

# SAF Ticket Reconciliation

This form is for all admissions: athletic contests, school or class plays, carnivals, parties, dances and promenades. At the end of each event, the sponsor should account for all unsold tickets and reconcile the number of tickets sold with the actual revenue collected. This required form is to be submitted by the end of the month, to the Financial Secretary. **Oklahoma State Law SAF Title 70 § 20-B(5)**

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

Sponsor Name: \_\_\_\_\_

Sub- Account Name: \_\_\_\_\_

Sub-Account Number: \_\_\_\_\_

Event Name: \_\_\_\_\_

FOR OFFICE USE:

## ACTIVITY FUND INFORMATION

Date Received: \_\_\_\_\_

Cash Count submitted: ☐

Tickets Attached: ☐

Athletic Start Up Funds Signed IN: ☐

- **Attach Hudi ticket sales report to along with this form**
- *Beginning and Ending Ticket are to be attached for accountability*
- *Athletic Start Up Change is signed back in to the office*
- *See Sponsor Expectations*

Event Date	# of 1 <sup>st</sup> UNSOLD (Ticket on Roll)		# of 1 <sup>st</sup> Ticket Sold		Total Tickets Sold		Price Per Ticket		Total Value of Tickets Sold	Ticket Receipt#	Receipted Amount	Deposited Amount (56 report)
01/01/99	Attach Ticket 1962	-	Attach Ticket 1952	=	10	x	\$ 5.00	=	\$ 50.00	RCPT Book# 1032495	\$ 50.00	\$50.00
		-		=		x		=				
		-		=		x		=				
		-		=		x		=				
		-		=		x		=				
		-		=		x		=				
		-		=		x		=				
		-		=		x		=				
		-		=		x		=				
		-		=		x		=				
		-		=		x		=				
TOTALS												

Explanation of any variances between the ticket amounts and deposits:

*Attach the event ticket stubs here*

