

TICKET SALES & RECONCILIATION REPORT

School Hosting Event _____ Ticket Prices: Adult \$ _____
 Nature of Event _____ Student \$ _____
 Date of Event _____ Elementary \$ _____
 Change Received for Gate \$ _____
 Bank Bag Number (if applicable) _____ Gate # _____

Section I. Pre-Event Certification:

I hereby certify that I have received the change listed above and the tickets issued below.

 Ticket Seller Signature/Date

 Ticket/Stadium Manager Signature/Date (Football)

Section II. Tickets Issued, Used/Sold:

Bookkeeper completes tickets issued below:

Ticket Seller completes tickets sold below:

Tickets Issued: Type/Color (_____)
 Last ticket # _____
 (b) First ticket # _____
 Number of tickets issued (a)-(b)+1= _____

Tickets Sold: Type/Color (_____) (a)
 (d) Next ticket # on roll _____
 (e) First ticket sold # _____ Same as (b) (c)
 (f) Number of tickets sold (d)-(e)= _____
 (g) Number of tickets returned (c)-(f)= _____

Tickets Issued: Type/Color (_____)
 Last ticket # _____
 (b) First ticket # _____
 Number of tickets issued (a)-(b)+1= _____

Tickets Sold: Type/Color (_____) (a)
 (d) Next ticket # on roll _____
 (e) First ticket sold # _____ Same as (b) (c)
 (f) Number of tickets sold (d)-(e)= _____
 (g) Number of tickets returned (c)-(f)= _____

Tickets Issued: Type/Color (_____)
 Last ticket # _____
 (b) First ticket # _____
 Number of tickets issued (a)-(b)+1= _____

Tickets Sold: Type/Color (_____) (a)
 (d) Next ticket # on roll _____
 (e) First ticket sold # _____ Same as (b) (c)
 (f) Number of tickets sold (d)-(e)= _____
 (g) Number of tickets returned (c)-(f)= _____

Tickets Issued: Type/Color (_____)
 Last ticket # _____
 (b) First ticket # _____
 Number of tickets issued (a)-(b)+1= _____

Tickets Sold: Type/Color (_____) (a)
 (d) Next ticket # on roll _____
 (e) First ticket sold # _____ Same as (b) (c)
 (f) Number of tickets sold (d)-(e)= _____
 (g) Number of tickets returned (c)-(f)= _____

Complimentary Tickets Issued: Type/Color (_____)
 Last Ticket # _____ First Ticket # _____

Total Complimentary Issued _____

Section III. Cash Reconciliation to be completed by ticket seller:

Ticket Summary:

Total Cash \$ _____	Adult # Sold _____	X Ticket Price \$ _____	= \$ _____
Less Change Issued \$ _____	Student # Sold _____	X Ticket Price \$ _____	= \$ _____
Total Cash Revenue \$ _____	Elementary # Sold _____	X Ticket Price \$ _____	= \$ _____
		Total Ticket Sales	\$ _____

Total Cash Revenue less Total Ticket Sales = Overage or Shortage of \$ _____

I hereby certify that all of the above accurately represents the change received, tickets used, and cash transmitted.

 Ticket Seller Signature

 Ticket Seller Name (Printed)

 Date

I hereby certify that all of the above information accurately represents the ticket sales revenue received for the event stated above.

Bookkeeper's Signature _____ Ticket/Stadium Manager _____

Band Assessment fee for adult/student football tickets sold, excluding pre-season and post-season games.

Total # adult/student tickets sold _____ x \$0.25 = \$ _____

Athletic account to be credited _____ Amount to be deposited in account \$ _____
 Entered on official receipt # _____