



Occasion Cash Report

NAME:		TXP#:
DATE:	OCCASION:	ATTENDANCE:

WHO SHOULD USE THIS FORM

Licensed authorized organizations may use this form to record relevant information including gross receipts and prizes awarded during a bingo occasion. Proper completion of the form should document the proceeds and prize fees deposited to the bingo bank account as a result of 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)					TOTAL SET AND FLOOR CARD SALES	GROSS PRIZES
TOTAL REGULAR BINGO SALES (Electronics, Set and Floor) & REGULAR PRIZES						

PULL-TAB SALES AND PRIZES

PULL-TAB BINGO EVENT GAMES	1-E	FORM #	SERIAL #		
	2-E	FORM #	SERIAL #		
	3-E	FORM #	SERIAL #		
	4-E	FORM #	SERIAL #		
	5-E	FORM #	SERIAL #		
	6-E	FORM #	SERIAL #		
	7-E	FORM #	SERIAL #		
	8-E	FORM #	SERIAL #		
	9-E	FORM #	SERIAL #		
	10-E	FORM #	SERIAL #		
	11-E	FORM #	SERIAL #		
	12-E	FORM #	SERIAL #		
	13-E	FORM #	SERIAL #		
	14-E	FORM #	SERIAL #		
	15-E	FORM #	SERIAL #		
TOTAL EVENT PULL-TAB SALES & PRIZES					

(Pull-Tab Sales and Prizes continued on Page 2)

PULL-TAB SALES AND PRIZES (CONTINUED)

PULL-TAB BINGO INSTANT GAMES	1-I	FORM #	SERIAL #		
	2-I	FORM #	SERIAL #		
	3-I	FORM #	SERIAL #		
	4-I	FORM #	SERIAL #		
	5-I	FORM #	SERIAL #		
TOTAL INSTANT PULL-TAB SALES & PRIZES					
TOTAL ALL PULL-TAB SALES & PRIZES					
TOTAL REGULAR BINGO & ALL PULL-TAB SALES & PRIZES					

	TOTAL Regular Bingo & Pull-Tab Sales:	
LESS:	TOTAL Regular & Pull-Tab Prizes:	
EQUALS:	NET SALES:	
PLUS:	Prize Fees Withheld:	
PLUS:	Beginning Petty Cash:	
LESS:	Debit Card Transactions:	
PLUS:	Non Cash Prizes (Other Than Bingo Products):	
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)

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