



# Event Reconciliation Report

PLEASE INPUT DATA INTO YELLOW BOXES ONLY, UNLESS OTHERWISE ADVISED.

School Name

Event Date(s)

Chairperson Name:

Address

City  State  Zip

Phone #:  Email:

## TOTAL EVENT SALES

TOTAL CASH \$

TOTAL CHECKS \$

TOTAL CHARGES \$

READATHON DONATIONS \$

OTHER \$

TEACHER DISCOUNTED SALES  Deduct this amount from Total Sales

**TOTAL EVENT SALES** \$

CONSULT YOUR REPRESENTATIVE FOR YOUR QUALIFYING PROFIT PERCENTAGES (ALL YELLOW FIELDS MUST BE FILLED IN)

INPUT THE REWARDS % BASED ON YOUR SALES  
(CHECK THE WEBSITE FOR LEVELS)

CASH %

PRODUCT %

### PERCENTAGE

### AMOUNT AVAILABLE

**Product Rewards Available**

**Product Rewards Selected**

If you are selecting cash rewards only, please leave the Product Rewards Selected input box as zero dollars. will calculate your remaining cash profit.  
For split profit, input the amount of books selected, and the spreadsheet will calculate your remaining cash profit.

### PERCENTAGE

### CASH PROFIT REMAINING

**Cash Rewards**

**ADD SCHOOL PURCHASES** \$

**LESS CREDIT CARD** \$

**LESS CASH REWARDS** \$

**TOTAL OWED :** \$

MAKE CHECKS TO: BLUE RIBBON READING

MAIL CHECKS TO: 46 PEBBLEBROOK COURT, BLOOMINGTON, IL 61705



\*\*\*PLEASE CALCULATE AMOUNT OWED ON THIS WORKSHEET.

Audited By:

School Book Fair Chairperson/Volunteer

Blue Ribbon Book Fairs - Representative