

## LODGE WING MANAGEMENT - FOODSTORE DOCKETS

1. At the end of the week (Saturday night) collect all foodstore dockets for your wing from the foodstore (fully completed).
2. Complete the summary for all money collected and paid for foodstore items on the sheet which is prefilled with names, booking id, subid and deposits paid. If this prefilled form is not available, use the template form below.
3. If the money is owed for purchases then collect the money.
4. If a refund is due then pay the refund in cash from money collected where possible – (See also Form 4 - Weekly Balance Sheet). The fewer refunds the treasurer has to settle the better. Refund first to the non member guests and the smaller amounts due.
5. Please return the “Summary of Food Used, Payments, Refunds” 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	A. \$ Foods with GST *	B. \$ Total of Food Used	C. \$ Deposit Paid	D. Food Used – Deposit (B-C) **	E. \$ Paid In by party	F. \$ Paid Out to party	G. Balance and Signature of Member / Guest (D-E+F) **
<b>TOTALS</b>								

\*Foodstore Docket Column 3 total  
 \*\* Negatives in this column indicate a deposit refund is due

**Balance of Money Collected/Paid For Foodstore Items** (Total Column E- Total Column F): \$ .....

**Please transfer money to the Elouera bank account BSB 062 177 Account 1028 5239 reference**  
 (\_\_\_ \_\_ balance) (year mon day balance)

**WING LODGE CAPTAIN** (Name): ..... **SIGNATURE:** .....