



Ticket Reconciliation

School Name: _____

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 \$ _____ = \$ _____

Color: _____ Beginning Number: _____

Last Number Sold: _____

Number of Tickets Sold +1 _____ x price per Ticket \$ _____ = \$ _____

Total Cash collected from ticket sales: \$ _____

Overage: \$ _____

Shortage: \$ _____

Instructions: To be completed at the end of the event. **IMPORTANT: Ticket Seller and Ticket Taker MUST be two different people.**

Signature of Ticket Seller(s):

Signature of Ticket Taker(s):

Principal Signature: _____

Please return to bookkeeper along with unused tickets, change fund, and a copy of the deposit slip. Keep original in school file and send a copy to Central Office.