

Livingston Parish Public Schools
 EVENT RECAP SHEET

School: _____
Opponent: _____

Date: _____
Event: _____

Total Cash Receipts _____ (A)
(total amount of money in bag at the end of the night)

Less: Starting Event Change _____ (B)
(if left in bag for the next game)

Total Event Sales/ Deposit _____ (C)
 (A - B = C)

BOOKKEEPER RECEIPT # _____

Ticket Sales:	<u># Sold</u>		<u>Price</u>		<u>Total</u>
General Admission	_____	@	_____	=	_____
Students	_____	@	_____	=	_____
Other	_____	@	_____	=	_____
Home Pre-Game Sales	_____	@	_____	=	_____

Total Ticket Sales _____ (D)

Cash Over (+) / Short (-) _____ (E)
 (C - D = E)

ATTACH FIRST TICKET ON ROLL (NOT SOLD):

Actual ticket MUST be stapled/taped here. This can be done by the Bookkeeper prior to the event.

ATTACH TICKET AFTER THE LAST TICKET SOLD:

Actual ticket MUST be stapled/taped here. This can be done by the Bookkeeper once the roll is turned back in to office.

Signatures of Person(s) Counting Money:

Signature of Athletic Director/Administratio

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