

PERCENTAGE CONTRACT PROCEDURES

Under your contract, you are required to account for all of your sales. Your method of accountability must be reviewed and approved by the State Fair's Fiscal Management Unit (FMU) before you begin operations. You must also provide an item list and sales prices to Fiscal Management prior to opening your operation for each event.

Food vendors must complete a "Percentage Restaurant Summary of Sales Report" on a daily basis (to be provided). To assist with the computation of the percentages due, sales totals must separately list sales of food/non-alcoholic beverage, and beer. If wine or liquor sales are permitted under your contract, those sales must also be reported separately. Required back-up documentation should be attached to the report and discrepancies, if any, explained on the report.

Gross sales are defined as revenue from sales after the deduction of sales tax. Sales tax, if included in the prices, must be deducted from total sales by dividing total sales by 1.08% (based on current sales tax rate).

Reports and payments are to be submitted to the Licensing Department by the due date in your contract. Late reports and/or payments are subject to a penalty of ten percent (10%) of the outstanding amount.

Requirements for use of cash registers:

- Every sales location must have a cash register. Registers must have drawer compulsion capability, preventing operation of the register if the drawer is not closed.
- The quality of the register should match the scope of operation. For example, a full service/year-round restaurant must have a register capable of recording dozens of items, while a snack bar/temporary operation with fewer items for sale might not need that capacity.
- Each register must have programmable item keys. Ideally, each item sold should have its own price key. If there are not enough register keys for each individual item, then items should be allocated by a programmable department key (product price entered and dept type "food, beverage, novelty, etc." picked). Sales shall indicate each individual item sold. Manually totaling separate items and entering a grand total in the register is not permitted.
- Each cash register must generate a journal tape showing each transaction and a grand total summary tape showing the total number of items sold for each individual item along with a grand total dollar value for that respective item. Registers must be closed out daily; sales from multiple days cannot be combined. If a register is relocated or replaced, Fiscal Management Unit must be apprised.
- Each register must be capable of running a continuous "Z" sequential numbering system report ("Z" report example attached). The "Z" number, date, and time will appear on each daily close of business report that indicates all grand totals for that register. A "Z" report also resets the register for the next day of business. The "Z" number must run in sequential order from day to day, and show to show. Any gaps in "Z" numbers will require an explanation.
- The grand total "Z" summary report tape must be attached to the Percentage Restaurant Summary of Sales Report. Submission of the continuous journal tape is not required, although they must be retained by vendors for audit purposes. Each register's total is to be reported separately on the report and the corresponding "Z" summary tape must be labeled with register location, date, and event name. Any tape marked with an "X" number is NOT acceptable, as it does not reflect the grand total.