

Restaurant Financial Audit Checklist

Date: _____

- Profit and loss statement complete
- Profit and loss statement verified accurate
- Daily sales reports pulled and checked against weekly and monthly totals
- Weekly inventory count completed or pulled
- Inventory usage rate and variance (based on inventory numbers) calculated and reviewed
- Calculate labor cost and labor cost percentage
- Check labor cost against labor payouts in profit and loss statement
- Review voids with MOD
- Review waste logs with chef or kitchen manager
- Reconcile and file all invoices
- Complete and verify safe counts
- Remit any applicable taxes