

# Ticket Reconciliation

\_\_\_\_\_ School \_\_\_\_\_

Cash Received (Change Fund) \$ \_\_\_\_\_ Received by \_\_\_\_\_

Description of Event \_\_\_\_\_ Date \_\_\_\_\_

**TICKET TALLY (use worksheet)**

Color _____	Beginning Number _____		
	Last Number Sold _____		
Number of Tickets Sold +1 _____ x price per Ticket		\$ _____ equals	\$ _____
Color _____	Beginning Number _____		
	Last Number Sold _____		
Number of Tickets Sold +1 _____ x price per Ticket		\$ _____ equals	\$ _____

Total cash collected from ticket sales \$ \_\_\_\_\_

Overage \$ \_\_\_\_\_

Shortage \$ \_\_\_\_\_

Signatures of Ticket Sellers:

Signatures of Ticket Takers:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Principal

Instructions:

To be completed by ticket seller and ticket taker at end of event. Return to bookkeeper with unused tickets, change fund and copy of deposit slip.

Keep original copy in school file, send a copy to Central Office