

Davis School District

Event Ticket Sales/Gate Receipt Reconciliation Report

This form may be completed manually or as a fillable form and then printed.

Hosting School

Date

Event

Opponent

Seller's Name

Ticket Booth (location or number) Beginning Change for this Ticket Booth

NOTE:
Funds must be deposited by the 3 day rule.

CASH RECONCILIATION FOR EVENT

(To be completed only once per event - combine all booths to determine totals .)

1. Total Funds Counted (checks and cash)	<input type="text"/>
2. Calculated Total Ticket Sales	<input type="text"/>
3. Change Fund Prior to Sales	<input type="text"/>
4. Total Gate Receipts (line 1 minus line 3)	<input type="text"/>
5. Difference (if any) between Calculated Sales and Gate Receipts (line 2 minus line 4)	<input type="text"/>

STUDENT & SENIOR TICKETS

Cost per ticket

Ending Ticket Number

Beginning Ticket Number

Number of Tickets Sold

(Total Tickets Sold x Price) **TOTAL CASH**

ADULT TICKETS

Cost per ticket

Ending Ticket Number

Beginning Ticket Number

Number of Tickets Sold

(Total Tickets Sold x Price) **TOTAL CASH**

FAMILY OR GROUP TICKETS

Cost per ticket

Ending Ticket Number

Beginning Ticket Number

Number of Tickets Sold

(Total Tickets Sold x Price) **TOTAL CASH**

TOTAL CASH SALES THIS BOOTH

CASH RECONCILIATION FOR THIS BOOTH

	#	Value
\$ 100	<input type="text"/>	<input type="text"/>
\$ 50	<input type="text"/>	<input type="text"/>
\$ 20	<input type="text"/>	<input type="text"/>
\$ 10	<input type="text"/>	<input type="text"/>
\$ 5	<input type="text"/>	<input type="text"/>
\$ 2	<input type="text"/>	<input type="text"/>
\$ 1	<input type="text"/>	<input type="text"/>
\$ 0.50	<input type="text"/>	<input type="text"/>
\$ 0.25	<input type="text"/>	<input type="text"/>
\$ 0.10	<input type="text"/>	<input type="text"/>
\$ 0.05	<input type="text"/>	<input type="text"/>
\$ 0.01	<input type="text"/>	<input type="text"/>

Total Cash

Total Checks

Total Counted

Computations verified by: _____