

Gate

Instructions: Before starting, count cash & checks, and set out guest book. For dancers paying entry just for tonight, mark them on the sign-in sheet or in the guest book. Enter all other income below.

Gate done by: _____ Day of week: _____ Date: _____ # of squares (for 3rd tip): _____

Box counted (start of night): Cash: \$ _____ Checks: \$ _____ Total: \$ _____

List new subscriptions and other income. For other income, write type (e.g. "badge"), and name if needed.			
	Name/subscription period	Amnt (check/bills)	Name/subscription period
1)		\$ Ck/B	23)
2)		\$ Ck/B	24)
3)		\$ Ck/B	25)
4)		\$ Ck/B	26)
5)		\$ Ck/B	27)
6)		\$ Ck/B	28)
7)		\$ Ck/B	29)
8)		\$ Ck/B	30)
9)		\$ Ck/B	31)
10)		\$ Ck/B	32)
11)		\$ Ck/B	33)
12)		\$ Ck/B	34)
13)		\$ Ck/B	35)
14)		\$ Ck/B	36)
15)		\$ Ck/B	37)
16)		\$ Ck/B	38)
17)		\$ Ck/B	39)
18)		\$ Ck/B	40)
19)		\$ Ck/B	41)
20)		\$ Ck/B	42)
21)		\$ Ck/B	43)
22)		\$ Ck/B	44)

Books

Books done by: _____

	\$ Total	Comments
INCOME:		
Attendance (from sign-in sheet and guest book):		
_____ Student members @ \$2 each:	\$	
_____ Non-student members @ \$5 each:	\$	
_____ Student guests @ \$2 each:	\$	
_____ Non-student guests @ \$5 each:	\$	
New subscription totals:		
_____ Student subscriptions total:	\$	
_____ Non-student subscriptions total:	\$	
Other income:		
_____ T-shirts total:	\$	
_____ Badges total:	\$	
_____ Dues/donations total:	\$	
_____ Other income (describe in comments) total:	\$	
EXPENSES:		
_____ Total cash expenses (describe in comments):	\$	
RECONCILE:		
_____ Tonight's Total Net Income:	\$	
_____ Write down \$\$ of Old Box:	\$	
_____ Tonight plus old box = expected box:	\$	
_____ Short / over: \$ _____ Tonight's actual box:	\$	If over \$500, fill out deposit form!
MAKE DEPOSITS:		
_____ – deposits of:	\$	
_____ = tonight's new box:	\$	

Optional work area		
Cash:		
Coins: \$		
\$1 ×	=	\$
\$5 ×	=	\$
\$10 ×	=	\$
\$20 ×	=	\$
×	=	\$
Cash total: \$		
Checks:		
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
Checks total: \$		
Grand total: \$		

Optional work area		
Cash:		
Coins: \$		
\$1 ×	=	\$
\$5 ×	=	\$
\$10 ×	=	\$
\$20 ×	=	\$
×	=	\$
Cash total: \$		
Checks:		
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
\$ ×	=	\$
Checks total: \$		
Grand total: \$		