

# Network Theatre

## FOH Cash Report: Admission and Programme Sales etc.

Please complete one report per session and return with FOH cash box

**Box Office Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Event:** External / Performance / Reading / Social / Other (delete as appropriate)

**Event Name:** \_\_\_\_\_

Include **all cash**, including any in **bags**. We only take English money and do not take £50 notes.

Value	Opening	Closing	To Safe
£20	£ . 00	£ . 00	£ . 00
£10	£ . 00	£ . 00	£ . 00
£5	£ . 00	£ . 00	£ . 00
£2	£ . 00	£ . 00	£ . 00
£1	£ . 00	£ . 00	£ . 00
50p	£ .	£ .	£ .
20p	£ .	£ .	£ .
10p	£ .	£ .	£ .
5p	£ .	£ .	£ .
2p	£ .	£ .	£ .
1p	£ .	£ .	£ .
<b>Totals</b>	£ .	£ .	
<b>Net takings</b> Closing Total minus Opening Total	£ .		
<b>Transferred to safe</b> No more than £20 in notes to remain in the box. Place transferred cash in a bag/envelope labelled with amount and date.	£ .		
<b>Remaining in cash box</b> Closing Total minus Transferred to safe	£ .		<i>Official use: above cash banked</i>

Summary of Takings			Value
Tickets door sales	<small>Quantity</small>	@ £ .	£ .
Programmes	<small>Quantity</small>	@ £ .	£ .
Other enter description			£ .
Other enter description			£ .
<b>Total (Net takings)</b>			£ .

### Comments or Incidents to Report

Continue overleaf if necessary.

*Official use: date and signature when entered into account books*