

West Carroll

TICKET RECONCILIATION

Date _____ vs. _____

Type of event _____

STUDENT TICKETS Ticket color _____ Sale price \$ _____

Roll Ending No. **Roll Beginning No.**

After sales _____
 Before sales _____
 Difference _____ X \$ _____ = \$ _____ sales

ADULT TICKETS Ticket color _____ Sale price \$ _____

Roll Ending No. **Roll Beginning No.**

After sales _____
 Before sales _____
 Difference _____ X \$ _____ = \$ _____ sales

RESERVE/SPECIAL TICKETS Ticket color _____ Sale price \$ _____

Roll Ending No. **Roll Beginning No.**

After sales _____
 Before sales _____
 Difference _____ X \$ _____ = \$ _____ sales

BEGINNING CHANGE FUND

\$ 20s	_____	Total	\$ _____
\$ 10s	_____	Total	\$ _____
\$ 5s	_____	Total	\$ _____
\$ 1s	_____	Total	\$ _____
\$ 0.25s	_____	Total	\$ _____
		Total change fund	\$ _____

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

 Signature of Designee

 Signature of Ticket Seller

Beginning change fund	\$ _____
Add: Total ticket sales	\$ _____
Add: Athletic fund donations received by ticket seller	\$ _____
Total due in ticket sales box	\$ _____ (Expected)
Cash collections	\$ _____
Add: Check Collections	\$ _____
Total in ticket sales box	\$ _____ (Actual)
BOX OVER or (SHORT)	\$ _____

I certify that I checked the AFTER SALES beginning and ending number of remaining tickets and collections from this ticket box and found it to be correct as listed above.

 Signature of Designee

 Signature of Ticket Seller