

CASH PICKUP/TRACKING SHEET

Venue: _____ Cover Charge: _____
Date: _____ Cashier Name: _____
Door Staff: _____

TIME: 11PM 12AM 12:30AM 1AM 1:30AM 2AM
\$/Amt:
#/Guests:

EXAMPLE: \$10 cover

TIME: 11PM 12AM 12:30AM
\$/Amt: \$800 \$1,560 \$2,380

#/Guests: 80 234 478

To verify that your cashier isn't stealing, verify the number of guests and the amount of money collected. $80 \text{ guests} \times \$10 \text{ cover} = \$800$, so everything is good. You collected \$800 from the cashier at 11 PM and \$1,560 at 12 AM; your total is \$2,360. If there are 234 people in the venue at 12 AM, then do your calculation. $234 \times \$10 = \$2,340$, since you collected \$2,360, no one has stolen from you, but the door count isn't correct. At 12:30 AM, you collect \$2,380 and add that to the \$2,360 that was collected earlier, for a total now of \$4,740. The count now is 478, so our math is $478 \times \$10 = \$4,780$, which is \$40 short. This could mean that the cashier is stealing or the door staff counted too many people. In either case, you must decide how to handle the situation. People do make mistakes, but they must also be held accountable for their actions. Trust your gut.