

RECORD OF TICKET AND CASH ACCOUNTABILITY FOR SPECIAL EVENTS

Event: _____

Date(s) of Event: _____

Description of Tickets: _____

Section I Ticket Accountability

1. Tickets Acquired (Enter Quantity and attach a copy of the invoice) _____
 Sequence numbers _____ through _____ inclusive.
 Sequence numbers _____ through _____ inclusive.
 Sequence numbers _____ through _____ inclusive.

2. Tickets Not Used (Enter Quantity and attach the unused tickets) _____

3. Tickets Used (Subtract Line 2 from Line 1)

4. Tickets Used for Purposed Other Than Sale (i.e. Display, Souvenir) _____
 Enter Description _____
 Quantity _____

5. Tickets Sold (Subtract Line 4 from Line 3) _____

Section II Cash Accountability

- A. Tickets Sold (Total Quantity Must Equal Line 5, Section I)

	<u>Quantity</u>		<u>Sales Price</u>		
1.		x		=	\$ _____
2.		x		=	\$ _____
3.		x		=	\$ _____

- B. Total Sales (Add Lines 1, 2, and 3) \$ _____

- C. Change Fund \$ _____

- D. Cash on Hand (Sum of lines B and C) \$ _____

- E. Cash Deposited \$ _____

- F. Cash Over/ Under (Subtract Line E from D) \$ _____

- G. Explanation for Cash Difference Reported on Line F:

