _____ Coach

Received By: Lauren Whitham

OAHS Business Office



Orcutt Academy High School

Fundraising Tally Sheet

Sport: _____

Event or Fundraiser: _____

Dates: _____

CHECKS

Group checks by dollar amount and include below.

_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____

of Cks: _____

TOTAL CHECKS: _____



Orcutt Academy High School

CASH BOX RECONCILIATION

Sport: _____

Date: _____

Event: _____

Coach's Initial: _____

Coach: _____

Starting Cash: _____

Tally Marks: _____

TOTAL Tallies _____ x _____ = \$ _____ (A)

_____ x _____ = \$ _____ (A)

_____ x _____ = \$ _____ (A)

Donations: \$ _____ (A)

Total Deposit: \$ _____ (A)

Total Cash Counted: \$ _____ (C)

Difference: \$ _____

(difference between A & C, should be starting cash)

TOTAL CASH IN BOX

CURRENCY

\$1.00 x _____ = _____

\$2.00 x _____ = _____

\$5.00 x _____ = _____

\$10.00 x _____ = _____

\$20.00 x _____ = _____

\$50.00 x _____ = _____

\$100.00 x _____ = _____

TOTAL CURRENCY

COIN

\$0.01 x _____ = _____

\$0.05 x _____ = _____

\$0.10 x _____ = _____

\$0.25 x _____ = _____

\$0.50 x _____ = _____

\$1.00 x _____ = _____

TOTAL COIN

Add: Total Checks (if any) _____

GRAND TOTAL CASH IN BOX _____ (C)

Submitted by Coach/Athletic Director: _____

Verified by OAHS Business Office: _____



Orcutt Academy High School

CASH BOX RECONCILIATION

Sport: _____

Date: _____

Event: _____

Coach's Initial: _____

Coach: _____

Starting Cash: _____

Check # CK Amt

Check # CK Amt

Check # CK Amt

Total Checks:

(B)

