



# Occasion Cash Report

NAME:		TXP#:
DATE:	OCCASION:	ATTENDANCE:

**WHO SHOULD USE THIS FORM**

Licensed authorized organization may use this form to record relevant information including gross receipt and prizes awarded during a bingo occasion. Proper completion of the form should document the net proceeds deposited to the bingo bank account as a result activity during the bingo occasion. Information on this document should be used to record in the accounting records sales, prizes awarded, prize fees withheld and amounts deposited to the bingo bank account.

**Note:** This form is not submitted to the Commission. It is a recommended form that allows the conductor to accurately account for the activity of a bingo occasion – gross receipts from the sale of bingo products (disposable bingo cards, electronic bingo cards and pull-tabs), the prizes awarded for bingo games, prize fees withheld or collected from winning patrons and the resulting amount deposited into the bingo bank account.

## Regular Bingo Sales and Prizes

**GROSS RECEIPTS**

**Total Electronic Card 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:				
4 Serial Number:				
Card Numbers:				

**Floor Sales** (Totals from Floor Sales by Usher)

**GROSS PRIZES**

**TOTAL SET AND FLOOR CARD SALES**

**TOTAL REGULAR BINGO SALES (Electronic, Set and Floor) & REGULAR PRIZES**

## Pull-Tab Sales and Prizes

Pull-Tab Bingo Event Games	1-E	EVENT SERIAL #		
	2-E	EVENT SERIAL #		
	3-E	EVENT SERIAL #		
	4-E	EVENT SERIAL #		
	5-E	EVENT SERIAL #		
	6-E	EVENT SERIAL #		
	7-E	EVENT SERIAL #		
	8-E	EVENT SERIAL #		
	9-E	EVENT SERIAL #		
	10-E	EVENT SERIAL #		
	11-E	EVENT SERIAL #		
	12-E	EVENT SERIAL #		
	13-E	EVENT SERIAL #		
	14-E	EVENT SERIAL #		
	15-E	EVENT SERIAL #		

**TOTAL EVENT PULL-TAB SALES & PRIZES**

**(Pull-Tab Sales and Prizes cont'd on Pg. 2)**

## Pull-Tab Sales and Prizes (cont'd)

<b>Pull-Tab Bingo Instant Games</b>	1-I	INSTANT SERIAL #		
	2-I	INSTANT SERIAL #		
	3-I	INSTANT SERIAL #		
	4-I	INSTANT SERIAL #		
	5-I	INSTANT SERIAL #		

**TOTAL INSTANT PULL-TAB SALES & PRIZES**

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**TOTAL ALL PULL-TAB SALES & PRIZES**

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**TOTAL REGULAR BINGO & ALL PULL-TAB SALES & PRIZES**

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	TOTAL Regular Bingo & Pull-Tab Sales:	
LESS:	TOTAL Regular & Pull-Tab Prizes:	
EQUALS:	<b>NET SALES:</b>	
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)

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**sign here** ▶ \_\_\_\_\_ | \_\_\_\_\_  
Prepared by Date

**sign here** ▶ \_\_\_\_\_ | \_\_\_\_\_  
Approved by Date

**Documentation for the *Daily 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