



**TEMPLATE**

**TICKET RECONCILIATION**

Event Date: _____	Event Type: _____
-------------------	-------------------

For athletic events: \_\_\_\_\_ vs. \_\_\_\_\_

<b>TICKET TYPES</b>		
Student Tickets	Ticket Color: _____	Ticket Price: _____
Adult Tickets	Ticket Color: _____	Ticket Price: _____
Special Tickets	Ticket Color: _____	Ticket Price: _____

<b>TICKET SALES CALCULATION</b>			
	Student	Adult	Special
Ending Ticket No.	_____	_____	_____
Less: Beginning Ticket No.	_____	_____	_____
Tickets Sold (Difference)	_____	_____	_____
x Ticket Price	\$ _____	\$ _____	\$ _____
Total Sales	\$ _____	\$ _____	\$ _____
<b>TOTAL TICKET SALES:</b>		\$ _____	

<b>BEGINNING CHANGE FUND</b>	
Number of Currency Denominations	Total of Each Currency Denomination
\$20s _____	Total \$ _____
\$10s _____	Total \$ _____
\$5s _____	Total \$ _____
\$1s _____	Total \$ _____
\$0.25s _____	Total \$ _____

**TOTAL BEGINNING CHANGE FUND** \$ \_\_\_\_\_

I certify that I checked the ticket color(s), beginning ticket number(s), and the change fund of this ticket seller box and found it to be correct as listed above.

\_\_\_\_\_  
Signature of Designee and Date

\_\_\_\_\_  
Signature of Ticket Seller and Date

<b>TICKET RECONCILIATION</b>	
Beginning change fund	\$ _____
Add: Total Ticket Sales	\$ _____
Add: Donations received by ticket seller	\$ _____
Total due in ticket sales box (expected)	\$ _____
Cash collections	\$ _____
Add: check collections (attach list of checks)	\$ _____
Total in ticket sales box (actual)	\$ _____
<b>Overage or (Shortage)</b>	\$ _____

Explanation of Overage or Shortage:  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I checked the ending ticket number(s) and collections from this ticket seller box and found it to be correct as listed above.

\_\_\_\_\_  
Signature of Designee and Date

\_\_\_\_\_  
Signature of Ticket Seller and Date

**TEMPLATE**

**COUNT OF COLLECTIONS**

<b>School:</b>	<b>Activity Date:</b>
<b>Activity:</b>	<b>Sponsor:</b>
<b>Fund/Account Name:</b>	<b>Authorized Purpose:</b>

**Details of Amounts Collected**

Beginning Change \$ \_\_\_\_\_

**Amount Collected:**

Cash: \$ \_\_\_\_\_

Check\*: \$ \_\_\_\_\_

Total to be Submitted to Bookkeeper: \$ \_\_\_\_\_

\*Attach listing of checks collected

By my signature below, I certify that I have counted the money collected and beginning change for this activity, and the amount shown above is the amount I counted.

Counted by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Counted by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_