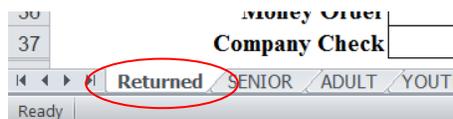


Economic Development Agency (EDA) Riverside County Fair & National Date Festival

The NPO Master Reconciliation Form is an Excel Spreadsheet used to help both the EDA staff and the NPO reconcile the Fair Tickets that are being returned as well as the Fair Tickets that have been sold. This form will allow the NPO to verify the dollar amount that is payable to the Riverside County Fair, as well as the total commissions earned by the organization.

Instructions to Complete Form ALL DATA ENTRY FIELDS ARE DESIGNATED IN BLUE TEXT



Click on First Tab "Returned"

- INPUT your organization name where the blue text reads **"Insert Name Here"**
- INPUT the total tickets issued to you in every category (i.e. Senior, Adult, Youth, Season Pass and Carnival) under the **"Total # Issued"** column where the blue text reads **"0"**.

	Tickets Returned				Input		
	Ticket Type	Price Per Ticket	Beginning #	Ending #	Total # Returned	Total # Issued	Total # Sold
8	SENIOR (55+)	\$8.00	N/A	N/A	1	0	(1)
9	ADULT (13-54)	\$9.00	N/A	N/A	1	0	(1)
10	YOUTH (5-12)	\$7.00	N/A	N/A	1	0	(1)
11	SEASON PASS	\$25.00	N/A	N/A	1	0	(1)
12	CARNIVAL UNLIMITED	\$22.00	N/A	N/A	1	0	(1)
13	TOTALS				5	0	(5)

The total number of tickets issued will be found on your Advance Ticket Issuance Report received from Rosemary.



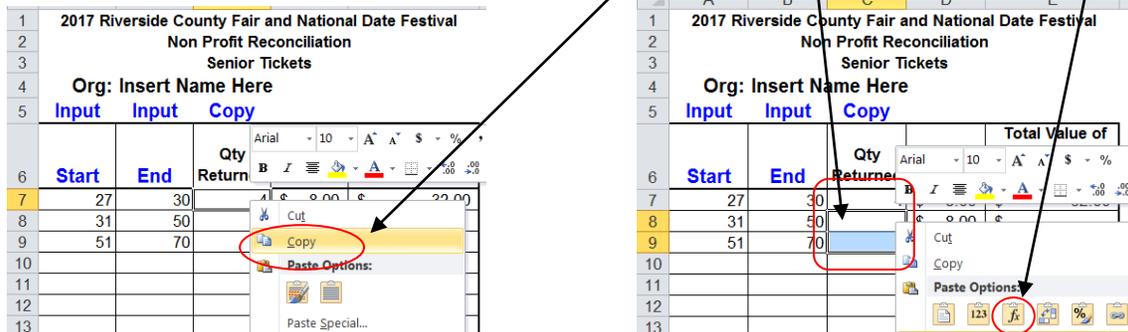
Click Next Tab "SENIOR"

- Begin to enter all of the remaining tickets not sold. INPUT the first number of book's remaining tickets in the **"Start"** column. INPUT the last number of the book's tickets under the **"End"** column.

Non Profit Reconciliation Senior Tickets					
Org: Insert Name Here					
Input	Input	Copy			
Start	End	Qty Returned	Price	Total Value of Returned Tickets	
		1	\$ 8.00	\$ 8.00	

You may input the leftover books in any order; only the ticket numbers have to be in order. The formula should show a 1 when there are no tickets input. Do not change this formula.

- After all your leftover books have been entered; right click, copy and paste the formula under the **“Qty Returned”** column to all of the lines you entered returned tickets.



5	Input	Input	Copy			
6	Start	End	Qty Returned	Price	Total Value of Returned Tickets	
7	27	30	4	\$ 8.00	\$ 32.00	
8	31	50	20	\$ 8.00	\$ 160.00	
9	51	70	20	\$ 8.00	\$ 160.00	
10				\$ 8.00	\$ -	

Your **“Total Value of Returned Tickets”** will automatically be transferred to the Returned Tab.

Click Next Tab **“ADULT”**

- Repeat steps for remaining tabs; ADULT, YOUTH, CARNIVAL, SEASON PASS until you have entered all of the returning tickets.

27				\$ 9.00	\$ -
28				\$ 9.00	\$ -
29				\$ 9.00	\$ -

Returned SENIOR **ADULT** YOUTH CARNIVAL SEASON PASS

Click the **“Returned”** Tab.

- Add the total amount of payments your organization has already given to the Fair under the **“Previous Payments to Fair”** column total where the blue text reads **“0.00”** If you have not made any payments to the Fair Office, leave this amount **“0.00”** The amount due to the Fair and the amount your non-profit will earn are automatically populated.

Ticket Sales						
15	Ticket Type	Price Per Ticket	Total Sales \$	Total Commissions	\$ Payable to County Fair	Comments
16	SENIOR (55+)	\$8.00	400.00	25.00	375.00	
17	ADULT (13-54)	\$9.00	450.00	25.00	425.00	
18	YOUTH (5-12)	\$7.00	350.00	25.00	325.00	
19	SEASON PASS	\$25.00	500.00	20.00	480.00	
20	CARNIVAL UNLIMITED	\$22.00	1,100.00	50.00	1,050.00	
21	TOTALS		2,800.00	145.00	2,655.00	
22	Previous Payments to Fair				0.00	
23	Balance Due - Fair				\$2,655.00	

The total previous payments will come from the County receipts given to you by Rosemary.