Activity Cash Report

1. General Information

Activity _____   Cash Box Number _____

Date _____   Custodian of the Cash Box _____

2. Beginning Cash Verification

Initials of the person issuing the beginning cash _____   Beginning Cash _____

Initials of the custodian of the cash box _____

3. Individual Sales Accumulation

Use the back side of this form to accumulate the

grand total of individual sales, then transfer the

amount here. ————————————→   Grand Total _____

Initials of "Person #1" verifying the grand total _____

Initials of "Person #2" verifying the grand total _____

4. Cash Count at the End of the Event

Currency:

Coin:		$100 _____
$1.00 _____		$50 _____
$.50 _____		$20 _____
$.25 _____		$10 _____
$.10 _____		$5 _____
$.05 _____		$1 _____
$.01 _____		Total Currency _____
Total Coin _____	——→	Total Coin _____
Total Checks _____	——→	Total Checks _____

Initials of "Person #1" verifying the grand total _____   _____

Initials of "Person #2" verifying the grand total _____   Grand Total _____

Deposit this amount

5.

5. The grand totals from sections 3 and 4 should agree. If not, indicate cash overage_____

or shortage _____ .

(Over)

Amount Received
_____

Ticket Price #1

       Ending Ticket Number _____

   Less: Beginning Ticket Number _____

          Total Tickets Sold _____   X   _____   =   _____
                                         Price per Ticket

Ticket Price #2

       Ending Ticket Number _____

   Less: Beginning Ticket Number _____

          Total Tickets Sold _____   X   _____   =   _____
                                           Price per Ticket

Ticket Price #3

       Ending Ticket Number _____

   Less: Beginning Ticket Number _____

          Total Tickets Sold _____   X   _____   =   _____
                                           Price per Ticket

Ticket Price #4

       Ending Ticket Number _____

   Less: Beginning Ticket Number _____

          Total Tickets Sold _____   X   _____   =   _____
                                           Price per Ticket

Ticket Price #5

       Ending Ticket Number _____

   Less: Beginning Ticket Number _____

          Total Tickets Sold _____   X   _____   =   _____
                                           Price per Ticket

Ticket Price #6

       Ending Ticket Number _____

   Less: Beginning Ticket Number _____

          Total Tickets Sold _____   X   _____   =   _____
                                           Price per Ticket

Total Receipts _____

Add: Beginning Cash Amount from Front Page (section 2) _____

Grand Total _____

Transfer this amount to the
front page (section 3).