

<b>WASBO ASB PROCEDURES MANUAL</b>	<b>TICKET SALES</b>	<b>REVISED 11/06</b>
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## **INTRODUCTION**

The following procedures are to ensure the proper accounting and deposit of cash from ticket sales. No complimentary tickets may be given.

## **PROCEDURES**

### **A. Safeguarding Tickets**

- Tickets represent cash and must be safeguarded accordingly.
- They must be secured in a locked safe or cabinet until issued to a ticket seller.

### **B. Use Pre-numbered Tickets**

- Pre-numbered tickets must be used for all activities for which admission is charged.
- It is recommended that different colored tickets be used for different admission fees.

### **C. Issue Tickets**

- Prepare a ticket log (Attachment A) of the tickets to be issued. Record the ticket number sequence, purpose, name and signature of the ticket seller responsible.
- Issue each ticket seller the tickets, daily ticket sales form (Attachment B) and change fund. Record the name, event, beginning ticket number and amount of change fund issued on the sales form.

### **D. Ticket Sales and Admissions**

- It is recommended that two individuals control admissions. One collects money and issues tickets, the other individual collect and tears tickets.
- Tickets must be sold in number sequence.
- The ticket collector will tear the ticket in half, place the numbered half in a box and give the other half to the purchaser. Tearing prevents tickets from

being reused and the numbered half of the ticket provides a way to reconcile receipts.

#### E. Daily Sales Report

- Count money and complete cash summary on ticket sales form daily.
- Ticket value should equal cash summary total. Any difference must be explained.
- To calculate the number of tickets sold, take the ending ticket number minus the beginning ticket number plus one and multiply by the selling price. Return the completed daily ticket sales form and all money collected to the ASB bookkeeper or secretary.
- Follow district procedures to safely secure monies collected after school hours.

#### F. Completion of Event

- Return all unused tickets and change fund to ASB bookkeeper or secretary with the final daily ticket sales form.
- The ASB bookkeeper or secretary logs in and verifies all tickets are accounted for and that the change fund has been returned intact.

Category/Color \_\_\_\_\_  
(Use one ticket log per category i.e. adult, student, senior citizen, red, blue, green)

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TICKET SALES  
ATTACHMENT A

# Daily Ticket Sales Form

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

EVENT \_\_\_\_\_

## CASH SUMMARY

### ADULT TICKETS:

A. ENDING NUMBER \_\_\_\_\_

B. BEGINNING NUMBER \_\_\_\_\_

TOTAL SOLD (A-B+1) \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### STUDENT TICKETS:

C. ENDING NUMBER \_\_\_\_\_

D. BEGINNING NUMBER \_\_\_\_\_

TOTAL SOLD (C-D+1) \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### OTHERS:

E. ENDING NUMBER \_\_\_\_\_

F. BEGINNING NUMBER \_\_\_\_\_

TOTAL SOLD (E-F+1) \_\_\_\_\_

TOTAL TICKET VALUE = \_\_\_\_\_

TOTAL CASH \_\_\_\_\_

LESS BEGINNING CHANGE FUND \_\_\_\_\_

NET RECEIPTS \_\_\_\_\_

OVER \_\_\_\_\_ SHORT \_\_\_\_\_

EXPLANATION \_\_\_\_\_

TICKET SELLER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

CHECKS		
\$100.00 X		
50.00 X		
20.00 X		
10.00 X		
5.00 X		
1.00 X		
.50 X		
.25 X		
.10 X		
.05 X		
.01 X		
OTHER		
CASH TOTAL		

TICKET SALES  
ATTACHMENT B