

**New York State Department of Agriculture and Markets
Division of the NY State Fair**

Permanent Restaurants – Cash Operations

Revised March 2014

Under your contract, you are required to account for all of your sales. The approved method for accountability is the use of a cash register. All points of sale must have a cash register. Prior to operations you must provide the Fair with a product price list. It should be noted if these are pretax prices or if sales tax is included in the price.

Gross sales are defined as revenue from sales after the deduction of sales tax. Sales tax, if included in the prices, must be deducted from total sales by dividing total sales by 1.08% (based on current sales tax rate). The resulting amount is then multiplied by the percentage rate to determine the amount payable to the Fair.

Food vendors must complete a "Percentage Restaurant Summary of Daily Sales Report" on a daily basis (see attached). At the conclusion of the event; the daily sales report must be summarized on the "Percentage Restaurant Summary Report" (also attached). To assist with the computation of the percentages due, sales totals must separately list sales of food/non-alcoholic beverage, and beer. If wine or liquor sales are permitted under your contract, those sales must also be reported separately. Required back-up documentation should be attached to the report and discrepancies, if any, explained on the report.

All restaurants should have written cash operation procedures and practice separation of duties to assure effective internal controls. A copy of your operational procedures must be provided to the Fair for review prior to commencing operations. Examples of effective controls and procedures include: restaurant management should balance out and reconcile cashiers at the end of each shift, supervisors should verify and approve any over-rings or voids, and management should document that staff has been trained on proper cash operation procedures in accordance with the terms of the contract. The State Fair may at its discretion request that restaurants prepare or provide additional cash operation reports.

To be prepared for cash audits by State Fair personnel, each register must contain a signed receipt detailing the starting bank that is dated and signed by both the register operator and manager/supervisor. Starting banks should be consistent for each point of sale and should be standard for each event. In the event that change is needed, the register operator is to "buy" change from the manager/supervisor. Each cash pickup from the register by the manager/supervisor must include a signed receipt for the amount of the pickup. The receipt must be kept in the register.

If the Fair observes that sales are not being rung as required or any other activities that would defraud the contractor or State Fair of revenue, the contractor will be issued a written contract violation notice. There will be no financial penalty for the first written violation, but for every subsequent written violation notice, the State Fair Director has the option of imposing a penalty of \$100.00. After four (4) written violation notices within a year, the contract will be subject to termination.

Cash Register Requirements and Functions

Cash registers must be electronic or a Point of Sale (POS) register. Each point of sale in the restaurant must have a cash register. It is recommended that restaurants have available an additional cash register in case one malfunctions. The make and serial number of all cash registers must be provided to the Fair's Fiscal Management Division prior to operation. The beginning grand total and "z" numbers must be provided.

- A single register should have the ability for multiple operators.
- The cash register must be PCI compliant. Registers should have multiple payment keys – cash/credit/check. The acceptance of sales by credit card is required.
- The register must have the capacity to program 50+ UPC/PLU items. Each register must have multiple department keys to be able to account for different % rates. Each department/key must be defined and a list provided to the Fair (for example, department #1 = alcohol sales, Item #1 = top shelf, Item # 2 = wine, Item # 3 = beer).
- Manually totaling separate items and entering one grand total sale is not permitted, each item must be rung individually.
- The LCD grand total display should be clearly visible to the customer that shows the amount(s) rung and charged, and have the ability to print a receipt for customers if requested.
- Funds should not be comingled between registers or drawers.
- There must be a compulsory drawer closed function that prevents operation of the register if the drawer is open.
- A register must have more than one (1) cash drawer to give the Fair the ability to conduct a cash count by removing a drawer and replace it with the second so that sales can continue.
- Registers should be capable of running a continuous grand total of sales since operation commenced. There should be no ability for this number to be reset to zero or adjusted to any other number.
- Registers must be able to produce summary reports that show departments and item sales totals. All reports must include date and time. Report must indicate whether an entry is a sub-total or final total.
- The Journal Printer should be high speed. A journal tape of all transactions must be maintained. Register tapes must be legible, i.e. there should be no faint tapes due to

lack of ink. Submission of the continuous journal tape is not required, but may be requested.

- Registers should be maintained in good working order. Necessary updates to programs and prices should be made regularly.
- Registers should be capable of providing a report on over-rings/voids.
- Any corrections for over-rings, voids or refunds should be made through the cash register. The journal tape should be marked to indicate that corrective action has been taken.
- Employees should prepare a void transaction adjustment slip for any over-rings or voids. The adjustments must be authorized or conducted by a manager/supervisor or an employee other than the cashier.
- Cash register daily summary tapes must be labeled and attached to the Fair's "Percentage Restaurant Summary of Daily Sales Reports".
- Reports and payment must be completed according to the terms of the contract.
- Any time the departments or item keys are updated or changed, the Fair's Fiscal Management Department must receive an updated list.

PERCENTAGE RESTAURANT SUMMARY OF DAILY SALES REPORT

RESTAURANT NAME _____ CONTACT NAME _____

EVENT: _____ DATE OF EVENT _____

Register/Stand: _____ Food & Beverage Gross: _____

Beer Gross: _____

Register/Stand: _____ Food & Beverage Gross: _____

Beer Gross: _____

Register/Stand: _____ Food & Beverage Gross: _____

Beer Gross: _____

Register/Stand: _____ Food & Beverage Gross: _____

Beer Gross: _____

GRAND TOTAL SALES _____

FOOD/BEVERAGE GROSS _____ **BEER GROSS** _____

LESS: SALES TAX _____ LESS: SALES TAX _____

GROSS AFTER SALES TAX _____ GROSS AFTER TAX _____

Food % due to NYSF _____ **Beer % due to NYSF** _____

GRAND TOTAL DUE

REPORT PREPARED BY: _____ **PHONE #** _____

VENDOR VERIFICATION: The above information has been prepared and verified and is to the best of my knowledge, complete and accurate.

DATE: _____

VENDOR'S SIGNATURE

Sales Tax is computed by dividing the amount of gross sales by 1.08. The current NYS Sales Tax fee is 8%.

Please include cash register sales reports and/or cash register tapes with this summary. If any sales reports or register tapes are unavailable, please indicate below why the documents are unavailable.

Explanation: _____

Office Use Only

Invoice the vendor's account for the following:

Food % _____ Beer % _____ Catering% _____ Vending % _____

PERCENTAGE RESTAURANT EVENT SUMMARY

RESTAURANT NAME _____ **CONTACT NAME** _____

EVENT: _____ **DATE OF EVENT** _____

GRAND TOTAL:

FOOD/BEVERAGE GROSS _____ **BEER GROSS** _____

LESS: SALES TAX _____ **LESS: SALES TAX** _____

GROSS AFTER SALES TAX _____ **GROSS AFTER TAX** _____

Food % due to NYSF _____ **Beer % due to NYSF** _____

GRAND TOTAL DUE _____

REPORT PREPARED BY: _____ **PHONE #** _____

E-Mail Address: _____

VENDOR VERIFICATION: The above information has been prepared and verified by me, and is to the best of my knowledge, complete and accurate.

DATE: _____ **VENDOR'S SIGNATURE** _____

Please include cash register sales reports and/or cash register tapes with this summary. If any sales reports or register tapes are unavailable, please indicate below why the documents are unavailable.

Explanation: _____

Office Use Only

Invoice the vendor's account for the following:

Food % _____ Beer % _____ Catering% _____ Vending % _____