

TICKET SALES CASH RECONCILIATION REPORT

SCHOOL: _____ DATE: _____

EVENT: _____

1. Beginning Cash In Box (CHANGE FUND) \$ _____

Ticket Color	Beginning Ticket Number	Ending Ticket Number	# Tickets Sold	Individual Ticket Amt.	Total Ticket Sales

2. GRAND TOTAL ALL TICKETS SOLD \$ _____

3. Ending Cash Balance (#1+ #2) \$ _____

4. Actual Cash In Box \$ _____

5. Less Beginning Cash In Box (CHANGE FUND) \$ _____

6. Total Receipts From Event (Should equal #2) \$ _____

7. Difference (Over/Short) \$ _____

(If #6 and #2 do not equal, explain below)

Principal must sign if discrepancy is reported

Discrepancy Explanation: _____

Gatekeeper: _____ Date: _____

Gatekeeper: _____ Date: _____

Verified by Bookkeeper: _____ Date: _____

Reviewed by Principal: _____ Date: _____

Office Use Only:

Deposit Amount: _____ Bookkeeper Receipt # _____

Deposit Ticket # _____

JE # _____