

**PERRY LOCAL SCHOOL DISTRICT
SPECIAL EVENT FUND RAISER**

SUMMARY OF SALE

_____ Activity Program Name _____ Activity Fun Number _____ Date

SPECIAL EVENT _____ DATE(S) OF EVENT _____

Recap of Deposits Made for Fund Raisers:

(If tickets were sold, complete record of Ticket and Cash Accountability on back)

Date Deposited	Amount	Date Deposited	Amount	Date Deposited	Amount

Total of all Deposits \$ _____

Recap of Expenditures for Fund Raiser: (include credits and returns)

Purchase Order No.	Vendor	Invoice No.	Amount Paid

Total of all Expenses \$ _____

TOTAL DEPOSITS	\$ _____
TOTAL EXPENSES	\$ _____
PROFIT ON FUND RAISER	\$ _____

ORIGINAL TO TREASURER, COPIES TO BUILDING PRINCIPAL AND SECRETARY/CLERK

**PERRY LOCAL SCHOOLS
RECORD OF TICKET AND CASH ACCOUNTABILITY
FOR SPECIAL EVENTS**

EVENT: _____

DATE(S) OF EVENT: _____

SECTION I – TICKET ACCOUNTABILITY

1. TICKETS ACQUIRED (Enter total tickets available) _____

Sequence Numbers _____ through _____

Sequence Numbers _____ through _____

Sequence Numbers _____ through _____

Sequence Numbers _____ through _____

2. TICKETS NOT USED (File tickets with this report) _____

3. TICKETS USED (Subtract 2 from line 1) _____

4. TICKETS USED FOR PURPOSES OTHER THAN RESALE:

Enter disposition below:

Quantity

4a.

4b.

4c.

4d. (Total of lines 4a, 4b, 4c) _____

5. TICKETS SOLD (Subtract line 4d from line 3) _____

SECTION II – CASH ACCOUNTABILITY

A. TICKETS SOLD (Total must equal line 5, Section 1)

	QUANTITY	SELLING PRICE	TOTAL SALES
A1.	X	=	
A2.	X	=	
A3.	X	=	
A4.	X	=	

B. TOTAL SALES (Add lines A1, A2, A3, A4) _____

C. CASH DEPOSITED _____

D. CASH OVER/(UNDER) (Explain difference) _____