

CONCESSION SALE RECONCILIATION

School: _____

Event: _____

Date: _____

Location: _____

Cash on Hand at Completion of Event _____
Less: Cash on Hand Prior to the Event _____
Actual Cash Collected at Event _____

Difference (Net Concession Sales) _____

School Operations Manager Signature

Date

Secondary Signature

Date

The information below should equal the attached receipts and the total deposit amount above. Thank you for completing both portions of this form as it will help provide greater accuracy in the recordkeeping of school accounts.							
Currency	Bills	# Collected	Dollar Value	Coins	Coins	# Collected	Dollar Value
	\$1's				Pennies		
	\$5's				Nickels		
	\$10's				Dimes		
	\$20's				Quarters		
	\$50's				1/2 Dollars		
	\$100's				\$1 Coins		
Total Dollar Value			Total Coin Value				
Total Cash/Coins		_____		Number of Checks		_____	
Total Check Value		_____		Total Deposit		_____	