

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

**Cash Reconciliation  
School Dance**

Date \_\_\_\_\_

Opening Balance {Float} \_\_\_\_\_

Door Sales

A. First Ticket number \_\_\_\_\_

B. Last Ticket number \_\_\_\_\_

C. Tickets Sold (B-A) \_\_\_\_\_

D. Price per Ticket \_\_\_\_\_

E. Door Sales (C x D) \_\_\_\_\_

Total submitted to  
Office \_\_\_\_\_

Money counted by \_\_\_\_\_  
\_\_\_\_\_

**RECEIPT**

Received from: \_\_\_\_\_

The amount of \$ \_\_\_\_\_

Purpose: School Dance held  
(date) \_\_\_\_\_

Amount Verified by \_\_\_\_\_

\*Completed cash reconciliation is to be sent to the office with the money

\*Receipt is filled out in the office once the money is counted and verified.