



Bookkeeping 101

1. Keep copies of the order forms.

Maintaining the proper records will help clear up any discrepancies that arise in the future with those that placed the orders or with the fundraising companies as well.

2. Tally your orders daily.

Knowing where you stand on a day-to-day basis will help you monitor your ongoing success. It will help you determine what is working and where you need to improve.

3. Don't co-mingle funds.

Checks should always be made out to your group, never to the individual soliciting the funds. Your group should have its own bank account to handle all the deposits and any checks which need to be written.

4. Issue an official purchase order for your merchandise.

The purchase order will identify all of the critical elements involved with the merchandise you are ordering. A purchase order includes, but is not limited to the following:

- Purchase Order Number
- Date
- Bill To Address
- Ship To Address
- Quantity Purchased
- Price Paid
- Special Instruction

5. Double-check merchandise received against your order.

As soon as you receive your merchandise you should check the packing list against your purchase order. The best time to discover any discrepancies is within 24-48 hours upon receipt of your merchandise. You should also check the packing list against the merchandise inside the box. Big companies make mistakes too.

6. Include a Thank you note.

Informing those who participated in your program as to your final success is a key component of any fundraiser. This note will leave a lasting impression of your group's professionalism. This will be a very important step in building trust with your donors, and the likelihood that they will participate in future fundraising efforts.