



**ADMINISTRATIVE FORM 3523
STUDENT ACTIVITY FUNDS
TICKET SALES REPORT**

School name _____

Event _____

Date _____

PASSES

Ticket color

First unused ticket # _____

Beginning # _____

Number of passes sold _____ @ _____ = _____

ADULT TICKETS

Ticket color

First unused ticket # _____

Beginning # _____

Number of tickets sold _____ @ _____ = _____

STUDENT TICKETS

Ticket color

First unused ticket # _____

Beginning # _____

Number of tickets sold _____ @ _____ = _____

TOTAL VALUE OF PASSES/TICKETS SOLD

RECONCILIATION

Total cash on hand (from page 2 of form) _____

Less beginning change fund (deposit separately) _____

Less donations received _____

Amount received from ticket sales _____

Total value of passes/tickets sold (from above) _____

Box OVER or (SHORT) _____

Signature

Date

Signature

Date

CASH ON HAND

NOTE: Always count change advanced for your protection. Thank you.

Currency	# of items	Extended amount
\$ 100		
\$ 50		
\$ 20		
\$ 10		
\$ 5		
\$ 2		
\$ 1		
Total currency		

Coin	# of items	Extended amount
\$ 1.00		
\$ 0.50		
\$ 0.25		
\$ 0.10		
\$ 0.05		
\$ 0.01		
Total coin		

Checks	# of items	Amount
Total checks		

Total cash on hand

=====