

**Team Fundraising Reconciliation**

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| **Team** |  | **Person responsible for funds** |  |

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| **Fundraising Item** | **Quantity Distributed** | **Funds Collected** | **Funds Outstanding** | **Notes** |
| eg. Chocolates | 20 boxes | $740 | $60 | A.Smith still owes for one box |
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| Calendar Year: |  |
| Total funds collected: |  |
| Total funds outstanding: |  |

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| How will your fundraising money be spent? |
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