



# BARmanual

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.

The Host/Barkeeper is responsible for **drinks in the camp**, i.e. keep track of:

- What do we need - what do we have - what are we missing
- Ensure sticker sales and keep track of labelling
- Provide return mortgages and accounts
- Keep order round the bar
- **Survivors of next week's pubs-the 1980s-** have been a source of great support.



*Enjoy the week and the bar work!*





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## About your responsibilities as a bar manager

At The Women's Camp we pay for beer, water, booze and our hot bath with stickers (marks) that the women buy from the bar manager.

When you buy drinks, you pay by putting a sticker on the label. When you buy a hot bath, you pay by putting a mark on the sheet of paper that hangs by the bath.

## Before the week

- Consider what you would like to sell during your week and whether there is anything special you need to buy in advance.
- Please contact the bar manager from the week before to ensure is:
  - If you need to bring anything from Copenhagen/or another place
  - what to refrigerate for you, so you start the week with cool drinks.
- Contact Dagrofa and see if they have or can get what you want.
- AS for now we only have **delivery Tuesday, Wednesday , Thursday** so try to be prescient.



## Ordering goods:

All drinks, with exception of Femø Apple Juice , are purchased by mail from Dagrofa.

On the tablet in the kitchen, the order list is entered as a fixed template, this is filled in and sent to Dagrofa at this email address :[se177@dgfs.dk](mailto:se177@dgfs.dk)

Coordinate delivery with the food manager.

## Phone numbers:

### Dagrofa

Contacts:

**Jonas** direct tel.

+45 54 85 07 22

FoodService

### Danmark A/S

Herningvej 30 M4800 Nykøbing FE-mail:

:[se177@dgfs.dk](mailto:se177@dgfs.dk)

Web:[www.foodservicedanmark.dk](http://www.foodservicedanmark.dk)

### Femø Høker

+45 54 60 54 00

NOTE! All purchases must be paid in cash – we don't have an account anymore!

Fixed opening hours

8.00-13.00 and 15.00-18.00

### Æblemostkvinden

+45 21 92 02 76

Contact Inge-Lise for apple juice collection. Clarified by phone -

## First day at camp

Including:

- Transfer of Bar
- Quick stockpile overview
- First introduction
- Prices

## Transfer of the tavern

1. Get key to the cabinet in the community tent from the camp- or economists manager.
2. In the closet in the community tent you will find the bar folder for your week. For example "Bar Folder sports week 2021".
3. Get yourself informed in the folder You will find the following documents:
  - a. General journal (see Annex 1). It is from last week, when the former bar manager wrote how much money is in the box.  
Count the amount to agree. In addition to this document you regularly note in the week revenue and expenses,  
Look under the heading *Accounting and Finance* for description.
  - b. The help note (see Annex 2). This note can be used to help count the cash in the cash register.
4. In the closet is also a black coffer/box belonging to the bar.
  - a. Count the box. Make sure it matches what's in the general journal and sign the bill.  
NOTE: Stickers **do not** count - cash only.
5. Find the stickers stock. You'll find it in one or more ring binders sorted in charters with the same numbers.
6. Beware of the stockpile of stickers. All sheets are registered and in principle count as cash. Therefore, keep the marking binders in the locked locker together with the coffers/boxes.

## Quick stockpile overview

1. Have an overview in the barn and in the camp about what drinks there are and whether to pick up more down for the evening and the following day.
2. Agree with the truck manager:
  - a. when you want to pick up drinks from the barn
  - b. when to pick up delivery from the port
3. Be so far-sighted as possible, so that you can get drinks with the food delivery.

## First introduction

The first intro is fine at the welcome meeting before the first sticker sale, and can be elaborated on the tour of the tent for the new ones.

Explain to the women how the "bar" works and how you would like to run it.

This must also include opening hours and when and where the first stickers will take place.

### Vigtige pointer:

- Women can buy stickers from the bar managers. The stickers are DKK 10/piece and can be refunded at the end of the week or used for the reunion party. Therefore, buy plenty.
- The women write their names on the stickers and can put them in the label folder in the common tent. The label folder is sorted in alphabetically ordered charteks, so it's easy to find your name.
- The women take what they want to drink and put stickers on the label or bottle as payment.
- Stickers should be put on the label of the bottle, otherwise the stickers will easily go off. For wine and spirits, you can put the stickers on the poster hanging in the common tent.
- If the women themselves go to the 'høker' and pick up beer etc., there are of course no stickers on these. They're paid.
- Empty bottles etc. are placed sorted behind the common tent in the boxes. Drinks purchased outside the camp are made separately.
- Demonstrators the sideboard plug for the women.
- Women who bring their own drinks and want them chilled can do so only in very small quantities. These goods must be clearly marked by name.
- Payment is made with Mobile Pay or cash. In international week it is also possible to use international credit cards.

## First sale

1. Be sure of your cash balance before the sale starts
2. Write down ongoing mobile-pay deposits
3. Make subsequent accounting. You will find the description of the accounting later in the document.

### Prices in stickers

- |                                       |                              |
|---------------------------------------|------------------------------|
| • <u>Spirits</u>                      | <u>1 sticker per 2 cl.</u>   |
| • <u>Beer all kinds</u>               | <u>1 sticker</u>             |
| • <u>Wine:</u>                        | <u>6 mrk per bottle</u>      |
| • <u>Papvin, about 15 cl.</u>         | <u>1 sticker</u>             |
| • <u>Prosecco</u>                     | <u>5 stickers per bottle</u> |
| • <u>Egekilde water</u>               | <u>1 sticker</u>             |
| • <u>Frem soda (25 cl)</u>            | <u>1 sticker</u>             |
| • <u>Frem Soda (50cl.)</u>            | <u>1.5 stickers</u>          |
| • <u>Coca cola, Fanta etc (0,5 l)</u> | <u>2 sticker</u>             |
| • <u>Cocio 40 cl.</u>                 | <u>2 stickers</u>            |
| • <u>Femø apple juice</u>             | <u>3 stickers</u>            |

## During the week

- **Chilling of beverages**
  - In the camp there are two large boxes where the drinks are kept cool with cooling elements that need to be changed daily.
  - There is a refrigerator and freezer in the barn, where the food of course takes precedence. However, listen and agree with the kitchen manager on an ongoing basis how much cooling space you can get for the drinks and how many freezing elements can be used for the bar.
  - Ordered drinks are not cold. It is therefore recommended to cool them down in the barn in the refrigerator before entering the camp. Otherwise, they do not get really cold, and the cooling elements quickly lose their effect.
- **Check the label on the empty bottles/packaging**
  - If too few stickers are placed, you can make the women "re-sticker" after a joint meeting after - on a note that you put at the front of the stickers folder.
  - Sell stickers to the women if needed.
- **Fill up the bar.**
  - Filling up means on daily basis to secure cold drinks in the camp and ordering if necessary. How to order items and at what prices are described later in this document.
  - Receipt of items: check packing slip on delivery to be sure that it matches the delivered.
- **Low ice cubes**
  - Ice cube bags can be found in the barn next to the mobile charger station. Make sure there are enough bags for next week.
- **Low accounting**
  - During the week, this means that you collect all receipts and expense notes and ensure that the settlement matches the purchase.
  - In addition, accounts must be made every time stickers sales are made.
  - For more information about accounting, see later.
- **Clean-up in the bar area**
  - Beer and soda boxes are behind the common tent. These must be sorted before returned. In addition, there must be a box for glass bottles and one for the women's drinks.
  - It is everyone's responsibility, that the camp is cleaned up, but the bar manager has a special responsibility to keep order in the bar area – including washing both containers before the next week arrives.
- **Return system**
  - Return pan - **Empty bottles in full boxes** - is returned by ferry when goods are picked up from Dagrofa at the port. Dagrofa supplies return bags for plastic return pan bottles, the bags must be counted and a sticker/sticker with quantity on it must be put on. Dagrofa also sends return bags for cans, counting and marking with numbers also applies to cans. Return mortgage is registered and an email is sent to Dagrofa with the statement of return mortgage.
  - Apple juice bottles are dropped off at the port.



## Accounting and finance

Once you have sold stickers, the accounts must be updated and the checkout counted.

A good tool here is *the Help Note* (as you can see in Annex 2) to keep an overview of the cash count.

The following describes how the accounts are made on an ongoing basis. The general ledger is made in *the general journal*, which can be found in Annex1.

Overall important points:

1. Under *the Class Journal* column *balancesheet*, only cash receipts and withdrawals are noted.
2. Stickers should not be drawn into the accounts as money.
3. All income and expenses must be recorded – including all stickers sales.
4. Cash and stickers are only transferred at the start and end of the week.
5. If there is a difference at the end of a sticker's sale of more than DKK 25, it must be investigated how the difference occurred. If the difference is less than DKK 25, this is simply recorded as income or expense under the *Cash* column and its text: "Difference".
6. If a woman withdraws money from you, you will note the amount in the *credit card/mobile-pay* column. In the same line, you note the amount under cash *expense*. In the text box, type "withdraw money - private".

### Revenue

1. Cash
  - a. Before the start of sticker sales, it is ensured that the cash in the cash flow matches what is stated as the most recent amount in the general journal under *balance*.
  - b. When the sticker sale ends, the money is counted. The earned amount is entered in the cash – *revenue* column, while the total cash balance is entered under *balance*.
  - c. **Example:** In the box is DKK 2000 before sticker sales begin. After the sticker sale, the box is counted. There is now DKK 3500. This amount is the new balance sheet and is therefore entered in the *balance* sheet column. In the *text* column, type "sticker sales." In the *cash – revenue* column, 1500 is entered because this is the income/ money earned.
2. Mobile-pay
  - a. This revenue shall be recorded on an ongoing basis.
  - b. At the end of the sticker sale, these amounts are counted and recorded in the *credit card/mobile-pay* column
3. Dankort
  - a. Not used for regular sticker sales - only on International Week.
  - b. Revenue shall be recorded on an ongoing basis.
  - c. At the end of the sticker sale, these amounts are counted and listed in the *credit card/mobile-pay* column.

See examples of posting revenue in Annex 1 at the back of the manual.

## Expenditure

If you buy non-goods in cash e.g. apple juice and possibly from 'Høkeren', it must be recorded in the accounts in the column cash – *expenses*.

Purchases from Dagrofa (packing slip) are also posted as – *expenses*, *here the purchase price that has been agreed is calculated*.

You enter a voucher number on the receipts /packing slip and note the same in the financial statements with the corresponding text and amounts. All bonner gathers in your week's bar folder.

See example in Annex 1.

## MobilePay Guide

### Mobilepay

The phone number for mobile pay is on the bar box. It is not possible to check if the money has been transferred, so you need to see the receipt on the woman's own phone for transfer.

## Prices and goods

Prices and product range have been decided from home by the bar group and the spring seminar. You can't change prices and assortments on the week, because then economy and sticker price won't hold up.

## The Merchant/Dagrofa

- We buy everything from Dagrofa (our customer number is 30108104), i.e. beer, water, wine and spirits.  
Drinks are ordered on their own order lists and have their own packing slip on delivery.  
**ORDER LIST is filled in and sent by mail: se177@dgfs.dk**
- The sticker price is set at DKK 10.00
- Juices, cardboard cups and straws are also purchased from Dagrofa.
- If you need to make a purchase from the HØKER, paid with cash, always remember to get a receipt. **We don't have an account with Høkeren!**
- Always check delivery against your order. Dagrofa/packing slip

The following purchase prices are agreed with Dagrofa in 2021

Varenummer	Øl	Bemærkninger	Pris 2021
260596	Tuborg 33 cl. 30 stk.		99,00
260000	Carlsberg 33 cl. 30 stk.		99,00
260885	Tuborg classic 33 cl. 30 stk.		99,00
264002	Maribo 30 33 cl. 30 stk.		67,50
260225	THOR CLASSIC ( erstatter Maribo Classic der er udgået)		84,00
150520	Blå Nykøbing 33 cl. 30 stk.		132,75
<b>Vin</b>			
807900	Diamond Hill rose/pap 3 liter		92,95
276656	AUS Shiraz Reserve Rødvin 14% 3L	NY	128,00
276653	AUS Chardonnay Reserve 12,5% 3L	NY	128,00
276909	Les Dauphins Rosé 13% 75cl	NY	67,95
258088	Blue Nun Authentic White 10% 75cl	NY	49,95
256545	Martini prosecco		69,95
272053	Petit Chavin Blanc Hvidvin NON alkohol. 75cl	NY	34,95
<b>Vand</b>			
260619	Egekilde Kildevand (24 stk)		97,95
265429	Citron vand 24x25cl		73,50
265491	Abrikos sodavand 24x25cl		73,50
265382	Grøn action sodavand 24x25cl		73,50
265399	Hindbær sodavand 24x25cl		73,50
265490	Appelsinvand sodavand 24x25cl		73,50
265400	Energisten sodavand 24x25cl		73,50
265431	Cola 24x25cl		73,50
265393	FREM Sodavand (0,5 l) 9 stk	Dansk Vand	31,00
234645	Coca Cola (0,5 l) 24 stk	udgår	230,00
156708	Cocio (0,4l) 18 stk		179,00
<b>Spiritus</b>			
831800	Bailey 70cl		97,00
831517	Aperol 70 cl.		92,95
952853	Wittons scotch whisky 70cl		75,95
484322	Bacardi Rom 70 cl.		94,95
834499	Schmirnof vodka 70 cl.		89,95
278106	Bombay dry gin 37,5% 70cl		115,00
<b>Øvrige drikkevarer /skriv navn</b>			
242555	Øl Nordic Gylden Bryg 24x33cl	dåse 0,5% alkohol	129,00
271301	Tonic 6x150cl		70,20
259846	Dansk Vand - Frem Apollinaris 2lt x6		40,50
	Somersby apple ds 4.5% 24x 33cl		228,00

It is your responsibility to purchase only items from Dagrofa that hold the above purchase prices (and don't choose more expensive drinks). Prices are also helping to ensure a profit margin, so that we avoid that the bar/Femø gets a deficit, among other or in the case of losses not attributable to non-payment (e.g. ex a broken canister or bottle, " ørner in the booze",etc.)

## Æblemost

We also sell the local Femø abblemost

(Syss Dueholm)

☎ 40 85 72 75

Traded through Inge-Lise Bisted.

+45 21 92 02 76

## If there is to be a party

- Make ice cubes well in advance and put them in the freezer in the barn.
- Please set a unit price for cocktails (e.g. 3 stickers). Then it's easier to make.
- Please make a special sheet for stickers where all the payments for drinks are put on.
- Let the women pay for beer, water and wine in the normal way with labels on the bottle.
- Count the marks on the sheet the next day. Compare that to how much is drunk from booze, soda, juice.
- Please ask the women to 're – sticker' after the subsequent joint meeting. A few stickers are often forgotten at a good party.

## End of the week

- Make sure that drinks are filled up fairly in the camp and that there is also something extra in the barn so that the next week does not lack or have to rush to get new drinks. But also be aware that international week is followed only by aftercamp, we do not need excessive stocks. Be aware that not opened beverages can be returned.
- Talk to the bar manager on the week after you/ or the aftercamp manager Is there anything else you can do to make sure they get a good start to the week?
- Last day, the women can be refunded their unused stickers, but instead encourage them to take them to Femø parties in Copenhagen or to donate them to the camp.
- Count the box and write a new general journal to the next bar manager. Cash (i.e. the cash in the cash register) is recorded at the top of the next week's general journal.
- You collect the other general journal(s) from your week and receipts in the envelope that is in the bar folder and give to your week's finance manager. Remember to put a weekly name on it.
- If you do not get the accounts given to the financial officer, be sure to post it immediately and no later than Tuesday after the end of the week to our accountant: Josefine Palmø, Farvergade 27g, 2nd floor, 315, 1463 Copenhagen K.

**Have a nice week!**

## Table of annexes:

Voucher 1 General Journal

Annex 2 Helpcard cash balance

Annex 3 Folder chartek note

Annex 4 Bestillingsliste /ordering mail

Annex 5 Stockpile counting

Annex 6 Return mortgage

1

# Værtshus

## Kassekladde

uge (navn + uge *nr*)

Værtshus ansvarlig

Bilags Nr.	Dato	Tekst	Kontant			Dankort & Mobilepay
			Indtægt	Udgift	Balance	Indtægt
		Saldo overført fra uge: ____ / Ved overtagelse				
1		Æblemost				
2		Salg af mærker				
3		Overførsel til Kontantkassen				
4		Hæve penge (privat)				
5		Indkøb hos Dagrofa				
6		Salg af mærker				
		Saldo overført til ny side / Saldo overdragelse				

## Annex 2

### Register of Cash Flow - "Help slip"

	number	amount
<b>Banknotes:</b>		
1000kr		
500kr		
200kr		
100kr		
50kr		
Coins		
20kr		
10kr		
5kr		
2kr		
1kr		
50 cents		
<b>Total cash</b>		

Remember other values	number	amount
<b>Tags</b>		
<b>Sum other values</b>		

<b>Sum of cash and other values</b>		
-------------------------------------	--	--

**This chartek no. \_\_\_\_\_  
indeholder 20 ark/sheets of 500 kr.  
(50 stickers/10 kr. per sticker )  
to a total value of 10.000 kr.**

\* Count on. 😊

\*Number of sheets/amounts:

\_\_\_\_\_  
Ugenavn:

Værtshusansvarlig:

Signature:

\*Put this receipt in the sticker folder of  
the bar managers.



## Annex 4

Til : Food service, S-engros Nykbing, Nykøbing F

MAIL: [se177@dgfs.dk](mailto:se177@dgfs.dk)

# BESTILLINGSLISTE

mrk. "Værtshus"

til Kvindelejren på Femø 2021

Kundenummer 30108104



22. juni 2021



Varenummer	Øl	Bemærkninger	Pris 2021	Bestilling	
				Antal	Samlet pris
260596	Tuborg 33 cl. 30 stk.		99,00		0,00
260000	Carlsberg 33 cl. 30 stk.		99,00		0,00
260885	Tuborg classic 33 cl. 30 stk.		99,00		0,00
264002	Maribo 30 33 cl. 30 stk.		67,50		0,00
260225	THOR CLASSIC ( erstatter Maribo Classic der er udgået)		84,00		0,00
150520	Blå Nykøbing 33 cl. 30 stk.		132,75		0,00
Vin					
807900	Diamond Hill rose/pap 3 liter		92,95		0,00
276656	AUS Shiraz Reserve Rødvin 14% 3L	NY	128,00		0,00
276653	AUS Chardonnay Reserve 12,5% 3L	NY	128,00		0,00
276909	Les Dauphins Rosé 13% 75cl	NY	67,95		0,00
258088	Blue Nun Authentic White 10% 75cl	NY	49,95		0,00
256545	Martini prosecco		69,95		0,00
272053	Petit Chavin Blanc Hvidvin NON alkohol. 75cl	NY	34,95		0,00
Vand					
260619	Egeklilde Kildevand (24 stk)		97,95		0,00
265429	Citron vand 24x25cl		73,50		0,00
265491	Abrikos sodavand 24x25cl		73,50		0,00
265382	Grøn action sodavand 24x25cl		73,50		0,00
265399	Hindbær sodavand 24x25cl		73,50		0,00
265490	Appelsin vand sodavand 24x25cl		73,50		0,00
265400	Energisten sodavand 24x25cl		73,50		0,00
265431	Cola 24x25cl		73,50		0,00
265393	FREM Sodavand (0,5 l) 9 stk	Dansk Vand	31,00		0,00
234645	Coca Cola (0,5 l) 24 stk	udgår	230,00		0,00
156708	Cocio (0,4l) 18 stk		179,00		0,00
Spiritus					
831800	Bailey 70cl		97,00		0,00
831517	Aperol 70 cl.		92,95		0,00
952853	Wittons scotch whisky 70cl		75,95		0,00
484322	Bacardi Rom 70 cl.		94,95		0,00
834499	Schmirnof vodka 70 cl.		89,95		0,00
278106	Bombay dry gin 37,5% 70cl		115,00		0,00
Øvrige drikkevarer /skriv navn					
242555	Øl Nordic Gylden Bryg 24x33cl	dåse 0,5% alkohol	129,00		0,00
271301	Tonic 6x150cl		70,20		0,00
259846	Dansk Vand - Frem Apollinaris 2lt x6		40,50		0,00
	Somersby apple ds 4.5% 24x 33cl		228,00		0,00
					0,00
					0,00
Total denne bestilling					0,00

Med venlig hilsen





Annex 6

RETURPANT			
"VÆRTSHUS"                      Kvindelejren på Femø			
Optalt af	Femø	7. juni 2019	
<b>GLASFLASKER</b>			<b>Antal</b>
Alm 33 cl flasker/30 stk. i kasse			
Alm 25 cl. Flasker FREM /24 stk i kasse			
<b>PLAST OG DÅSER</b>			
50 cl. Plastflasker i returpantpose			
0,33 l/dåser i returpantposepose			
Med venlig hilsen			

RETURPANT			
"VÆRTSHUS"                      Kvindelejren på Femø			
Optalt af	Femø	7. juni 2019	
<b>GLASFLASKER</b>			<b>Antal</b>
Alm 33 cl flasker/30 stk. i kasse			
Alm 25 cl. Flasker FREM /24 stk i kasse			
<b>PLAST OG DÅSER</b>			
50 cl. Plastflasker i returpantpose			
0,33 l/dåser i returpantposepose			
Med venlig hilsen			