





# Ticket Accounting

Date	NA Member	Tickets Taken (Adult)	Tickets Taken (Child)	Tickets Sold (Adult)	Tickets Sold (Child)	Tickets In-Hand (Adult)	Tickets In- Hand (Child)	Serial Numbers (Adult)	Serial Numbers (Child)	Amount Sold
						0	0			\$0.00
						0	0			\$0.00
						0	0			\$0.00
						0	0			\$0.00
						0	0			\$0.00
						0	0			\$0.00
						0	0			\$0.00
	Event Day Tix					0	0			\$0.00
	<b>TOTALS</b>	0	0	0	0	0	0			<b>\$0.00</b>

**Potential Ticket Sales:**            **0 Tickets @ \$0.00**  
**Tickets Sold:**                        **0 Tickets @ \$0.00**  
**Total Tickets Still Out:**            **0 Tickets @ \$0.00**

**Notes:**

- Shows tickets purchased by someone for sale to others. Refunds will only be granted to the purchaser with the numbered tickets.
- Transferred tickets to another.
- Received transfer of tickets.
- Tickets still out as of pre-sale deadline.
- Ticket paid but needs to get to payee.
- Money owed to someone.
- Tickets sold but needs to turn in money.


**Notes:**

7-09-05 - JeffK transferred eight adult tickets (732095 - 732102) to Mark P.



# Event Ledger

<b>Total Ticket Sales:</b>	<b>\$0.00</b>
<b>Seed Money:</b>	<b>\$0.00</b>
<b>Total Income:</b>	<b>\$0.00</b>
<b>Total Expenses:</b>	<b>\$0.00</b>
<b>Amount Remaining:</b>	<b>\$0.00</b>

 Designates an expense not yet expensed or reimbursed to the responsible party.

# Event Ledger

Transaction Type	Description
<b>Copy Costs</b>	Deals with any money paid to make paper copies of anything related to the event.
<b>Decorations</b>	Anything used to decorate a facility for the event.
<b>Dining Materials</b>	Forks, knives, spoons, plates, napkins, etc.
<b>Entertainment</b>	D.J., band, or any other form of paid entertainment suitable for an N.A. event.
<b>Equipment Purchase</b>	Any equipment that is purchased for the event. This equipment may possibly be used by other groups sponsoring events.
<b>Equipment Rental</b>	Any equipment rented for the event
<b>Facility Deposit</b>	If a facility requires a deposit, this would indicate that as such.
<b>Facility Rent</b>	Rent a facility where an activity/event is held
<b>Food and Beverage</b>	Any food purchased for an event
<b>Ice</b>	Oftentimes, ice is needed to keep things cool, and is often needed for most events.
<b>Misc. Materials</b>	This can be any costs associated with making signs, ticket stock, 50/50 tickets, etc.
<b>Other</b>	Anything not covered in this list of transaction types should be categorized as Other..
<b>Seed Money</b>	Money provided by the GGRASCNA to help fund the event, which must be returned in full if the event breaks even or makes a profit.





# GGRASCNA Post Event Report

Event name: Picnic

Event Date: Not Sure

Event Location: Ideal Park

Suggested donation per participant for this event \$5 per person/\$8 at door

Number in Attendance

## START UP MONEY

Seed Money from Area:

\$ -

Other donated funds (Please sources below):

Ticket Sales

\$ -

Total Start Up Money

\$ -

## ADDITIONAL INCOME

Please list each source below

Merchandise

Food Sales

Drink Sales

50/ 50

Member Donations

Raffle

Bottle / Can Return

Other

Total Income

\$ -

## EXPENSES

(Please attach receipts)

Facility Rent

Facility Deposit (set this to ZERO once it's returned)

Food

Beverage

Entertainment

Copy Costs

Misc. Materials

Decorations

Ice / Refrigeration

Dining Materials

Equipment Rental

Other:

Total Expenses

\$ -

## Final Event Numbers

Estimated Event Cost from Budget Form

\$447.64

GROSS Income (Start Up Money + Income)

+

\$ -

Total Expenses (as listed above)

-

\$ -

Total Returned Deposits

Seed Money (To be returned to Area)

-

\$ -

Net Profit / Loss

+ / -

\$ -

Signature of Group Service Representative:

Home Group: