

Bar manual 2018

In this manual you can read how the bar works at the women's camp.

At the women's camp we pay for beers, water, spirits and the hot shower in stickers (mærker) which the women buy from the bar responsible. When you buy a beer, you pay for it by placing a sticker on the label.

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Before the week

Think about what you want to sell during your week. Contact the shop – (Høkeren) (phone: 22468836) and hear if they have or can get what you need. Also ask them when they get deliveries during the week, so you can plan after it.

Call the bar responsible from the week before yours (or the pre-camp) and arrange with her what you want cooled, so your week can start with nice cold drinks.

First day at the camp – count the money!

Transfer of the bar

- Get the key to the cabinet in the communal tent from the camp or economy responsible.

- In the cabinet in the communal tent you find the bar manual (it says bar and the week's name on it) with the cash book (see appendix 1) along with the bar money box (it's black).
- Count the money, check that it adds up with the cash report and sign the paper. Stickers in your bar folder **DO NOT** count in the cash balance.
- Be careful with the stickers – they are the same as cash! The stickers are in one or more binders, sorted in plastic folders. Keep the sticker binders in the locked cabinet along with the money box.

First afternoon

Check out the barn for what beverages are there. Arrange with the truck responsible when you will shop for beverages. Plan ahead so you don't have to shop every day

First evening

The first introduction is at the welcome meeting before the first sticker sale and can be explained further on the tour of the camp for newcomers.

Explain to the women how the bar works and how you and the team want it to work.

Points to remember:

- The women can buy stickers from the bar responsible – they cost 9 kroner a piece. The women write their name on the stickers and can put them in a folder in the sticker binder in the communal tent.
- The women take the drinks they want and put stickers on as payment.
- On the spirit bottles a sticker is placed for every 2-centilitre poured.
- The stickers are placed on the labels of the bottle, as the stickers easily slide off if placed elsewhere. Dry the wet labels so the stickers can stick.
- If the women go to the shop and buy beverages, they obviously don't need to place stickers on them. Remind the women to place these bottles in the crate for this behind the communal tent.
- Demonstrate how the measuring tip works. Fill an empty alcohol bottle with water and place the measuring tip on it and send it around the welcome meeting with a bucket to pour into.
- Women who bring their own beverages (for a good reason) can do this in small amounts after arrangements with the bar responsible. Those bottles must be marked clearly with a name.
- Loss: if there is a big loss, you can place a paper on the bar marked "Missing Stickers" and the number, so the women can pay what they owe (and maybe have forgotten!!!).

Binder for the women's stickers and crate for shop bottles

In the communal tent there is a binder with alphabetized folders where the women can put their stickers. The women can write their name on a folder and place their stickers in it. It's a good idea to write names on the stickers or personalize them in some way to recognize them.

Behind the communal tent you can place a crate for bottles bought at the shop. It's smart to keep them from the other return bottles, because they have no stickers on them.

During the week

Cooling of beverages

At the camp there are two large boxes where the beverages are kept cold with cooling elements. There are refrigerators and freezers in the barn. BUT the food has first priority, so make arrangements with the food responsible in advance how much cooling space you can get for the beverages and how many cooling elements are for the bar. It changes from day to day depending on what foods are arriving.

The beverages you get from the shop are warm. It is recommended to cool them in the fridge in the barn before taking them to the camp, otherwise they don't get properly cold and the cooling devices lose their effect quickly. The cooling devices in the boxes at the camp need changing with new elements from the freezer every day. Experiment with how to place the cooling elements in the boxes in the camp to cool the beverages best.

Tasks for the bar responsible

- Checking empty bottles for stickers.
- Checking spirit bottles by making a mark at the current level on the bottle and removing the stickers. Those bottles who are missing stickers are placed so the women can put the stickers on that they forgot!
- Selling stickers to the women. Encourage them to buy enough on the first day. Excess stickers can be sold back to the bar or used at the reunion party in the Women's House.
- Filling up the bar: Beer, sodas, wine and spirits are bought at the shop. Apple juice at the Apple Juice Woman's.
- Return empty bottles to the shop. Any cans are returned to the harbour along with the apple juice bottles as the shop doesn't accept cans. Remember to crush them first.

It's up to you whether you do every task each day, or if you can do some of them every second or third day. It depends on how many women are at the camp and how thirsty they are!

Accounting

Count the money till each time you have payed bills or sold stickers. You do that by using the "help paper" which is in the bar manual (see appendix 2).

In 2012 we introduced a new cash report (appendix 1). Basically, it means that there is a column for MobilePay/Dankort (Credit cards).

The main point is that the bar responsible:

1. Must separate MobilePay and Credit card from cash payments on the income side. Remember that the MobilePay/Dankort payments **ARE NOT** included in the balance sheet. They go straight to the bank – not the money box.
2. Must not add stickers to the till and count them as money.

3. Can't trade stickers for cash – you must post the income.
4. Do not subtract Dankort from the accounts.
5. At the week start and finish only hands over cash and stickers.

Income

* When you receive payments for stickers from the women in cash, it is income that must be written in the cash report in the cash column.

* When you receive payment for stickers from the women in Credit card/MobilePay it is income and must be written in the cash report in the Dankort column. Make a day's date receipt for each Credit card/MobilePay payment. Stick them together on a single red income receipt.

* If a payment is done in cash AND Credit card/MobilePay, write them in the cash report between the two columns on the same line.

See the examples of bookkeeping of income in appendix 1 at the end of the manual.

Expenses

Cash payments of beer and sodas etc. at the shop and the Apple Juice Woman's are expenses.

Write the appendix number on the sales slip and collect all the sales slips in the bar folder.

Appendix number, what has been bought along with the amount is inserted in the cash report. See below.

Cash report

The cash report is the paper where you write all the cash and Credit card/MobilePay income and all the cash expenses and which shows how much you have in your cash balance (see appendix 1) When you arrive, you take over the cash box and an empty cash report, from which it shows how much money should be in cash.

Start with making an appendix number 1. Write the number in the cash report and the same number on the appendix. Recount the amount of money and write OK if it is accurate. If it doesn't add up, recount. Is the difference bigger than 25 kroner, then you need to find out how the difference has occurred. If the difference is below 25 kroner, then write it as income or expenses under the column cash difference.

Receive payment in cash, MobilePay or Credit card

Payment must be in cash, MobilePay or Credit card.

There is an instruction manual for the iZettle card reader in the cabinet in the communal tent. The cash report has both an income column for cash and an income column for Dankort/MobilePay. If a payment is done in cash, it's posted in the cash column. If it's payed in Credit card/MobilePay, it's posted in the Dankort column.

If a payment is done in cash AND Credit card/MobilePay then post it in both columns on the same line!

If you function as a bank with Credit card/MobilePay cash back, you make an expenses appendix on the amount and write Dankort cash back and post it in the expenses column. AND you also

make an income appendix on the amount and post it in the Dankort column. The two amounts are posted on the same line. See the example in the back of this manual.

Remember that Credit card/MobilePay has its own column in the new cash report.

Prices and product range

Prices and products have been decided from home in the bar group and the spring seminar. You cannot change prices and product range during the week, because then the economy and sticker price doesn't add up.

The shop (Høkeren)

- We buy everything at the shop in the harbour, i.e. beer, soda, wine and spirits.
- In 2014 we raised the sticker price to 9 kroner, which means that we can sell Carlsberg, Tuborg (but we don't) and expensive sodas (i.e. Coca Cola og Cocio).
- At the shop you also buy juice, plastic glasses, straws if needed.
- It's always good to pay in cash at the shop – always remember a receipt. The shop keeper is a kind man but maybe not the best mathematician. So, it's very important that you during the week collect ALL the receipts, so you are certain that the settlement of the bill adds up with what's been bought.
- Always check that you get what you've paid for and that the prices match what's been agreed with the shop.

The following prices were arranged in 2015 with Bo (the former shop keeper):

Maribo:	120 kroner/ crate + bottle deposit
Maribo Classic:	130 kroner / crate + bottle deposit
Blå dame:	170 kroner / crate + bottle deposit
Frem water 0,5 L:	168 kroner / crate + bottle deposit
Kildevand 0,5 L:	10 kroner/ a piece
Mirinda/Coca Cola	324 kroner / crate + bottle deposit
Cocio	243 kroner / crate (18 bottles)
Wine	30-35 kroner / bottle
Kornet (bubbles)	50 kroner / bottle

It's your responsibility only to buy products at the shop that match these prices (and not for instance pick more expensive wine) These prices are fixed to give a fair profit, so we avoid that the bar goes into deficit if there are losses which can't be written off as missing payment (i.e. a broken bottle, earwigs in the spirits etc.).

Apple juice

We also sell the local Femø apple juice which we buy at the Apple Juice Woman's. Her name is Hanne. Her address is Fasangården, Kalvemosevej 38. The bottles are recycled at the harbour in the bottle container.

Prices

Each sticker costs 9 kroner. All the prices are fixed after that.

Beer	1 sticker
Soda, 50 cl	2 sticker
Frem water, 50 cl	1,5 sticker
Frem sodas, 25 cl (if available)	1 sticker
Cocio	2 stickers
Kildevand	1,5 sticker
Wine, bottle	6 stickers
Wine, 15 cl. (box wine)	1 sticker
Bubbles	8 stickers
Spirits, 2 cl	1 sticker
Femø apple juice, 75 cl	3 stickers

We don't sell cider as they are too expensive to purchase.

Loss

To get an indication whether there's loss, you must check beer and soda bottles for stickers before you take them back to the shop for the refund.

When the spirit bottles are empty, you can count the stickers and see if there's any loss (there must be 35 stickers on an empty spirit bottle)

A little loss is expected, and stickers can fall off, but if there's a larger loss, the women need to know. You can ask the women to rethink if they've had a drink more than they remember, or if they've poured a little more than a shot. A small shot glass is 3 cl and a large is 5 cl. You place a paper with "Missing Stickers" in the front of the sticker binder on the bar, and the women can put their stickers there.

Cocktail party

- Remember to make ice cubes in advance and put the bags in the freezer in the barn 2-3 days before the party. Unless you can buy them at the Inn. Remember to ask a couple of days in advance!
- Put a mark with a pen on the spirit bottles at the level of content before the party starts.
- The simple solution is to set a fixed price for cocktails - like 3 stickers.
- You can make a special sheet for stickers where the payment for the drinks can go. (You get a better overview of the income the day after the party when you count and settle).
- Let the women pay for beer, soda and wine in the normal way with stickers on the bottles.
- Count the stickers on the sheet the following day. Compare it with how much spirit, soda and juice have been drunk.

Finishing the week

- It's good style to make sure there is a minimum of three crates of beer along with a couple of crates of soda and water in the barn or in the camp, so the new week doesn't start empty handed and need to hurry to the harbour for supplies the first afternoon. Put a crate of water, soda and beer in the fridge. Talk to the bar responsible from the week following yours to find out if there's anything you can do to give them a good start of their week.

- On the last day, the women can get refunds for their unused stickers, but encourage them to bring them with them to the Femø parties in Copenhagen where they can be used.
- Count the money and write a new cash report for the next bar responsible. If the money doesn't add up and the difference is more than 25 kroner you need to investigate where the loss arose. If the difference is less than 25 kroner you post it as income or expenses under the text cash difference.
- The other cash reports from your week along with the receipts must be handed to the economy responsible. Remember to write the week's name on them. If you haven't given the accounts to the economy responsible, then make sure to mail them no later than Tuesday after the week finishes to our bookkeeper: Christina Malmberg, Ågerupvænge 94, Ågerup, 4000 Roskilde.
- Friday you must settle the bill with the shop. If you don't have enough cash to pay the whole bill, Høkeren will send a message to our cashier with the remaining amount as arranged with the shop. Then she'll make a bank transferal.

Appendix 1

Cash report

The bar till

week (name and week number)

Bar

Appendix no.	Date	Text	Cash		
			Income	Expenses	
		Amount from week: ____ / at transfer			
1		Apple juice		500,00	
2		Sale of stickers	1.500,00		
3		Transfer to the cash box		2.000,00	
4		Cash withdrawal (private)		200,00	
5		Purchase at the shop		300,00	
6		Sale of stickers	1.000,00		
		Amount transferred to next page/ amount at transfer	2.500,00	3.000,00	

Appendix 2

Counting of cash – "help paper"

	Number	Amount
Notes:		
1000kr		
500kr		
200kr		
100kr		
50kr		
Coins:		
20kr		
10kr		
5kr		
2kr		
1kr		
50 øre		
Total cash		

Remember other valuables	Number	Amount
Total other valuables		

Total of cash and other valuables		
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Appendix 3

This folder no. _____

Contains 20 pages of 450 kr. (50 stickers of 9 kr.)

Adding up to a value of kr. 9000

* Recount. ☺

* Pages/amount: _____

Week name: _____

Bar responsible: _____

Signature: _____

* Place this receipt in the bar responsible's sticker binder.