

## APPENDIX "E"

### Standard Forms

Report of Tickets Sold

Check Request/Transfer Form

NSF Check Log

Receipt Book Log

Credit Card Expense Summary

School's Purchase of Capital Assets

Petty Cash / Cash Advance Summary

Purchase Order Form

Principal's New Fund Request Form

Teacher Collections Report

HALL COUNTY SCHOOL DISTRICT  
Report of Tickets Sold

SCHOOL	EVENT
GATE NUMBER	DATE
Opponent (if any)	

	ADULTS	STUDENTS
Ending Ticket Number(s)		
Beginning Ticket Numbers(s)		
Total Tickets Sold <span style="border: 1px solid black; padding: 2px; font-size: small;">Subtract Beginning No. from Ending No.</span>		
Price Per Ticket	\$ <span style="border-bottom: 1px solid black;">.    </span>	\$ <span style="border-bottom: 1px solid black;">.    </span>
Total Amount of Sales <span style="border: 1px solid black; padding: 2px; font-size: small;">Multiply Number of tickets by Price per ticket</span>	.    [A]	.    [B]
Grand Total of All Sales (Adults & Students) ([A] + [B])		[C]

**Summary of Cash Received**

Total Cash in Cash Box	\$ <span style="border-bottom: 1px solid black;">.    </span>
Minus Starting Cash	(-) <span style="border-bottom: 1px solid black;">.    </span>
Net Cash Receipts (Should Agree with [C] Above)	\$ <span style="border-bottom: 3px double black;">.    </span>

Explain any difference or problems.

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I hereby certify that this report is true and accurate.

I hereby certify that this report accurately represents the cash received and/or tickets returned.

\_\_\_\_\_  
Ticket Seller

\_\_\_\_\_  
Bookkeeper

Date this report received \_\_\_\_\_

Entered on Receipt Number \_\_\_\_\_

\_\_\_\_\_  
Ticket Seller

















HALL COUNTY SCHOOL DISTRICT  
PRINCIPAL'S NEW FUND REQUEST FORM

School Name:

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Sponsor's Name:

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Name of Fund:

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Money will be raised

by:

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Money will be used

for:

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Principal's Signature:

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Purpose of Fund:

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Form must be complete before forwarding to the Central Office

For Central Office Use Only

Approved Fund  
Name:

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Reason for Denial:

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Revenue Codes:

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Function Codes:

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Object Codes:

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# HALL COUNTY SCHOOL DISTRICT

## Teacher's Collections Report FOR LOCAL SCHOOL FUNDS

	<b>Cash</b>		<b>Classifications</b>
SCHOOL	Coins	_____	Fundraisers
SPONSOR'S SIGNATURE	Ones	_____	Concession Sales
DATE	Fives	_____	Club Dues & Fees
	Tens	_____	Donations
	Twenties	_____	Sales
	Fifties	_____	Commissions
	Hundreds	_____	Summer School Tuition
	<b>Total Cash</b>	_____	Earnings on Investments
	<b>TOTAL CHECKS</b>	_____	Community Service Activities
	<b>TOTAL COLLECTION</b>	_____	Student Supply Fees
			Other Dues & Fees
			Other Local Revenues

Name	Check # / Cash	Amount	Fund	Classification
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

List Additional Checks on Back

Name	Check # / Cash	Amount	Fund	Classification
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
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