

WEATHER: _____
 SPECIAL EVENTS: _____



PLANET ICE DAILY REPORT

DATE: _____
 DAY OF WEEK: _____

ADMISSIONS						ADMISSIONS TOTALS	
1. _____	AMEX: \$ _____ MASTER \$ _____ VISA \$ _____	2. _____	AMEX: \$ _____ MASTER \$ _____ VISA \$ _____	3. _____	AMEX: \$ _____ MASTER \$ _____ VISA \$ _____	AMEX: _____	_____
TIME: _____	CASHIER: _____	TIME: _____	CASHIER: _____	TIME: _____	CASHIER: _____	VISA: _____	_____
H/C: _____	CASH \$ _____	H/C: _____	CASH \$ _____	H/C: _____	CASH \$ _____	MASTER: _____	_____
SKATE: _____	PAYOUT \$ _____	SKATE: _____	PAYOUT \$ _____	SKATE: _____	PAYOUT \$ _____	CASH: _____	_____
HELMET: _____	PASSES: _____	HELMET: _____	PASSES: _____	HELMET: _____	PASSES: _____	PAYOUT: _____	_____
SHOULD BE: _____	ACTUAL \$ _____ SHORT \$ _____	SHOULD BE: _____	ACTUAL \$ _____ SHORT \$ _____	SHOULD BE: _____	ACTUAL \$ _____ SHORT \$ _____	SHOULD BE: _____	_____
4. _____	AMEX: \$ _____ MASTER \$ _____ VISA \$ _____	5. _____	AMEX: \$ _____ MASTER \$ _____ VISA \$ _____	6. _____	AMEX: \$ _____ MASTER \$ _____ VISA \$ _____	ACTUAL: _____	_____
TIME: _____	CASHIER: _____	TIME: _____	CASHIER: _____	TIME: _____	CASHIER: _____	SHORT: _____	_____
H/C: _____	CASH \$ _____	H/C: _____	CASH \$ _____	H/C: _____	CASH \$ _____		
SKATE: _____	PAYOUT \$ _____	SKATE: _____	PAYOUT \$ _____	SKATE: _____	PAYOUT \$ _____		
HELMET: _____	PASSES: _____	HELMET: _____	PASSES: _____	HELMET: _____	PASSES: _____		
SHOULD BE: _____	ACTUAL \$ _____ SHORT \$ _____	SHOULD BE: _____	ACTUAL \$ _____ SHORT \$ _____	SHOULD BE: _____	ACTUAL \$ _____ SHORT \$ _____		

SNACK BAR DAY		NIGHT		SNACK BAR TOTALS	
CASHIERS: _____	CASH: _____ PAYOUT: _____ TAX: _____	CASHIERS: _____	CASH: _____ PAYOUT: _____ TAX: _____	CASH: _____	_____
SHOULD BE: _____	ACTUAL: _____ SHORT: _____	SHOULD BE: _____	ACTUAL: _____ SHORT: _____	PAYOUT: _____	_____
				TAX: _____	_____
				SHOULD BE: _____	_____
				ACTUAL: _____	_____
				SHORT: _____	_____

BIRTHDAYS DAY		BIRTHDAYS NIGHT		BIRTHDAY TOTALS	
BIRTHDAYS DAY	AMEX: \$ _____ VISA \$ _____ MASTER \$ _____ CASH \$ _____	BIRTHDAYS NIGHT	AMEX: \$ _____ VISA \$ _____ MASTER \$ _____ CASH \$ _____	AMEX: _____	_____
TIME: _____	DEPOSIT \$ _____	TIME: _____	DEPOSIT \$ _____	VISA: _____	_____
CASHIER: _____	REFUND \$ _____	CASHIER: _____	REFUND \$ _____	M.C.: _____	_____
H/C: _____	B-DAYS \$ _____	H/C: _____	B-DAYS \$ _____	PAYOUTS: _____	_____
SHOULD BE: _____	ACTUAL \$ _____ SHORT \$ _____	SHOULD BE: _____	ACTUAL \$ _____ SHORT \$ _____	CASH: _____	_____
				TAX: _____	_____
				SHOULD BE: _____	_____
				ACTUAL: _____	_____
				SHORT: _____	_____

PRO SHOP SALES

DAY PRO SHOP

CASHIERS: _____ AMEX: \$ _____
 TOTAL SALES: _____ VISA: \$ _____
 _____ MASTER: \$ _____
 _____ CASH: \$ _____
 _____ TAX: \$ _____
 _____ PAYOUTS \$ _____
 _____ ACTUAL: \$ _____
 _____ SHOULD BE: _____
 _____ SHORT: _____

NIGHT PRO SHOP

CASHIERS: _____ AMEX: \$ _____
 TOTAL SALES: _____ VISA: \$ _____
 _____ MASTER: \$ _____
 _____ CASH: \$ _____
 _____ TAX: \$ _____
 _____ PAYOUTS \$ _____
 _____ ACTUAL: \$ _____
 _____ SHOULD BE: _____
 _____ SHORT: _____

PRO SHOP TOTALS - TAX

AMEX: _____
 VISA: _____
 M.C.: _____
 ACC. REC: _____
 PAYOUTS: _____
 CASH: _____
 TAX: _____
 SHOULD BE: _____
 ACTUAL: _____
 SHORT: _____

PRO SHOP NON-TAX

DAY PRO SHOP

STATE SHARP: _____
 CASHIERS: _____ GROUP DEP: _____ AMEX: \$ _____
 SALES DEP: _____ PRMT RENT: _____ VISA: \$ _____
 SUW. PASS _____ ITS : _____ MASTER \$ _____
 GFT. CERT. _____ ITPH: _____ CASH: \$ _____
 CAMPS: _____ USA HOCKEY: _____
 LEAGUES: _____ BI: _____ PAYOUTS \$ _____
 _____ SHOULD BE: _____ ACTUAL \$ _____
 _____ SHORT: _____

NIGHT PRO SHOP

STATE SHARP: _____
 CASHIERS: _____ GROUP DEP: _____ AMEX: \$ _____
 SALES DEP: _____ PRMT RENT: _____ VISA: \$ _____
 SUW. PASS : _____ ITS : _____ MASTER \$ _____
 GFT. CERT. _____ ITPH: _____ CASH: \$ _____
 CAMPS: _____ USA HOCKEY: _____
 LEAGUES: _____ BI: _____ PAYOUTS \$ _____
 _____ SHOULD BE: _____ ACTUAL \$ _____
 _____ SHORT: _____

PRO SHOP TOTALS - NON TAX

AMEX: _____
 VISA: _____
 MASTER: _____
 PAYOUTS: _____
 CASH: _____
 SHOULD BE: _____
 ACTUAL: _____
 SHORT: _____

MISC.

SNACK MACH: \$ _____ GAMES: \$ _____ LOCKERS: \$ _____
 OTHER #1: \$ _____ OTHER #2: \$ _____ OTHER #3: \$ _____

MISC. TOTALS

CASH: _____
 SHOULD BE: _____
 ACTUAL: _____

RECAP

TOTAL HEAD COUNT _____ TOTAL AMEX _____ TOTAL SHORT _____
 TOTAL PASSES _____ TOTAL VISA _____
 TOTAL RENTALS _____ TOTAL MC _____ SHEET COMPLETED BY _____
 TOTAL PAYOUT _____ DAY MANAGERS _____
 ACCOUNTS REC _____ NIGHT MANAGERS _____
 TOTAL TAX _____
 CASH _____
 TOTAL SHOULD BE: _____ TOTAL ACTUAL _____ DEP. BAG # _____

DAILY SHEETS

Admissions

1. Public (all public sessions)
2. Freestyles
3. Drop In
4. Father & Son Hockey
5. Adult Hockey Leagues (Hackers/A leagues)
 - When doing double public sessions, the head count for double admissions needs to be added to the head count for the second session.
 - When doing freestyles the total actual head count for the session must be taken from the freestyle sign up sheet, not just the total paid.

Snack Bar

Birthdays

- Birthday Deposits and Birth Day refunds will be recorded here.

Pro Shop Sales

- All taxable items.

Pro Shop Non Tax

1. Summer Passes
2. Gift Certificates
3. Camps
4. Leagues (Summer Leagues)
5. Skate Sharpening
6. Group Deposits
7. Private Rentals (Register/Not Billings)
8. LTS
9. LTPH
10. USA Hockey
11. ISI

Misc.

1. Snack Machines (vending)
2. Games (video games/namco)
3. Lockers
4. Other (Billings/Ice Rentals/Sales)
 - A Space is provided for a description.

Daily Sheets

1. Admissions
 - a. Public
 - i. Head count
 - ii. Skate Rentals
 - iii. Helmet Rentals
 - iv. \$
 - b. Freestyles
 - i. Head count
 - ii. \$
 - c. Drop In
 - i. Head count
 - ii. \$
 - d. Father & Son Hockey
 - i. Head cont
 - ii. \$
 - e. Adult Hockey Leagues
 - i. Head count
 - ii. \$
2. Snack Bar
 - a. \$
3. Birthdays(Total Birthday day goes to Birthday including extra food)
 - a. Head count
 - b. \$
 - c. deposit \$
4. Pro Shop Sales
 - a. \$ Total Sales
 - b. Summer Passes
 - c. Camps
 - d. Leagues (summer)
 - e. Skate Sharpening
 - f. Group Deposits
 - g. Private Rentals
 - h. LTS
 - i. LTPH
 - j. USA Hockey
 - k. ISI

