



2019 FUEL THE PASSION Auto Raffle Ticket Sales Reconciliation Form

Please review directions on the back

I. SALES RECONCILIATION

Person Reconciling (Name) _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

1. Total Tickets Sold: Ticket numbers From # _____ To # _____ = _____ (Total Tickets)

(list ticket #'s on back side of this form if ticket #'s are out of sequence)

2. Total \$ Sales: number of tickets sold _____ x \$10.00 = \$ _____ (Total Sales)

3. Total Dollars Reported (must match line 2 sales) \$ _____ (Total Dollars)*

II. CREDIT FOR SALES – (Special Olympics Idaho Athlete or Volunteer)

1. Credit for Sales: _____
(Individual Name)

2. (check one) SOID Sta , SOID B rd , SOID Team ame _____

LETR , Business Name _____

3. Event Sales (if applicable): _____
(Event Description)
Event Location _____ Event Date _____

SIGNATURE: _____ Date _____
(person submitting this report)

*Convert all cash to a cashiers check or money order before mailing. **DO NOT MAIL CASH.**
Return this form with ticket stubs and sales money (check/money order) to your Area/Team Raffle Coordinator, LPC OR to the Chapter office at the address below. Keep a copy of this form for your records.

All ticket stubs, money and unsold tickets must be returned to Special Olympics Idaho no later than MAY 24, 2019. Return final sales money, stubs, forms, unsold tickets to:

For Office Use Only	
Date Rcvd. _____	Amount Rcvd.\$ _____
Reconciled _____	

**Special Olympics Idaho
199 E. 52nd Street
Garden City, Idaho 8371**

Ticket Sales Reconciliation Directions

To ensure proper credit for sales, please provide all information requested.

I. SALES RECONCILIATION

- a) *Contact Name, Address, etc.* – Print the name, address and telephone of person responsible for the ticket sales being reported.
- b) *Date* – Enter the date when sales are being reconciled and this form is being filled out.
- c) *Total Tickets Sold* – Enter the number sequence of the tickets sold; i.e., number 30012 to 30024, then count the stubs and enter the actual number of tickets sold; i.e., 13.
- d) *Total Sales* – Enter the total number of tickets sold (from line 1) and multiply by \$10.00, enter the resulting amount as the Total Sales.
- e) *Total Dollars Reported* – Enter the total amount of money sent in with this form.
NOTE: *Total Dollars Reported* MUST equal *Total Sales* (number of tickets sold multiplied by \$10.00). Ticket stubs WILL NOT BE ENTERED into the official drawing and sales WILL NOT BE CREDITED unless the *Total Dollars* turned in equals the *Total Sales*. When cash is reconciled, if cash is short, the Local or Area program must cover the sales shortage.
- f) *Signature* – The person reconciling the cash must sign this form.

II. CREDIT FOR SALES

All ticket sales will be credited two ways. THE WHO (name of person) made the sale, and THE FOR (staff, Board, Team etc) that sold the tickets.

Credit for Sales – Write in the name of the individual who should receive credit for the sales. Check the appropriate box to indicate their affiliation; staff, board, team, athlete, volunteer, etc.

III. GENERAL

- Reconcile often! Reconciling on a regular basis ensures that you have the correct amount of money for the total number of tickets that have been sold.
- DO NOT MAIL CASH, convert all cash to cashiers check or money order before mailing!
- Return all ticket stubs, money and this form (and unsold tickets) to your Area/Team Raffle Coordinator, Local Program Coordinator or the Special Olympics Idaho Chapter office.
- Use a separate reconciliation form for each source of sales to ensure proper credit; i.e., per individual, per business, etc.) However, you may submit multiple forms with a single money order or combined monies.
- Local Program (team) Revenue for ticket sales will be credited to teams within 3 days of receipt at the Chapter office and will then be available for use.

All ticket stubs, money and unsold tickets must be returned to Special Olympics Idaho no later than May 24, 2019

**IF MAILING IN Return to:
Special Olympics Idaho, 199 E. 52nd Street
Garden City, Idaho 83714**