LODGE WING MANAGEMENT – FOOD STORE DOCKETS and TELEPHONE

1. At the end of the week or booking period, collect the fully completed food store dockets for your wing.
2. It is important that the lodge captain records the food usage per party dollar amounts.
3. If money is owed for purchases then collect what is owed in cash where possible. Complete the summary for all money collected in payment for food store items on the sheet which is prefilled with names, booking id, subid. If this prefilled form is not available, use the template form below. Guests also have instructions as to how to pay the money directly to the club using their booking BPAY Reference number.
4. After the paper form is completed please also use the online submission form to record the data for the club. The form is found via "Pygmy Possum Ski Lodge", "Resources for Lodge Captains" on http://eloueraskiclub.asn.au/.
5. **Please return the "Summary of Food Used and Payments" sheet together with originals of Foodstore Dockets, Lodge keys and other return items to:**

ESC Bookings, PO Box 3157, Thornton, NSW, 2322

WEEK ENDING: ..... **LODGE WING:** ☐ **East** ☐ **West**

SUMMARY OF FOOD USED, PAYMENTS, REFUNDS

Name	Id, Subid	Docket Received (yes/no)	A. $ Total of Food Used	B. $ Paid In by party	C. Balance and Signature of Member / Guest (A-B) *
TOTALS					

* Positive Balance in this column indicates money owed to the club

Balance of Money Collected/Paid For Foodstore Items (Total Column B)**:** **$**.....

Date Telephone Cleared _____ **Money Cleared from Telephone:** **$**.....

Please deposit money to the Elouera Ski Club Ltd bank account

BSB 062 177
Account 1028 5239
Reference PP East|West **dd.mm.yy** (East or West Wing and the end date of the week)

Date Banked _____ **Total Money Deposited to Club Account:** **$**.....

Wing Lodge Captain Signature: .....