

PLYMOUTH COMMUNITY SCHOOL CORPORATION

RECORD OF TICKET/CASH ACCOUNTABILITY

ACTIVITY	SCHOOL
EVENT	LOCATION

**TICKET ACCOUNTABILITY**

1. Tickets Acquired \_\_\_\_\_  
     Sequence Numbers \_\_\_\_\_ though \_\_\_\_\_  
     Sequence Numbers \_\_\_\_\_ though \_\_\_\_\_  
     Sequence Numbers \_\_\_\_\_ though \_\_\_\_\_
2. Number of Unused Tickets (Include with Report) \_\_\_\_\_
3. Number of Complimentary Tickets Given \_\_\_\_\_
4. Number of Tickets Used \_\_\_\_\_  
     a. Distributed but not sold \_\_\_\_\_  
         Disposition: \_\_\_\_\_
5. Tickets sold (subtract 3a from 3) \_\_\_\_\_

**CASH ACCOUNTABILITY**

1. Tickets Sold (Must be same as line 4 above) \_\_\_\_\_  

	Quantity		Price		Total
1a	_____	x	_____		_____
1b	_____	x	_____		_____
1c	_____	x	_____		_____
1d	_____	x	_____		_____
2. Total Sales \_\_\_\_\_
3. Change Fund \_\_\_\_\_
4. Total Cash Account (Line 2 + Line 3) \_\_\_\_\_
5. Cash Deposited \_\_\_\_\_
6. Cash Surplus (Deficit) (Line 4 – Line 5) \_\_\_\_\_  
     Explanation: \_\_\_\_\_