

Loyal Order of Moose - Weekly House Committee Envelope				
_____ 1 _____		Lodge No. _____ 2 _____		
Contains register tapes for the week ended _____ 3 _____, 20 _____				
and receipts for cash payouts listed in the Weekly Cash Payouts on page(s) _____ 4 _____				
FOOD & BEVERAGE (F&B) RECEIPTS		Credit Card Daily	CASH PAYOUTS (Not Checks)	
Beer - Draft	\$ 5	\$	Beer - Draft	\$
Beer - Bottle/Can	\$ 6	\$	Beer - Bottle/Can	\$
Liquor	\$ 7	\$	Liquor	\$
Wine	\$ 8	\$	Wine	\$
Miscellaneous	\$ 9	\$	Miscellaneous	\$
Food - Bar	\$ 10	\$	Food	\$
Food - Kitchen	\$ 11	\$		
Food & Bev. Sub-Total	12	\$ 13	Complimentary Beverages	\$
Sales Tax (this is a liability)	\$ 14	Credit Card Total		
TOTAL Food & Beverage Receipts → →		\$ 15	Complimentary Food	\$
Register Reading	\$ 16			
Over/Short	\$ 17			
Total F&B Receipts minus Register Reading		\$ 18		
Bingo	\$ 19*		Repairs	\$
Pull Tabs/Small Games	\$ 20*		Laundry	\$
Machines	\$ 21*		Bar Supplies	\$
Other Receipts/Resale Merch.	\$ 22		Kitchen Supplies	\$
TOTAL Gaming & Other Receipts		\$ 23	Other Cash Payouts	\$
Credit Card Total (Negative)		(\$ 24)		
TOTAL DEPOSITS (to all accounts)		\$ 25	TOTAL CASH PAYOUTS	\$ 28
House Committee Receipt # _____ 26 _____		Reimbursement Check# _____ 29 _____		
Deposit Slip(s) Dated _____ 27 _____, 20 _____				

Food and Beverage Receipts

- 1 Enter your lodge name.
 - 2 Enter your lodge number.
 - 3 Record week ending date
 - 4 Record Page number from Cash Payout Journal (if used)
 - 5 Record Draft Beer Sales
 - 6 Record Bottle/Can Beer Sales
 - 7 Record Liquor Sales
 - 8 Record Wine Sales
 - 9 Record Miscellaneous Sales
 - 10 Record Bar Food Sales (if separated)
 - 11 Record Kitchen Sales
 - 12 Record Sub-Total of Food and Beverage Sales
(Total the seven amounts above this line)
 - 13 Record Credit Card Total
(Total the seven daily entries, or enter final total from POS report or Register Tape, if available)
 - 14 Record Sales Tax Liability (from POS Report or Register Tape)
Many registers do not include this feature and calculations must be made. **See additional instructions**
 - 15 Record Total Food & Beverage Sales from Register, Lines #12 + #14
 - 16 Record Register Reading (Total Receipts from Register Tape or POS report)
 - 17 Record Overages or Shortages (#15 minus #16)
 - 18 Record Total Food & Beverage Receipts minus Register Reading (same as #17)
 - 19 * Record Total Weekly Bingo Receipts minus Payouts
 - 20 * Record Total Weekly Pull Tabs/Small Games Receipts minus Payouts
 - 21 * Record Total Weekly Machine Receipts minus Payouts
 - 22 Record Other Income/Resalable Merchandise Income
 - 23 Record Total of 19 thru 22
 - 24 Record Credit Card Total. This Total is to be recorded as a negative
Credit Card receipts have already been deposited, automatically, so this lessens the Total Deposit
 - 25 Add 15, 18, 23, subtract 24. This will be the total to deposit to **ALL accounts**
 - 26 Record House Committee Receipt Number (when it is received)
NOTE: The Administrator is to issue a House Committee Receipt to the Social Quarters/Kitchen for register sales and other income received from the business operations.
 - 27 Enter date of deposit slip (as soon as it is known)
- Cash Payouts Only.**
Do not record expenditures when paid by check.
Receipts are required for cash expenditures. Receipts are to be inserted inside of House Committee Envelope
 Record Cash Expenditures for all categories listed. Record in blank areas other Cash Expenditures when needed.
- 28 Total all Cash Expenditures and Record Total.
This will be the total of your Reimbursement Check.
General Laws require a reimbursement check written for cash expenditures and included in this deposit.
 - 29 Record Reimbursement Check Number (as soon as it is known)

* **Warning: State Laws vary.** In some states, Bingo, Gaming Tickets, and Gaming Machine receipts may need to be deposited in special accounts. Be sure to check your State or Provincial Laws, or contact your Territory Manager, if available, for more information.