

Lenox Contra Dance event Cash Accounting

ver. 12/16/07

Date \_\_\_\_\_ Cashier \_\_\_\_\_ Est # dancers \_\_\_\_\_

Caller \_\_\_\_\_ Guarantee \_\_\_\_\_

Band name \_\_\_\_\_ # Musicians \_\_\_\_\_ Guarantee \_\_\_\_\_

Gate@ \$10 \_\_\_\_\_ @\$5 \_\_\_\_\_ @Free \_\_\_\_\_

Additional Notes about the dance?

	Count	Value
\$50/ \$20 bills	_____ / _____	_____
\$10 bills	_____	_____
\$ 5 bills	_____	_____
\$ 1 bills	_____	_____
Checks	_____	_____
Berkshares	_____	_____
Coins	_____	_____
<b>Total Cash from gate:</b>	_____	_____
Snacks	_____	_____

← We accept Berkshares, but we have no simple way to use them. Check if performers will accept them.

← Record and distribute in whole dollar amounts - petty remainders can be added to cash box or cash to Treasurer

Cash Drawer constant                    —        \$ 40

Set aside for fixed expenses            —        \$185

Fixed Expenses

- \$ 125 for the Hall Rental (paid by check)
- \$ 25 for snack reimbursements
- \$ 35 for insurance

**Cash to distribute**

Caller's Guarantee                    —

Caller Paid: \_\_\_\_\_

Band members' Guarantee            —

Band Paid: \_\_\_\_\_

**Excess cash to distribute**            —

← If "Excess cash to distribute" is negative, then this is "Unmet Fixed Expenses"

Extra distribution to all performers    \_\_\_\_\_

LCD share - (profit)                    \_\_\_\_\_

← If there is Excess cash to distribute, the goal is to have all shares to performers and LCD be approximately equal. Show math on backside please.

**Cash to Treasurer**

Set aside for fixed expenses            \_\_\_\_\_

← If need to draw from Fix Exp. for guarantees, show Fix Exp minus Unmet Fixed Expenses, for example- \$160 - \$110 = \$ 50

LCD share                                    +

Snacks + Miscellaneous                +

← Misc. cash - Minor remainder from making shares distribution, petty remainders in change, etc.

**Cash to Treasurer**                    \_\_\_\_\_

**Profit** (LCD share + Misc.) \_\_\_\_\_

or

**Loss** (Unmet Fixed Exp.) \_\_\_\_\_