

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 2.400.1

Revenues – Reconciliation After Event

Reconciliations of Funds After Event - Administrative Procedure

The building principal shall determine the reconciliation method to be used for all events which require a ticket. A sample reconciliation of funds after an event is below. This can be modified as needed. After completion, all reconciliation sheets should be turned into the building bookkeeper.

SAMPLE

Date _____

Event _____

School _____

Event Administrator _____

Event Volunteers _____

Beginning Amount for Change \$ _____

Tickets (If Applicable)

Beginning Ticket Number _____

Ending Ticket Number _____ \$ _____

Other (Concessions, Parking, etc.) \$ _____

Ending Amount \$ _____

After Event Only:

Amount Received: _____

Date Received: _____

Signature of Event Volunteer

Signature of Event Administrator