Restaurant Financial Audit Best Practices Checklist:

✓	**PRICING OF VENDORS**
	☐ Compare the pricing of vendors and ensure the accuracy of vendor pricing on your invoices at least once a month; weekly is even better.
✓	**CREDIT CARD AND GIFT CARD PAYABLES**
	☐ Close out credit card and gift card payables, along with catering deposits when accounting for end-of-month audits.
✓	**WEEKLY/BIWEEKLY INVENTORY CHECKS**
	☐ 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**
	☐ Perform weekly staffing reviews and labor cost analysis for scheduling purposes.
✓	**SALES REPORTS**
	☐ Check daily sales reports against weekly and monthly totals.
✓	**CLOSING OUT**
	☐ Have standard processes for closing out the safe daily and accounting for all cash on hand.
✓	**VOIDED CHECK REVIEWS**
	☐ Conduct weekly to bi-weekly voided check reviews on the POS.
✓	**FOOD WASTE**
	☐ Ensure daily food waste tracking systems are in place and abided by.
✓	**INVOICE CHECKS**
	☐ Do weekly invoice checks with vendors and own internal systems.

✓	SOFTWARE ORGANIZATION
	☐ Have dedicated software organized and clearly labeled for use in storing end-of-month audit data throughout the month.
✓	MANAGER TRAINING
	☐ Perform manager training as needed on the end-of-month process, providing a checklist and clear goals that need to be achieved each month.
✓	PROFESSIONAL ASSISTANCE
	☐ Work with an accountant on the best way to present the data so an accurate audit is completed.
✓	SETTING GOALS
	☐ Every month, have financial goals you will work on, even when the restaurant is meeting or exceeding financial goals from the audit.
✓	ENSURE ACCURACY
	☐ 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.
✓	USING THE DATA
	☐ 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.