Show:

Accounting

Ticket Taker:

DATE:

TICKETS	Price	Number	Total
Issued	■	60	■
Adult	$18		
Concession	$15		
Cheapass Tuesday	$15		
Complimentary	■		
Total sold	■		
Total remaining	■		■

General Instructions
- Ask people for pre-purchased tickets and tear them.
- If they say they have tickets at the door, check for an envelope with their name, OR check for their name on this sheet and tick complimentary for each person.
- If they buy tickets at the door, give them a check ticket for each sale. Adult are purple, concession are red.
- Mark EVERY sale and EVERY complimentary on the above table.

CASH	FLOAT	BALANCE	TOTAL
$100 notes			
$50 notes			
$20 notes			
$10 notes			
$5 notes			
$2 coins			
$1 coins			
50c coins			
20c coins			
10c coins			
5c coins			
Income (balance total less float total)			

Signed_____**Date**_____

Instructions

- At the beginning of the show count each denomination and write how much for each in the section called "FLOAT". Example: You count five $5 bills, so in FLOAT you say $25.

- At the end of the show count each denomination again and write the amount in "BALANCE". Example: You count six $5 bills, so in BALANCE you say $30.

- Now subtract FLOAT from BALANCE in order to get the total income. Example: BALANCE $30 minus FLOAT $25 equals TOTAL $5.