

**Pittsburg Police Department**  
**Food/Alcohol Sales Analysis Sheets**

AGENT: \_\_\_\_\_ CASE # \_\_\_\_\_

LICENSEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Premises:

Type of structure and occupancy load limit: \_\_\_\_\_

Kitchen area? \_\_\_\_\_ Refrigeration/Food Storage: \_\_\_\_\_

Food Preparation equipment (operational): \_\_\_\_\_

Menu? \_\_\_\_\_ Drink Price List? \_\_\_\_\_

Compare food items listed on menu to storage/stocked food items and list any discrepancies:

Records/Source document checklist:

- \_\_\_\_\_ Liquor purchase invoices (3years) - K.A.R. 14-21-10(g)
- \_\_\_\_\_ Daily/Monthly bookkeeping summaries
- \_\_\_\_\_ Check register
- \_\_\_\_\_ Bank Statements (incl. deposit slips, monthly statements, overdrafts, etc.)
- \_\_\_\_\_ Sales invoices/receipts
- \_\_\_\_\_ Z Tapes (identify cash register type, labels/codes for each type of sale)

Period	Month/Year	Liquor Sales	Food Sales	Total Sales	%
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Totals					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Totals					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Totals					

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Month/Year of Audit \_\_\_\_\_ thru \_\_\_\_\_

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Liquor Sales: \$	_____	_____	_____
Food Sales: \$	_____	_____	_____
Total Sales: \$	_____	_____	_____
Food Sales: \$	_____	_____	_____
Total Sales: \$	_____	_____	_____
% of Food Sales: %	_____	_____	_____