

PROCEDURES FOR CLOSE OUT OF THE MONEY AND TICKET SALES FOR THE SHRIMPOREE

In general the process will consist of money envelopes, money bags, credit card machines, and/or money trays as necessary and instructions for those committees receiving money and tickets. The envelopes, bags, credit card machines, and trays will be taken up at the end of the event and the groups requiring to be paid will be paid by the Treasurer. The operator of the table with cash or credit card slips will count them and note and initial on the front of the envelope. The person receiving the envelope will also count and note by initialing. The envelopes and bags will be taken off site by the Treasurer and the money and credit card slips counted and the amount noted on the envelope, both cash and credit cards. The tickets in the bags or envelopes will be counted numbers reconciled as needed.

TREASURER

Pay the following:

Pay the band, Jay Ybarra, \$500

Pay the Shaved Ice (see instructions)

Pay M. L. Wisner ?????? (\$410 2009) for beer

Provide the following items:

2 credit card machines to Auction

1 credit card machine to Raffle (goes to Auction after 3:30)

1 credit card machine to meal Tickets

3 money bags to Auction

2 money trays, one for meal Tickets and one for dollar Tickets

2 money bags, one for meal Tickets and one for dollar Tickets

Provide the following cash:

Meal and Dollar Tickets-----\$500 (100 1's, 10 10's and 60 5's)

Hot Dogs-----\$50 (5 5's and 25 1's)

Soft drinks/bottled water----\$50 (5 5's and 25 1's)

Beer-----\$50 (5 5's and 25 1's)

Wine-----\$50 (5 5's and 25 1's)

Auction-----\$100 (20 5's)

Raffle Tickets-----\$100 (20 5's)

INSTRUCTIONS

Meal and Dollar Ticket Sales Close Out

Provided the following:

\$500 in cash (100 1's, 10 10's and 60 5's)

1 credit card machine

500 yellow meal tickets (501-1000). Sold 150 in 2009

3 partial rolls of yellow dollar tickets 721689, 820878, 961259. Sold 1977 in 2009

2 money trays, one for meal tickets and one for dollar tickets

2 money bags, one for meal tickets and one for dollar tickets

The money from the sales will be counted and placed in the designated money bag

The amount of money from each will be noted on the form on the envelop and initialed

The receiver of each money bag will count the money and initial the form

Chair notes the amount of cash from meal tickets: _____ Initials: _____

Receiver of cash verifies amount by initialing: _____

Chair notes the amount of cash from dollar tickets: _____ Initials: _____

Receiver of cash verifies amount by initialing: _____

Chair notes the amount of credit card slips: _____ Initials: _____

Receiver of credit card slips verifies amount by initialing: _____

Chair notes the amount of checks: _____ Initials: _____

Receiver of checks verifies amount by initialing: _____

The trays, money bags, and credit card machine will be given to the Treasurer

The unsold tickets will be placed in the large identified envelop

The envelop with the tickets will be given to the Administrator

INSTRUCTIONS

Hot Dogs Table Close Out

Provided 1 large identified envelop with \$50 cash (5 5's and 25 1's)

CLOSE OUT

The chair will count the money and note amount HERE: _____ and initial: _____

The receiver of the envelop will count the money and initial: _____

The chair will place the money and tickets in the envelop

The envelop will be given to the Treasurer who will take it off site, count, and deposit the money.

The envelop will be given to the Administrator after the financial accounting is completed.

The chair may note uncartoned goods left over below if it is important to record for further ordering

Product

Amount Left

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INSTRUCTIONS

Soft drinks/bottled water Close Out

Provided 1 large identified envelop with \$50 cash (5 5's and 25 1's)

CLOSE OUT

The chair will count the money and note amount HERE: _____ and initial: _____

The receiver of the envelop will count the money and initial: _____

The chair will place the money and tickets in the envelop

The envelop will be given to the Treasurer who will take it off site, count, and deposit the money.

The envelop will be given to the Administrator after the financial accounting is completed.

The chair may note uncartoned goods left over below if it is important to record for further ordering

Product

Amount Left

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Auction Close Out

Provided 3 money bags

Provided 3 credit card machines (2 until the Raffle is over at 3:30)

Provided \$100 cash (20 5's)

Alan will take care of the financial accountability and give cash, money bags, and credit card slips to the Treasurer Monday October 19

The credit card machines will be given to the Treasurer

INSTRUCTIONS

Beer Close Out

Provided 1 large identified envelop with \$50 cash (5 5's and 25 1's)

The chair will count the money and note amountd HERE: _____ and initial: _____

The receiver of the envelop will count the money and initial: _____

The chair will place the money and tickets in the envelop

The envelop will be given to the Treasurer who will take it off site, count, and deposit the money.

The envelop will be given to the Administrator after the financial accounting is completed.

The chair may note the beer left over below if it is important to record for further ordering

Product

Amount Left

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INSTRUCTIONS

Wine Close Out

Provided 1 large identified envelop with \$50 cash (5 5's and 25 1's)

The chair will count the money and note amount HERE: _____ and initial: _____

The receiver of the envelop will count the money and initial: _____

The chair will place the money and tickets in the envelop

The envelop will be given to the Treasurer who will take it off site, count, and deposit the money.

The envelop will be given to the Administrator after the financial accounting is completed.

The chair may note the beer left over below if it is important to record for further ordering

Product

Amount Left

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INSTRUCTIONS

Serving lines Close Out

Provided 2 rolls of red dollar tickets for free hot dog meal

Place collected tickets in envelop and give to Treasurer

The envelop will be given to the Administrator after the financial accounting has been completed

INSTRUCTIONS

Sweet Table Close Out

Provided 1 large identified envelop

At the close of the day, the chair will count the tickets, place them in the envelop and note the number HERE: _____ and initial _____.

The receiver of the envelop will count the tickets and initial: _____

The Treasure will write a check after the cost of the material furnished by the Club is deducted from the gross ticket sales. The amount will be entered here: _____

The envelop will be given to the Treasurer.

The envelop will be given to the Administrator after the financial accounting is completed.

INSTRUCTIONS

Shaved Ice Close Out

Provided 1 large identified envelop

At the close of the day, the operator will count the tickets and money, place ALL THE MONEY AND TICKETS in the envelop and note the number of tickets HERE: _____ and amount of money HERE _____.and initial: _____.

The receiver of the envelop will count the tickets and money and initial HERE: _____

Total amount of tickets and money = _____.

One half the total amount = _____. This is the amount that the Club owes Shaved Ice.

The Treasurer will write a check to _____ for the amount shown above.

The envelop and tickets will be given to the Treasurer.

The envelop will be given to the Administrator after the financial accounting is completed.

VIP Registration Close Out

Provided 100 yellow meal tickets (101-200) for the invited guest.

The tickets, left over forms. and filled out registration forms will be given to the Administrator

INSTRUCTIONS

Raffle Close Out

Provided 1 large identified envelop with \$100 cash (20 5's)

1 credit card machine (goes to auction after drawing)

After the drawing, the drawn ticket stub and an **extra drawn stub** will be placed in the envelop

The chair will count the cash and note the amount HERE: _____ and initial: _____

Receiver of cash verifies amount by initialing: _____

The chair will count the amount of credit card slips: _____ and initial: _____

Receiver of credit card slips verifies amount by initialing: _____

The chair will count the amount of checks: _____ and initial: _____

Receiver of checks verifies amount by initialing: _____

At the close of the day, the chair will place the cash, checks, and credit card slips in the envelop.

The envelop will be given to the Treasurer

Cash

Checks

Credit Cards

Will Call Close Out

15 6 x 9 inch envelopes will be provided the Will Call table. When a club member brings tickets for her or his guests, an **envelop** will be given to the club member to do the following:

- put her or his name on it,
- notes the number of tickets to be inserted in the envelop,
- notes the name of the guests who are to pick up the tickets,
- inserts the tickets in the envelop,

The envelop remains on the Will Call table until the guests arrives and the person at the table will note on the envelop the number of tickets given to the designated guests.

The used and unused envelopes will be taken up by the Administrator

Excess Food Sale Close Out

The amount of excess food and the method of payment will be recorded on the form below.

The chair will count the cash and note the amount HERE: _____ and initial: _____

Receiver of cash verifies amount by initialing: _____

The chair will count the amount of checks: _____ and initial: _____

Receiver of checks verifies amount by initialing: _____

The chair will count the amount of IOU's: _____ and initial: _____

Receiver of IOU's verifies amount by initialing: _____

At the close of the day, the chair will place the money, checks, and IOU's in the envelop

The envelop will be given to the Treasurer who will take it off site, count, and deposit the money

The envelop will be given the Administrator later