THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
School Internal Funds Season Pass Sales & Reconciliation Report
MIDDLE SCHOOL

Home Team _____
Opposing Team _____
Date of Event _____
Volleyball ☐ **Basketball** ☐ **Cheer** ☐

SEASON PASS ADMISSION
VOLLEYBALL $20.00 BASKETBALL $25.00
CHEER $20.00

SEASON PASS SALES

SECTION 2 – Passes Issued and Sold
I hereby certify that I have received the change listed below and the passes issued below.

_____
SEASON PASS SELLER

CHANGE RECEIVED FOR CASH BOX $_____

SECTION 3 – PASSES ISSUED:
PASSES ISSUED: Color _____
A) Last pass # _____
B) First pass # _____
C) Number of passes issued (A – B + 1 =) _____

PASSES SOLD: Color _____
D) Next Pass # in pack _____
E) First Pass sold # _____
F) Number of passes sold (D-E=) _____
G) Number of passes returned (C-F=) _____

SECTION 4 – Cash Reconciliation to be completed by Pass Seller
PASS SUMMARY: Total Passes sold _____ **x $**_____ **=** _____

Total Cash $_____
Less Change Issued $_____
Total Cash Revenue $_____

NOTES

Total Cash Revenue less Total Season Pass Sales + Overage or - Shortage of $_____

I hereby certify that all of the above accurately represents the change received, passes issued, sold, and cash transmitted.

_____**Season Pass Seller/ Date**_____ _____**Season Pass Sellers Name (Printed)**

I hereby certify that the above information accurately represents the season pass sales revenue received for the event stated above.

_____
Bookkeeper **Date**

Amount to be deposited $_____ **Official Receipt #**_____

Revised January 14, 2021