

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

In general the process will consists 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 and carry them to the sales close out booth.

The person receiving the envelopes from the raffle sales and meal ticket sales tables 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 Clown, Hugh Fletcher, \$75

Pay M. L. Wisner \$403.76

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 (001-200)

2 rolls of red dollar tickets 479047, 817064 (two back up red rolls 4301001 and 7126215)

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 envelope 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 envelope

The envelope with the tickets will be given to the Administrator

INSTRUCTIONS

Hot Dogs Table Close Out

Provided 1 large identified envelope 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 chair will count the dollar tickets and note amount HERE: _____ and initial: _____

The chair will place the money and tickets in the envelope

The chair will take the envelope to the close out booth

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

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/tea Close Out

Provided 1 large identified envelope 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 chair will count the dollar tickets and note amount HERE: _____ and initial: _____

The chair will place the money and tickets in the envelope

The chair will take the envelope to the close out booth

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

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

The credit card machines will be given to the Treasurer

INSTRUCTIONS

Beer Close Out

Provided 1 large identified envelope 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 chair will count the dollar tickets and note amount HERE: _____ and initial: _____

The chair will place the money and tickets in the envelope

The chair will take the envelope to the close out booth

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

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 envelope 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 chair will count the dollar tickets and note amount HERE: _____ and initial: _____

The chair will place the money and tickets in the envelope

The chair will take the envelope to the close out booth

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

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 yellow dollar tickets for free hot dog meal
961968 and 821831

Place collected meal tickets in envelope and give to Treasurer

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

INSTRUCTIONS

Sweet Table Close Out

Provided 1 large identified envelope

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

The chair will take the envelope to the close out booth

The receiver will count the tickets and verify HERE: _____ and initial _____

The Treasurer will write a check of the amount noted above. Check number _____.

The envelope will be given to the Treasurer

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

INSTRUCTIONS

Shaved Ice Close Out

Provided 1 large identified envelope

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

The operator will take the envelope to the close out booth

Receiver notes the total amount of tickets and money _____.

One third 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 envelope and tickets will be given to the Treasurer.

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

INSTRUCTIONS

VIP Registration Close Out

Provided:

30 yellow meal tickets (221-250) for the invited VIP guest

200 yellow bidder cards

200 green bidder cards

1 blue dignitary sign in sheet

20 yellow VIP announcement cards

1 bidder registration form (1-200 name spaces)

VIP listing

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

INSTRUCTIONS

Raffle Close Out

Provided 1 large identified envelope 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 envelope

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

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

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

After the proceeds are counted, the raffle chair will place the cash, checks, and credit card slips in the envelope and take to the close out booth.

Receiver of cash verifies amount by initialing: _____

Receiver of checks verifies amount by initialing: _____

Receiver of credit card slips verifies amount by initialing: _____

The envelope will be given to the Treasurer

INSTRUCTIONS

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 **envelope** 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 envelope
- notes the name of the guests who are to pick up the tickets
- inserts the tickets in the envelope

The envelope remains on the Will Call table until the guests arrive and the person at the table will note on the envelope 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 envelope

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

The envelope will be given the Administrator later