Event _____ Group _____ Date _____

Cash Count (every shift change or every 2 -3 hours)

Time	Cash	Checks	Print 1	Sign 1	Print 2	Sign 2

Final Total (at Door) _____
Final Cash _____
Final Checks _____
Head Troll _____ Print Name and Sign
Autocrat _____ Print Name and Sign
Exchequer _____ Print Name and Sign
Seneschal _____ Print Name and Sign

Final Balancing

Category	*# of people pre-reg*	*# of people at door*	*Cost of Fee*	*Equals*
NMS			$	
Site Adult			$	
(etc)			$	
			$	
			$	
			$	
			$	
			$	
			$	
			$	
			$	
			$	
			$	
			$	
			$	
			$	
TOTAL			~~	

Starting Cash (non-event money):

Notes:

A

Does A = B?

If YES, you are done. Get your signatures and give the cash box to the Exchequer

IF NO, you are not done. Recount the cash, checks, people, NMS numbers, anything you can. You MUST Balance.

$ Previously Deposited	
Total Cash in Box	
Total Checks in Box	
less Starting Cash	
TOTAL	

B