

## Gate/Cash Box Reconciliation

(06/25/2021)

School: _____	Box # _____	Pouch # _____
Event: _____	Date _____	
Gatekeeper's Name: _____		
Start Time _____	End Time _____	

Last ticket #sold \_\_\_\_\_ - beginning ticket #sold \_\_\_\_\_ = Total tickets (difference +1) \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

Last ticket #sold \_\_\_\_\_ - beginning ticket #sold \_\_\_\_\_ = Total tickets (difference +1) \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

Office Use	Office Use	Gatekeeper	Administrator
Beginning Balance	End Balance	Beginning Balance	End Balance
		<b>Checks</b>	
		<b>Currency:</b>	
		100's	
		50's	
		20's	
		10's	
		5's	
		2's	
		1's	
		<b>Coin:</b>	
		\$1.00	
		\$0.50	
		\$0.25	
		\$0.10	
		\$0.05	
		\$0.01	
		<b>Cash Box Total</b>	

Cash Box Total= \_\_\_\_\_

(minus) Beg. Bal.= \_\_\_\_\_

Gate Total= \_\_\_\_\_

\_\_\_\_\_  
Office Preparer's Signature

*Please forward this completed form immediately following the conclusion of the event via email to:*  
[finance@raypec.org](mailto:finance@raypec.org)

\_\_\_\_\_  
Gatekeeper's Signature

\_\_\_\_\_  
Administrator's Signature

Admission money received at the gate for school events is highly susceptible to theft. One of our most important internal controls over gate receipts is performed by you, the administrator, at the close of the gate. Your job is to

1. Count the money with the gatekeeper
2. Sign the Gate/Cash Box Reconciliation to document your count
3. Scan or take a phone pic of the Gate/Cash Box Reconciliation and email it immediately to [finance@raypec.org](mailto:finance@raypec.org)

Sending the image to the Finance Department preserves a record of your original count. Should any changes be made to the form or any amount be missing between the point when you closed the gate and the actual bank deposit, we have a first-hand record of the amount you put in the vault. Any discrepancies in the deposit will then have to be explained by someone else, not by you or the gatekeeper.