



Ticket Sales Accounting

School _____
 Club/Sport _____
 Acct Code _____

Event _____
 Sponsor _____
 Date _____

Ticket Type (Example: Adult, Student)	Ticket # Start of Sale (Staple to report) A	Ticket # End of Sale (Staple to report) B	Number Sold B-A=C	Price Per Item D	Total Sales C X D

TOTAL TICKET SALES (1) \$ _____

Cash Count		Verify Deposit	
Denomination X Number of Each		Total Deposit (2)	\$ _____
BILLS		Less Total Sales (1)	(_____)
\$100.00 X _____ = _____		Cash Overage (Shortage)	_____
50.00 X _____ = _____		Reason for Overage (Shortage)	_____
20.00 X _____ = _____			
10.00 X _____ = _____			
5.00 X _____ = _____			
2.00 X _____ = _____			
1.00 X _____ = _____			
Total Cash	\$ _____	Reconciliation Completed By:	
COIN		Sponsor/Ticket Seller	Date
1.00 X _____ = _____			
0.50 X _____ = _____		Beginning Cash \$	
0.25 X _____ = _____		20's _____	10's _____
0.10 X _____ = _____		5's _____	1's _____
0.05 X _____ = _____		Quarter _____	Dime _____
0.01 X _____ = _____		Nickel _____	Penny _____
Total Coin	\$ _____	Sponsor/Ticket Seller	Date
TOTAL ALL CASH E	\$ _____		
TOTAL CHECKS F	\$ _____	Change, Tickets and Cash collections received by:	
List on back			
TOTAL CASH BOX E+F	\$ _____	Bookstore/Accounting Clerk	Date
Less Beginning Cash	\$ _____		
TOTAL DEPOSIT (3)	\$ _____		

LIST CHECKS

NAME	CHECK NUMBER	AMOUNT
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- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

TOTAL CHECKS \$ _____