



# Meal Ticket Training

## 2014 – 2015

# What's the Goal?

... NOT BE SHORT CASH AFTER RECONCILIATION !!!

- The general process
  - Collect payments
  - Give colored tickets
  - Reconcile
  - Give deposit to Treasurer

# THE WORKING PARTS

1. Many different ticket colors
2. Polio Plus collection box
3. Discount Ticket packages
4. Credit card processing
5. Reconciliation process

# Collecting Money

- Verify \$200 cash in register to start
- Tickets can be paid for with cash, check or credit card
- Accept Visa, MC and Discover - **NOT** American Express
- Collect \$18 for a regular lunch ticket
- Collect \$5 for a non-eater ticket
- Red Apple have been pre-paid.
- Discount Tickets have been pre-paid.. Check expiration date on back of ticket. Not valid if expired...no exceptions.
- Complimentary Lunches are free. “Comp Lunches” for certain people are listed on sheet provided each week. Check off.
- Be accurate in giving change!!
- Leave \$200 cash in register for next week.

# Tickets

- Verify starting ticket numbers on computer
- **Blue Tickets** are given to a full meal eater and complimentary guest (must be on list).
- White tickets are for non-eaters.
- **Red tickets** are for Red Apple ticket holders.
- **Yellow tickets** are for Discount Ticket holders.
- Record ending ticket numbers on computer
- Be accurate giving out the right number and color of tickets which can effect your reconciliation!
- Walk-in and Discount tickets can be thrown away after reconciliation is completed.

# Polio Plus Collection Box



- Members can put money in the collection box for Polio Plus.
- Count the Polio Plus money and record separately on the reconciliation sheet.
- Then ...combine all Polio Plus money in with the other cash to do the final Cash Count.

# Discount Ticket Packages

## General Information...

- Buy 10 tickets, get one free!
- Expire Six Months from date of purchase
- Sold the first Thursday of every month at the badge table before the luncheon and at the club office anytime.
- Cost - \$180
- Sold at separate location with separate reconciliation



# Discount Ticket Packages

## How to sell them...

- Verify \$100 in cash register at start
- Adjust date stamp before selling each time (expire 6 months from date of purchase)
- Collect payment – cash, check, or credit card.
- Stamp the back of tickets sold with the expiration date.
- Complete a reconciliation form at end.
- Give the credit card amount to meal ticket people.
- Give the deposit in sealed envelope to Treasurer.
- Leave the satchel at the other Meal Ticket table.



# Credit Card Processing

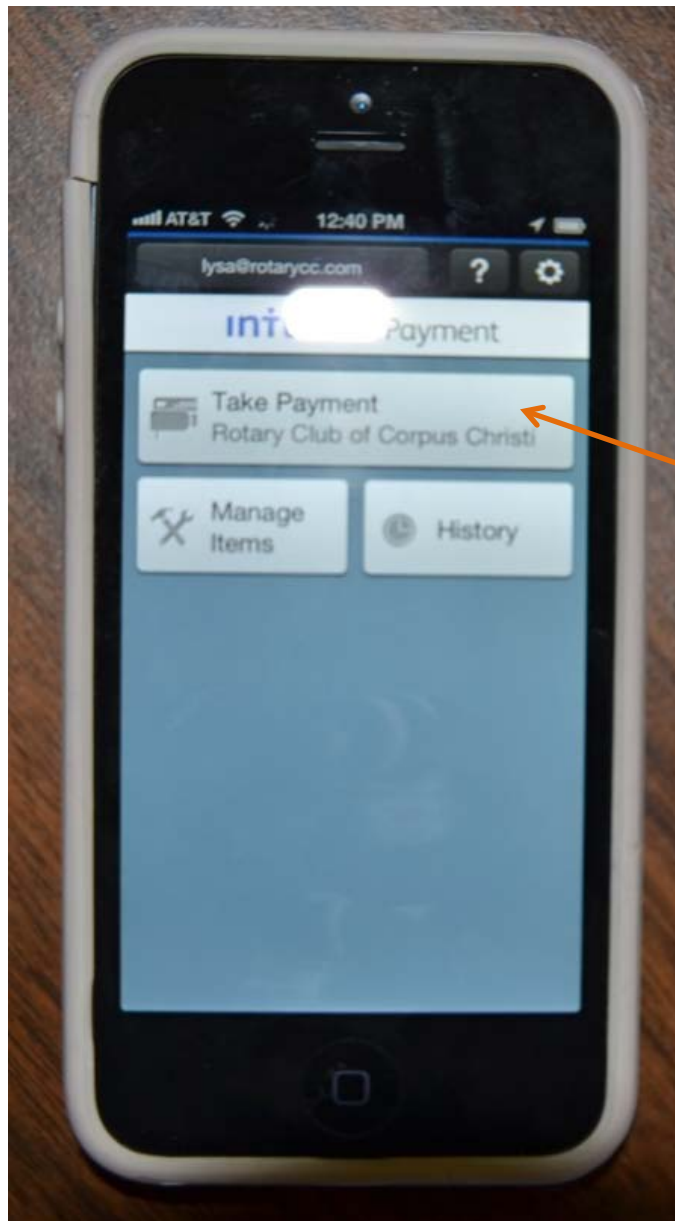
## General information...

- We accept only Visa, MasterCard and Discover Card.
- Currently Lysa Chapman (ED), Jim Villaume (Treasurer) and Tim Stephens (President Nominee) have the app on their phones.
- Lysa's phone will be used at the meal ticket table.
- Treasurer's phone will be used to sell the Discount Ticket packages.
- If Lysa's phone rings or she gets an important text, please hit IGNORE and then let her know. Sometimes people call right before the luncheon with important information regarding the luncheon (e.g., speaker is running late, volunteer can't make it, etc.)

# Credit Card Processing



Find the GoPayment App



Click on Take Payment

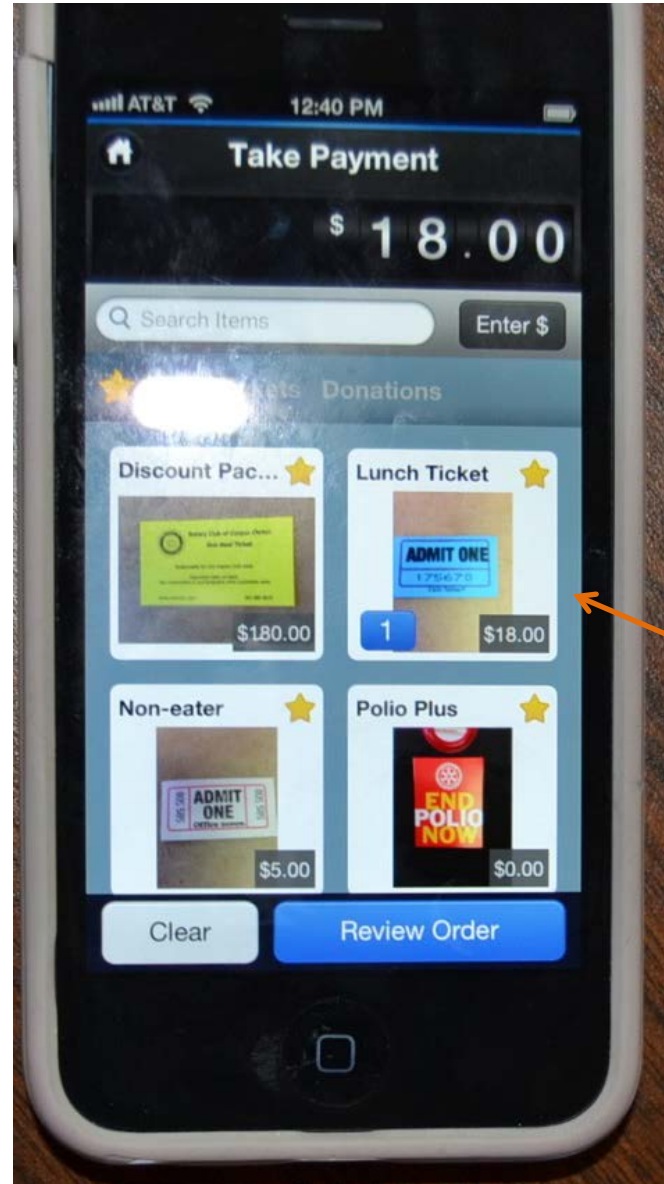
NOTE: Make sure the VOLUME is turned up all the way on the phone or it won't work

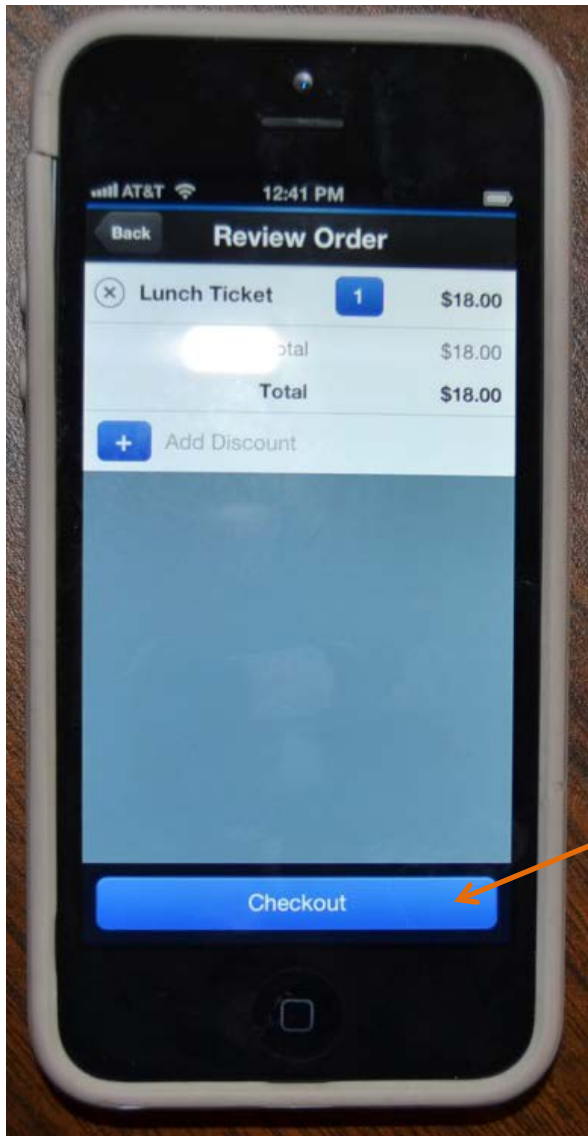
Select the type of payment

NOTES:

- Paying for multiple tickets on one order can be done in one transaction.

- Then Click at bottom “Review or View Order”



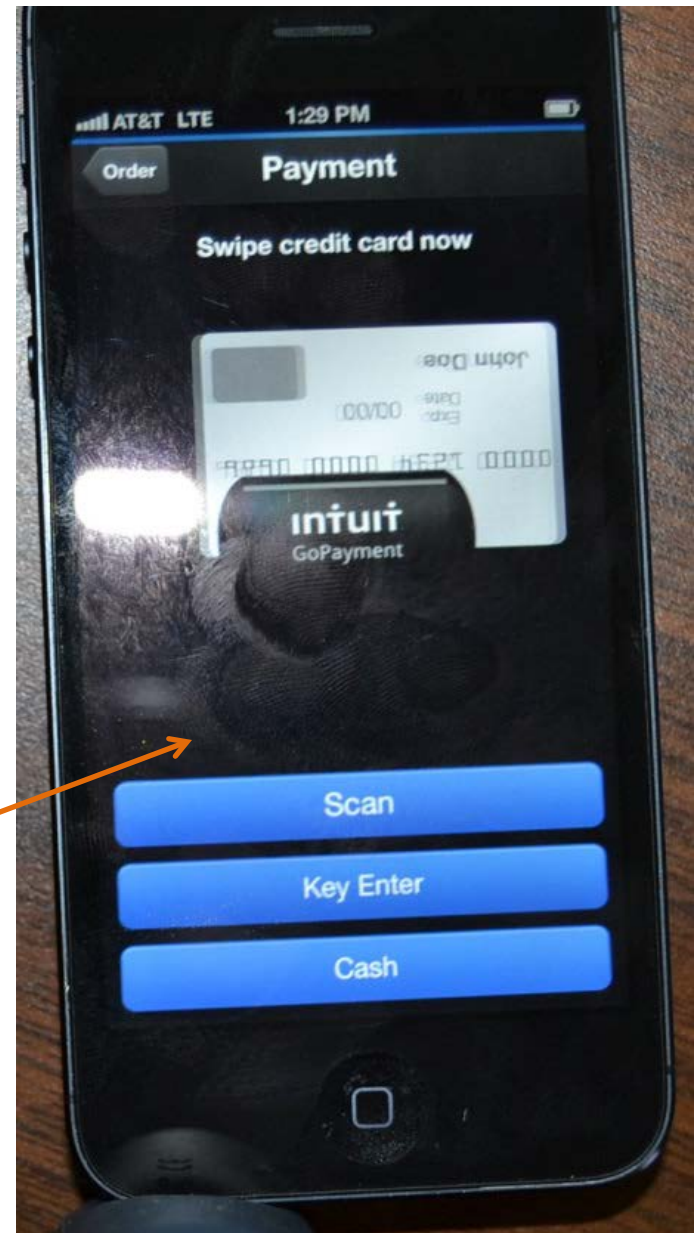


After you review  
the order, click  
on Checkout

Hopefully at this point it will recognize the card reader. If so, swipe the card with the magnetic strip facing you.

If card reader is not working, manually record the credit card numbers on the sheet in the briefcase.

NOTE: the I-Phone can be turned around so the card reader is at the top or bottom.





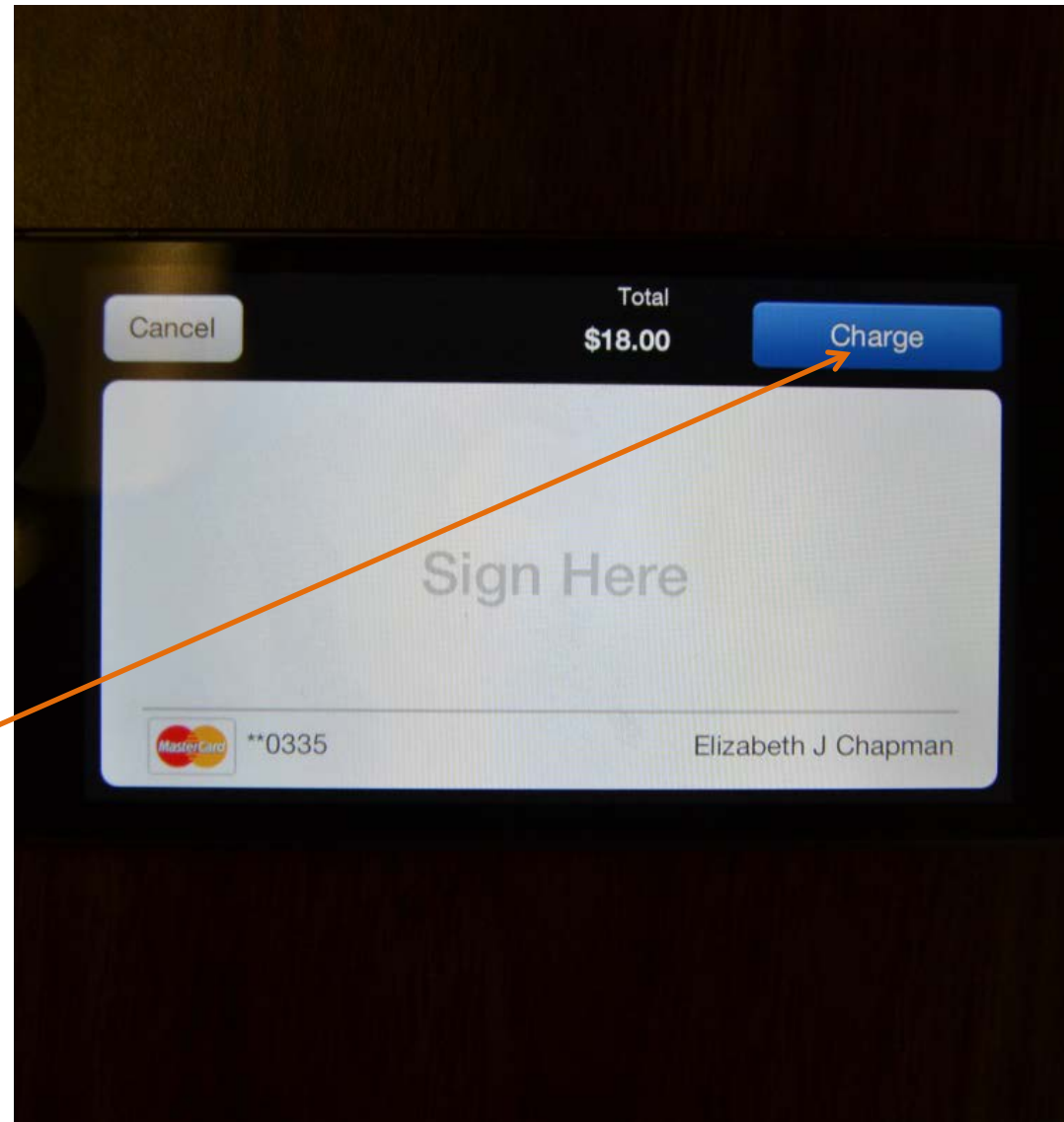
## NOTES:

- Make sure there is good contact between the phone and the card reader. The card reader should be plugged in and parallel to the bottom of the phone.
- If the card reader is at the bottom of the phone, as you look at the card the magnetic strip should be at the top facing you
- Make sure your hand doesn't get in the way of swiping

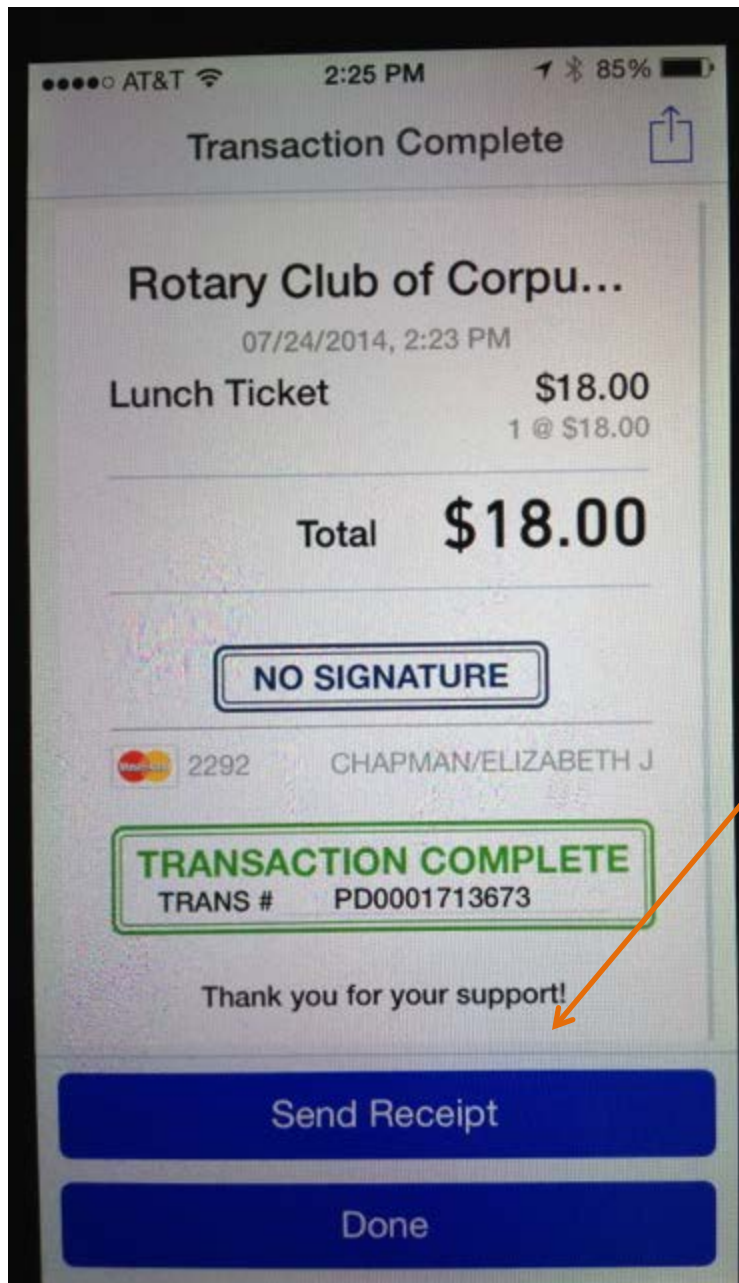


People can sign here using their finger but sometimes in the interest of time, you can skip this section.

Hit Charge.







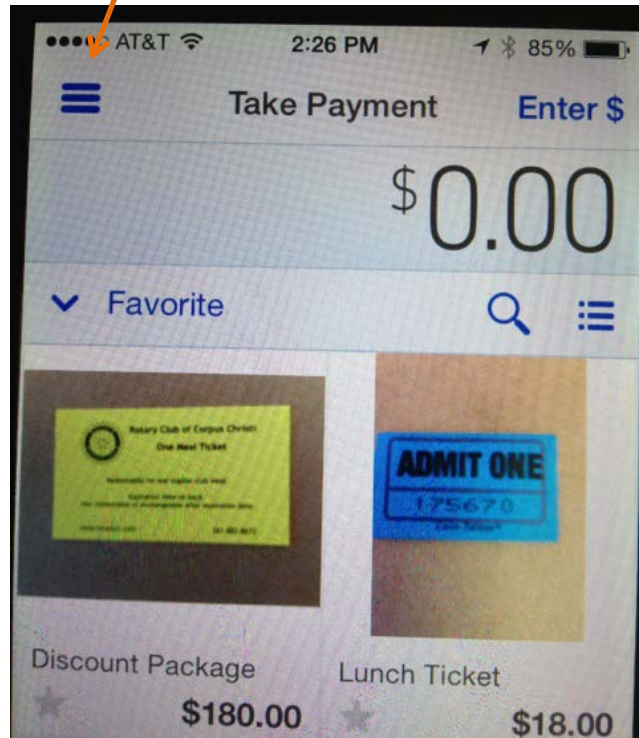
You can send a receipt if someone needs one from here.

If they want an electronic receipt, try to send it to their cell phone # instead of email (less time to type) although their email is probably in Lysa's phone list. Just start typing their email and select it.

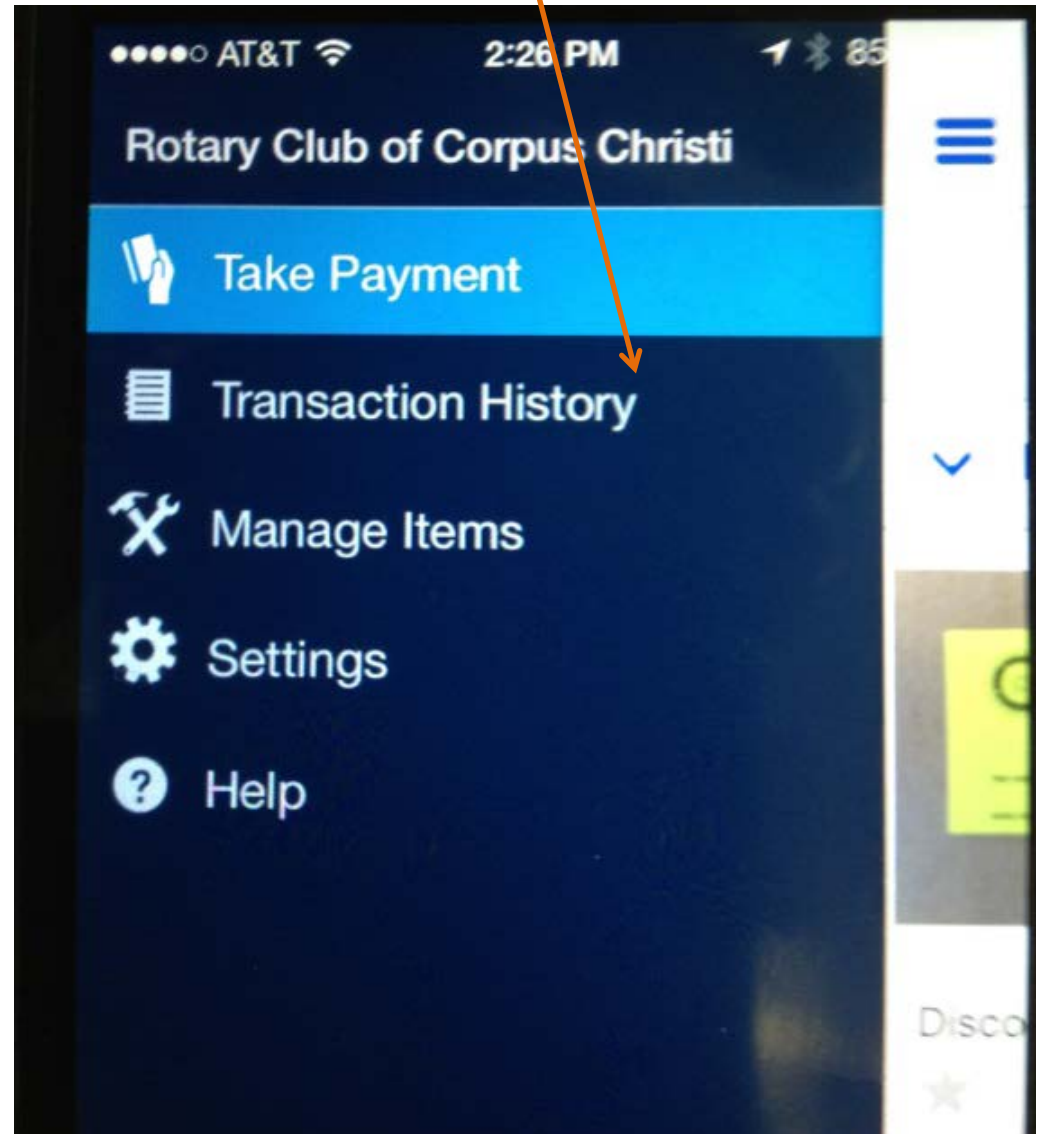
You can always fill out a manual receipt voucher if needed.

Hit Done.

At the end of day, go to the Home screen.



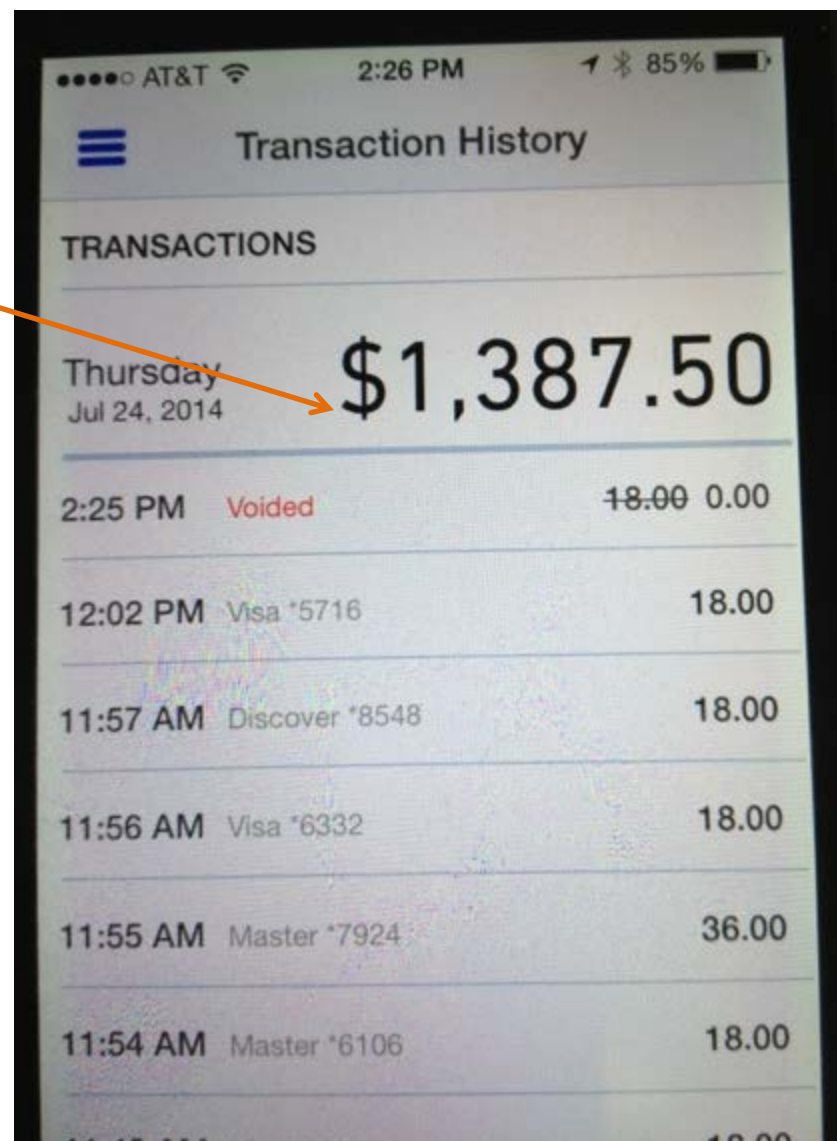
Then hit the Transaction History button.



The total for the day is in bold numbers next to today's date.

NOTE: If it is on a day when we are selling the Discount Packages, it will show a combined total for Discount Tickets. There may also be dues paid, foundation contributions, in the history...

For your Reconciliation, note the Total Amount sold as well as count the number of individual lunch tickets you sold by credit card.

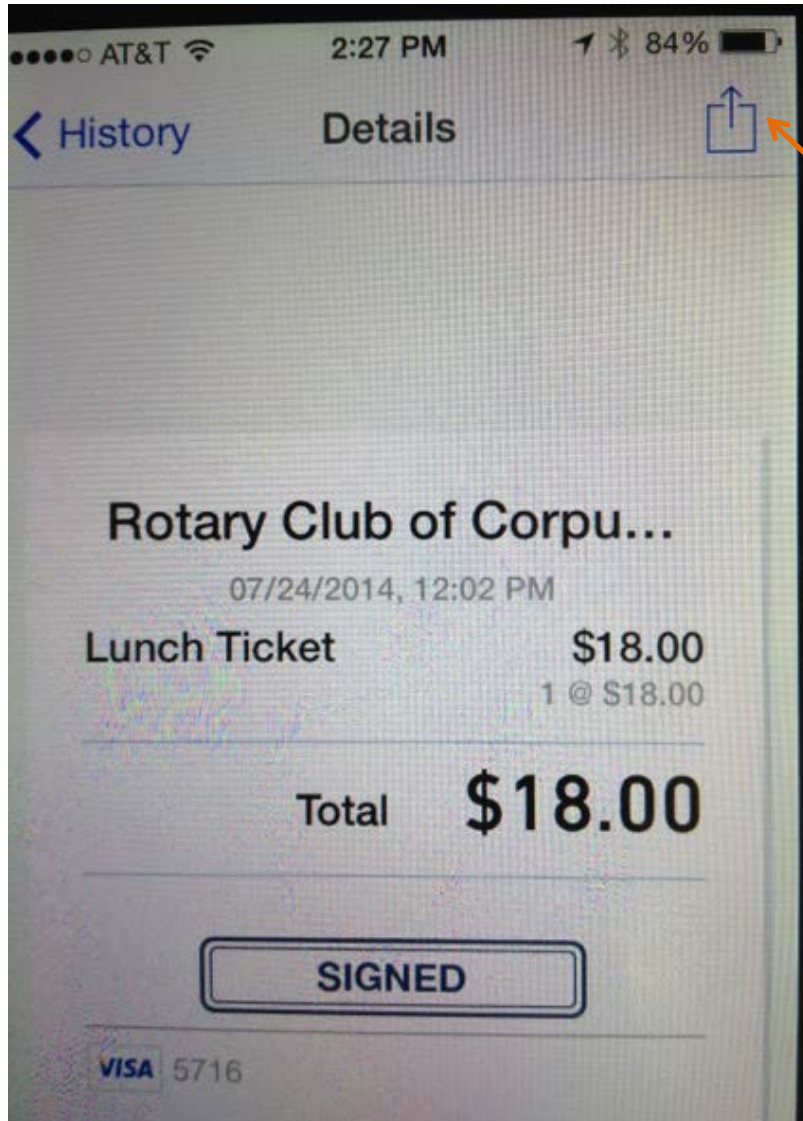


Transaction History

TRANSACTIONS

Thursday Jul 24, 2014 **\$1,387.50**

2:25 PM	Voided	18.00	0.00
12:02 PM	Visa *5716	18.00	
11:57 AM	Discover *8548	18.00	
11:56 AM	Visa *6332	18.00	
11:55 AM	Master *7924	36.00	
11:54 AM	Master *6106	18.00	
11:40 AM	Visa *1234	18.00	

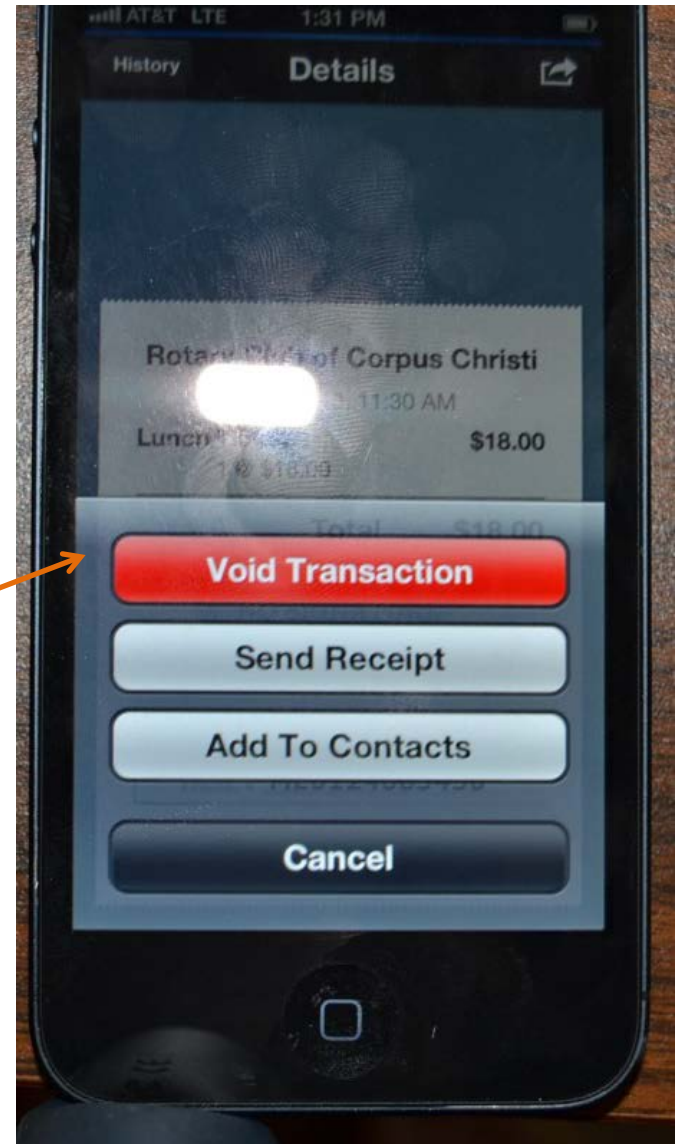


To void a transaction:

Click on the transaction from the HISTORY PAGE (where the last 4 digits of the card appears)

Then click on the Forward icon at the top right. (Looks like a box with an arrow going out of it).





Then click on Void Transaction



# Reconciliation

## General Information....

- The luncheon reconciliation sheet is on the mini laptop.
- There will be hard blank copies of reconciliation sheet in briefcase for your use, if necessary.
- *Access code to turn on screen is on computer.*

# Luncheon Ticket Reconciliation Sheet

- First thing is to fill in ticket seller's names and you should have counted the initial cash in the register before starting to confirm the cash amount.
- Confirm the starting numbers for different ticket colors before starting. Record the ending numbers.
- Record the Polio Plus contributions separately ....then you can combine that cash with all the other cash to complete the Cash Count.
- Disregard on the left... "Total Number of Eaters"...Lysa needs that to reconcile with the caterers
- Record the Cash Count for the Cash To Deposit
- Record number of checks and the total amount collected.
- Stamp the back of each check for deposit
- Record the Total Credit Card amount from the app program
- ONLY on the first of each month, you will have to record the total Discount Packages books sold at the other table. (\$180 per book). Otherwise, fill in zero.
- The two Yellow boxes should match if you reconcile. If not, reconcile by verifying again inputs of ticket end numbers, cash bills, recordation of Polio Plus cash, total check amount and credit card purchases.. Especially if first of month when Discount Ticket packages are sold.
- If it doesn't balance.... Leave as is.
- Remember to leave \$200 cash in the pouch for next week.

ROTARY CLUB OF CORPUS CHRISTI LUNCHEON RECONCILIATION			
Luncheon Date	7/17/2014		
Ticket Sellers Names			
\$200 Initial Cash Confirmed	(Initial Here)		
\$200 Ending Cash Confirmed	(Initial Here)		
<b>PREPAID MEALS</b>			
RED APPLES	Ending Number	(Use ticket # on roll.)	
RED TICKETS	Less Beginning Number	672783	
	Total Red Apple Tickets Issued	-672783	
<b>DISCOUNT TICKETS</b>			
YELLOW TICKETS	Ending Number	(Use ticket # on roll.)	
	Less Beginning Number	201226	
	Total Yellow Tickets Issued	-201226	
<b>PURCHASED TICKETS</b>			
MEAL TICKETS	Ending Number	(Use ticket # on roll.)	
BLUE TICKETS	Less Beginning Number	906406	
	Total Tickets Sold	-906406	
	Less Complimentary Tickets		
	Paid Tickets Sold	-906406 X \$18.00 =	(\$16,315,308)
<b>NON EATERS</b>			
WHITE TICKETS	Ending Number	(Use ticket # on roll.)	
	Less Beginning Number	806107	
	Total Non-Eater Tickets Sold	-806107 X \$5.00 =	(\$4,030,535)
Total Number of Eaters	Total Ticket Sales		(\$20,345,843)
-1780415	POLIO PLUS Contributions		
for office purposes			
		<b>TOTAL INCOME</b>	(\$20,345,843)
<b>ADD: Polio \$ in Cash Count</b>			
<b>Cash Count</b>			
	of \$100	\$0.00	
	of \$50	\$0.00	
	of \$20	\$0.00	
	of \$10	\$0.00	
	of \$5	\$0.00	
	of \$1	\$0.00	
ADD: total coins			
Total Cash		0	
Less Starter Cash		(\$200.00)	
CASH TO DEPOSIT		(\$200.00)	
CHECKS TO DEPOSIT			

# Luncheon Ticket Reconciliation Sheet Cont.

## NOTES:

- Fill out Deposit slip with cash amount and check amount... initial deposit slip and seal all in white envelope to be given to Treasurer.
- Save the worksheet on the computer... hit "Save" .... DO NOT HIT "SAVE AS"
- Leave the Computer turned ON at the desk so Lysa can reconcile with the caterers. Put everything else back into the briefcase and leave at desk.

10	# cks	\$180.00	
<b>TOTAL BANK DEPOSIT</b>		<b>\$480.00</b>	
<b>TOTAL CREDIT CARD AMT.</b>		<b>\$540.00</b>	( Go to: Transaction History for Total Amount)
Less Other Charges		\$360.00	(Ticket books, dues, donations, etc. recorded today)
Meal Credit Card Amt.		\$180.00	
<b>TOTAL INCOME</b>		<b>\$660.00</b>	(Bank deposit + Credit Card)

**NOTES:**

1. The **YELLOW** TOTAL INCOME boxes should match. Reconcile by verifying inputs, re-counting cash, checking Credit Card amount and checks. If won't balance after checking, leave as is.
2. Stamp all checks for deposit
3. Ticket Sellers should initial Deposit Slip and seal in envelope.
4. Seal deposit envelope and give to treasurer in person. Jim Villaume
5. Save this worksheet on the computer go to File, hit "Save"... DO NOT "Save As"
6. Leave the computer turned ON at desk. Put everything else back into briefcase. Leave at desk.



# DISCOUNT TICKET PACKET RECONCILIATION

- The process of reconciling is very similar. Since you will not have a computer to do so, do it manually on the sheet.
- On reconciling the credit card deposit, make sure you don't add in the tickets being sold at the luncheon ticket table which will show on the Transaction History on the I-phone.
- Return this handwritten reconciliation sheet along with all materials in the satchel to the luncheon ticket table.
- Follow the NOTES at the bottom of the reconciliation sheet
- Do Not Include this reconciliation sheet in the deposit envelope... leave in satchel with \$100 cash.

# DISCOUNT TICKET RECONCILIATION SHEET

ROTARY CLUB OF CORPUS CHRISTI DISCOUNT PACKAGES RECONCILIATION		
DATE	<input style="width: 100%;" type="text"/>	
Ticket Seller's Name	<input style="width: 100%;" type="text"/>	
\$100 Initial Cash Confirmed	<input style="width: 100%;" type="text"/>	(Initial Here)
\$100 Ending Cash Confirmed	<input style="width: 100%;" type="text"/>	(Initial Here)
DISCOUNT TICKET PACKAGES		
Ending Number	<input style="width: 100%;" type="text"/> (Use beginning ticket # on next package)	
Less Beginning Number	<input style="width: 100%; text-align: center;" type="text" value="111"/>	
# of tickets sold	<input style="width: 100%;" type="text"/>	
# of packages sold	<input style="width: 100%;" type="text"/> (# of tickets sold/11)	
Package Amount	<input style="width: 100%; text-align: right;" type="text" value="\$180"/>	
Total Amount Sold	<input style="width: 100%; background-color: yellow;" type="text"/> (# of packages sold x amount)	
Cash Count		
<input style="width: 100%;" type="text"/>	of \$100	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	of \$50	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	of \$20	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	of \$10	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	of \$5	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	of \$1	<input style="width: 100%;" type="text"/>
Total of Coins	<input style="width: 100%; text-align: right;" type="text" value="\$"/>	
Total Cash	<input style="width: 100%;" type="text"/>	
Less Starter Cash in Drawer	<input style="width: 100%; text-align: right;" type="text" value="(\$100.00)"/>	
CASH TO DEPOSIT	<input style="width: 100%;" type="text"/>	
# <input style="width: 100%;" type="text"/> of Checks =	<input style="width: 100%;" type="text"/>	
TOTAL BANK DEPOSIT	<input style="width: 100%;" type="text"/> (Cash + Checks to deposit)	
CREDIT CARD DEPOSIT	<input style="width: 100%;" type="text"/> (Discount Tickets Only amount)	
TOTAL INCOME FOR TODAY	<input style="width: 100%; background-color: yellow;" type="text"/> (Total Bank Deposit + Credit Card Deposit)	
NOTES:	1. Stamp all checks for deposit. 2. Fill out Deposit Slip with cash and checks being deposited. Initial deposit slip. 3. Put Deposit into white envelope and give to Treasurer. Jim Villaume 4. This sheet is left in cash box which is returned with sachel to Ticket Table.	

# Concluding Remarks

Any problems...

- When in doubt, default to the old, manual way or find Lysa or Treasurer to help
- We'll have a print out of these instructions at the table

Any suggestions are always welcome!

Thank you for your commitment to  
Service Above Self!

