

Billy Geltmaker

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Cc: sbagwell (scottb@patokacapital.com); Monica Kidwell
Subject: SOP - File Retention & Procedures

SOP – File Retention & Procedures

Nightly Paperwork

The Nightly Paperwork is to be stored daily in the current month accordion file. At the end of each month, the entire month should be stored in a manila envelope or file and labeled “[Month] Nightly Reports YYYY” Nightly report packets should be kept for a period of three years.

Credit Card Receipts

Credit card receipts for each day should be grouped together on a nightly basis. If utilizing Boca receipts, the thermal receipts, stapled in groups by crew, should be wrapped around the stack of Boca receipts and secured with a rubber band. The receipts for a given night should be packaged together in an envelope or zip-lock bag and labeled with the date. The receipts should be kept for seven years.

Box Office Redemptions (Passes & Coupons)

Box office redemptions should be reconciled on a nightly bases. All types should be counted and reconciled against the logs and then placed in an envelope with the total of each type notated on the front of the envelope. A filing system should be in place to store the current weeks envelopes. At the end of each week, send redemption envelopes to the home office in the end of week packet.

Ticket Stubs

Ticket stubs should be collected on a nightly basis. These stubs should be stored in a plastic bag and labeled with the date. Ticket stubs should be kept for three months’ time (rolling).

Applications

It will be the Xscape Theatres’ policy to retain all employment applications for a period of one year. Any application received at the theatre location, not via corporate, should be kept onsite at the theatre for three months. After three months, if the theatre does not think they will hire the candidate, the general manager may mail the hard copy or scan and email the application to corporate for the required remaining retention period.

Terminated Personnel Records

Personnel records for terminated crew should be stored, by year, in alphabetical order. The files should be kept for a period of seven years.

Invoices

Invoices should be grouped by submission batch date with the Invoice transmittal log cover sheet stapled to the grouping. A copy of this packet should be made and the originals should be sent in the weekly packet. The current year packets should be stored by month. At the end of the year, the invoices should be filed and kept for a period of three years. (Follow Email Distribution List for all weekly invoice email submittals)

Petty Cash Reports

Petty Cash receipts should be submitted for approval each week. A summary Page (Petty Cash Report) should be included and list the receipts oldest to newest by date and be stapled in this same order to this summary page. All originals receipts with the summary page should be sent in the weekly packet. Copies of the Summary page and receipts should be made and retained in the safe until the corporate office sends approval for reimbursement or sends a

reimbursement check. After reimbursement the Petty Cash Reports at the theater level which include the original receipts should be filed and kept for a period of three years. (Follow Email Distribution List for all weekly petty cash email submittals)

Concession Period Reports – Send a copy of the Period Inventory report, Period Waste Reports, Daily Waste Logs in your weekly packets and file a copy of all each week for a 3 year period.

Payroll Period Packets –

At the end of a Payroll Period run the Bi-Weekly report and place it in a file with a payroll check registry, crew schedule, daily crew lists that reflect lateness, shift coverage or absences and the request offs from the given period. These files should be retained for a period of three years.

Please print and place this in section 3 after SOP- Birthday Party Room Rental Emails.

William Geltmaker

District Manager

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