

WEEKLY REPORT OF TRUSTEES

WEEK ENDING _____, 20____ MEETING DATE _____, 20____ AERIE NO. _____

	Beer	Whisky etc.	Food Sales	Soft Drinks & Snacks	Miscell.	TOTAL
1. SALES FOR THE WEEK						

OTHER BUFFET & SOCIAL ROOM INCOME

- MISCELLANEOUS (describe and list separately).....\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
2. Total Other Buffet and Social Room income.....\$ _____
 2.A Total Buffet and Social Room income (add Line 1 and Line 2\$ _____

DIRECT EXPENSES THIS WEEK

3. Salaries (show salaries in gross amount)2\$ _____
 4. Equipment Purchases and Repairs\$ _____
 5. Entertainment Costs.....\$ _____
 6. Mortgage, Utilities, Licenses, Insurance, etc. (Prorated).....\$ _____
 7. Maintenance & Janitorial..s, Insurance, etc. (Prorated).....\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
8. Total Direct Expenses For This Week.....\$ _____

BUFFET CASH REGISTER AND CASH ACCOUNT

9. Total Receipts This Week (Line 2A).....\$ _____
 10. Cash and Cheques.....\$ _____
 11. Paid -Out Vouchers.....\$ _____
 12. Total Turnover from Buffet and Other Social Room Income.....\$ _____
 13. Over or Short (compare Line 9 with Line 112).....\$ _____
 14. Amount of Petty Cash on hand (Buffet and Trustees) as of this date.....\$ _____

TOTAL TURNOVER TO SECRETARY SHOULD BE THE AMOUNT SHOWN ON LINE 12

We the undersigned hereby certify that the foregoing account is true and correct and represents all the receipts coming into our custody in all the Social and Buffet rooms operation for the WEEK ENDING _____, 20__

Trustee
 _____ Trustee
 _____ Trustee
 _____ Trustee

Trustee
 _____ Trustee
 _____ Steward

Received from Trustees for the WEEK ENDING _____, 20__ as above described, the sum of

\$ _____ for which I have issued Miscellaneous Receipt No(s). _____ Aerie Secretary _____

~ One copy of this report is to be filed with the Aerie Secretary, with a duplicate copy to be retained by the Aerie Trustees. ~