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

Coin:		Currency:	
$1.00	_____	$100	_____
$.50	_____	$50	_____
$.25	_____	$20	_____
$.10	_____	$10	_____
$.05	_____	$5	_____
$.01	_____	$1	_____
		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. The grand totals from sections 3 and 4 should agree. If not, indicate cash overage _____ or shortage _____.

(Over)

Sales Accumulation Sheet

					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).