

Restaurant Financial Audit Best Practices Checklist:

✓	WEEKLY/BIWEEKLY INVENTORY CHECKS
	<input type="checkbox"/> Perform weekly to bi-weekly inventory checks to better understand your par levels and needs (along with soft food/liquor cost calculations to see where you are at and where to adjust).
✓	STAFFING REVIEWS/LABOR COST
	<input type="checkbox"/> Perform weekly staffing reviews and labor cost analysis for scheduling purposes.
✓	SALES REPORTS
	<input type="checkbox"/> Check daily sales reports against weekly and monthly totals.
✓	CLOSING OUT
	<input type="checkbox"/> Review standard daily cash out and safe balancing procedures closing out the safe daily and accounting for all cash on hand.
✓	VOIDED CHECK REVIEWS
	<input type="checkbox"/> Conduct weekly to bi-weekly voided check reviews on the POS.
✓	FOOD WASTE
	<input type="checkbox"/> Ensure daily food waste tracking systems are in place and abided by.
✓	INVOICE CHECKS
	<input type="checkbox"/> Spot check invoices for price changes on key items and on-going order accuracy.
✓	SET GOALS
	<input type="checkbox"/> Every month, have financial goals you will work on, even when the restaurant is meeting or exceeding financial goals from the audit.
✓	ENSURE ACCURACY
	<input type="checkbox"/> Work with your staff to ensure the audit is done properly. Be patient, be present, and allow for questions, as data collection and adherence to all these systems is vital to EOM auditing success.

✓	USE THE DATA
	<input type="checkbox"/> Use the data from your audit to train staff and better the operation. This data is your game plan forward, and with constructive leadership, you will be able to execute on specific areas that you need to address.