

Activity Cash Report

1. General Information

Activity <input style="width: 90%;" type="text"/>	Cash Box Number <input style="width: 90%;" type="text"/>
Date <input style="width: 90%;" type="text"/>	Custodian of the Cash Box <input style="width: 90%;" type="text"/>

2. Beginning Cash Verification

Initials of the person issuing the beginning cash <input style="width: 90%;" type="text"/>	Beginning Cash <input style="width: 90%;" type="text"/>
Initials of the custodian of the cash box <input style="width: 90%;" type="text"/>	

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 <input style="width: 90%; border-bottom: 3px double black;" type="text"/>
Initials of "Person #1" verifying the grand total <input style="width: 90%;" type="text"/>		
Initials of "Person #2" verifying the grand total <input style="width: 90%;" type="text"/>		

4. Cash Count at the End of the Event

	Coin:	Count		Currency: Count	
	\$1.00	<input style="width: 90%;" type="text"/>		\$100.00	<input style="width: 90%;" type="text"/>
	\$0.50	<input style="width: 90%;" type="text"/>		\$50.00	<input style="width: 90%;" type="text"/>
	\$0.25	<input style="width: 90%;" type="text"/>		\$20.00	<input style="width: 90%;" type="text"/>
	\$0.10	<input style="width: 90%;" type="text"/>		\$10.00	<input style="width: 90%;" type="text"/>
	\$0.05	<input style="width: 90%;" type="text"/>		\$5.00	<input style="width: 90%;" type="text"/>
	\$0.01	<input style="width: 90%;" type="text"/>		\$2.00	<input style="width: 90%;" type="text"/>
				\$1.00	<input style="width: 90%;" type="text"/>
	Total Coin	<input style="width: 90%;" type="text"/>	→	Total Currency	<input style="width: 90%;" type="text"/>
	Total Checks	<input style="width: 90%;" type="text"/>	→	Total Coin	<input style="width: 90%;" type="text"/>
				Total Checks	<input style="width: 90%;" type="text"/>
	Initial of "Person #1" verifying the grand total	<input style="width: 90%;" type="text"/>			
	Initial of "Person #1" verifying the grand total	<input style="width: 90%;" type="text"/>		Grand Total	<input style="width: 90%; border-bottom: 3px double black;" type="text"/>

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

=

Total Receipts

Add: Beginnig Cash Amount from Front Page (section 2)

Grand Total

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

Grand Total

Minus: Beginnig Cash Amount from Front Page (section 2)

Net Deposit