

**Meal Summary Sheet (day/date):**

Meal Crew and Hours Each Worked:

**INCOME****Meal Fees**

Number of adults:	<input type="text"/>	@ \$	=	<input type="text"/>
Number of kids 4-12 (50% of adult price):	<input type="text"/>	@ \$	=	<input type="text"/>
Number of children <4 (free):	<input type="text"/>			
Number of Heart Discount Adults:	<input type="text"/>	@ \$	=	<input type="text"/>
Number of Heart Discount kids 4-12:	<input type="text"/>	@ \$	=	<input type="text"/>
Number of Heart Discount children (free):	<input type="text"/>			
Number of adult Guests (\$1 extra):	<input type="text"/>	@ \$	=	<input type="text"/>
Number of kid Guests (\$.50 extra):	<input type="text"/>	@ \$	=	<input type="text"/>
Number of children Guests (free):	<input type="text"/>			
Number of adult Walk-Ins (\$1 extra):	<input type="text"/>	@ \$	=	<input type="text"/>
Number of kid Walk-Ins (\$.50 extra):	<input type="text"/>	@ \$	=	<input type="text"/>
Number of children Walk-Ins (free):	<input type="text"/>			

(List Walk-In fees on Meal Sign-Up Sheet by person's name)

Total # of People:  (Cross check against total on Sign-Up Sheet)Subtotal of meal fees 

Leftovers sold (list \$ on Meal Sign-Up Sheet by buyer)

Subtotal of leftovers **TOTAL INCOME****EXPENSES****Pantry:** Attach Pantry Price List with quantities and \$s, list total here**Pantry:** Add \$1 for every 10 diners for basic supplies in small quantities

Subtotal of pantry charges

**Food purchased** by Shoppers \_\_\_\_\_ (include receipts):**Food purchased** by Shoppers \_\_\_\_\_ (include receipts):**Food purchased** by Shoppers \_\_\_\_\_ (include receipts):**Food purchased** by Meal Crew \_\_\_\_\_ (include receipts):**Food purchased** by Meal Crew \_\_\_\_\_ (include receipts):**Food purchased** by Meal Crew \_\_\_\_\_ (include receipts):

Subtotal of food purchased

**TOTAL EXPENSES****PROFIT/LOSS**

Tips to add to CoHo Cooking Tips Notebook?

Additional kitchen equipment needed?

Give paperwork to: \_\_\_\_\_ Susan, who will route it to \_\_\_\_\_ Andy \_\_\_\_\_ Craig \_\_\_\_\_ Xochil