

# MONTHLY

<b>Store #</b>	Month _____
<b>TOTAL DIFFERENCE</b>	
<b>POS OVER RINGS</b>	
<b>CASH REFUNDS</b>	
<b>GIFT CERTS REDEEMED</b>	
<b>GIFT CARDS REDEEMED</b>	
<b>CASHLESS GROSS SALES</b>	
<b>CASH +/-</b>	
<b>CASH DEPOSIT</b>	
<b>TOTAL DEPOSIT</b>	
<b>ALL NET SALES</b>	
<b>PRODUCT NET SALES</b>	
<b>SALES TAX</b>	
<b>CUSTOMER COUNT</b>	
<b>AVERAGE CHECK</b>	
<b>GIFT CERTS SOLD</b>	
<b>GIFT CARDS SOLD</b>	
<b>DRIVE THRU SALES</b>	
<b>DRIVE THRU%</b>	
<b>DRIVE THRU CUSTOMER</b>	
<b>DRIVE THRU AVG CHECK</b>	
<b>TOTAL LABOR HRS.</b>	
<b>CREW \$\$</b>	
<b>CREW LABOR %</b>	
<b>MGMT \$\$</b>	
<b>TOTAL LABOR \$\$</b>	
<b>TOTAL LABOR %</b>	
<b>BREAKFAST SALES</b>	
<b>BREAKFAST %</b>	
<b>BREAKFAST C.C.</b>	
<b>BRKFST. AVG. CHK.</b>	
<b>SPECIAL DEPOSITS</b>	

**MONTHLY WORKSHEET**

STORE #

MONTH

**REPORTS NEEDED FOR END OF THE MONTH****ACCOUNTANT INFO**

1. CASH SHEET BY PERIOD (ALL REGISTERS)
2. BANK DEPOSITS BY PERIOD
3. SPECIAL DEPOSITS SHEET
4. DAILY CASH SHEETS
5. SAFE AUDITS
6. ACCOUNTING LEDGER
7. CASHLESS SUMMARY REPORT BY CARD TYPE-RUN DAILY

(MUST HAVE THE LAST TWO DAYS OF THE MONTH)

**STAT INFO****PLEASE ENTER NUMBERS HERE**

1. ENDING FOOD DOLLARS (FOOD & CONDIMENTS)		
2. ENDING PAPER DOLLARS		
3. ENDING HAPPY MEALS (#LEFT)		
4. NON PRODUCT SALES ( PLATES, TOYS, ETC. \$ AMOUNT)		
5. HAPPY MEALS SOLD (#)		
6. PROMO DOLLARS (RAW & COMPLETED )		
7. EMPLOYEE MEALS		

**ATTENTION ALL MANAGERS**

PLEASE FILL OUT THIS SHEET AND SEND IT TO THE OFFICE WITH THE NEEDED REPORTS  
ALL M&M BILLS SHOULD BE BROUGHT TO THE OFFICE ON A WEEKLY BASIS

IF YOU HAVE A TRUCK AT THE END OF THE MONTH PLEASE FAX THE BILL

THANK YOU

# SAFE AUDIT

STORE # \_\_\_\_\_ MONTH \_\_\_\_\_

CASH IN SAFE	= \$ _____
# OF CASH DRAWERS @ \$ _____	= \$ _____
CHANGE DRAWER	= \$ _____
M&R	= \$ _____
OUTSIDE SERVICES	= \$ _____
OPERATING SUPPLIES	= \$ _____
OFFICE SUPPLIES	= \$ _____
FOOD	= \$ _____
LSM	= \$ _____
GC REDEEMED	= \$ _____
LINENS	= \$ _____
TOTAL	= \$ _____
AMOUNT REQ	= \$ _____
DIFFERENCE	= \$ _____

DATE OF LAST SAFE COMINATION CHANGE

DATE OF LAST STORE KEY CHANGE