

Decatur City Schools
PTO
Ticket Sales Accountability Report

Date of Event: _____

Event: _____

Ticket Seller's Acknowledgement of Change Cash Received	
TOTAL Change Cash Issued:	\$ _____
Ticket Seller's Signature:	_____

Ticket Type/ Color	Ticket Ending #	Ticket Starting #	# of Tickets Sold	Price of One Ticket	Total Sales

Cash Reconciliation:

_____	\$1 Bills	= \$ _____
_____	\$5 Bills	= \$ _____
_____	\$10 Bills	= \$ _____
_____	\$20 Bills	= \$ _____
_____	\$50 Bills	= \$ _____
_____	\$100 Bills	= \$ _____
	Coins	= \$ _____
	Checks	= \$ _____
	Total:	= \$ _____

Total:	\$ _____
Minus Change	\$ _____
Total Collected	\$ _____
Cash Overage/ Shortage	\$ _____
Explanation:	_____

Ticket Seller 1 Signature

Ticket Seller 2 Signature

<p>For Office Use Only:</p> <p>Verified by Bookkeeper _____</p> <p>Master Receipt # _____</p>
