

**PINELLAS COUNTY SCHOOLS  
TICKET SALES REPORT (NON-ATHLETIC)**

\_\_\_\_\_  
School Name

SPONSORING GROUP \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

TYPE OF ACTIVITY/EVENT (Be specific) \_\_\_\_\_

LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

	TYPE & COLOR	SEQUENCE		TOTAL # SOLD	TICKET PRICE	TICKET SALES
		BEGINNING #	ENDING #			
1.						\$
2.						\$
3.						\$
4.						\$
5.						\$
6.						\$
7.						\$
8.						\$
9.						\$
10.	Complimentary/				N/A	

C/R# \_\_\_\_\_ \$ \_\_\_\_\_ C/R# \_\_\_\_\_ \$ \_\_\_\_\_ TOTAL SALES \$ \_\_\_\_\_

C/R# \_\_\_\_\_ \$ \_\_\_\_\_ C/R# \_\_\_\_\_ \$ \_\_\_\_\_

C/R# \_\_\_\_\_ \$ \_\_\_\_\_ C/R# \_\_\_\_\_ \$ \_\_\_\_\_ TOTAL FUNDS \$ \_\_\_\_\_

C/R# \_\_\_\_\_ \$ \_\_\_\_\_ C/R# \_\_\_\_\_ \$ \_\_\_\_\_ LESS CHANGE FUNDS \$ \_\_\_\_\_

C/R# \_\_\_\_\_ \$ \_\_\_\_\_ C/R# \_\_\_\_\_ \$ \_\_\_\_\_ RECEIPTS \$ \_\_\_\_\_

C/R# \_\_\_\_\_ \$ \_\_\_\_\_ C/R# \_\_\_\_\_ \$ \_\_\_\_\_

C/R# \_\_\_\_\_ \$ \_\_\_\_\_ C/R# \_\_\_\_\_ \$ \_\_\_\_\_ CASH/(SHORT)OVER\$ \_\_\_\_\_  
(Difference between Total Sales & Receipts)

C/R# \_\_\_\_\_ \$ \_\_\_\_\_ C/R# \_\_\_\_\_ \$ \_\_\_\_\_

# OF TICKETS RETURNED \_\_\_\_\_ (Retain for audit review)

**I HEREBY CERTIFY THAT THIS REPORT IS TRUE AND ACCURATE.**

\_\_\_\_\_  
Ticket Seller's Signature Date

\_\_\_\_\_  
AP/AD or Bkkpr's Signature Date

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**Instructions**

**BEFORE THE ACTIVITY IS HELD:**

1. Fill in the school's name, sponsoring group and their account number; and detail the type of activity or event, the location and date of the activity.
2. Indicate the type and color of the tickets being sold. For example: roll/red or special print/blue.
3. Record the starting number of each roll or series of tickets issued.

**COMPLETION OF THE REPORT:**

1. Record the *Ending* number of each roll or group of tickets issued. Remember, the *Ending* number is the last ticket used.
2. Subtract the beginning number from the ending number and add one, to determine the number of tickets sold. For example, you sold all 500 tickets on the roll numbered 001 - 500, then you sold 500 tickets ( $500 - 001 = 499 + 1 = 500$ )
3. Note the ticket-selling price for each roll of tickets.
4. Multiply the number of tickets sold, by the ticket price, to calculate *TICKET SALES*.
5. If complimentary tickets are used, record the usage and attach the respective report form.
6. Add all of the values of tickets sold and record this figure as *TOTAL SALES*.
7. Count the cash (and/or checks) collected including the change fund and record the amount as *TOTAL FUNDS*.
8. Record the amount of the change fund that you started with.
9. Deduct the change fund amount from the *TOTAL FUNDS* to arrive at the *RECEIPTS*. This figure should agree to the *TOTAL SALES*.
10. Cash/(Short) or Over is the difference between the *RECEIPTS* and the *TOTAL SALES*.

Note: If you presold tickets and periodically submitted funds to the bookkeeper to be deposited, record all of the cash receipt numbers and associated dollar amounts collected for the activity. If there were numerous receipts issued, it is permitted to attach a computer generated printout of the ledger account and highlight the related receipts.

11. Record the number of unsold tickets that were returned. These would include specialty printed tickets or tickets that were removed from the roll and were not sold in numerical order. Tickets remaining on a roll may be issued again, so do not include in this figure.
12. The ticket seller, activities director (if applicable), or bookkeeper should sign the report.