

**Merchandising  
Inventory**



**Event**

<b>Event / Show Date</b>	Friday Sept 13th 2019
<b>Event / Show Time</b>	8:00pm and 4:00pm
<b>Client</b>	Guelph Jazz Festival
<b>Event / Show Name</b>	Various
<b>Theatre</b>	Co-op

**Sellers**

Name(s) \_\_\_\_\_

<b>Product</b>	<b>Selling Price (incl Tax)</b>	<b>Quantity (Preshow)</b>	<b>Quantity (Post Show)</b>	<b>Quantity Sold</b>	<b>Total Sales</b>
CD - Jazz hits by Karina	\$15.00	100	99	1	\$ 15.00
CD- Bonnie's Favourites	\$25.00	100	30	70	\$1,750.00
CD - Easy Listing by S Finlay	\$10.00	100	100	0	\$ -
				<b>Total</b>	\$1,765.00

## River Run Centre

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Counted By: Staff \_\_\_\_\_

Volunteer \_\_\_\_\_

	Open (A)	+ In (B)	Close (C)	# Sold (E) $E = (A+B) - C$	# Vouchers (F)	# Products Paid (G) $G = E - F$	x Cost	\$
<b>Ice Cream</b>								
Caramel Drumstix	10	5	10	5	1	4	\$3.00	12
Fudge Drumstix	10		7	3		3	\$3.00	9
Life Saver	10		3	7		7	\$2.00	17
Oreo Sandwiches	10	2	6	6	1	5	\$3.00	15
Vanilla/Alm Haagen Dazs	10		5	5		5	\$5.00	25
Vanilla/Choc Haagen Dazs	10	3	13	0		0	\$5.00	
Salted Caramel Haagen Dazs	10		10	0		0	\$5.00	
							Total \$	75

STAFF ONLY

\*input columns F & G into POS system

for each individual item

River Run Centre

**COAT CHECK INVENTORY**

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Names: \_\_\_\_\_

Beginning # (A)	Ending # (Next Empty Hanger #) (B)	# Coats Checked (C=B-A)	Complimentary (Flex Pass, Host) (D)	TOTAL (C-D)
1005	1026	21	3	\$18





FRONT OF HOUSE DEPOSIT

[Empty text box for Event Date]

Event Date

[Empty text box for Event Name]

Event Name

[Empty text box for Cashier Name]

Cashier Name

[Empty text box for Cashier Name]

Cashier Name

[Empty text box for Cashier Name]

Cashier Name

[Empty text box for Till Number/Location]

Till Number/Location

<b>Opening Float:</b>				x	\$	100.00	=	\$	
				x	\$	50.00	=	\$	
				x	\$	20.00	=	\$	
				x	\$	10.00	=	\$	
				x	\$	5.00	=	\$	
<b>Loose coin</b>				x	\$	2.00	=	\$	
				x	\$	1.00	=	\$	
				x	\$	0.25	=	\$	
<b>Rolls</b>	\$	2.00	\$ 2.00		x	\$	50.00	=	\$
	\$	1.00	\$ 1.00		x	\$	25.00	=	\$
	\$	0.25	\$ 0.25		x	\$	10.00	=	\$
<b>Total Float Received:</b>								\$	
				<b>HM initial</b>				<b>Cashier initial</b>	

OVER



# PRE SHOW CASH COUNT



FRONT OF HOUSE DEPOSIT

<b>Closing Cash:</b>	_____	x	\$ 100.00	=	\$ _____
	_____	x	\$ 50.00	=	\$ _____
	_____	x	\$ 20.00	=	\$ _____
	_____	x	\$ 10.00	=	\$ _____
	_____	x	\$ 5.00	=	\$ _____
<b>Loose coin</b>	_____	x	\$ 2.00	=	\$ _____
	_____	x	\$ 1.00	=	\$ _____
	_____	x	\$ 0.25	=	\$ _____
	_____	x	\$ 0.10	=	\$ _____
	_____	x	\$ 0.05	=	\$ _____
<b>Rolls</b>	\$ 2.00 _____	x	\$ 50.00	=	\$ _____
	\$ 1.00 _____	x	\$ 25.00	=	\$ _____
	\$ 0.25 _____	x	\$ 10.00	=	\$ _____
US Dollars (combined total)					
	_____	x	_____	=	\$ _____
			Current Rate		
			Total Cash		\$ _____
			Less Float		\$ _____
<b>Total Cash for Deposit:</b>					\$ _____

<b>Final Balancing</b>	
<b>Total Cash for Deposit:</b>	
	Cash \$ _____
<b>From sales report:</b>	
	Debit \$ _____
	MC \$ _____
	Visa \$ _____
	Vouchers \$ _____
<b>Total Sales</b>	
<b>(add all above) (A)</b>	\$ _____
<b>Tips (from report) (B)</b>	\$ _____
<b>Total (A - B)</b>	\$ _____
<b>Grand Total (from report)</b>	\$ _____
Over/Short:	\$ _____
	<b>Explain below</b>

**Explanation of over/short:**

Cashier Signature

Floor Supervisor Signature

# POST SHOW CASH COUNT