Freddy’s Manager Closing Check Sheet

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| --- | --- | --- | --- | --- |
| **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Actual Deposit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Projected Sales:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Calculated Deposit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Projected Labor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Cash Over/Short:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Actual Sales:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Receipts Total:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Actual Labor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  | |
| **Speed of Service:** | **Expo:\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Drive Expo:\_\_\_\_\_\_\_\_\_\_\_\_** | | **Custard:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Financials / Computer**

\_\_\_\_\_ Count Drawers, Par to $200 – Ensure there are enough $1’s, $5’s and Roll Change opened for the next day

\_\_\_\_\_ Complete Dropbox Daily Drawer Checkout Spreadsheet

\_\_\_\_\_ Ensure any Paid Outs were completed

\_\_\_\_\_ Count Petty to $1,200

\_\_\_\_\_ Count Deposit – Condense all $1’s, $5’s into Petty Cash, Condense change into Drawers

\_\_\_\_\_ Enter Deposit into Brink Accounting Section

\_\_\_\_\_ Complete Deposit Slip and Armored Car Slip

\_\_\_\_\_ Record Deposit, Sales, Labor, and Speed of Service Above – Will Include in Daily Overview

\_\_\_\_\_ Complete Safe Log

\_\_\_\_\_ Complete Deposit Log

\_\_\_\_\_ Complete Waste Log

\_\_\_\_\_ Enter All Notes from Day in MS Teams (ie: Highlights of Day, Staff Notes, etc)

\_\_\_\_\_ Complete and Send Nightly Report on Google Docs

\_\_\_\_\_ Scan and Save Receipts for Upload to Daily Sales Summary Tomorrow

**Operations**

\_\_\_\_\_ Check Out Hotline and Coldline Teams with Manager Checkout List

\_\_\_\_\_ Ensure All Checklists are Completed

\_\_\_\_\_ Check All Clockouts

\_\_\_\_\_ Empty Garbage and Leave Office Clean and Organized

\_\_\_\_\_ Double Check All Doors, DT Window, Heaters Off, and Safe Locked

\_\_\_\_\_ Double Check All Refrigerator and Freezers – Doors Closed, Units Plugged In

\_\_\_\_\_ Turn Music/TVs Off

\_\_\_\_\_ Turn Off All Lights and Hoods