

**SITE REPORT**  
Section VII Events

SPORT \_\_\_\_\_

SITE \_\_\_\_\_

Date of Event \_\_\_\_\_

Supervisor \_\_\_\_\_

Phone# \_\_\_\_\_

PARTICIPANTS:

Team	Score	Team	Score
_____		_____	
_____		_____	
_____		_____	

FINANCIAL DATA:

<u>REVENUE</u>	Cash Ticket Sales	_____
	Digital Ticket Sales	_____
	Programs	_____
	TV/Radio	_____
	Other (Explain) _____	_____
	<u>TOTAL REVENUES</u>	_____

<u>EXPENSES</u>	On Site Personnel*	_____
	Facilities	_____
	Custodial	_____
	Officials	_____
	Awards	_____
	Programs	_____
	Printing	_____
	Equip/Supplies	_____
	Other (Explain) _____	_____
	Other (Explain) _____	_____
	<u>TOTAL EXPENSES</u>	_____

**PROFIT/LOSS FOR EVENT** \_\_\_\_\_

- On Site Personnel Includes: Chair, Security, Ticket Seller/Takers, Scorers, Timers, Announcers



## INCOME & TICKET SALES SUMMARY

Cash Box #: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Site: \_\_\_\_\_

	Ticket Beginning #	Ending #	Total tix	Price	Ticket Sales
Roll 1	_____	_____	_____	_____	_____
Roll 2	_____	_____	_____	_____	_____
Roll 3	_____	_____	_____	_____	_____
Roll 4	_____	_____	_____	_____	_____

Staple Roll 1 beginning ticket here	Staple Roll 1 ending ticket here
Staple Roll 2 beginning ticket here	Staple Roll 2 ending ticket here
Staple Roll 3 beginning ticket here	Staple Roll 3 ending ticket here
Staple Roll 4 beginning ticket here	Staple Roll 4 ending ticket here

**Total Ticket Sales** \_\_\_\_\_

(line 1) Starting Cash in Box \$: \_\_\_\_\_

(line 2) Ticket Sale Total (from above) \$: \_\_\_\_\_ +

(line 3) Starting Cash + Ticket Sales \$: \_\_\_\_\_

(line 4) Total Cash in Box at end of event \$: \_\_\_\_\_

(line 6) Ending Cash on hand (carry over bank) \$: \_\_\_\_\_

Over/Under (line 4 – line 3) \$: \_\_\_\_\_

Total to be Deposited (line 4 – line 6) \$: \_\_\_\_\_

Ticket Seller: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Depositor: \_\_\_\_\_