

SSO Ticket Reconciliation

School Support Organization Name: _____ Event Date: _____

Fundraising Event: _____ Activity ticket for: _____

(Activity Example: general admission, food, etc -when ticket prices are sold in different areas)

Ticket Information: Use a Different Section if have Tickets Sold at Different Prices (ie; children vs adult)

Color: _____ Beginning Number: _____ Last Number Sold: _____

Tickets Sold (Subtract beginning number from last number sold and add 1): _____

Price of Ticket (Use price for activity in which ticket is sold): _____

Total of Ticket Sales for Activity (multiple tickets sold by price): \$ _____ (A)

Color: _____ Beginning Number: _____ Last Number Sold: _____

Tickets Sold (Subtract beginning number from last number sold and add 1): _____

Price of Ticket (Use price for activity in which ticket is sold): _____

Total of Ticket Sales for Activity (multiple tickets sold by price): \$ _____ (B)

Reconciliation:

Beginning Change Fund Amount \$ _____ (1)

Total Ticket Sales per above (A) + (B) (expected collections) \$ _____ (2)

Extra Donations Received (if any) \$ _____ (3)

Expected Cash Box Total - add (1) thru (3) \$ _____ (4)

Total Cash Counted \$ _____ (5)

Overage or (Shortage) - subtract (5) from (4) \$ _____ (6)

Explain any overage or (shortage) amount in (6) _____

Total Deposit \$ _____ (Please deposit return of beginning change separately or provide breakdown on face of deposit slip. Please designate activity funds collected from on deposit slip also.)

I certify that I have verified the above ticket information and cash count from this activity as listed above.

Signature of Ticket Seller(s)/Counter

Signature of Ticket Taker(s)/Counter
