## THE SCHOOL DISTRICT OF ESCAMBIA COUNTY Accounting Operations - School Internal Funds 75 North Pace Blvd., Pensacola, FL 32505

Revised: July 14, 2015

Phone: 429-2917

## TICKET SALES & **RECONCILIATION REPORT**

School Hosting Event	•	Ticket Prices: Ac	Nult ¢	
Nature of Event			ent \$	
Date of Event				
Change Received for Gate \$		Zioinoni	α., ψ	
Bank Bag Number (if applicable)	Gate #			
Section I. Pre-Event Certification:				
I hereby certify that I have received the change list	ted above and the tickets issued belo	W.		
Ticket Seller Signature/Date	Ticket/Stadium N	lanager Signature/Date (Football)		
Section II. Tickets Issued, Used/Sold:				
Bookkeeper completes tickets issued below: Ticket Seller completes tickets sold below:				
Tickets Issued: Type/Color (	Tickets Sold: Typ (d) Next ticket		<u>)</u> (a)	
(b) First ticket #	(e) First ticket	sold # Sa	me as (b) (c)	
Number of tickets issued (a)-(b)+1=		(f) Number of tickets sold (d)-(e)= (g) Number of tickets returned (c)-(f)=		
	(g) Number of	tickets returned (c)-(f)=		
Tickets Issued: Type/Color (			<u>)</u> (a)	
Last ticket # (b) First ticket #	• •	(d) Next ticket # on roll (e) First ticket sold # Same as (b) (c)		
Number of tickets issued (a)-(b)+1=	` ,	(f) Number of tickets sold (d)-(e)=		
		tickets returned (c)-(f)=		
Tickets Issued: Type/Color (  Last ticket #		,	<u>)</u> (a)	
(b) First ticket #	` ,	(d) Next ticket # on roll (e) First ticket sold # Same as (b) (c)		
Number of tickets issued (a)-(b)+1=	` ,	(f) Number of tickets sold (d)-(e)=		
	(g) Number of tickets returned (c)-(f)=			
Tislanta lagua da Tura a (Oslan (	Tieleste Celdi Tem	- (O-l (	\	
Tickets Issued: Type/Color (  Last ticket #		Tickets Sold: Type/Color () (a) (d) Next ticket # on roll		
(b) First ticket #	` ,	(e) First ticket sold # Same as (b) (c)		
Number of tickets issued (a)-(b)+1=	` ,	(f) Number of tickets sold (d)-(e)=		
(g) Number of tickets returned (c)-(f)=				
Complimentary Tickets Issued: Type/Color ()				
Last Ticket # First Ticket #	I otal Complimen	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	<u> </u>	\$	
Total Cash Revenue_\$	Elementary # Sold	X Ticket Price \$ =	\$	
		Total Ticket Sales	\$	
Total Cash Revenue less Total Ticket Sales = Ov	erage or Shortage of \$			
I hereby certify that all of the above accurately rep	resents 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 soldx \$0.25 = \$				
Athletic account to be credited	Amount to be	deposited in account \$		
Aunieur account to be cieuiteu	Amount to be deposited in account \$ Entered on official receipt #			
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