

# TICKET SALE RECONCILIATION

School: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

**General Admission Ticket Sales:**

Roll Number	Beginning Ticket No.	Ending Ticket No.	(Ending - Beginning) Tickets Sold	Price Per Ticket	Collections (Price*Tickets Sold)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Total General Admission Tickets Issued</b>			_____	_____	_____

**Total Ticket Sale Collections from General Admission** \_\_\_\_\_

**Complimentary Tickets Issued (Number Issued, \$Value, and To Whom)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Less: Value of Complimentary Tickets Issued** \_\_\_\_\_

**Net Ticket Sales** \_\_\_\_\_

**Cash on Hand at Completion of Event** \_\_\_\_\_

**Less: Cash on Hand Prior to Event** \_\_\_\_\_

**Actual Cash Collected at Event** \_\_\_\_\_

**Difference (Net Ticket Sales)** \_\_\_\_\_

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 _____			

\_\_\_\_\_  
**School Operations Manager Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Secondary Signature**

\_\_\_\_\_  
**Date**