



OCCASION CASH REPORT

Name: _____

TXP#: _____

Date: _____

Occasion: _____

Attendance: _____

Gross Receipts

TOTAL ELECTRONIC SALES

SET SALES

	# SETS ISSUED	# SETS RETURNED	# SETS SOLD	PRICE/SET	
1 SERIAL NUMBER:					
CARD NUMBERS:					
2 SERIAL NUMBER:					
CARD NUMBERS:					
3 SERIAL NUMBER:					
CARD NUMBERS:					
3 SERIAL NUMBER:					
CARD NUMBERS:					

FLOOR SALES

(Totals from Floor Sales by Usher)

TOTAL SET AND FLOOR SALES

TOTAL REGULAR BINGO SALES & PRIZES

	GROSS PRIZES

INSTANT BINGO

1	INSTANT SERIES #			
2	INSTANT SERIES #			
3	INSTANT SERIES #			
4	INSTANT SERIES #			
5	INSTANT SERIES #			
6	INSTANT SERIES #			
TOTAL INSTANT SALES & PRIZES				

TOTAL ELECTRONIC, REGULAR BINGO & INSTANT SALES: _____

LESS: _____	TOTAL REGULAR & INSTANT PRIZES: _____
EQUALS: _____	NET SALES: _____
PLUS: _____	PRIZE FEES WITHHELD: _____
PLUS: _____	BEGINNING PETTY CASH: _____
LESS: _____	DEBIT CARD TRANSACTIONS: _____
PLUS: _____	NON-CASH PRIZES: _____
EQUALS: _____	TOTAL CASH AVAILABLE: _____
LESS: _____	TOTAL CASH ON HAND: _____
EQUALS: _____	CASH OVER/SHORT: _____
	ENDING PETTY CASH: _____
	NET CASH DEPOSIT:

(CASH ON HAND LESS ENDING PETTY CASH)

Documentation for the *Occasion Cash Report* should include:

1. *Daily Schedule of Prizes*
2. *Daily Floor Sales by Usher*
3. Cash register "Z" tape showing totals for each type of sale
4. Electronic Transaction Register
5. Copy of Deposit Slip

Prepared by _____ Date: _____

Approved by _____ Date: _____