



## **Newry Rugby Football Club Ltd**

### **Bar Procedures**

1. The incoming Bar Captain will accept the float , check that the float monies are as entered in the Bar Register Book and establish that there is adequate small change to meet the foreseen needs.
2. The Bar Captain will ensure that all personnel who serve behind the bar are trained in both the dispensing of beverages , washing of glasses , tapping kegs and the operation of the cash register.
3. All bar staff will operate the cash register in a manner that ensures each item sold is registered by using the appropriate key. For example the sale of a pint of beer , vodka and a packet of crisps will require that all 3 items are entered using the 3 appropriate till keys. Such practice will provide consistency of pricing and most importantly accommodate the accurate reconciliation of takings to stock movement. There should be no deviation from the published price list.
4. Where there are monies entered in the till from sources other than the bar then a record of these must be entered in the Bar Register Book with an appropriate explanatory note.. Such monies will include Subs , Raffles , Kitchen Sales etc
5. All purchases for the bar must be through the person nominated with the responsibility for stocking the bar.( Stock Keeper ) Where this is impractical (due say to an unforeseen need ) then the purchased item and it's cost must be entered in the Bar Register Book. The receipt for such items should be left in the till so that accurate reconciliation of takings to stock movement is achieved.
6. In the circumstances of a purchase for bar stock not being undertaken by the (Stock Keeper) then the Bar Captain is authorised , upon provision of a receipt , to reimburse the person involved. Such a reimbursement must be entered in the Bar Register Book.
7. Under no circumstances may an I.O.U. be issued from the till.
8. It is good practice that a minimum of cash be held on the premises. As such at times when the bar is busy it may be felt necessary to remove money from the till and place this into the safe keeping of an officer from the board. Ideally this is someone who is leaving the premises prior to closing time. If this occurs then details of the amount and the person involved must be entered in the Bar Register Book.
9. At the conclusion of the period of time that he/she is responsible for the outgoing Bar Captain individual Bar Captain will ensure the accurate completion of the Bar Register Book and make the appropriate arrangements for both the handing over of the float to the incoming Bar Captain and the banking of monies.

10. A sample sheet from the Bar Registration book is shown overleaf.

Draft 26<sup>th</sup> Oct 2015

## Newry Rugby Football Club Ltd

### Date

From 10<sup>th</sup> May To 15 May Bar Captain. Joe Bloggs

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### Monies In

### Monies Out

Incoming Float £250

Bt Vodka £15

Bar Takings £1100

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### Other Incomes

Kitchen Takings -----

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Raffles £50

Others None

A) Total Monies in £1400

B) Total Monies Out £15

C) Nett Total (A-B) £1385

D) Float to  
Incoming £200

E) Money To Bank (C-D) £1185

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