

ACCOUNTING FORMS - REQUIRED REPORTS AND DUE DATES

I. Weekly. The following forms are to be completed and sent in to the home office weekly.

<u>REPORT</u>	<u>DUE DATE</u>
Weekly Cash Report (WCR)	Send in after close of business Sunday, or last day of month end. (To be kept up to date daily.)
Validated Deposit Slips	Attach to the WCR and send in with it. Validated deposit slips not available at week end are to be sent in as soon as they are received.
Weekly Sales Analysis	Send in after close of business Sunday, or last day of month end. (To be kept up to date daily.)
Coupon Report Form	Send in after close of business Sunday, or last day of month end. (To be kept up to date daily.)
Weekly Report of Purchases (AP)	Send in after close of business Sunday, or last day of month end. (To be kept up to date daily.)
Daily Cash Paid Out Report	Send in after close of business Sunday, or last day of month end. (To be kept up to date daily). Receipts are to be attached.
Inter-Company Restaurant Merchandise & Equipment Transfer	Complete at time of transaction and send in at end of week in which the transaction occurs.

All completed weekly forms are to be included in a packet and sent to the home office by Express Mail on the Monday morning following week's end. Complete weekly forms from the last week of a month are to be included with the month end packet.

II. Monthly - The following forms are to be completed after close of business on the last day of the month and sent to the home office the following day.

REPORT

DUE DATE

Food & Beverage Inventory

Complete and send in after close of business on last day of month.

Period End Report of Purchases (E.O.M.)

Send in at end of month with inventory forms.

All completed month end forms are to be included in a packet and sent Express Mail to the home office on the first day of the following month. Also included in the monthly packet are the complete weekly forms from the last full week of the month and partially completed weekly forms for the remaining days in the month. For example, if the week ends on Wednesday, include the completed forms from the prior Sunday and new forms filled out for Monday, Tuesday, and Wednesday. Then the following Sunday, your weekly paperwork will be for Thursday, Friday, Saturday, and Sunday).

III. Internal - The following forms are to be completed as designated and are used for internal control purposes.

REPORT

DUE DATE

Food & Beverage Inventory

Complete after close of business Sunday. (End of month inventory is sent to home office.)

Petty Cash Daily Cash Count

Complete daily and keep at unit for supervisor's audit.

Weekly P&L - Inventory Results Sheet

Complete after close of business Sunday and last day of month.

Restaurant Level Profit & Loss Statement

Complete weekly and total at end of month.

IV. Other

REPORT

DUE DATE

House Bank Receipt

Complete at time of any unit management change and send copy to the home office. This document fixes responsibility for fund.

WEEKLY CASH REPORT

The Weekly Cash Report (WCR) is a form to record daily sales transactions into the correct food, beverage, or sundry sales categories; record actual cash received and overages or shortages; and how well the register is being used and effectiveness of operation.

The above-listed information should be recorded daily after the day's transactions. Weekly totals should be added and balanced after the last day of the week. The totaling and balancing should take place before the beginning of the following week. After it is accurately completed, the original copy along with the register tapes, correction vouchers, and promotional coupons or promotional information should be maintained for your records.

Directions for completing the WCR are given on the example on the following page.

SHAKEY'S INCORPORATED
WEEKLY CASH REPORT (WCR)

Unit Number _____ Unit Location _____ Week Ending Date _____

DESCRIPTION	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
1. CLOSING NRGT								
2. - OPENING NRGT								
3. - VOIDS								
4. - MANUAL CORRECTIONS								
5. = TOTAL FOOD REVENUE								
6. - DISCOUNTS								
7. = NET FOOD REVENUE								
8. CASH IN DRAWER								
9. - OPENING REG. FUND								
10. = CASH DEPOSIT								
11. + CREDIT CARD DEP.								
12. + PAID OUTS								
+ ACCT REG CHG								
13. - (COLLECT)								
= TOTAL ACCOUNTABLE								
14. CASH								
15. CASH OVER (SHORT)								
16. - CLOSING NRGT								
17. - OPENING NRGT								
18. - VOIDS								
19. - MANUAL CORRECTIONS								
20. = TOTAL BAR REVENUE								
21. - DISCOUNTS								
22. = NET BAR REVENUE								
23. CASH IN DRAWER								
24. - OPENING REG. FUND								
25. = CASH DEPOSIT								
26. CASH OVER (SHORT)								
27. TOTAL CASH DEPOSIT								
TOTAL CREDIT								
28. CARD DEPOSIT								
29. NDC NUMBER								
30. DATE DEPOSIT BANKED								
31. DEPOSITED BY								

Prepared by _____

Manager's signature _____

ORIGINAL - HOME OFFICE

COPY - UNIT FILE

NDC VERIFICATION

National Data Corporation provides a service which allows Shakey's to transfer deposited funds from one bank to another bank quickly. This is very important for accurate maintenance of accounts, prompt payment of bills, etc.

You will receive a four digit verification number when you call NDC and report your deposit amount. The first two digits of this number are for NDC's account purposes, the last two numbers verify the deposit amount. Calculate these numbers before calling. If you are given different numbers, say that the number is incorrect and repeat the deposit amount.

The last two digits of the NDC number are calculated by adding the value of each of the digits in the deposit plus the total number of digits in the deposit.

Example: Deposit - \$1352.53
 $1+3+5+2+5+3=19+6$ (digits in deposit) = 25

25 should be the last two digits given in the NDC verification code.

WEEKLY SALES ANALYSIS

The Weekly Sales Analysis is a form to record daily sales mix information such as the amounts of thin, thick, and pan pizza sold, buffets, sold, chicken, salad, and etc., sold. These amounts are given in terms of count and dollar sales. This information will be very important for planning and evaluating marketing activities as well as for judging the overall effectiveness of your operations on an ongoing basis.

The information should be recorded daily, as with the WCR. Weekly totals should be added and balanced after the last day of the week.

Directions for completing the Weekly Sales Analysis are given on the example of the following page.

COUPON REPORT FORM

The Coupon Report Form is used to record all discounts such as coupons, promotions, and employee meals. The total amount of (in dollars) daily discounts is needed to complete the Weekly Cash Report. Weekly and monthly totals of coupon counts and dollars are needed to monitor and evaluate the effectiveness of marketing and promotional activity.

Procedures

1. All discounts must have the proper documentation; the coupon itself, or other physical evidence such as a copy of the receipt with the till person's initials. Attach all coupons to the WCR daily.
2. Note the total sales of the transaction on the coupon. Example: A family brings in their child with a birthday club card for a free pizza and also orders a large pizza, salads, and drinks. Note the total for the pizza, salads, and drinks on the birthday card. This information will enable you to calculate the total amount of sales generated by each promotion.
3. Prepare the coupon report form by entering the description of each promo or discount in the spaces provided at the top.
4. At the end of each day's business, enter the count and dollar amount for each type of discount listed on the form.
5. Total the dollar amounts of the day's discounts and enter on the form. The total discounts for food and beverage must agree with the discounts entered on the Weekly Cash Report.
6. Enter the total sales generated by each promotion. This is the total of the sales noted on each coupon by the till persons.
7. Total all rows and columns weekly and monthly. All totals must balance.

An example of a Coupon Report Form is given on the following page.

WEEKLY REPORT OF PURCHASES

All unit invoices and credit memos are to be entered on this form, entering only one invoice per column. On this form, the term "invoice" includes bills and statements from vendors that do not use invoices. Examples: telephone and utility bills and monthly statements for trash removal. There is room for six invoices on each form. Use as many forms as necessary to record your weekly invoices.

Vendor Number

Leave blank. This line will be completed by the home office.

Vendor Name

List the vendor's name on this line. This may be abbreviated to fit in the space provided.

Invoice Number

Record the invoice number on this line.

Invoice Date

Record the invoice date on this line.

Date Goods Received

Record the date the goods were received on this line.

Continue down the column, distributing the invoice dollar amounts to the proper accounts. This distribution should include any sales tax charged on these items. Refer to the Chart of Accounts or your Inventory Forms for information on what should be placed in each account.

Under "Miscellaneous Accounts" record the account name, account number, and dollar amount of those items not itemized above. The total of all dollar amounts in the column should be recorded on the bottom line, "Invoice Total", and should agree with the total on the invoice attached.

Repeat this procedure for each invoice, using additional pages, if necessary.

Unit Prices

It is a good idea to record the unit prices for goods received on your inventory sheets at the same time invoices are entered onto your Weekly Report of Purchases form. In this fashion, inventory "units" and "unit prices" will be complete and correct when inventory times occur.

Credit Memos

Credit memos are entered onto this form in the same manner as invoices; however, brackets are to be placed around all credited amounts and these figures are subtracted when totalling the invoices at the bottom.

Receiving Stamp

Each invoice and credit memo must be stamped with the parlor receiving stamp and the blanks filled in or signed.

Sample forms and accompanying invoices are included in this section.

SHAKY'S, INC.

**WEEKLY REPORT OF PURCHASES
(LIST ONE INVOICE PER COLUMN)**



RESTAURANT NO. _____

RESTAURANT LOCATION _____

(Include Tax on All Items)

WEEK ENDING DATE _____

Payment Date (completed by home office)																				
Vendor No. (completed by home office)																				
Vendor Name																				
Invoice No.																				
Invoice Date																				
Date Goods Received																				
Account																				
Name	Number																			
Cheese	5011.000																			
Meat	5012.000																			
Grocery	5013.000																			
Produce	5015.000																			
Pre-Prepared	5016.000																			
Chicken	5018.000																			
Non-Alcoh.	5031.000																			
Wine	5032.200																			
Beer Bottle	5032.300																			
Beer Draft	5032.301																			
Liquor	5032.400																			
Gen. Promotion	5336.300																			
Rest./Bar Sup.	5309.000																			
Replacements	5315.000																			
Uniforms	5318.000																			
Laundry	5321.000																			
Cont. Serv.	5324.000																			
Janit. Sup.	5327.100																			
Janit. Serv.	5327.200																			
Trash Remov.	5330.000																			
Rep. & Main.	5333.000																			
Office Sup.																				
Total																				

EXPENSE ACCOUNTS

Cost of Goods Sold

FOOD

5011.000	Cheese
5012.000	Meat
5013.000	Grocery
5105.000	Produce
5016.000	Pre-prepared
5017.000	Other food
5018.000	Chicken

BEVERAGE

5031.000	Non-alcoholic
5032.100	Package
5032.200	Wine
5032.300	Bottle beer
5032.301	Draft beer
5032.400	Liquor
5032.500	Other alcoholic

Labor Expense

SALARIES

5111.100	Hourly labor - regular time
5111.300	Hourly labor - overtime
5112.100	Management - regular time
5112.200	Management - overtime

FRINGE BENEFITS

5120.000	Employee meals
5121.000	Vacations
5122.100	Payroll tax - FICA
5122.200	Payroll tax - Federal unemployment
5122.300	Payroll tax - State unemployment
5122.400	Payroll tax - City/local/state
5123.100	Workmen's compensation insurance
5123.200	Group insurance
5123.300	Employee life insurance
5124.000	Thrift plan

OTHER

5200.000	Management fee
5201.000	Royalty

Variable Expenses

5303.100	Entertainment - salaries
5303.200	Entertainment - ASCAP
5303.300	Entertainment - BMI
5303.400	Entertainment - Background music

RESTAURANT SUPPLIES/SERVICES

5309.000	Restaurant/bar supplies
5315.000	Replacements
5318.000	Uniforms
5321.000	Laundry
5324.000	Contract service
5327.100	Janitorial supplies
5327.200	Janitorial services
5330.000	Trash removal
5333.000	Repairs and maintenance
5333.100	Repair and maintenance - auto

ADVERTISING

5336.100	Advertising - NAF
5336.200	Advertising - Direct
5336.300	Advertising - General promotion

UTILITIES

5342.100	Utilities - gas & electric
5342.200	Utilities - water
5343.000	Rent equipment
5345.000	Telephone
5347.000	Mileage reimbursement

OFFICE SUPPLIES

5348.100	Postage
5348.200	Duplication costs
5348.300	Printing
5348.400	Office equipment
5348.600	General office supplies

CASH

5351.000	Bank services
5354.000	Cash over/short
5356.000	Uncollectable items
5357.000	Bad checks
5358.000	Bad credit cards
5360.000	Uninsured loss

OTHER

5363.100	Relocation
5363.200	Mileage allowance
5363.300	Contributions
5363.400	Dues
5363.500	Subscriptions
5363.600	Hourly security
5363.700	Independent contractor
5363.800	Want ads
5363.900	Miscellaneous
5364.000	Film rental
5403.000	Rent - premises
5406.000	Property taxes
5409.000	Equipment lease
5412.000	Auto/property/liability insurance
5415.000	Sign lease

DEPRECIATION

5418.100	Depreciation - building
5418.200	Depreciation - furniture & fixtures
5418.500	Depreciation - signs
5418.600	Depreciation - MEC/KIT/MS EQ

AMORTIZATION

5421.050	Amortization - leasehold improvement
5421.060	Amortization - land improvement
5421.100	Amortization - leasehold costs
5421.500	Amortization - liquor license

OTHER INCOME/EXPENSES

5424.200	Interest
5425.000	Operating taxes, licenses, and fees
5500.100	Sales tax income/expense
5500.500	Amusements income
5500.700	Miscellaneous income
5500.701	Sales food to stores
5500.702	Sales food to others
5500.703	COGS food warehouse (Sacto)
5500.704	Warehouse discount (Sacto)
5510.00	Manager incentive

PERIOD END REPORT OF PURCHASES (E.O.M.)

The Period End Report of Purchases (E.O.M.) is a form which is to be completed immediately after the inventory is taken at the end of the month and sent to the home office. This report is to be used to record the cost of goods where the items have been received and included in the inventory, but the invoice for the goods has not been received. In the recording of this information, the vendor's name, items received, unit pack, quantity, estimated price, and total estimated cost would be listed. By recording this information, accounting is then able to set up an accrual for the appropriate account to keep expenses charged against their corresponding sales.

The estimated prices for the E.O.M. could be found in several different places--your purchase order, your order book, or the last price listed on your inventory.

If all items purchased during the month had been received with an invoice, a Period End Report of Purchases (E.O.M.) would be sent in to the home office with "none" written on it. This is to inform the accounting department that there are no accruals to be recorded.

The following steps should be used to complete form.

1. Immediately after the period end inventory is taken, list on the top part of the form all the items received prior to period end, but for which no invoices have been received.
 - a. Under the Vendor column, list the name of the vendor.
 - b. In the second column include a description of the item.
 - c. In the third column include the unit pack.
 - d. In the fourth column include the number of units received but not invoiced.
 - e. In the fifth column include the unit price. If the exact price is not known, then the best estimate of the price should be recorded. (Management should always know cost of goods at the time an order is placed.)
 - f. Column 6 should equal column 5 times column 4.
2. If the invoice is received after the form is completed, draw a line through the item on the top part of the form and list the item on the bottom portion of the form, completing the bottom portion as you would on your Daily Report of Purchases. The invoice should then be attached to the back of the form.
3. The form is to be mailed to the attention of the accounts payable department at the close of the last day of the month. File the copy in the Unit Accounting Reports notebook.

4. Any invoices that were estimates on the form should be processed under our normal procedures in the following month.

A completed Period End Report is included in this section.

PETTY CASH

The petty cash fund is the cash on hand assigned to your restaurant for use in daily operations. The petty cash fund is used for the starting cash in your till drawers and for back-up change. Petty cash must be kept current daily and counted by each manager coming on duty. The Petty Cash Daily Count form must be verified at least once daily. A sample completed form is found on the following page.

CASH PAID OUTS

Cash Paid Outs for periodic small purchases of restaurant and office supplies are to be made from the food till only. The manager on duty is the only person authorized to make cash paid outs. All cash paid outs must be accompanied by an invoice or receipt which must be stamped as you would any invoice. All cash paid outs must be listed on the Daily Cash Paid Out Report as follows:

1. Date - date the paid out was made
2. Item description - milk, stamps, fryer repair, etc.
3. Amount - total dollar amount of the purchase. Accompanying invoice or receipt must be attached to the Daily Cash Paid Out Report.
4. Account name - meat, maintenance & repair, etc.
5. Account number - refer to chart of accounts for account numbers.

Total the paid outs for each day and enter on Line 12 of the WCR. Use one form for each day. On days when you do not have any cash paid outs, write the date on the form and "none" across the page.

At the end of the week, total all paid outs by account and add to the total from the Weekly Report of Purchases for calculation of cost of goods sold.

An example of a completed Daily Cash Paid Out Report is included in this section.

INTER-COMPANY RESTAURANTS MERCHANDISE AND EQUIPMENT TRANSFERS

The Inter-Company Restaurant Merchandise and Equipment Transfer form is designed to keep an accurate record of merchandise, whether food or non-food, and equipment transferred from one unit to another.

The transferring unit will initiate and forward with merchandise to receiving unit. The receiving unit will sign and forward the original copy and copy #1 to accounting. Copy #2 is for the receiving unit's files and copy #3 is for the transferring unit's files.

A completed transfer form is included in this section.

INTER-COMPANY PARLOR MERCHANDISE AND EQUIPMENT TRANSFERS

MERCHANDISE

DATE: _____
 TO (Dr): _____
 FROM (Cr): _____

DATE: _____
 TO (Dr): _____
 FROM (Cr): _____

FOOD ITEMS (non-taxable)

NON-FOOD (taxable)

QUANTITY	CASE PACK SIZE	DESCRIPTION	COST	TOTAL	QUANTITY	CASE PACK SIZE	DESCRIPTION	COST	TOTAL

SUB TOTAL _____
 TOTAL _____

SUB TOTAL _____
 TOTAL _____

EQUIPMENT

TO (Dr) LOCATION: _____
 FROM (Cr) LOCATION: _____

TO (Dr) LOCATION: _____
 FROM (Cr) LOCATION: _____

DESCRIPTION	QUANTITY	MODEL #	SERIAL #	DESCRIPTION	QUANTITY	MODEL #	SERIAL #

TRANSFERRING PARLOR: _____
 DATE OF TRANSFER: _____
 MANAGER'S SIGNATURE: _____

RECEIVING PARLOR: _____
 DATE RECEIVED: _____
 MANAGER'S SIGNATURE: _____

- DO NOT WRITE BELOW THIS LINE -

FOR ACCOUNTING DEPARTMENT USE ONLY

DATE RECEIVED: _____
 RECORDED ON JOURNAL VOUCHER: _____
 RECORDED BY: _____

- INSTRUCTIONS -

- Original:** TRANSFERRING PARLOR INITIATE, FORWARD WITH MERCHANDISE TO RECEIVING PARLOR, RECEIVING PARLOR SIGN AND FORWARD TO ACCOUNTING.
- Copy 1:** REMAIN WITH ORIGINAL FOR DIRECTOR OF COMPANY OPERATIONS.
- Copy 2:** FOR RECEIVING PARLOR'S FILES.
- Copy 3:** FOR TRANSFERRING PARLOR'S FILES.

ADMINISTRATION - PAYROLL SYSTEMS AND FORMS

Introduction

Payroll administration is a non-productive expense and is very time consuming, but a manager who understands the importance of handling all payroll-related procedures and forms in a timely, complete and accurate manner will contribute to the overall welfare of his/her employees and to the efficiency of the unit.

In this section, the following general payroll systems and payroll forms will be discussed:

1. Payroll periods
2. New hires
3. Terminated employees
4. Time cards and proper payment
5. Employee personnel record changes
6. Payroll service/payroll authorization form
7. Payroll service/payroll journal
8. Payroll check
9. Short form application
10. Employment application
11. Employee W-4 form
12. Insurance acceptance form
13. I-9 form
14. Register readings
15. Weekly work schedule
16. Weekly labor cost controls

Payroll Periods

The payroll periods are semi-monthly with the first period beginning on the first day of the month and ending on the fifteenth, and the second beginning on the sixteenth and ending on the last day of the month. Payroll information should arrive in the home office no later than the second or the seventeenth of the month by Federal Express. Supervisors will pick up each restaurant's payroll at the end of the pay period and screen paperwork and time cards. Checks will be returned to the supervisors for distribution. In the event of a two-day holiday, other arrangements will be made.

New Hires

Before an employee can report to work, the manager must have the employee's social security number. In some states, a health card and a work permit for employees under the age of 18 are mandatory and are kept on file at the restaurant. Each manager should become knowledgeable about the requirements in his/her state.

The following forms should be assembled in the order listed below and mailed to the payroll department in Dallas.

1. Application: All persons applying for unit level positions with Shakey's Inc. should be given a "short form" application. When the employee is hired, he or she should complete a "long form" application.
2. W-4 Form (Employee's Withholding Allowance Certificate): This form must be completed by the employee for income tax withholding purposes.
3. Employee Change Notice (ECN): This form should be completed on the first day of employment to place the new employee on the payroll. It is also used to report all changes in an employee's personal or wage data, leaves of absence, vacation, retirement, transfers and terminations. (All voluntary and involuntary terminations must be recorded on the Employee Change Notice and special care given to its completion.)
4. Insurance Enrollment Cards: These cards are completed by managers, assistant managers, and trainees only.
5. I-9 Form: All employees must complete the I-9 form and present documents establishing identification and work eligibility.

Terminated Employees

By state law, payment of wages upon termination are as follows:

1. California - discharged employees must be paid immediately. The manager should call the payroll department, giving them the employee's name, hours, and rate of pay. The payroll department will compute employee's net pay after payroll deductions and the manager will then pay the terminated employee from petty cash.
2. Texas - Discharged or quitting employees must be paid on six days demand.
3. Wyoming - Discharged employees must be paid within 24 hours -- but if payroll records are kept outside the state, payment must be made within 48 hours.

Time Card and Proper Payment

The following information must be on a time card for proper payment:

1. Employee's full name
2. Employee's social security number
3. Date pay period ends
4. Employee's signature verifying hours
5. Manager's signature verifying hours
6. Resturant number

Employee Personnel Record Change

An Employee Change Notice should be completed and sent to the payroll department to change an employee's personnel record in the event of a new hire, promotion, transfer, pay increase, demotion, termination, address change, or change in name. Use a W-4 to change exemption and marital status.

A completed example of an Employee Change Notice follows.

EMPLOYEE CHANGE NOTICE

COMPANY _____ NEW HIRE _____
CHANGE (TYPE) _____
TERMINATION _____

NAME _____ SS# _____
Last First M.I.

ADDRESS _____
Number & Street City State Zip Code Phone

EMERGENCY CONTACT _____
Name Address Phone

FULL TIME _____ PART TIME _____ TEMPORARY _____ UNION _____ EXEMPT _____ NON-EXEMPT _____

DEPARTMENT _____ POSITION _____
Name & Number Title & Code and/or Number

WORK STATE _____ COUNTY _____ CITY _____

RACE: AM IND _____ BLK _____ CAUC _____ HISP _____ ORIENT _____ OTHER _____ SEX: M _____ F _____

DATE OF BIRTH _____ DATE OF HIRE _____ STARTING SALARY _____

STATUS CHANGE

CURRENT	PROPOSED
POSITION/GRADE _____	POSITION/GRADE _____
DEPARTMENT & NUMBER _____	DEPARTMENT & NUMBER _____
DATE OF LAST INCREASE _____	EFFECTIVE DATE _____
RATE PER HOUR/PAY PERIOD _____	RATE PER HOUR/PAY PERIOD _____
ANNUALIZED RATE _____	ANNUALIZED RATE _____
OTHER _____	OTHER _____

IF INCREASE PROPOSED, CHECK TYPE: ANNUAL _____ MERIT _____ PROMOTION _____ OTHER _____ specify
AMOUNT OF INCREASE _____ PERCENT OF INCREASE _____

COMPLETE FOR TERMINATION

LAST DAY WORKED _____ VACATION PAY (DAYS) _____
FINAL RATE OF PAY _____ SEVERANCE PAY (DAYS) _____

Resigned	Discharged	Miscellaneous
<input type="checkbox"/> Illness	<input type="checkbox"/> Absenteeism	<input type="checkbox"/> Refused recall
<input type="checkbox"/> For other employment	<input type="checkbox"/> Tardiness	<input type="checkbox"/> Refused suitable work
<input type="checkbox"/> Retirement - voluntary	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Did not report for work
<input type="checkbox"/> Account of working conditions	<input type="checkbox"/> Violation of company rules	<input type="checkbox"/> Retirement - compulsory
<input type="checkbox"/> Conflict with other employees	<input type="checkbox"/> Failed to follow instructions	<input type="checkbox"/> Disciplinary layoff
<input type="checkbox"/> Change of residence	<input type="checkbox"/> Under influence of alcohol	<input type="checkbox"/> Leave of absence
<input type="checkbox"/> Marital, parental, etc., obligations	<input type="checkbox"/> Dishonesty	<input type="checkbox"/> Laid off - lack of work
<input type="checkbox"/> Quit without notice	<input type="checkbox"/> Not qualified	<input type="checkbox"/> Laid off - temporary work
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

COMMENTS: _____

REQUESTED BY _____ APPROVED BY _____ HUMAN RESOURCES _____

D, _____ DATE _____ DATE _____

DISTRIBUTION OF COPIES: _____
TERMINATIONS MAIL LAST Gates, McDonald
COPY TO: P.O. Box 1944
Columbus, Ohio 43216

1. PAYROLL 2. REQUESTING SUPERVISOR 3. GATES McDONALD (Terminations only)

Payroll Authorization Form/Payroll Journal

The Payroll Authorization Form is to be completed at the end of each payroll period (fifteenth day or end of the month). At the close of business on day 15 or 33, the time cards should be reviewed, hours totaled, and signed by the manager indicating approval. Regular hours should be recorded in column 4 (Regular hours). Overtime hours should be recorded in column 5 (Overtime hours). Enter the rate code in column 43: zero ("0") for rate change for a salaried employee and a one ("1") for a rate change in an hourly employee. Enter the new rate in column 44. Indicate a termination with a code 140 and date in the column labeled Termination. Write in a new hire on any blank line. Total regular and overtime hours at the location on each page.

Payroll Journal is a computerized form returned to the restaurant with the payroll checks for the particular time period. Payroll deductions and net pay are recorded on the right hand side of the form. The information on it should agree with the Payroll Authorization form except when the regular hours and overtime hours are extended. Payroll checks should be inspected prior to distribution.

INVENTORY DESCRIPTION

Items are listed alphabetically by geographic location and category.

1. Cheese - All cheese items are placed in category.
2. Meat/Fish - All meat and fish items (frozen, precooked or pre-prepared) are included in this category.
3. Grocery - All dough blends, spice blends, frozen and refrigerated goods, canned goods, and staple items are included in this category. Groceries are grouped on the inventory form by canned goods, dry goods, refrigerated product, and frozen product.
4. Produce - All fresh fruits and vegetables are placed in this category.
5. Pre-prepared - This category includes all prepared salads, salad dressings, prepared sauces, and puddings. It also includes batches of prepared dough, skins, prepped sandwiches, garlic bread, and cooked pastas.
6. Other Food (Sundae Bar) - This category includes ice milk mix and all toppings and condiments used on the sundae bar.
7. Chicken - Chicken is the only product placed in this category.
8. Non-Alcoholic Beverage - This category covers all soft drinks, coffee, tea, milk, and beverage condiments such as sweet 'n low.
9. Wine - All wines and wine coolers should be counted in this category.
10. Beer - All beer and keg deposits are listed in this category.

INVENTORY FORMS: FOOD AND BEVERAGE

The Inventory Forms will give you an accurate record of all items (with description) currently on inventory in your unit. This record keeping will enable you to determine accurate food and beverage costs, product usages, and purchasing quantities. It is important to complete the headings so there is no doubt as to the unit or particular time period the inventory was taken.

The key areas of the form are:

1. Description - Describes the particular item being counted.
2. Quantity - The exact amount of product on hand at the time the inventory was taken.
3. Price - The last or most current price paid for any given item. The price should be for the particular unit being counted.
4. Unit - Generally, the smallest practical unit (i.e., lbs., cans, bags, etc.)
5. Extension - The totals in dollars and cents of the total amount of product on hand at the time of inventory of any given item.
6. Group Totals - The extensions of each item added together in all categories.

A food and beverage inventory must be taken weekly for better control at the unit level. Taking inventory only once a month does not allow frequent enough feedback regarding cost. Use the pads of inventory sheets for taking weekly inventory.

Inventory sheets may be set up during the week prior to Sunday evening. During the week, units may be written in and prices for newly purchased items entered. After the Weekly Report of Purchases has been completed, remaining prices may be written in, using the most current price.

The monthly inventory is to be completed after close of business on the last day of the month using the two-part inventory form. The top copy is to be sent to the home office on the first day of the new month.

The following is a sample inventory form.

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CHEESE ITEMS	QUANTITY	PRICE	UNIT	EXTENSIONS
BLEU CHEESE CRUMBLES				
CHEDDAR CHEESE, BLOCK				
CHEDDAR CHEESE, SHREDDED				
PARMESAN CHEESE, GRATED				
PARMESAN CHEESE, P.C. PACKETS				
WHOLE MILK MOZZARELLA, BLOCK				
WHOLE MILK MOZZARELLA, SHREDDED				
RICOTTA CHEESE				
SWISS CHEESE				
TOTAL CHEESE INVENTORY				
MEAT/FISH ITEMS				
ANCHOVIES				
BEEF, GROUND				
BEEF, PRE-COOKED				
CANADIAN STYLE BACON				
CHICKEN FRIED STEAK				
COD, BREADED				
COD, UNBREADED				
HOT DOGS				
HOT LINKS				
LINGUICA				
PEPPERONI				
POLISH SAUSAGE				
SALAMI				
SAUSAGE, LINKS				

MEAT/FISH ITEMS	QUANTITY	PRICE	UNIT	EXTENSIONS
SAUSAGE, PATTIES				
SAUSAGE, PRE-COOKED				
SHRIMP				
WHITEFISH-CRABMEAT BLEND				
TOTAL MEAT INVENTORY				
GROCERY ITEMS - CANNED GOODS				
BAKED BEANS				
BARBEQUE SAUCE				
BEETS				
COCKTAIL SAUCE (SEAFOOD)				
CORN, CUT				
FOOD RELEASE				
FRUIT COCKTAIL				
GARBANZO BEANS				
GREEN BEANS				
GRENADINE				
JALAPENOS				
KETCHUP, BOTTLE				
KETCHUP, BULK				
KETCHUP, P.C. PACKETS				
LEMON JUICE				
LIQUID SHORTENING				
MAYONNAISE, BULK				

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RESTAURANT

GROCERY ITEMS - DRY GOODS	QUANTITY	PRICE	UNIT	EXTENSIONS
BACON BITS				
BANANA CHIPS				
BREAD, FRENCH				
CHEESE SAUCE MIX				
CHICKEN BREADING				
CHICKEN MARINADE				
CHIVES, DRIED				
CINNAMON, GROUND				
CINNAMON ROLL MIX				
CORNMEAL				
CRACKERS, CLUB				
CRACKERS, SALTINE				
CROUTONS				
DOUGH BLEND, HOMESTYLE				
DOUGH BLEND, THIN				
ELBOW MACARONI				
FETTUCINI				
FLOUR, 42# PRE-BLENDED				
GARLIC POWDER				
GRAVY MIX, BROWN				
GRAVY MIX, CREAM				
HOMESTYLE SPICE BLEND				
JELLO				
LASAGNA NOODLES				
MASHED POTATOES, INSTANT				
MINTS, ANDES				
MOSTACCIOLI NOODLES				
NACHO CHIPS				

PRODUCE ITEMS - FRUIT	QUANTITY	PRICE	UNIT	EXTENSIONS
STRAWBERRIES				
WATERMELON				
PRODUCE ITEMS - VEGETABLES				
ALFALFA SPROUTS				
BELL PEPPERS				
BROCCOLI				
CABBAGE, RED				
CARROTS				
CAULIFLOWER				
CELERY				
CUCUMBERS				
KALE				
LETTUCE, ICEBERG				
MUSHROOMS				
ONIONS, RED				
ONIONS, WHITE				
ONIONS, YELLOW				
PARSLEY				
POTATOES, BAKERS				
POTATOES, RUSSET				
ROMAINE				
TOMATOES				
TOMATOES, CHERRY				

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RESTAURANT

PRODUCE ITEMS - VEGETABLES	QUANTITY	PRICE	UNIT	EXTENSIONS
TOTAL PRODUCE INVENTORY				
PRE-PREPARED ITEMS - DRESSINGS & SAUCES				
BLEU CHEESE DRESSING				
FRENCH DRESSING				
ITALIAN DRESSING				
RANCH DRESSING				
SAUCE, MUSTARD				
SAUCE, TARTAR				
SAUCE, WHITE				
THOUSAND ISLAND DRESSING				
PRE-PREPARED ITEMS - SALADS & PUDDINGS				
AMBROSIA				
BEAN SALAD				
FRUIT DELIGHT				
MACARONI SALAD				
PASTA SALAD				
POTATO SALAD				
PUDDING - BUTTERSCOTCH				
PUDDING - CHOCOLATE				
PUDDING - TAPIOCA				
PUDDING - VANILLA				

PRE-PREPARED ITEMS - SALADS & PUDDINGS	QUANTITY	PRICE	UNIT	EXTENSIONS
RASPBERRY PARFAIT				
SPRING SALAD				
PRE-PREPARED ITEMS - PREPPED PRODUCTS				
HOMESTYLE SAUCE				
SPAGHETTI SAUCE				
SPAGHETTI NOODLES				
GARLIC BREAD				
THIN DOUGH				
PAN DOUGH				
CINNAMON ROLL DOUGH				
CINNAMON ROLLS				
THIN SKINS - SMALL				
THIN SKINS - MEDIUM				
THIN SKINS - LARGE				
THIN SKINS - FAMILY				
HOMESTYLE SKINS - SMALL				
HOMESTYLE SKINS - MEDIUM				
HOMESTYLE SKINS - LARGE				
SANDWICHES				
TOTAL PRE-PREPARED INVENTORY				

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RESTAURANT

OTHER FOOD INVENTORY - SUNDAE BAR	QUANTITY	PRICE	UNIT	EXTENSIONS
ICE MILK MIX				
BUTTERSCOTCH TOPPING				
CARAMEL TOPPING				
CHOCOLATE CHIPS				
CHOCOLATE SYRUP				
COCONUT				
COOKIES				
HOT FUDGE TOPPING				
MARSHMALLOW TOPPING				
MINI MARSHMALLOWS				
M&M'S				
PEANUTS				
PINEAPPLE TOPPING				
SPRINKLES, CHOCOLATE				
SPRINKLES, RAINBOW				
STRAWBERRY TOPPING				
STRAWBERRY SYRUP				
TOTAL OTHER FOOD INVENTORY				
CHICKEN ITEMS				
CHICKEN, 9 PC.				
TOTAL CHICKEN INVENTORY				

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RESTAURANT

NON-ALCOHOLIC BEVERAGE ITEMS	QUANTITY	PRICE	UNIT	EXTENSIONS
COFFEE				
MILK, INDIVIDUAL				
TEA BAGS, SMALL				
TEA BAGS, 1 OZ.				
ICED TEA				
LEMON P.C. PACKETS				
SUGAR P.C. PACKETS				
SWEET & LOW P.C. PACKETS				
COKE				
DIET COKE				
SPRITE				
ROOT BEER				
DR. PEPPER				
7 UP				
ORANGE				
TOTAL NON-ALCOHOLIC BEVERAGE INVENTORY				
WINE ITEMS				
BURGUNDY				
CHABLIS				
WIN ROSE				
WINE COOLERS				
TOTAL WINE INVENTORY				

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RESTAURANT

BEER ITEMS	QUANTITY	PRICE	UNIT	EXTENSIONS
BUDWEISER				
COORS				
COORS LIGHT				
MICHELOB				
MICHELOB DARK				
MILLER LITE				
STROHS				
TOTAL BEER INVENTORY				
TOTAL CHEESE INVENTORY (Pg. 1)	5011.000			
TOTAL MEAT INVENTORY (Pg. 2)	5012.000			
TOTAL GROCERY INVENTORY (Pg. 2-7)	5013.000			
TOTAL PRODUCE INVENTORY (Pg.7-9)	5015.000			
TOTAL PRE-PREPARED INVENTORY (Pg. 9-10)	5016.000			
TOTAL OTHER FOOD INVENTORY (Pg. 11)	5017.000			
TOTAL CHICKEN INVENTORY (Pg. 11)	5018.000			
TOTAL NON-ALCOHOLIC BEVERAGE INVENTORY (Pg. 12)	5031.000			
TOTAL WINE INVENTORY (Pg. 12)	5032.200			
TOTAL BEER INVENTORY (Pg.13)	5032.300			
	5032.301			
TOTAL INVENTORY				

SHAKEY'S WEEKLY P & L - INVENTORY RESULTS SHEET

The Weekly P & L - Inventory Results Sheet is a form used to compute your actual food and beverage costs. Costs are further broken down into categories in order to provide additional information for cost control purposes. The form should be completed each time a food and beverage inventory is taken, which may be weekly, first and fifteenth of the month, or end of month.

Key areas on the form are:

1. **Beginning Inventory under Cost of Sales:** This is the amount of goods in dollars for each of the cost categories at the beginning of an accounting period, whether weekly or monthly. This information would be found on the prior inventory which ended an inventory period.
2. **Purchases:** This is the amount spent for goods for each of the cost categories in a particular time period. These purchases can be found on the Weekly Report of Purchases (AP's), Daily Cash Paid Out Reports, and/or Period End Report.
3. **Ending Inventory:** This is the amount of goods in dollars for each of the cost categories at the end of an accounting period, whether weekly or monthly. This information can be found on the inventory sheets which were complete after the time period ended.
4. **Total Cost:** This the dollar amount of products used for actual product sold. It is computed by taking beginning inventory, plus purchases, less ending inventory, less employee meal adjustment.
5. **Cost %:** Cost % is found by dividing dollar usage by sales. Use the total food and beverage sales figure found on the Weekly Sales Analysis form for computing cost %. In this way, your cost of sales percentage will not be affected by coupons, promotions, or discounts. This is important for the purposes of comparing your costs on a week to week basis.

INVENTORY RESULTS SHEET

STORE NUMBER _____ LOCATION _____ PERIOD ENDING _____

	BEGINNING INVENTORY	+ PURCHASES	- ENDING INVENTORY	= USAGE	+ SALES	= COST %
CHEESE	_____	_____	_____	_____	_____	_____
MEAT	_____	_____	_____	_____	_____	_____
GROCERY	_____	_____	_____	_____	_____	_____
PRODUCE	_____	_____	_____	_____	_____	_____
PRE-PREPARED	_____	_____	_____	_____	_____	_____
OTHER FOODS (SUNDAE BAR)	_____	_____	_____	_____	_____	_____
CHICKEN	_____	_____	_____	_____	_____	_____
TOTAL FOOD	_____	_____	_____	_____	_____	_____
NON-ALCOHOLIC	_____	_____	_____	_____	_____	_____
BEER	_____	_____	_____	_____	_____	_____
WINE	_____	_____	_____	_____	_____	_____
TOTAL BEVERAGE	_____	_____	_____	_____	_____	_____
TOTAL FOOD AND BEVERAGE	_____	_____	_____	_____	_____	_____