

Fundraising Summary Report - Process to Close out Fundraiser by Sponsor

12/12/22

- 1- Identify the fundraiser to be closed out by going into Focus under SIS, then Forms, Fundraising Request Form, History tab, then look for the Instance ID#, print or save report for your reference.

- 2- Run the receipt report in Focus under ERP, then Accounts Receivable, Receipt Report, under the detailed tab select Internal Account box, enter Internal Project if you manage more than one account, then run report.
- 3- Identify receipts related to the fundraiser you are closing out, and total all of the receipts “allocation amount, not the receipt amount” as they may be different. Export this report to PDF & Save it in your files as you will need to attach this report later. Please note that you may also export this report to excel and create a tab per fundraiser to ease this process (Only if you have multiple fundraisers).

- 4- Run Invoice report to calculate expenditure amount. In Focus ERP, under Purchasing/Accounts Payable, Invoice Report, Select Internal accounts box, enter Internal Project if you manage more than one account, then run report. Export this report to PDF & Save it as you will need to attach this report later. Please note that you may also export this report to excel and create a tab per fundraiser to ease this process (Only if you have multiple fundraisers).

- Complete Fundraising Summary Report Form to Close your Fundraiser. In Focus SIS, Forms, Fundraising Request Form, enter the title of the fundraiser, enter instance ID from step 1, enter receipts total amount from step 3, enter expenditures amount from step 4, verify net profit, select submitter name & submitter school.

The screenshot shows the 'Fundraising Summary Report' form in the Focus SIS system. The form is titled 'FUNDRAISING SUMMARY REPORT' and includes the following fields and annotations:

- Title:** Middle School Dance (Annotation 4)
- FUNDRAISING REQUEST INSTANCE ID:** 40005 (Annotation 5, 'From step 1')
- TOTAL RECEIPTS:** 106.33 (Annotation 6, 'From step 3')
- TOTAL EXPENDITURES:** 26.28 (Annotation 7, 'From step 4')
- NET PROFIT:** \$80.05 (Annotation 8, 'Auto calculated')
- SPONSOR/SUBMITTER NAME:** ARELYS FARLEY M (Annotation 9)
- SPONSOR/SUBMITTER SCHOOL/DEPARTMENT:** 0291-Key Largo Elementary/Mi... (Annotation 9)

A red oval at the bottom of the form contains the following text: **IF MONEY IS DONATED TO ANOTHER ENTITY, ATTACH COPY OF CHECK. PLEASE ATTACH A COPY OF FLYER USED TO PUBLICIZE THE FUNDRAISER.** (Annotation 10)

6- Upload receipt report & invoice report from steps 3 and 4. Then Submit Request.

7- Move on to the next fundraiser to be close out and repeat steps 1 thru 6.