

INSTRUCTIONS TO TICKET SELLERS - FOOTBALL

The Principal or Assistant Principal will give you the following items:

- ◆ Money Box
- ◆ Change Fund with Envelope
- ◆ Tickets
- ◆ Activity Event Ticket Seller's Report
- ◆ Monies Collected Form
- ◆ Deposit Slip (optional)
- ◆ Two Locking Bank Bags with Key Or Tamper-Proof Bags

With the Principal or Assistant Principal present:

- ◆ Verify that the first and last tickets on the roll are correctly listed on the *Ticket Seller's Report* & initial the space labeled "Tickets Rec'd By" (1)
- ◆ Verify the amount of the change fund and initial beside "Change Fund Amount" "Rec'd By" (2)

When ticket sales are complete:

- ◆ Put the Change Fund back in the Change Fund Envelope – it should consist of 10 (ten) \$5 bills and the balance in \$1 bills, if possible. Gate 1 will have \$300 change; Gates 2 & 3 will have \$200 change each.
- ◆ Count the remaining money and enter the amount on the *Monies Collected Form*. Sign the form at the bottom and keep the Pink Copy for your records.
- ◆ Complete the *Deposit Slip*. (see example)
- ◆ Complete the *Ticket Seller's Report* (highlighted items) -
 - Enter the "First Number on Roll After Sale" (3)
 - Enter "Quantity Sold" (See instructions on form as to how to calculate) (4)
 - Multiply the "Quantity Sold" by the Price per Ticket and enter the amount in "Total Sales" (5)
 - Total the Sales, Enter actual "Cash from Sales," and calculate the difference. (6)
 - If there is a difference, re-verify. If the difference persists, account for any discrepancies. (7)
 - Ticket Seller & Ticket Taker sign on line indicating "I certify that this report is true . . ." (8)

SAMPLE

SCHOOL DISTRICT OF OKALOOSA COUNTY, FLORIDA
FINANCE DEPARTMENT
MIS 4004
Rev. 01/17
ACTIVITY EVENT TICKET SELLER'S REPORT

SCHOOL			TICKET STATION		EVENT	DATE			
Type of Ticket	Color and/or Description	Price Per Ticket [A]	First Number on Roll Before Sale [B]	Last Number on Roll Before Sale [C]	Tickets Rec'd By	First Number On Roll After Sale [D]	Quantity Sold * [E]	Value of Tickets Sold [A] x [E]	Bookkeeper Initials Indicating Verification
					1	3	4	5	
Change Fund Amount:					Rec'd By: 2	Totals		6	
						Cash from Sales			
						Difference (Over/Under)			
I CERTIFY THAT THIS REPORT IS TRUE AND ACCURATE IN EVERY DETAIL.									
Explanation of difference, if applicable: 7									
TICKET SELLER 8					TICKET TAKER				

How to Calculate Quantity Sold
* If tickets remain, [E] = [D] - [B]
* If all tickets are used, [E] = [C] - [B] + 1

Place the following items in the First Locking Bank Bag or Tamper-Proof Plastic Bag:

- ◆ Completed *Deposit Slip* (both copies)
- ◆ Money to be Deposited (Ticket Sales)

Give the FIRST LOCKED BANK BAG or SEALED PLASTIC BAG to the Principal and ask him/her to sign the RECEIPT OF LOCKED BAG form (you keep the form).

Place the following items in the SEALING, TAMPER-PROOF BAG:

- ◆ *Monies Collected Form* for sales (yellow & white copies only - keep the pink)
- ◆ *MCF* for change fund or change fund in sealed envelope if not depositing
- ◆ *Ticket Seller's Report*
- ◆ *Report of Tickets Transferred*, if applicable
- ◆ Leftover Tickets

Give the SECOND LOCKED BANK BAG or SEALED PLASTIC BAG, RECEIPT OF LOCKED BAG form, and key to locking bag to the Assistant Principal.

