



# Huntington Beach Union High School District Board Policies and Administrative Regulations

E 6145.8  
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## Associated Student Body (ASB)

### REPORT ON POTENTIAL REVENUE

Club, Trust, or Activity

Date of Sale

1. Description of item sold:

2. Number of individual units received per invoice

3. Less units to be given away or returned to  
vendor per credit memo ..... ( )

4. Total units available for sale .....A.

5. Unit selling price ..... B. \$

6. Revenue potential (A x B) ..... \$

7. Actual income received..... \$

8. Cash (shortage) overage..... \$

Club Receipt Numbers: #\_\_\_\_\_ to #\_\_\_\_\_; #\_\_\_\_\_ to #\_\_\_\_\_

ASB Receipt Numbers:

Explanation of cash (shortage) overage: (i.e., unsold items, lost items, etc.)

\_\_\_\_\_ School ASB

SALES ANALYSIS

Organization \_\_\_\_\_ Prepared by \_\_\_\_\_

Type of Activity \_\_\_\_\_

	<u>ITEM 1</u>	<u>ITEM 2</u>	<u>ITEM 3</u>	<u>ITEM 4</u>
Description of item sold				
Number of individual units received per invoice .....			_____	_____
Less amounts given away and properly documented .....	( )	( )	( )	( )
( )				
Less amounts lost/stolen and properly documented .....	( )	( )	( )	( )
( )				
Less amounts verified on hand .....	( )	( )	( )	( )
( )				
Units unaccounted for ( ) .....	( )	( )	( )	( )
Actual amount sold     A. ....			_____	_____
Unit selling price     B. ....			\$	
Total sales (A x B) =   C. ....			\$	
Actual money received   D. ....			\$ _____	_____
Cash (Shortage) Overage .....			\$	

Club Receipt Numbers: # \_\_\_\_\_ to \_\_\_\_\_; # \_\_\_\_\_ to \_\_\_\_\_

ASB Receipt Numbers \_\_\_\_\_

Explanation of Cash  
(Shortage) Overage \_\_\_\_\_

REPORT ON TICKET SALES

Date \_\_\_\_\_ Club

Event \_\_\_\_\_ Home Side

Visiting School \_\_\_\_\_ Visiting Side

\$ \_\_\_\_ Tickets Ending No.

Color \_\_\_\_\_ Beginning No.

Number Sold

No. Sold \_\_\_\_ x \$ \_\_\_\_ = \$

\$ \_\_\_\_ Tickets Ending No.

Color \_\_\_\_\_ Beginning No.

Number Sold

No. Sold \_\_\_\_ x \$ \_\_\_\_ = \$

Change Given Out: Total Receipts \$

\_\_\_\_\_ \$10.00 Plus Change .....

\_\_\_\_\_ 5.00 Grand Total

\_\_\_\_\_ 1.00 Act. Cash Count

\_\_\_\_\_ .25 Cash Short/Over

Signature of Seller

ASB Receipt #

\_\_\_\_\_ School

VENDING MACHINE CONTROL SHEET  
For Month of \_\_\_\_\_, 19

Line 1 Physical inventory at beginning of month  
(units: pencils, cans, bottles, and so on).....= \_\_\_\_\_units

Purchases during month:

Invoice No.	Date	Price .....	Units Purchased
_____	_____	.....	_____
_____	_____	.....	_____
_____	_____	.....	_____
_____	_____	.....	_____
			= .....units

Line 2 Total inventory available for sale = .....units

Line 3 Less physical inventory at end of month = .....units

Line 4 Total sales for month ..... = \_\_\_\_\_units

Line 5 Amount to be deposited with Bookkeeper = .....  
(number of units sold times unit price of \$\_\_\_\_)

INCOME FOR MONTH

Receipt No.	Date	Amount .....	Receipt No.	Date
_____	_____	.....	_____	_____
_____	_____	.....	_____	_____
_____	_____	.....	_____	_____
_____	_____	.....	_____	_____

Line 6  
 Income from sales .....= \$  
 Rebate income for month.....= \$  
 Total income for month .....= \$

If lines 5 & 6 do not agree, please explain.

If line 6 is more than line 5, amount over =  
 If line 6 is less than line 5, amount less =

Signed  
School  
(Please make a copy for the school bookkeeper.)