

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