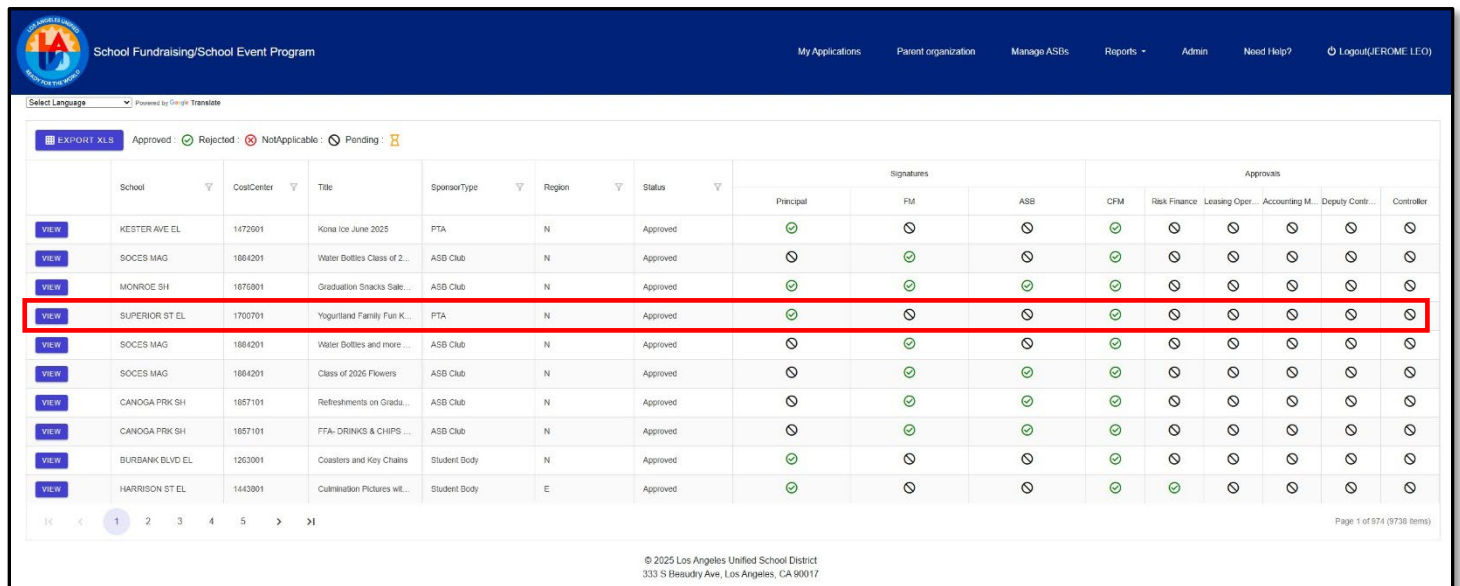


















































































































How to Submit a Financial Statement

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

1. Click on the **Reports** menu, then select **Pending Financial Statement**. Find the approved fundraising event and click the **View**  button.



School		Cost Center	Title	Sponsor Type	Region	Status	Signatures			Approvals						
							Principal	FM	ASB	CFM	Risk Finance	Leasing Oper...	Accounting M...	Deputy Contr...	Controller	
	KESTER AVE EL	1472001	Kona Ice June 2025	PTA	N	Approved										
	SOCCES MAG	1884201	Water Bottles Class of 2...	ASB Club	N	Approved										
	MONROE SH	1876801	Graduation Snacks Sale...	ASB Club	N	Approved										
	SUPERIOR ST EL	1700701	Yogurtland Family Fun K...	PTA	N	Approved										
	SOCCES MAG	1884201	Water Bottles and more ...	ASB Club	N	Approved										
	SOCCES MAG	1884201	Class of 2026 Flowers	ASB Club	N	Approved										
	CANDOGA PRK SH	1857101	Refreshments on Grada...	ASB Club	N	Approved										
	CANDOGA PRK SH	1857101	PTA- DRINKS & CHIPS ...	ASB Club	N	Approved										
	BURBANK BLVD EL	1263001	Coasters and Key Chains	Student Body	N	Approved										
	HARRISON ST EL	1443801	Culmination Pictures wit...	Student Body	E	Approved										



2. To download the financial statement template, scroll to the bottom of the event page and click the "**Click here for template**" link. Fill in the required information on the Excel spreadsheet template's FRONT and BACK worksheets and then save the file to your computer.

Financial Statement

Total Sales: \$146.83 Total Expenses: \$0.00 Total Profit: \$146.83

ASB Share (0%): \$0.00 PTA/PTO Share (100%): \$146.83

Note:

Status: Pending

[View Financial statement](#)
(Uploaded on 6/17/2025 2:56:11 AM)

Please upload the financial statement [Click here for template](#)

Financial Statement Upload

CHOOSE

REUPLOAD

SUBMIT

3. Print the completed template and gather the necessary signatures. Then, scan the financial report (both FRONT and BACK worksheets) with signatures into a single electronic document. Please refer to [Appendix A](#) for a screenshot.



School Fundraising School Event Program

4. Log back into the School Fundraising system and select the fundraising event. Click **"Choose File"** at the bottom of the event, then select your scanned financial statement with signatures. Then, click **"Upload"** to save the document to the event.

Financial Statement

Total Sales

\$146.83

Total Expenses

\$0.00

Total Profit

\$146.83

ASB Share (0%) : \$0.00

PTA/PTO Share (100%) \$146.83

Note

Status : Pending

[View Financial statement](#)

(Uploaded on 6/17/2025 2:56:11 AM)

Please upload the financial statement ([Click here for template](#))

Financial Statement Upload

CHOOSE

REUPLOAD

SUBMIT



5. Enter **"Total Sales"** and **"Total Expenses"** on the screen. The application automatically calculates **Total Profit**, **ASB Share**, **Club Share**, and **PTA/PTO Share**.

Financial Statement

Total Sales	Total Expenses	Total Profit
\$146.83	\$0.00	\$146.83

ASB Share (0%) : \$0.00 PTA/PTO Share (100%) \$146.83

Note

Status : Pending

[View Financial statement](#)
(Uploaded on 6/17/2025 2:56:11 AM)

Please upload the financial statement ([Click here for template](#))

Financial Statement Upload

6. Optionally, enter comments in the **"Notes"** text area, then click **Save** button to save the financial statement.

Financial Statement

Total Sales	Total Expenses	Total Profit
\$146.83	\$0.00	\$146.83

ASB Share (0%) : \$0.00 PTA/PTO Share (100%) \$146.83

Note

Status : Pending

[View Financial statement](#)
(Uploaded on 6/17/2025 2:56:11 AM)

Please upload the financial statement ([Click here for template](#))

Financial Statement Upload



Appendix A

Financial Statement FRONT worksheet screenshot

LOS ANGELES UNIFIED SCHOOL DISTRICT		School Tel.#:
STUDENT BODY FINANCE SECTION		Local District:
FUNDRAISING FINANCIAL STATEMENT		Date:
School _____ (Student Body/PTA/PTO)		
Type of Fund-Raiser _____ was held on (date/s) _____		
INVENTORY CONTROL OF MERCHANDISE		
I. MERCHANDISE AVAILABLE FOR SALE:		
	<u>Units</u>	<u>Unit Sale Price</u>
ADD		<u>Amount</u>
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: _____		
FINANCIAL STATEMENT		
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
DISTRIBUTION OF NET PROFIT		
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 _____	
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	
			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>	
				<u>Amount Paid Including Sales Tax Less Common Carrier</u>
<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		
		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		