

Example

SSO Ticket Reconciliation

School Support Organization Name: ABC PTO Event Date: 09-30-14

Fundraising Event: Fall Festival Activity ticket for: Admission- Arm Band

(Activity Example: general admission, food, etc -when ticket prices are sold in different areas)

Ticket Information: Use a Different Section if have Tickets Sold at Different Prices (ie; children vs adult)

Color: _____ Beginning Number: 0000101 Last Number Sold: 0000837

Tickets Sold (Subtract beginning number from last number sold and add 1): 737

Price of Ticket (Use price for activity in which ticket is sold): \$ 5.00

Total of Ticket Sales for Activity (multiple tickets sold by price): \$ 3685 (A)

Color: N/A- All sold at \$5 at one booth Beginning Number: _____ Last Number Sold: _____

Tickets Sold (Subtract beginning number from last number sold and add 1): _____

Price of Ticket (Use price for activity in which ticket is sold): _____

Total of Ticket Sales for Activity (multiple tickets sold by price): \$ _____ (B)

Reconciliation:

Beginning Change Fund Amount \$ 300.00 (1)

Total Ticket Sales per above (A) + (B) (expected collections) \$ 3685.00 (2)

Extra Donations Received (if any) \$ — (3)

Expected Cash Box Total - add (1) thru (3) \$ 3985.00 (4)

Total Cash Counted \$ 3980.00 (5)

Overage or (Shortage) - subtract (5) from (4) \$ (5.00) (6)

Explain any overage or (shortage) amount in (6) One child got sick at beginning of event and we refunded money.

Total Deposit \$ 3980.00 (Please deposit return of beginning change separately or provide breakdown on face of deposit slip. Please designate activity funds collected from on deposit slip also.)

I certify that I have verified the above ticket information and cash count from this activity as listed above.

Signature of Ticket Seller(s)/Counter

Shirley Mullin, President
Wendy Miller, FR Chair

Signature of Ticket Taker(s)/Counter

Jean Collier, Parent Volunteer