

ALONSO BOOSTER CLUB CONCESSION STATEMENT OF RECEIPTS

Event: _____ Date: _____ Team/Group (Working): _____

Opener/Closer (Name & Team): _____

Location (Circle): **Main Concession** **Snack Shack**

Before starting, confirm bank total in pouch: \$ _____ (BANK)

At the end of the night, follow these procedures:

1. Count \$ in tip jar. Enter total: \$ _____ (TIPS)
2. Count ALL cash (including tip money). Money should be counted by two people and entered in Currency Table.
3. Enter total amount of cash counted: \$ _____ (CASH)
4. Who counted the \$? (Please print)
 Counter #1: _____ (initial): _____
 Counter #2: _____ (initial): _____
5. Make sure this form is completed and initialed. Put the completed form in the pouch.
6. Within 48 hours, return pouch to: _____ (cell: _____)

| CURRENCY TABLE | | |
|----------------|---------|---------|
| Denomination | # | Counted |
| Denomination | Counted | Amount |
| \$ 0.01 | | |
| \$ 0.05 | | |
| \$ 0.10 | | |
| \$ 0.25 | | |
| \$ 1.00 | | |
| \$ 2.00 | | |
| \$ 5.00 | | |
| \$ 10.00 | | |
| \$ 20.00 | | |
| \$ 50.00 | | |
| \$ 100.00 | | |

Total sales will be calculated as follows: SALES = CASH - BANK - TIPS

Team/group will receive credit to its account in the following manner: SALES x 35%* + Tips
**If an Opener/Closer from another team works, that team will get a credit equal to SALES x 10%, and the working team will get a credit equal to SALES x 25%*

The team will also receive credit for Square Credit card sales which will be calculated in the same manner, after credit card processing fees have been subtracted.

NOTE: Team/Group working is guaranteed a minimum of \$50 regardless of sales.

For Treasurer Use Only

| | |
|-----------------------------------|----------|
| SALES: | \$ _____ |
| CREDIT (processing fees applied): | \$ _____ |
| TOTAL (SALES + CREDIT): | \$ _____ |
| Product (50% of TOTAL): | \$ _____ |
| Maintenance (15% of TOTAL): | \$ _____ |
| Opener/Closer (10% of TOTAL): | \$ _____ |
| Team/Group (25% of TOTAL + Tips) | \$ _____ |

THE ORIGINAL CONCESSIONS STATEMENT OF RECEIPTS MUST ALWAYS ACCOMPANY THE MONIES TURNED OVER TO THE TREASURER FOR DEPOSIT AND IS TO BE RETAINED FOR AUDIT PURPOSES. A COPY OF THIS CONCESSIONS STATEMENT OF RECEIPTS IS TO BE RETAINED IN THE CLUB'S BOOKS.