

Event Cash & Cheque Lodgement Reconciliation

Event Details

Event Name _____

Location _____

Date _____ Time _____

Project Code _____

Reconciliation

A.	Opening Cash Float	€
B.	Ticket Sales (Cash & Cheque)	€
C.	Programme Sales	€
D.	Other Cash Sales (Specify)	€
E.	Subtotal (A+B+C+D)	€
F.	Closing Cash Float	€
G.	Lodgement Amount (E-F)	€

Please attach a copy of the event ticket cash sales report from events.cit.ie

Reconciliation

Prepared by _____
Print Name *Signature*

Verified by _____
Print Name *Signature*

Date