<u>**Overview**</u>

We need a centralized database for our management company that runs all of our other companies. This database needs to be hosted on our server at our office to be accessed by our employees. When a user loads the database on their computer, they will be prompted to login using their credentials. Once logged in they will then able to select and view all businesses, data, and functions that they have been given permission to access.

<u>**Database: Sarcyk Management and Consulting**</u>

All our businesses are operated using the employees of our management company.

For the management company, we need to keep track of our employees' name/contact information, time off, pay, Logins, and permissions. All of this follows the Employee's ID Number. We also need to have a central data table for our contact list of each location any business does business with, a data table for our contact list of the vendors all the businesses conduct business with, and a data table for all the machines that are operated by the management company, for each of the businesses. Each one of these data tables would be accessible to all of the businesses Sarcyk Management and Consulting operates. Each one of these data tables should have a data entry form that creates a new record in the connected data table.

Below are the categories and data fields we feel would be needed:

1. Employees:
   a. For their names/contact information we need to record the following:
      i. Employee ID Number
      ii. First Name
      iii. Last Name
      iv. Phone Number
      v. Email
      vi. Login ID
      vii. Password
      viii. Permission Level ← Links to Employee Permission Data Table
   b. For employee time off, we need to have the following functions and record the following:
      i. Each employee has a set amount of time off per year. This is broken down into the following categories:
         1. Paid Time Off (PTO)
         2. Sick Days
      ii. Employees need to be able to request off notifying a person with ownership permissions to approve or deny their time off.
      iii. Once approved, the amount of available time off in the requested category decreases.
   c. For each Employee Pay period, I need to know the total amount paid to each employee, along with the total taxes associated with each employee. Depending on how many companies this person works for, the payroll liability may be split between our companies. For example, Skip may be paid a total of $3,000.00 Gross each pay period, however this is split 50/50 between 2 businesses. The employer paid taxes are also split as well.
      i. We need to keep track of the following data for each employee:
         1. Gross Pay
         2. Federal Income Tax
         3. Social Security Tax
         4. Medicare Tax
         5. Ohio State Income Tax
         6. Cleveland-Local Income Tax
         7. Employer Paid Social Security Tax
         8. Employer Paid Medicare Tax
         9. FUTA

10. SUTA
ii. From the recorded data, I also need to be able to create the following reports:
1. Detailed Pay Stubs (For Each Employee)

Sarcyk Management and Consulting, LLC								FED. ID. NO: 12-3456789	
Employee Name: Name Of Employee							Pay Period:	5/4/2024 5/10/2024	
			W2 Employee Deductions						
Company Worked For	Percentage	Net Pay	FWT	Soc Sec	Medicaid	Ohio	Cleveland	Total Tax	Gross Pay
(W2) 75 Baldwin Park	75.000%	$ 512.37	$ 65.47	$ 40.92	$ 9.57	$ 15.16	$ 16.50	$ 147.62	$ 659.99
YTD	74.999%	$ 10,284.46	$ 1,325.78	$ 822.21	$ 192.29	$ 305.04	$ 331.54	$ 2,976.86	$ 13,261.32
(W2) 64 Fox Glove Group	25.000%	$ 170.80	$ 21.82	$ 13.64	$ 3.19	$ 5.06	$ 5.50	$ 49.21	$ 220.01
YTD	25.001%	$ 3,428.34	$ 441.86	$ 274.07	$ 64.10	$ 101.80	$ 110.51	$ 992.34	$ 4,420.68
TOTAL	100.000%	$ 683.17	$ 87.29	$ 54.56	$ 12.76	$ 20.22	$ 22.00	$ 196.83	$ 880.00
YTD TOTAL	100.000%	$ 13,712.80	$ 1,767.64	$ 1,096.28	$ 256.39	$ 406.84	$ 442.05	$ 3,969.20	$ 17,682.00

2. Weekly Payroll Reports (For Each Employee)

Sarcyk Management and Consulting, LLC								FED. ID. NO: 12-3456789	
Employee Name: Name Of Employee							Pay Period:	5/4/2024 5/10/2024	
			W2 Employee Deductions						
Company Worked For	Percentage	Net Pay	FWT	Soc Sec	Medicaid	Ohio	Cleveland	Total Tax	Gross Pay
(W2) 75 Baldwin Park	75.000%	$ 512.37	$ 65.47	$ 40.92	$ 9.57	$ 15.16	$ 16.50	$ 147.62	$ 659.99
YTD	74.999%	$ 10,284.46	$ 1,325.78	$ 822.21	$ 192.29	$ 305.04	$ 331.54	$ 2,976.86	$ 13,261.32
(W2) 64 Fox Glove Group	25.000%	$ 170.80	$ 21.82	$ 13.64	$ 3.19	$ 5.06	$ 5.50	$ 49.21	$ 220.01
YTD	25.001%	$ 3,428.34	$ 441.86	$ 274.07	$ 64.10	$ 101.80	$ 110.51	$ 992.34	$ 4,420.68
TOTAL	100.000%	$ 683.17	$ 87.29	$ 54.56	$ 12.76	$ 20.22	$ 22.00	$ 196.83	$ 880.00
YTD TOTAL	100.000%	$ 13,712.80	$ 1,767.64	$ 1,096.28	$ 256.39	$ 406.84	$ 442.05	$ 3,969.20	$ 17,682.00

			Employer Paid Payroll Taxes					
Company Worked For	Percentage	Gross Pay	ER-SS	ER-MC	FUTA	SUTA	Total Tax	Total Liability
(W2) 75 Baldwin Park	75.000%	$ 659.99	$ 40.92	$ 9.57	$ -	$ -	$ 50.49	$ 710.48
YTD	74.999%	$ 13,261.32	$ 822.21	$ 192.30	$ 31.49	$ 330.73	$ 1,376.73	$ 14,638.05
(W2) 64 Fox Glove Group	25.000%	$ 220.01	$ 13.64	$ 3.19	$ -	$ -	$ 16.83	$ 236.84
YTD	25.001%	$ 4,420.68	$ 274.07	$ 64.10	$ 10.51	$ 110.26	$ 458.94	$ 4,879.62
TOTAL	100.000%	$ 880.00	$ 54.56	$ 12.76	$ -	$ -	$ 67.32	$ 947.32
YTD TOTAL	100.000%	$ 17,682.00	$ 1,096.28	$ 256.40	$ 42.00	$ 440.99	$ 1,835.67	$ 19,517.67

3. Monthly Reports that compare the total amount of money each company contributed to payroll to the total amount actually paid out during a payroll cycle. This report is generated for each company Sarcyk Management services.

Payroll Escrow Utilized

Company: 64 Fox Glove Group
Payroll Period: April-24

Funds Used		Net Pay			Employee W/H												Employer Paid							
	% 64 FG	Payroll YTD Net	Net Used		FWT		SS W/H		MC W/H		OH SIT		CLE LIT		ER SS		ER MC		FUTA		OH SUTA			
		3/22/2024 4/19/2024			3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024			
Total Used		$13,938.90 $18,261.76			$ 2,288.50 $2,955.49		$1,007.84 $1,303.05		$ 235.68 $ 304.71		$ 418.57 $ 540.99		$ 406.40 $ 525.44		$1,007.83 $1,303.04		$ 235.67 $ 304.70		$ 34.16 $ 34.16		$ 358.78 $ 358.78			
								Weekly Payroll (Week Behind)															
Employee 1	50.001%	$ 2,232.74 $ 2,915.94	683.20		289.12 $ 376.40		$ 178.59 $ 233.15		$ 41.77 $ 54.53		$ 66.38 $ 86.62		$ 72.01 $ 94.01		$ 178.59 $ 233.15		$ 41.77 $ 54.53		$ 10.51 $ 10.51		$ 110.26 $ 110.26			
Employee 2	100.000%	$ 2,040.00 $ 2,874.00	834.00																					
								Bi-Weekly Payroll (Paid Week Behind)															
		Payroll YTD Net			FWT		SS W/H		MC W/H		OH SIT		CLE LIT		ER SS		ER MC		FUTA		OH SUTA			
		3/22/2024 4/19/2024			3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024		3/22/2024 4/19/2024			
Employee 3	50.000%	$ 8,744.32 $11,242.70	$ 2,498.38		$ 1,821.75 $2,342.25		$ 751.13 $ 965.74		$ 175.64 $ 225.82		$ 319.55 $ 410.85		$ 302.89 $ 389.43		$ 751.12 $ 965.73		$ 175.63 $ 225.81		$ 20.98 $ 20.98		$ 220.49 $ 220.49			
								Monthly Payroll, Paid 1 Month Behind															
		Payroll YTD Net			FWT		SS W/H		MC W/H		OH SIT		CLE LIT		ER SS		ER MC		FUTA		OH SUTA			
		3/1/2024 3/31/2024			3/1/2024 3/31/2024		3/1/2024 3/31/2024		3/1/2024 3/31/2024		3/1/2024 3/31/2024		3/1/2024 3/31/2024		3/1/2024 3/31/2024		3/1/2024 3/31/2024		3/1/2024 3/31/2024		3/1/2024 3/31/2024			
Employee 4	7.500%	$ 921.84 $ 1,229.12	307.28		177.63 $ 236.84		78.12 $ 104.16		18.27 $ 24.36		32.64 $ 43.52		31.50 $ 42.00		78.12 $ 104.16		18.27 $ 24.36		2.67 $ 2.67		28.03 $ 28.03			
Funds Used			$ 4,322.86		$ 666.99		$ 295.21		$ 69.03		$ 122.42		$ 119.04		$ 295.21		$ 69.03		$ -		$ -			

Escrow		64FG10020		Utilized			Utilized		Per Period New Tax						
		Net Pay	Taxes	Net Pay	Difference		Taxes	Difference	Adjust	X-Fer Amt					
Employee 1	50.000%	$ 880.00	$ 85.40	$ 880.04	$ 0.04	Deficit	$ 67.32	$ (18.08)	$ (3.70)	$ 13.38					
Employee 2	100.000%	$ 750.00	$ -	$ 834.00	$ 84.00	Deficit	$ -	$ -	$ -	$ -					
Employee 3	50.000%	$ 3,461.52	$ 230.00	$ 3,461.51	$ (0.01)	Overage	$ 264.79	$ 34.79	$ 11.60	$ 88.27					
Employee 4	7.692%	$ 420.00	$ 32.05	$ 420.00	$ -	Even	$ 32.13	$ 0.08	$ 0.10	$ 32.15					

	Gross Pay	Net Pay	ER Tax	Total Tax	Total	
Total Paid or W/H	$ 5,595.55	$ 4,322.86	$ 364.24	$ 1,636.93	$ 5,959.79	
Total in Escrow	$ 5,511.52	$ 5,511.52	$ 347.45	$ 347.45	$ 5,858.97	
Difference	$ (84.03)	$ 1,188.66	$ (16.79)	$ (1,289.48)	$ (100.82)	Total Debit on Next Payroll

Taken From Gross Pay	$(1,272.69)	Debit on Payroll
Added to Payroll Taxes	$ 1,272.69	Credit on Payroll

Payroll SVS Credit/Debit	$ (84.03)	Debit on Payroll
Tax Credit/Debit	$ (16.79)	Debit on Payroll

       d. For Each Employee, there needs to be an ability for them to login to the system using a username and password.

       e. For each Employee, there needs to be permission status setup. Based on their permissions.
- i. Owner
- ii. Management
- iii. Accountant
- iv. Team Member

2. Businesses Serviced Table
   a. Sarcyk Management and Consulting need to have a master list of all businesses it operates. Each Business needs the following:
      - i. Business Name
      - ii. Address
      - iii. City
      - iv. State
      - v. Zip Code
   b. Below are the current businesses it operates:
      - i. 64 FoxGlove Group
      - ii. 75 Baldwin Park
      - iii. Bingo Boss
      - iv. KOS
      - v. SMAC Distributing
      - vi. SM Enterprise
      - vii. Union Vending

3. Business Location Contacts Table
   a. Location Name ←Links to Location List
   b. Address
   c. City
   d. State
   e. Zip Code
   f. Contact Name 1
   g. Phone 1
   h. Email1
   i. Contact Name 2
   j. Phone 2
   k. Email 2
   l. Business Relationships (Selection Box of Our Companies)
   m. Business Email

4. Vendor List – We need the following data to be stored. For data entry, thinking using a form that is linked to a table.
   a. Name of Vendor
   b. Contact 1
   c. Phone 1
   d. Email 1
   e. Contact 2
   f. Phone 2
   g. Email 2
   h. Address
   i. City
   j. State
   k. Zip Code
   l. Email Address

5. Location List Table

a. We need to keep a master list of every location our businesses have partnered with, along with every machine that is at each location. We need to record the following data:
   i. Location Name ← Dropdown linked to Business Location Contacts Table
   ii. Machine 1 SN ← Dropdown from Machine Inventory Data Table
   iii. Machine 1 Type ← Auto-Populates based upon Serial Number
   iv. Machine 2 SN ← Dropdown from Machine Inventory Data Table
   v. Machine 2 Type ← Auto-Populates based upon Serial Number
   vi. Other Machines to be added as well using the same pattern.

6. Machine Types Table
   a. For the multiple businesses being serviced by Sarcyk Management and Consulting, we need to have a database of all machine types being serviced. This list will be linked to the Machine Inventory form as a dropdown box. Below are the current machine types:
      i. Arcade Games
      ii. ATM Machine
      iii. Basketball
      iv. Bowler
      v. Boxer
      vi. Bubble Hockey
      vii. Change Machine
      viii. Crane Machine
      ix. Electronic Bingo
      x. Golden Tee
      xi. Instant Bingo Ticket Dispensing Machine
      xii. IT Games
      xiii. Jukebox
         1. CD
         2. TouchTunes
      xiv. Mega Touch
      xv. Pinball
         1. Names of Pinball models to be added to keep track of
      xvi. Pool Table
      xvii. Skilled Games

7. Machine Inventory Data
   a. We need to keep track of all the Machines that we service and maintain for all our businesses. Below are the Fields.
      i. Serial Number
      ii. Business Associated With ←Dropdown linked to Businesses Serviced Data Table
      iii. Machine Type ←Dropdown linked to Machine Type Table
      iv. Machine Manufacturer ←Transfers data to other tables based on Serial Number
      v. Machine Model ←Transfers data to other tables based on Serial Number
      vi. Ownership ←Transfers data to other tables based on Serial Number
      vii. Renting To (If anyone) ←Transfers data to other tables based on Serial Number
      viii. Rental Amount (If being rented) ←Transfers data to other tables based on Serial Number
      ix. Notes

8. Owner's Dashboard
   a. There needs to be an owner's dashboard that displays Key Performance Indicators for each company Sarcyk Management operates.
      i. For SMAC Distributing, the following reports need to be generated and displayed.
         1. SMAC Distributing Location Ticket Log – This Report displays each location that SMAC Distributing had delivered boxes of tickets to during the past 12 months, plus current month. This report gives us the ability to see how each location is performing to determine whether changes need to be made. The only feature we

would like to have added is the start date for each location. Below is an example of this report.

SMAC Distributing Location Ticket Log

Date Range: 10/1/2022 - 10/31/2023

Locations	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total	Total Revenue
Cuyahoga County															
49 Street Tavern										1	1	2	2	6	$18,000.00
Back Draft Bar and Grill												5	2	7	$28,000.00
Bennett's Bar and Pizzeria	3	6	5	5	3	3	6	3	3		3	2	3	45	$279,790.00
Bonkers	3		1		1	2	1	2	1		2		1	14	$56,000.00
Borgata										2	1	1	2	6	$32,200.00
Cebars										2	3	2	2	9	$39,600.00
Cinema Lounge	3	3	3	2	3	3	2	1	2		2		1	25	$137,400.00
Corvette Lounge	7	9	9	8	9	12	7	8	8	11	8	6	9	111	$627,780.00
Crystal Keg	6	2	8	3	5	4	4	6	3	7	3	3	3	57	$270,024.00
Danny Mac's	7	5	6	3	3	4	6	7	9	6	6	4	6	72	$310,360.00
Danny's Tavern	1					1								2	$11,040.00
Fairview Tavern	6	5	4	6	7	5	4	5	1	4	4	4	7	62	$353,480.00
Flyer's	5	6	3		2	2	2	5	2	4	2	2	3	38	$205,893.00
Foundations Bar & Grill												1		1	$5,520.00
Frank's Place										4	3	2	1	10	$62,360.00
Game On	4	4		8	5	5		5	5	5		4		45	$217,065.00
Gino's												2		2	$8,520.00
Highlander Tavern	3	3	6	3	3	3	3	6	3	6	3	6	3	51	$229,040.00
Izzo's										2				2	$8,520.00
Locker Room Bar and Grill	2	4	2		6	2	2	4	9	6	9	5	9	60	$242,300.00
Lucky T's	4	2	2	2		2	2	2	2	2		2		22	$66,000.00
Lucky's Bar and Grille												1		1	$5,520.00
Ludwig's Tavern								1		1				2	$6,600.00
McCarthy's Downtown	3	6	2	4	5	2	3	3	3	1	1		2	35	$295,040.00
McG's Pub & Grub	3	4	4	3	3	4	3	3	4		3		3	37	$189,912.00
Mulligan's	16	17	18	19	24	18	16	22	14	14	15	19	18	230	$1,335,595.00
New Wave Market										4		2		6	$25,460.00
Old World Tavern						1		2					1	4	$22,080.00
Paragon			2		1	1								4	$17,599.00

2. SMAC Distributing – Month to Date Report. This report shows the total revenue that SMAC Distributing receives from each charity, less all related fees. Please See Example Below.

SMAC Distributing - Month to Date Report

AS OF: Oct 31, 2023

Month: Oct
Year: 2023

	ALPAL	IABC	MCLEA	Cleveland PAL	Holy Trinity	OF Athletics	Total
Tickets Sold	11760	54880	88260	497903	17360	11840	682003
SMAC Revenue	$940.80	$3,567.20	$5,831.40	$16,564.95	$1,128.40	$769.60	$28,802.35
Aaron Reese	$0.00	$0.00	$0.00	$2,135.60	$0.00	$0.00	$2,135.60
Neil Sarcyk	$940.80	$3,567.20	$5,831.40	$14,429.35	$1,128.40	$769.60	$26,666.75
SMAC Ticket Costs	-$605.64	-$1,818.00	-$3,252.45	$0.00	-$584.00	-$398.00	-$5,676.09
SMAC Commission Costs	$0.00	-$823.20	-$425.70	-$2,977.00	$0.00	$0.00	-$4,225.90
Aaron Reese Est Pay	$0.00	$0.00	$0.00	-$1,359.68	$0.00	$0.00	-$1,359.68
W2 Gross Pay	$0.00	$0.00	$0.00	-$1,214.00	$0.00	$0.00	-$1,214.00
Employer Taxes (Est)	$0.00	$0.00	$0.00	-$145.68	$0.00	$0.00	-$145.68
Total Net Profit	$335.16	$926.00	$2,153.25	$12,228.27	$544.40	$371.60	$17,540.68

Business 1 - SMAC Distributing (Our Bingo Product Distribution Company)

This business supplies and distributes bingo products for local charities, helping them to raise money for their cause. Each box of tickets is serialized, and we need to keep track of all activities surrounding each serial number. The same goes for each ticket dispensing machine.

1. Charity Contact Data Table
   a. SMAC Distributing needs to have a master list of each charity it does business with. We need to record the following:
      i. Charity Name
      ii. Address
      iii. City
      iv. State
      v. Zip Code
      vi. County
      vii. Contact Person
      viii. Phone Number
      ix. Email Address

2. Ticket supply from vendor – Was thinking this should be a form that links to an inventory data table where our available supply is retrieved.
   a. After ticket boxes are picked up from vendor, invoice is given to a team member to enter in the following data into the "Ticket Inventory" table inside of database.
      i. Date
      ii. Vendor Name ← Dropdown from Vendor List
      iii. Purchaser
      iv. Invoice Number
      v. Sales Order Number
      vi. Item Number
      vii. Game Structure
      viii. Game Name
      ix. Serial Number
      x. Price
      xi. Ticket Count
      xii. Cost Per Ticket (This is a calculation – Price/Ticket Count)
      xiii. Ideal Profit

b. Please see example invoice below of the data to be imported:

GameCo
Anything and Everything for Bingo

INVOICE

Invoice Number: 01-203889
Invoice Date: 10/20/2023
Sales Order Number: 04-212309
Page: 1

12319 Plaza Drive Parma, OH 44130
Phone (216) 676-5000 · Fax (216) 676-4504

Bill To:	SMAC Distributing LLC	Ship To:	SMAC Distributing LLC
	Neil Sarcyk		Neil Sarcyk
	****EMAIL INVOICES****		****EMAIL INVOICES****
	13730 Enterprise		13730 Enterprise
	Cleveland, OH 44135		Cleveland, OH 44135

Terms		License No.	D-1006	Customer ID	14080
Ship Date	10/20/2023	P.O. Date	10/19/2023	SalesPerson	House account

Item No.	Description	Order	Ship	Unit Price	Extended
010/AR-5520WCCLS	CRISS CROSS $1.00 w/$200 LS (3W)	80	80	$186.00	$14,880.00
	5,520 ct. / packed 2 - Ideal Profit 960.00	DEAL	DEAL		

Serial Numbers: · 2K22194 2K22018 2K22170 2K22006 2K22108 2K22016 2K22195 2K22155

2K22149 2K21913 2K22204 2K22202 2K22192 2K21890 2K22190 2K22014

2K22151 2K22109 2K22196 2K22183 2K22159 2K21997 2K22130 2K22103

2K22154 2K22005 2K22044 2K21991 2K22200 2K22115 2K22191 2K22122

2K22021 2K21912 2K22203 2K21999 2K22193 2K21987 2K22138 2K21989

2K22105 2K21992 2K22129 2K22091 2K21935 2K21902 2K22104 2K21947

3. Game Structure
   a. Prior to entering the orders into SMAC-D's Database, game structure must be entered into the "Game Structure" Table. This data is then populated inside of the "Ticket Inventory" Table once "Game Structure" is selected.
      i. Name of Game Structure ←This is the Link between Game Structure and Ticket Inventory
      ii. Ticket Value ←This is the amount of money the customer will pay per ticket purchased on Location.
      iii. Ideal Profit ←This is the suggested amount of money that the Location will pay the charity to fill a machine with a single box of tickets.
      iv. Prizes Paid ←This is the amount of money that the box of tickets is designed to pay back to the players as prizes.
      v. Ticket Count ←This is the number of tickets inside a single game of tickets.
      vi. Last Sale – Yes/No
      vii. Last Sale Amount
      viii. Location 6% amount (Rounded down to closest full dollar) ←This is a calculation based upon total amount of revenue produced on each box of tickets. For example, Criss Cross with $200 Last Sale consists of 5,520 tickets inside a single box of tickets, sold at $1.00 each. Total revenue for this box is $5,520. 6% of $5,520 is $331.20. The 6% given to the location is $331.00.

4. Hosting Location Data
   a. There is a data table containing the Hosting Location's names, addresses, and machine(s) installed at the locations. Below are the Fields.
      i. Name of Location
      ii. Location County

  iii. Representative Association
  iv. Commission Percentage
  v. Charity(ies) associated with location ←Thinking a selection box
  vi. Street Address of Location
  vii. City, State and Zip Code of Location ←Check Printing software uses 1 field for these items.
  viii. Check Payee Name
  ix. Machine 1 Serial Number ←Looks up Manufacturer and Model from "Machine Inventory" Table
  x. Machine 1 Manufacturer ←This auto populates from "Machine Inventory" Table using S/N
  xi. Machine 1 Model ←This auto populates from "Machine Inventory" Table using S/N
  xii. Machine 2 Serial Number ←Looks up Manufacturer and Model from "Machine Inventory" Table
  xiii. Machine 2 Manufacturer ←This auto populates from "Machine Inventory" Table using S/N
  xiv. Machine 2 Model ←This auto populates from "Machine Inventory" Table using S/N
  xv. Machine 3 Serial Number ←Looks up Manufacturer and Model from "Machine Inventory" Table
  xvi. Machine 3 Manufacturer ←This auto populates from "Machine Inventory" Table using S/N
  xvii. Machine 3 Model ←This auto populates from "Machine Inventory" Table using S/N
  xviii. Machine 4 Serial Number ←Looks up Manufacturer and Model from "Machine Inventory" Table
  xix. Machine 4 Manufacturer ←This auto populates from "Machine Inventory" Table using S/N
  xx. Machine 4 Model ←This auto populates from "Machine Inventory" Table using S/N

5. Marketing Representatives
    a. We need to keep track of our reps that sign up additional locations on the charity's behalf. We need to record and keep track of the following:
        i. First Name
        ii. Last Name
        iii. Company Name
        iv. Address
        v. City
        vi. State
        vii. Zip Code

6. Ticket Distributions
    a. After being contacted by the location that needs tickets to sell, a team member then fills out a receipt for their order. This receipt is then kept on file for the partnered charity and a copy is given to the location. Currently this process is being completed using carbon copy paper receipts. This process needs to become computerized using a form that captured and looks up data. Data captured goes into Location Distributions Table. Data Looked up comes from above mentioned tables.
        i. Charity's Name ←Would like a Drop-Down Selection
        ii. Charity's Logo ←Dependent on Drop-Down Selection. Some charities may not have a logo.
        iii. Location Name ←Drop-Down selection with approved hosting locations
        iv. Date of Sale
        v. Serial Number(s) ←Use to reference Game Data from Ticket Inventory
        vi. Game Name(s) ←Populates from Serial Number in Ticket Inventory

      vii.   Ideal Profit Amount(s) ←Populates from Serial Number in Ticket Inventory. This needs to be adjustable.

     viii.   Ticket Count(s) ←Populates from Serial Number in Ticket Inventory

      ix.   Prize to be Paid Out(s) ←Populates from Serial Number in Ticket Inventory. This needs to be Adjustable based on the "Ideal Profit". If Ideal Profit decreases, the prize increases by the difference.

       x.   Location Check Number(s) ←Populates from Serial Number in Ticket Inventory

      xi.   6% Check Amount(s) ←Populates from Serial Number in Ticket Inventory

      xii.   Name of Person Receiving Order ←Data Input at when creating receipt. This is the person at the location we hand the box(es) of tickets to.

     xiii.   Delivery Person Initials ←Data Input when creating receipt.

b.   We feel that it would be beneficial to have a box above the receipt form displaying the last 2 orders at each location.

       i.   If it is a new location with no prior sales, the box will display "No Prior Sales

      ii.   If there are previous orders, we would like to have them display the following information for each order.

         1.   Date of Order

         2.   Names of all boxes of tickets sold.

         3.   Ticket Count

         4.   Ideal profit of each box sold.

         5.   Location Owner or Employee Delivery Dropped Off With

         6.   Sarcyk Management Employee Who Dropped Off Delivery

c.   This is an example of the receipts we write up for the location on behalf of the partnered charity.

       i.   An example of this Transaction is Mulligans to buy a box of Criss Cross with a $200.00 Last Sale. Mulligans is in Cuyahoga County. The user would then populate the date, select the partnered charity in Cuyahoga County, and type in the Serial Number. The Game Name (Criss Cross), Profit ($960), Ticket Count (5,520), Prize ($4,560 ($5,520-$960=$4,560)), and 6% (331.00) would then auto-populate. The team-member delivering the tickets would then select their Initials from a drop-down box. In the event, the person delivering the tickets is not known at the time of setup, this field would default to "SMAC-D". After this, the person who the tickets would be delivered to will be documented. For this example, it would be "Ron". Once Payment has been made, the team member would type in the check number of from the Payment from the Location. Note: If the location pays cash, the cash then needs to be converted to a money order as required by the Attorney General's Office. This field needs to be allowed to be left blank until money orders are processed.

      ii.   This receipt needs to be printable.

AVON LAKE POLICE ATHLETIC LEAGUE
INSTANT BINGO TICKET PROGRAM RECEIPT

Date:_____ Location:_____

1. Game Name:_____ SN:_____ Profit:$_____ Check #:_____

   Ticket Count:_____ Prize:$_____ 6%:$_____ 6% Check#_____

2. Game Name:_____ SN:_____ Profit:$_____ Check #:_____

   Ticket Count:_____ Prize:$_____ 6%:$_____ 6% Check#_____

3. Game Name:_____ SN:_____ Profit:$_____ Check #:_____

   Ticket Count:_____ Prize:$_____ 6%:$_____ 6% Check#_____

4. Game Name:_____ SN:_____ Profit:$_____ Check #:_____

   Ticket Count:_____ Prize:$_____ 6%:$_____ 6% Check#_____

Delivered By:_____ Received By:_____

7. Location Reimbursement Invoices to Charity
   a. For the locations to be able to receive their 6% from the charities they have partnered with, a reimbursement invoice needs to be submitted to the charity. To help them out, we generate an invoice based on the data populated inside of each location receipt. Below is an example of the invoices that need to be generated.

i. This invoice needs to be printed at the same time the location receipt is printed.

Example

6425 Example Rd.
Example., OH 44000

BILL TO:

Charity Name
1300 Example Street
Example, Ohio 44000

Date	25-Apr
Year	2024

IBTP Deals	Tickets Per Deal	$/Ticket	Total Box Revenue	6% Reimbursement
2K78608				
Zip Zap	4560	$1.00	$4,560.00	$273.00
2L12993				
A-Paw-Ling Pooches	6320	$1.00	$6,320.00	$379.00
2Y71448				
Criss Cross	5520	$1.00	$5,520.00	$331.00
1M39973				
Spin to Win	4000	$1.00	$4,000.00	$240.00
3A15752				
The Perfect Pint	4000	$1.00	$4,000.00	$240.00

All Rounded Down to Nearest Whole Dollar

Reimbursement for IBTP Audits and Accounting Services, IBTP Advertising, Percent of Location Property Taxes, and Percent of Location's Rent Payment   **$1,463.00**

Total Due $1,463.00

THANK YOU FOR YOUR BUSINESS!

8. Checks to Locations
   a. After box(es) of tickets have been distributed to the location on the charity's behalf, and payment has been received, checks to the location need to be processed. For most of our partnered charities, we print the checks on their behalf. Inside the check writing software, the charity information is auto populated, including the signature that is on file. There is 1 check printed for each box of tickets purchased. The following information is then added to each check:
       i. Check Portion
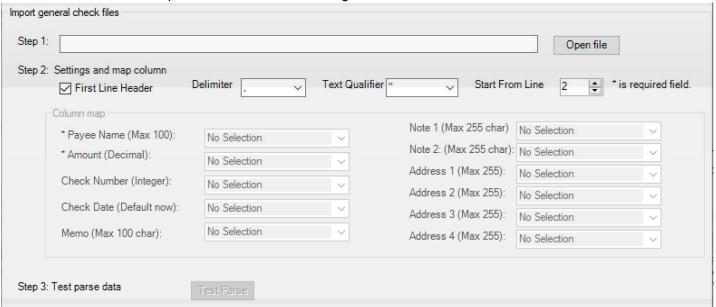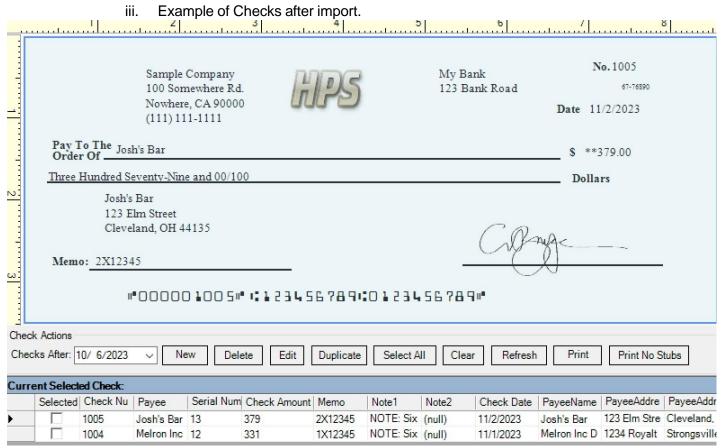   1. Location or LLC Name (Payee)
           2. Location Address
           3. Amount (6% Check Amount)
           4. Serial Number (Memo)
       ii. Stub Portion
           1. 6% Verbiage (Required per AG Office) (Note 1)
           2. Excel Delimitated Data for import no longer required in new system.
   b. The check data needs to be exported from the Access Database to be imported into the check writing software. Please see example below:
       i. Data to be exported and formatted.

	A	B	C	D	E	F	G	H	I	J
1	Payee	CheckDate	Amount	Memo	Note1	Note2	PayeeAddress1	PayeeAddress2	PayeeAddress3	PayeeAddress4
2	Melron Inc DBA Mulligan's	11/1/2023	331	1X12345	NOTE: Six percent reim	Melron Inc DBA Mulligan's	1234 Royalton Rd	Strongsville, OH 44149	
3	Josh's Bar	11/2/2023	379	2X12345	NOTE: Six percent reim	Josh's Bar	123 Elm Street	Cleveland, OH 44135	
4										
5										
6										
7										
8										

       ii. Import function in check writing software.

Import general check files

Step 1: [   ] Open file

Step 2: Settings and map column
   ☑ First Line Header   Delimiter [, ∨]   Text Qualifier [" ∨]   Start From Line [2 ⬍]   * is required field.

   Column map
   * Payee Name (Max 100): [No Selection ∨]   Note 1 (Max 255 char) [No Selection ∨]
   * Amount (Decimal): [No Selection ∨]   Note 2: (Max 255 char): [No Selection ∨]
   Check Number (Integer): [No Selection ∨]   Address 1 (Max 255): [No Selection ∨]
   Check Date (Default now): [No Selection ∨]   Address 2 (Max 255): [No Selection ∨]
   Memo (Max 100 char): [No Selection ∨]   Address 3 (Max 255): [No Selection ∨]
       Address 4 (Max 255): [No Selection ∨]

Step 3: Test parse data   [Test Parse]

iii.   Example of Checks after import.

Sample Company
100 Somewhere Rd.
Nowhere, CA 90000
(111) 111-1111

HPS

My Bank
123 Bank Road

No. 1005
67-76890

Date 11/2/2023

Pay To The
Order Of _____ Josh's Bar _____ $ **379.00

Three Hundred Seventy-Nine and 00/100 _____ Dollars

Josh's Bar
123 Elm Street
Cleveland, OH 44135

Memo: 2X12345

⑈00000 1005⑈ ⑆1 23456 789⑈0 1 23456 789⑈

Check Actions

Checks After: 10/ 6/2023 ⌄ | New | Delete | Edit | Duplicate | Select All | Clear | Refresh | Print | Print No Stubs |

Current Selected Check:

Selected	Check Nu	Payee	Serial Num	Check Amount	Memo	Note1	Note2	Check Date	PayeeName	PayeeAddre	PayeeAddr
☐	1005	Josh's Bar	13	379	2X12345	NOTE: Six	(null)	11/2/2023	Josh's Bar	123 Elm Stre	Cleveland,
☐	1004	Melron Inc	12	331	1X12345	NOTE: Six	(null)	11/1/2023	Melron Inc D	1234 Royalt	Strongsville

9. Envelopes
    a. We keep a log of envelopes that go out to the hosting locations on behalf of the partnered charities. They are numbered and reference the check numbers that are inside each envelope. We would like the system to:
        i.   Number each envelope
        ii.   Pair the check number with the envelope number (Note: If a location buys multiple boxes inside 1 order, there is a check written for each box with the serial number in the memo section. We then put all checks from that order into 1 envelope. For example, if there are check numbers 101, 102, 103, and 104 for Mulligan's, all those checks go into envelope 1102.
        iii. Once paired, I would like the database to print out a report along with the envelopes using the functionality like a mail merge inside of Word.
              1. Report Example:

Envelope #	Charity	Location	Envelope Fill Date	Distribution Date	Delivery Sign Out
1292	CPAL	49th Street Tavern	10/25/2023	/ /	
1293	CPAL	Back Draft	10/25/2023	/ /	
1294	CPAL	Bonker's	10/25/2023	/ /	
1295	CPAL	Cebars	10/25/2023	/ /	
1296	CPAL	Corvette Lounge	10/25/2023	/ /	
1297	CPAL	Danny Mac's	10/25/2023	/ /	
1298	CPAL	Fairview Tavern	10/25/2023	/ /	
1299	CPAL	Flyer's	10/25/2023	/ /	
1300	CPAL	Frank's Place	10/25/2023	/ /	
1301	CPAL	Highlander Tavern	10/25/2023	/ /	
1302	CPAL	Local Bar	10/25/2023	/ /	

2. Envelope Example

CLEVELAND POLICE ATHLETIC LEAGUE
INSTANT BINGO TICKET PROGRAM
13730 ENTERPRISE AVE
CLEVELAND, OH 44135

Woody's

1309

10. Reports
   a. The below required reports are populated by looking up data from the above-mentioned tables:
      i. Service Pay (Ties to Employee of Sarcyk Management)
         1. This is a report used only for the charity "Cleveland PAL". The agreement with them is that each SMAC D Representative of PAL receives 10% of the ideal profit. Please See Example Below
      ii. Administrative Fee
         1. This is a report used only for the charity "Cleveland PAL". The agreement with them is that SMAC receives 1% of all revenue. For example, if a box of tickets contains 4,000 tickets sold at $1.00 each, SMAC-D receives $40.00 admin fee for that box of tickets. Please See Example Below
      iii. Marketing Fee
         1. This report is for all marketing reps that bring SMAC-D new locations. They get an agreed upon commission for the life of that account. This commission is calculated by the amount of tickets sold to a location during the past month. For example, Danny Mac's is Mike's location. It is agreed that he gets $0.015 per ticket. During last month, Danny Mac's sold 2 boxes of Criss Cross Last Sale. These games consist of 5,520 tickets per box. Therefore 11,040 tickets were sold. 11,040 tickets X $0.015 is $165.60. Mike earned a commission of $165.60 from Danny Macs Last Month. Please See Example Below
         2. This Marketing fee is Location based. There will be representatives that receive a higher commission, depending upon what location they signed up
      iv. Ticket Cost Log
         1. This is a report that is for all other charities. This shows the total cost of boxes of tickets from our Distributor. Please See Example Below
      v. Each Charity Fee Report
         1. This is a monthly report given to each charity, except Cleveland PAL, at the beginning of each month for SMAC-D's services and supply. This is a per ticket rate. Please See Example Below
      vi. Monthly Income and Expense Report for each Partnered Charity.
         1. Please See Example Below

ii. Employee Pay (Service Fee) Example 1 - Aaron
Cleveland Police Athletic League

Charity	PAL
Rep Name	Aaron Reese
Date (Month)	Oct
Date (Year)	2023

Service Charge Due $ 1,214.00

	Name of Game	Location Check No.	Tickets Sold	Ideal Profit	Service Charge
10/3/2023					
McCarthy's Downtown					
WWG150503	Wealthy Wise Guys	3294	8064	4840	484
McG's Pub & Grub					
2F24424	Crowns and Bars	5638	3000	750	75
WWG150515	Wealthy Wise Guys	5638	8064	4840	484
10/27/2023					
McCarthy's Downtown					
2F24429	Crowns and Bars	3348	3000	750	75
McG's Pub & Grub					
2K22047	Criss Cross	5653	5520	960	96

ii. Employee Pay (Service Fee) Example 2 - Neil (1st Page)
<u>Cleveland Police Athletic League</u>

Charity	PAL
Rep Name	Neil Sarcyk
Date (Month)	Oct
Date (Year)	2023

<u>Service Charge Due</u> $ 9,701.00

	Name of Game	Location Check No.	Tickets Sold	Ideal Profit	Service Charge
10/2/2023					
Corvette Lounge					
2K22072	Criss Cross	38033479	5520	960	96
WHW120801	Whiskey Wealth	38033482	4620	900	90
Fairview Tavern					
2K22096	Criss Cross	38033480	5520	960	96
WHW120824	Whiskey Wealth	38033483	4620	900	90
Locker Room Bar and Grill					
2N41875	Weekend Bender	4833	4000	898	90
2R96327	Bourbon Nights	4833	4000	898	90
2R96386	Bottom of the Barrel	4833	4000	898	90
Mulligan's					
1J26267	Big 5	1462	9959	2119	212
2K22067	Criss Cross	1462	5520	960	96
2L12891	Campin Buddies	1462	6320	1575	158
10/3/2023					
Danny Mac's					
2F24379	Crowns and Bars	250	3000	750	75
2K22065	Criss Cross	250	5520	960	96
Gino's					
2F24346	Crowns and Bars	5935	3000	750	75
2K21941	Criss Cross	5935	5520	960	96
10/4/2023					
Tommy's Wine Bar					
1U80624	Criss Cross	7802	5520	960	96
2K78492	Zip Zap	7802	4560	1100	110
10/5/2023					
Wagon Wheel					
2K78460	Zip Zap	2553	4560	1100	110
10/6/2023					
Borgata					
2L	Diamonds and Pearls	38066710and11	6320	1575	158
Cinema Lounge					
2K22069	Criss Cross	38066706	5520	960	96
Woody's					
BOB130709	Boot Leg Bottles	38066709	6300	995	100
10/9/2023					
Bennett's Bar and Pizzeria					
2J26284	Big 5	6344	9959	2119	212
2K22169	Criss Cross	6347	5520	960	96
2L13097	Bar The Slots	6344	6320	1575	158
Locker Room Bar and Grill					
2N41865	Weekend Bender	4843	4000	898	90
2R96401	Bottom of the Barrel	4843	4000	898	90
2R96492	Bourbon Nights	4843	4000	898	90
Mulligan's					

Cleveland Police Athletic League

Charity	PAL				
Date (Month)	Oct		**Total Tickets Sold**	495,383	
Date (Year)	2023		**1% Admin Fee**	$ 5,649.95	

	Name of Game	Location Check No.	Tickets Sold	Ideal Profit	Admin Fee
Aaron Reese					
10/3/2023					
McCarthy's Downtown	****Note: Wealthy Wise Guys is $5.00/Ticket - 8064 x $5 is $40,320. 1% of Revenue is $403.20****				
WWG150503	Wealthy Wise Guys	3294	8064	4840	403.2
McG's Pub & Grub					
2F24424	Crowns and Bars	5638	3000	750	30
WWG150515	Wealthy Wise Guys	5638	8064	4840	403.2
10/27/2023					
McCarthy's Downtown					
2F24429	Crowns and Bars	3348	3000	750	30
McG's Pub & Grub					
2K22047	Criss Cross	5653	5520	960	55.2
Neil Sarcyk					
10/2/2023					
Corvette Lounge					
2K22072	Criss Cross	38033479	5520	960	55.2
WHW120801	Whiskey Wealth	38033482	4620	900	46.2
Fairview Tavern					
2K22096	Criss Cross	38033480	5520	960	55.2
WHW120824	Whiskey Wealth	38033483	4620	900	46.2
Locker Room Bar and Grill					
2N41875	Weekend Bender	4833	4000	898	40
2R96327	Bourbon Nights	4833	4000	898	40
2R96386	Bottom of the Barrel	4833	4000	898	40
Mulligan's					
1J26267	Big 5	1462	9959	2119	99.59
2K22067	Criss Cross	1462	5520	960	55.2
2L12891	Campin Buddies	1462	6320	1575	63.2
10/3/2023					
Danny Mac's					
2F24379	Crowns and Bars	250	3000	750	30
2K22065	Criss Cross	250	5520	960	55.2
Gino's					
2F24346	Crowns and Bars	5935	3000	750	30
2K21941	Criss Cross	5935	5520	960	55.2
10/4/2023					
Tommy's Wine Bar					
1U80624	Criss Cross	7802	5520	960	55.2
2K78492	Zip Zap	7802	4560	1100	45.6
10/5/2023					
Wagon Wheel					
2K78460	Zip Zap	2553	4560	1100	45.6
10/6/2023					
Borgata					
2L	Diamonds and Pearls	38066710and11	6320	1575	63.2

iv. Marketing Fee Example

SMAC Marketing Commissions

Charity	All		
MR Name	B & B Music		
Date (Month)	Oct	**Total Tickets Sold**	18,320.00
Date (Year)	2023	**Commission Owed ($0.015/Tkt) $**	274.80

	Name of Game	Location Check No.	Tickets Sold	Commission
Back Draft Bar and Grill				
10/16/2023				
2H20349	Aces and 8s	6970	4000	60
2R96398	Geezer Pleaser	6970	4000	60
Bonkers				
10/16/2023				
2R96481	Bottom of the Barrel	4856	4000	60
Frank's Place				
10/13/2023				
2L13048	A-Paw--Ling Pooches	38093515	6320	94.8

SMAC Distributing Monthly Ticket Cost Log

Charity	IABC
Months (Date)	Oct
Year Distributed	2023

Total Service Fee	$	3,567.20
Box Cost Total	$	1,818.00
SMAC-D Total Profit	$	1,749.20

Row Labels	Ticket Count	Ideal Profit	SMAC-D Service Fee	Cost of Box of Tickets
2K78510				
Jackie's Sports Bar and Grill				
Zip Zap	4560	1100	296.4	146
2K21944				
Kate's Bar and Grill				
Criss Cross	5520	960	358.8	186
2K21982				
Kate's Bar and Grill				
Criss Cross	5520	960	358.8	186
2K21929				
Porch Bar and Grill				
Criss Cross	5520	960	358.8	186
2K78544				
Jackie's Sports Bar and Grill				
Zip Zap	4560	1100	296.4	146
2K21954				
Sound Stage Tavern				
Criss Cross	5520	960	358.8	186
1X42361				
At Witz End				
Make Mine A Double	6320	1575	410.8	212
1F68326				
306 Lounge				
All Too Reel	6320	1575	410.8	198
2K21930				
Jackie's Sports Bar and Grill				
Criss Cross	5520	960	358.8	186
2K21906				
Jackie's Sports Bar and Grill				
Criss Cross	5520	960	358.8	186
Grand Total	**54880**	**11110**	**3567.2**	**1818**

Italian American Brotherhood Club

INVOICE: IABC10014

Charity	IABC	**Machine Rental (5 Machines)** $ 1,350.00
Date (Month)	Oct	**Total Tickets Sold** 54,880
Date (Year)	2023	**Total Ticket Cost** $ 3,567.20
		Total Due $ 4,917.20

	Name of Game	Location Check No.	Tickets Sold	Ideal Profit	Ticket Cost
Neil Sarcyk					
10/1/2023					
Jackie's Sports Bar and Grill					
2K78510	Zip Zap	3278	4560	$1,100.00	$296.40
10/5/2023					
Kate's Bar and Grill					
2K21944	Criss Cross	3625	5520	$960.00	$358.80
2K21982	Criss Cross	3620	5520	$960.00	$358.80
10/12/2023					
Sound Stage Tavern					
2K21954	Criss Cross	1040	5520	$960.00	$358.80
10/17/2023					
Jackie's Sports Bar and Grill					
2K78544	Zip Zap	3296	4560	$1,100.00	$296.40
Porch Bar and Grill					
2K21929	Criss Cross	3668	5520	$960.00	$358.80
10/23/2023					
Jackie's Sports Bar and Grill					
2K21906	Criss Cross	3299	5520	$960.00	$358.80
2K21930	Criss Cross	3300	5520	$960.00	$358.80
10/24/2023					
306 Lounge					
1F68326	All Too Reel	9671	6320	$1,575.00	$410.80
At Witz End					
1X42361	Make Mine A Double	8365	6320	$1,575.00	$410.80

NOTES: Machines at 306 Lounge, Sound Stage, and Porch Bar are owned by SMAC Distributing. $250/Month/Machine Rent fee*.

*Rent fee only charged during months with revenue.

vii. Revenue and Expense Report for PAL Example

Charity	PAL		$ 4,877,396.00	Total Revenue
Time Frame	June 1, 2021 - May 31, 2022		$ 1,032,695.00	Charity Profit
Date (Month)	All		$ (294,812.00)	Location Rent ($0.06/Ticket)
Date (Day)	All		$ (103,447.00)	10% Service Fee
Date (Year)	All		$ (31,621.75)	Admin Fee 1% (After 11/1/2021)
Payee	All		$ 602,814.25	Charity Net

Locations	Tickets Sold	Gross Revenue	Profit	Location Rent ($0.06/Tkt)	10% Service Fee	Admin Fee ($0.01/Tkt)
Amici's	20,368.00	$20,368.00	$3,962.00	$1,221.00	$396.00	$151.94
Andy's Hot Spot	3,000.00	$3,000.00	$750.00	$180.00	$75.00	
Bennett's Bar and Pizzeria	295,710.00	$295,710.00	$64,746.00	$17,729.00	$6,478.00	$1,762.95
Cinema Lounge	115,430.00	$115,430.00	$23,220.00	$6,920.00	$2,323.00	$666.20
Cleveland Beverage	3,260.00	$3,260.00	$600.00	$195.00	$60.00	
Cleveland Local Eatery	9,000.00	$9,000.00	$2,250.00	$540.00	$225.00	$30.00
Corvette Lounge	342,154.00	$342,154.00	$66,981.00	$20,519.00	$6,702.00	$2,406.28
CPPA	12,000.00	$12,000.00	$3,000.00	$720.00	$300.00	$64.25
Crystal Keg	305,167.00	$305,167.00	$68,054.00	$18,298.00	$6,810.00	$1,940.24
Danny Mac's	190,480.00	$190,480.00	$38,971.00	$11,423.00	$3,897.00	$1,393.65
Danny's Tavern	37,398.00	$37,398.00	$7,261.00	$2,242.00	$726.00	$88.66
Dopey Z's - Johnnys Clubhouse	24,600.00	$24,600.00	$5,452.00	$1,475.00	$545.00	$246.00
Euclid Convenient	63,760.00	$63,760.00	$14,236.00	$5,453.00	$1,557.00	$667.21
Euclid Lakeshore Panthers - Paragon	4,000.00	$4,000.00	$998.00	$240.00	$100.00	$40.00
Fairview Tavern	227,520.00	$227,520.00	$44,813.00	$13,645.00	$4,484.00	$1,353.02
Flyer's	419,383.00	$419,383.00	$91,542.00	$25,145.00	$9,159.00	$1,983.50
Game On	29,504.00	$29,504.00	$7,120.00	$1,768.00	$712.00	$295.04
Good Times Cafe	3,260.00	$3,260.00	$600.00	$195.00	$60.00	
Harb's Barber Shop	5,520.00	$5,520.00	$960.00	$331.00	$96.00	$55.20
Harry Buffalo	68,720.00	$68,720.00	$12,549.00	$4,121.00	$1,254.00	$53.20
Highlander Tavern	291,660.00	$291,660.00	$61,540.00	$17,490.00	$6,158.00	$1,710.88
Locker Room Bar and Grill	106,640.00	$106,640.00	$22,390.00	$6,397.00	$2,242.00	$874.90
Lucky T's	108,000.00	$108,000.00	$27,000.00	$6,480.00	$2,700.00	$732.76
Lucky's Beverage	29,520.00	$29,520.00	$6,752.00	$1,771.00	$676.00	$40.00
McCarthy's Downtown	184,821.00	$184,821.00	$34,070.00	$11,081.00	$3,410.00	$1,547.35
McG's Pub & Grub	174,886.00	$174,886.00	$35,583.00	$10,482.00	$3,564.00	$1,291.72
Mulligan's	844,594.00	$844,594.00	$175,351.00	$50,623.00	$17,539.00	$5,952.37
Pounders Bar & Grill	160,320.00	$160,320.00	$38,160.00	$9,610.00	$3,816.00	$1,228.64
Q's Convenient	5,438.00	$5,438.00	$1,338.00	$326.00	$134.00	$43.67
Q's Gas and Go	5,438.00	$5,438.00	$1,338.00	$326.00	$134.00	$43.67
Reggie's Saloon	65,833.00	$65,833.00	$14,619.00	$4,707.00	$1,462.00	$376.18
Rock Creek Kitchen & Bar	70,694.00	$70,694.00	$17,394.00	$4,238.00	$1,742.00	$522.38
Sachsenheim Hall	23,719.00	$23,719.00	$5,919.00	$1,423.00	$592.00	$168.19
Shooters on the Water	128,400.00	$128,400.00	$26,780.00	$7,694.00	$2,678.00	$273.60
Star Value	6,000.00	$6,000.00	$1,500.00	$360.00	$150.00	
Strongsville Cafe	38,080.00	$38,080.00	$7,825.00	$2,284.00	$783.00	$277.25
The Lanes	2,719.00	$2,719.00	$669.00	$163.00	$67.00	
The Local Bar	70,080.00	$70,080.00	$15,018.00	$4,204.00	$1,504.00	$460.80
Tommy's Wine Bar	80,600.00	$80,600.00	$15,483.00	$4,833.00	$1,547.00	$685.71
Wagon Wheel	236,840.00	$236,840.00	$52,480.00	$14,190.00	$5,248.00	$1,701.14
Wine Bar	13,560.00	$13,560.00	$3,350.00	$813.00	$335.00	
Woody's	49,320.00	$49,320.00	$10,071.00	$2,957.00	$1,007.00	$493.20
Grand Total	**4,877,396.00**	**$4,877,396.00**	**$1,032,695.00**	**$294,812.00**	**$103,447.00**	**$31,621.75**

Medina County Law Enforcement Association
3593 Medina Road, Ste 283
Medina, OH 44256

<u>Instant Bingo Pull Tab Program - Revenue and Expense Report</u>

			6% to Location Owner	$ 54,103.00
	Total Revenue	$ 900,346.00	Total Ticket Costs	$ 55,735.44
Charity	MCLEA	Total Prizes Paid Out $ (725,234.00)	Ticket Machine Rent ($200/Mach/Mo)	$ 14,400.00
Time Frame	July 1, 2022 - June 30, 2023	Total Profit $ 175,112.00	Charity Net	$ 50,873.56

	Boxes Sold	Tickets Sold	Revenue	Paid Prizes	Total Profit		Location Rent (6%)	SMAC Distributing Fee
Herman's	44	234560	$234,560.00	$ 191,850.00	$ 42,710.00	$	14,066.00	$ 14,688.80
Manzo's	49	260536	$260,536.00	$ 215,246.00	$ 45,290.00	$	15,623.00	$ 16,179.36
Ricos Bar and Grill	28	146815	$151,615.00	$ 115,977.00	$ 35,638.00	$	9,202.00	$ 9,130.38
The Backyard	10	76795	$76,795.00	$ 61,700.00	$ 15,095.00	$	4,604.00	$ 4,760.50
Wooden Nickel	43	176840	$176,840.00	$ 140,461.00	$ 36,379.00	$	10,608.00	$ 10,976.40
Grand Total	174	895546	$900,346.00	$ 725,234.00	$ 175,112.00	$	54,103.00	$ 55,735.44

Business 2 – Union Vending (Our Vending Equipment Company)

Our vending company owns and services coin operated machines at its partnered locations. Each collection, the employee counts the money from each machine and splits the revenue, less fees, with the location.

1. Receipt Generation Form
   a. Union Vending needs to furnish each of its partnered locations a receipt when an employee collects the revenue generated from the machines. The employee will record the total amount of money collected at each machine, along with the amount of fees associated with each machine. The receipt form will then calculate the total amount of money collected, the total amount of fees to be split, fees to Location Only, and total amount to be given to Location. Each receipt needs to have the following information on it:
      i. Date
      ii. Union Vending's Name and Address ← Auto-Populated from Business Serviced Table
      iii. Union Vending's Phone Number ← Auto-Populated from Business Serviced Table
      iv. Location Name ← Dropdown box linked to Location List Table
      v. All Machine Types at Location ← All Auto-Populate from Location List Table
         1. Each Machine will request the following data:
            a. Total Amount Collected
            b. Total Fees Charged
      vi. Total Amount Collected
      vii. Total Fees split between Union Vending and Partnered Location
      viii. Total Fees Union Vending charges to Location
      ix. Total amount given to Location – This number is rounded up to the nearest whole dollar
      x. Union Vending's Net
2. Reports:
   a. From this data, we must then be able to generate the following reports:
      i. Location Payments – To be given to locations upon request and as a yearly report. This report will display:
         1. Machine type income (Gross revenue of each machine type (Union Vending machines only))
         2. Machine expenses (broken down by machine type)
         3. Net income for time period selected.
      ii. Net Revenue Report – To be generated for all locations combined and separately. This is for any time period selected. This report will display:
         1. Total Gross Revenue broke down by Location and Machine type (Owned by Union Vending)
         2. Machine Expenses (Broken down by Location and Machine Type)
         3. Amount Paid to Locations. (Total and broken down by each location)
         4. Fees and reimbursements paid to Union Vending by locations. (Broken down by machine type)
         5. Net income for (Total and for each location)
3. Accounting:
   a. We will continue to use our accounting software (Quicken) and add in the Net received from or paid to each location.

Business 3 – SM Enterprise (Our ATM Route Company)

Our ATM Company owns and services it's own ATM Machines. The transaction data is recorded by the ATM's Hosting company. This data is easily downloaded from our portal on their website as an Excel file. We would like this data to be easily copied and pasted into a table inside of this database. From the import, the table then calculates the partners commission, if any, based on the agreed upon amount. These commissions are calculated based on the amount of transactions during a month. These are either $0.00, $0.50, $1.00, or $1.25

per transaction. The amounts paid to the location may change periodically. All previous calculations need to stay recorded in the system.

1. The following data tables that need to be created are:
    a. Import from Download
    b. ATM commission amounts

2. The data tables would then be able to be used to create the following reports:
    a. Partnered Location Revenue Share – Generated monthly to show what is to be paid to each location. The total is rounded to the nearest whole dollar collected – This is to be both a printable report and a report on the Owner's Dash board
    b. Revenue from fees collected – This is to be both a printable report and a report on the Owner's Dash board

Business 4 and 5 – 64 Foxglove Group and 75 Baldwin Park

These are our 2 Apartment complexes. We are currently using Apartment Management software and plan to continue to use it. We would like for the database to compliment it by importing the financial data into data tables for each property. The financial data would then be added to the owner's dashboard. Aside from that, we would like to have the following Form and Data tables:

1. Unit List
    a. Complex Name
    b. Street Address
    c. Apartment Number
    d. City
    e. State
    f. Zip Code
2. Tenant List – This will be a list of current and past tenants, along with their contact information.
    a. Unit Street Address ←From Unit List Data Table.
    b. Tenant Status
        i. Current Tenant
        ii. Past Tenant
    c. Tenant First Name
    d. Tenant Last Name
    e. Phone Number
    f. Email
    g. Forwarding Street Address
    h. Forwarding City
    i. Forwarding State
    j. Forwarding Zip Code
3. Apartment Equipment Type – This will be a list of the type of equipment we would like to keep track of. This data will them be transferred to the Apartment Equipment List as a dropdown. Below is a list of equipment types we would like to keep track of. This is not a complete list:
    a. Central A/C
    b. Dish Washer
    c. Dryer
    d. Furnace
    e. Hot Water Heater
    f. Snow Blower
    g. Washer
4. Apartment Equipment List – This will be a list of all equipment that is on the property. This will include the following Data:
    a. Equipment Type ← Selected From Dropdown of Apartment Equipment Type

      b. Serial Number
      c. Equipment Status
           i. In Service
          ii. Not in Service
      d. Date First in Service
      e. Date of Ended Service
      f. Original Warranty
      g. Location Address
      h. Unit Number (If Any)
      i. Notes

There are other businesses, however, this is what we would like in the current build of the database. This database needs to be built in a way where new businesses can be easily added to the current build.