

**MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD
AT LIQUOR STORE
JANUARY 6, 2015
6:15 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
- III. NEW BUSINESS
 - A. January Promotions
- IV. OLD BUSINESS
 - A. Sales & Purchasing - Report (page 1)
 - B. Wine Club – Report
 - C. Employee Manual - Update
 - D. MMBA – Report
 - E. Staffing – Update
 - F. Providing Community Worth
 - G. 2014 Audit
- V. INFORMATIONAL
- VI. ADJOURN

*****Please contact Bill Ludwig at 320-243-3374 or at liquor@paynesvillemn.com if you can't attend the meeting.*****

**Voting Members: Jeff Thompson, Jennifer Welling, Steve Vaske, Sue Hecht, and Reed Ringstad.
Advisory Member: Bill Ludwig**

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Municipal Off-Sale Retail Liquor Board. This document does not claim to be complete and is subject to change. **BARRIER FREE:** All Paynesville Civic Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

Consolidated Z Report

For batches closed between 11/1/2014 and 12/1/2014

Number of Registers 2 All Regs Closed? FALSE
 Number of Batches 58 EDC Closed? TRUE

*Entire
 Month of
 Nov 2014*

Cash In		Misc.		Department Sales			
Opening Total	\$38,400.00	Total Sales	\$92,780.65	<u>Department Name</u>	<u>Cost</u>	<u>Sales</u>	<u>% of Sales</u>
Sales	\$93,152.51	Total Tended	\$118,283.44	Beer	\$34,728.98	\$43,913.21	47.33 %
Neg. Transactions	(\$371.86)	Total Change	(\$17,270.72)	Club	\$0.00	\$248.00	0.27 %
Tax	\$8,232.07	Over / Short	(\$21.46)	Energy Drinks	\$50.73	\$77.41	0.08 %
Shipping	\$0.00	Cost of Goods	\$71,956.48	Gift Card Sales	\$0.00	\$90.00	0.10 %
Debit Surcharge	\$0.00	Profit	\$20,824.17	Ice and Water	\$98.38	\$199.96	0.22 %
Cash Back Fee	\$0.00	Commission	\$0.00	Liquor	\$20,091.81	\$26,035.25	28.06 %
Paid on Layaway	\$0.00	Discounts	\$3,049.59	Lott Scr Payout	\$0.00	(\$361.00)	-0.39 %
Paid to Account	\$0.00	Discount Quantity	1467	Lottery Scratch Tickets	\$808.92	\$856.00	0.92 %
Deposit Made	\$0.00	Product Count	8813	Misc	\$1,242.31	\$1,681.83	1.81 %
Total	\$139,412.72	Not Scanned	0	Online Lotto	\$573.61	\$607.00	0.65 %
		Transaction Count	4376	Online Lotto Payout	(\$38.00)	(\$40.00)	-0.04 %
		Avg. Transaction	\$21.25	Pop	\$339.36	\$465.81	0.50 %
		Largest Transaction	\$248.33	Tobacco	\$3,954.86	\$4,474.00	4.82 %
		No Sales	196	Wine	\$10,105.52	\$14,533.18	15.66 %
		Cancel Transaction	29				
		Item Corrections	70				
		Returns (10)	\$145.57				
		Post Voids (5)	\$195.78				
		Neg. Dollar Items	(\$401.00)				
		Manual Inventory Adjustments	\$0.00				
		Unique Customers	0				
		Trans w/ Customer	0				

Tender Information					Credit Card Detail		
<u>Tender Type</u>	<u>Open</u>	<u>Shift</u>	<u>Close</u>	<u>Over/Short</u>	<u>Card Name</u>	<u>Count</u>	<u>Amount</u>
Cash	\$38,400.00	\$43,512.89	\$81,894.43	(\$18.46)	Total		
Check	\$0.00	\$6,251.60	\$6,248.60	(\$3.00)			
Credit Card	\$0.00	\$51,118.50	\$51,118.50	\$0.00			
Gift Cards	\$0.00	\$80.00	\$80.00	\$0.00			
Offline Credit Card	\$0.00	\$49.73	\$49.73	\$0.00			
Totals	\$38,400.00	\$101,012.72	\$139,391.26	(\$21.46)			

*Balanced
 AE*

Discounts By Reason Code

<u>Reason code</u>	<u>Qty</u>	<u>Total</u>	<u>% Sales</u>	<u>Tax Name</u>	<u>Amount</u>
MMA promo	17	\$20.82	0.02 %	MN Liquor Tax	\$7,941.00
10% Press Football Ad	1	\$5.00	0.01 %	MN Sales Tax	\$291.07
15% Coupon	7	\$24.01	0.03 %	Total	\$8,232.07
15% Discount Craft Beer	8	\$17.77	0.02 %		
20% Discount off All	1	\$3.00	0.00 %		
Coded Beer	45	\$125.56	0.13 %		
Dally's 4 pk Disc	4	\$0.96	0.00 %		
Discontinued Item	73	\$367.79	0.39 %		
Quantity Discount	121	\$217.44	0.23 %		
Quantity Discounts	3	\$6.69	0.01 %		
Sale Price	742	\$1,614.00	1.73 %		
Senior Wednesday Discount	73	\$97.10	0.10 %		
Wine Bags 4 Bottles	83	\$89.80	0.10 %		
Wine Club	101	\$199.95	0.21 %		
Wine sale	41	\$98.60	0.11 %		
Wine Tuesday Discount	147	\$161.10	0.17 %		
Total	1467	\$3,049.59			

Tax Collected

Payout & Drop Detail

<u>Cashier</u>	<u>Payment To</u>	<u>Comment</u>	<u>Amount</u>	<u>Date/Time</u>	<u>Description</u>	<u>Amount</u>
					MN Liquor Tax	\$84,687.05
					MN Sales Tax	\$4,229.73
					Non Taxable	\$3,823.71
					Tax Exempt	\$10.99

Taxable Sales

Return Detail

<u>Cashier</u>	<u>Product description</u>	<u>Qty</u>	<u>Sold price</u>	<u>T #</u>	<u>Reg #</u>	<u>Date/Time</u>
Josh Mergen	Miller Gen Draft 24 pk cn	(1)	(\$19.99)	316415	2	11/14/2014 9:57:13 AM
Josh Mergen	Coors Light 24 pk cn	(1)	(\$19.99)	316941	2	11/17/2014 7:05:37 PM
Josh Mergen	UV Salty Carmel Apple	(1)	(\$10.79)	318823	2	11/29/2014 12:06:32 PM
Louis Baas	Golden Harvest Red 100 Tubes	(1)	(\$2.49)	315537	2	11/7/2014 2:49:53 PM
Louis Baas	Leine Berry Weiss 6 pk btl	(1)	(\$8.99)	315760	2	11/8/2014 12:19:21 PM
Louis Baas	Barefoot Pink Moscato 750ml	(1)	(\$6.99)	315798	2	11/8/2014 2:26:18 PM
Louis Baas	Golden Harvest Red 100 Tubes	(1)	(\$2.49)	318598	2	11/28/2014 2:34:00 PM
Wendie Johnson	Leine Shandy Sampler 12 pk cn	(1)	(\$12.99)	315658	2	11/7/2014 6:10:33 PM
William Ludwig	Schell's Seasonal 12 pk btl	(1)	(\$12.59)	314889	2	11/3/2014 11:39:04 AM
William Ludwig	Schell's Seasonal 12 pk btl	(1)	(\$12.59)	314889	2	11/3/2014 11:39:04 AM
William Ludwig	Schell's Seasonal 12 pk btl	(1)	(\$12.59)	314889	2	11/3/2014 11:39:04 AM
William Ludwig	Schell's Seasonal 12 pk btl	(1)	(\$12.59)	314889	2	11/3/2014 11:39:04 AM
William Ludwig	Mogan David Blackberry 1.5 L	(1)	(\$10.49)	318122	2	11/26/2014 10:16:41 AM
Total		(13)	(\$145.57)			

Post Voids Detail

<u>Cashier</u>	<u>Product description</u>	<u>Qty</u>	<u>Sold price</u>	<u>T #</u>	<u>Reg #</u>	<u>Date/Time</u>
Louis Baas	Phillips Vodka 750 ml	(1)	(\$7.99)	314680	2	11/1/2014 12:28:01 PM
Louis Baas	Wine Club	(8)	(\$55.00)	316402	2	11/13/2014 9:37:19 PM
William Ludwig	Schell's Seasonal 12 pk btl	(4)	(\$50.36)	314886	2	11/3/2014 11:33:47 AM
William Ludwig	Gallo Cafe Zin 1.5 Ltr	(2)	(\$17.98)	314886	2	11/3/2014 11:33:47 AM
William Ludwig	Gallo Cafe Zin 1.5 Ltr	(2)	(\$17.98)	314888	2	11/3/2014 11:37:37 AM
William Ludwig	Bud Light Mix-A-Rita 8oz 18pk	(1)	(\$12.99)	314888	2	11/3/2014 11:37:37 AM
William Ludwig	Sam Adams Seasonal 12pk	(1)	(\$13.49)	314888	2	11/3/2014 11:37:37 AM
William Ludwig	Miller Lite 24 pk cn	(1)	(\$19.99)	317082	2	11/19/2014 9:21:54 AM
Total		(20)	(\$195.78)			

Negative Item Detail

<u>Cashier</u>	<u>Product description</u>	<u>Qty</u>	<u>Sold price</u>	<u>T #</u>	<u>Reg #</u>	<u>Date/Time</u>
Ann Wendlandt	Online Lotto Payout	2.00	(\$2.00)	314841	2	11/1/2014 8:01:01 PM
Ann Wendlandt	Online Lotto Payout	2.00	(\$2.00)	314974	2	11/3/2014 6:10:11 PM
Ann Wendlandt	Scratch Off Payout	10.00	(\$10.00)	318957	1	11/29/2014 6:00:44 PM
April Mathies	Scratch Off Payout	30.00	(\$30.00)	315414	2	11/6/2014 7:27:49 PM
April Mathies	Online Lotto Payout	2.00	(\$2.00)	316064	2	11/11/2014 3:56:19 PM
April Mathies	Online Lotto Payout	1.00	(\$1.00)	316215	2	11/12/2014 4:58:34 PM
April Mathies	Scratch Off Payout	2.00	(\$2.00)	318928	2	11/29/2014 5:00:18 PM
Josh Mergen	Scratch Off Payout	10.00	(\$10.00)	315099	2	11/4/2014 5:22:31 PM
Josh Mergen	Scratch Off Payout	100.00	(\$100.00)	316161	2	11/12/2014 1:02:51 PM
Josh Mergen	Scratch Off Payout	1.00	(\$1.00)	316516	2	11/14/2014 3:52:48 PM
Josh Mergen	Online Lotto Payout	1.00	(\$1.00)	316520	2	11/14/2014 4:07:17 PM
Josh Mergen	Scratch Off Payout	7.00	(\$7.00)	316778	1	11/15/2014 5:01:22 PM
Josh Mergen	Scratch Off Payout	17.00	(\$17.00)	317144	2	11/19/2014 4:08:12 PM
Josh Mergen	Scratch Off Payout	5.00	(\$5.00)	317432	2	11/21/2014 4:35:19 PM
Josh Mergen	Scratch Off Payout	20.00	(\$20.00)	317717	2	11/22/2014 5:29:19 PM
Josh Mergen	Scratch Off Payout	10.00	(\$10.00)	317739	2	11/22/2014 6:12:48 PM
Josh Mergen	Scratch Off Payout	7.00	(\$7.00)	318102	2	11/25/2014 9:34:58 PM
Josh Mergen	Scratch Off Payout	2.00	(\$2.00)	318806	2	11/29/2014 11:34:06 AM
Josh Mergen	Scratch Off Payout	2.00	(\$2.00)	318831	2	11/29/2014 12:32:01 PM
Josh Mergen	Scratch Off Payout	3.00	(\$3.00)	318867	2	11/29/2014 2:06:29 PM
Louis Baas	Scratch Off Payout	5.00	(\$5.00)	314628	2	11/1/2014 9:31:42 AM
Louis Baas	Online Lotto Payout	5.00	(\$5.00)	314628	2	11/1/2014 9:31:42 AM
Louis Baas	Online Lotto Payout	1.00	(\$1.00)	314697	2	11/1/2014 1:15:51 PM
Louis Baas	Scratch Off Payout	22.00	(\$22.00)	314727	2	11/1/2014 3:20:06 PM
Louis Baas	Scratch Off Payout	8.00	(\$8.00)	315492	2	11/7/2014 1:04:28 PM
Louis Baas	Scratch Off Payout	1.00	(\$1.00)	315579	2	11/7/2014 4:24:59 PM
Louis Baas	Scratch Off Payout	1.00	(\$1.00)	316661	2	11/15/2014 11:33:54 AM
Louis Baas	Scratch Off Payout	10.00	(\$10.00)	316679	2	11/15/2014 12:26:27 PM
Louis Baas	Online Lotto Payout	4.00	(\$4.00)	316726	2	11/15/2014 3:05:43 PM
Louis Baas	Scratch Off Payout	2.00	(\$2.00)	317574	2	11/22/2014 11:12:47 AM
Louis Baas	Scratch Off Payout	2.00	(\$2.00)	318310	1	11/26/2014 4:27:47 PM
Louis Baas	Scratch Off Payout	5.00	(\$5.00)	318556	2	11/28/2014 12:52:32 PM
Louis Baas	Online Lotto Payout	16.00	(\$16.00)	318650	2	11/28/2014 4:44:38 PM
Wendie Johnson	Scratch Off Payout	17.00	(\$17.00)	317617	1	11/22/2014 1:34:38 PM
William Ludwig	Scratch Off Payout	1.00	(\$1.00)	315167	2	11/5/2014 12:08:09 PM
William Ludwig	Online Lotto Payout	1.00	(\$1.00)	315174	2	11/5/2014 1:03:08 PM
William Ludwig	Scratch Off Payout	15.00	(\$15.00)	315328	2	11/6/2014 3:07:18 PM
William Ludwig	Scratch Off Payout	30.00	(\$30.00)	316964	2	11/18/2014 11:41:19 AM
William Ludwig	Scratch Off Payout	10.00	(\$10.00)	317878	2	11/24/2014 4:03:24 PM
William Ludwig	Scratch Off Payout	3.00	(\$3.00)	318123	2	11/26/2014 10:22:15 AM
William Ludwig	Online Lotto Payout	5.00	(\$5.00)	318208	2	11/26/2014 2:06:54 PM
William Ludwig	Scratch Off Payout	3.00	(\$3.00)	318231	2	11/26/2014 2:55:54 PM
Total		401.00	(\$401.00)			

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