

## **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 next week the tickets in the bags or envelopes will be counted numbers reconciled as needed.

### **TREASURER**

#### **Pay the following:**

- Pay the band, Jay Ybarra, \$30
- Pay the clown, Hugh Fletcher, \$40
- Pay the Sweet Table (see instructions)
- Pay the Smoothie operator (see instructions)
- Pay M. L. Wisner \$410 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

200 yellow meal tickets (10001-10200). Sold 151 in 2008

2000 yellow dollar tickets (719990). Sold 2020 in 2008

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

Michele Metts Sales Manager Space City Publishing, Space City Parent

Yellow tickets 11201-11225, marked in corner

## **INSTRUCTIONS**

### **Hot Dogs Table 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 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 chair may note uncartoned goods left over below if it is important to record for further ordering

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

The envelop with the tickets will be given the Administrator later

Product	Start Amount	Sold	Amount Left
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.

### **Volunteers Close Out**

Art Oswald received 2000 (6964001) green dollar tickets and 200 yellow meal tickets numbers (10801-11000)

**The unused tickets will be given to the Administrator**

## INSTRUCTIONS

### Soft drinks/bottled water 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 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 chair may note uncartoned goods left over below if it is important to record for further ordering

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

The envelop with the tickets will be given the Administrator later

Product	Start Amount	Sold	Amount Left
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.

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

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

The envelop with the tickets will be given the Administrator later

Product	Start Amount	Sold	Amount Left
.	.	.	.
.	.	.	.

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

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

The envelop with the tickets will be given the Administrator later

Product	Start Amount	Sold	Amount Left
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.

**INSTRUCTIONS**

**Serving lines Close Out**

Provided 1 roll of red dollar tickets for free hot dog meal

At the close of the day, the chair will give the collected tickets and the roll of red dollar tickets to the Administrator

## 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** (\$157 in 2008)

to: \_\_\_\_\_

for the number of dollar tickets received and note the number of the check HERE: \_\_\_\_\_

The envelop and tickets will be given to the Administrator

## INSTRUCTIONS

### Smoothies Close Out

Provided 1 large identified envelop

At the close of the day, the operator 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 HERE: \_\_\_\_\_

The operator will note the amount that due Rotary (SHOW CALCULATIONS BELOW) and subtract it from the total ticket number and record HERE: \_\_\_\_\_. **This is the amount owed Trade Winds Pleasures, Inc.**

The Treasure will write a check to **Trade Winds Pleasures, Inc.** (\$221 in 2008) and note the number of the check HERE: \_\_\_\_\_

The envelop and tickets will be given to the Administrator

### VIP Registration Close Out

Provided 100 yellow meal tickets (10301 – 10400) for the 88 invited guest. Only 9 came in 2008.

The tickets and filled out registration forms for the VIPS 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 stubs (2) 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 money and credit card slips in the envelop

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

The envelop with the tickets will be given the Administrator later

### **Will Call Close Out**

Ten 6 x 9 inch envelops will be provided the Will Call table. One will be given to the club member who wants to leave tickets for her or his guests to pick up. 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 how many tickets are placed in the envelop,

notes the name of the guests who are to pick up the tickets, and

notes how many tickets are to be given the guests

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 envelops 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