**RESTAURANT ACCOUNTING CHECKLIST**

**FOR THE PERIOD:** [SPECIFY ACCOUNTING PERIOD]

**DATE:**  [SPECIFY DATE]

**FILED BY:** [SPECIFY COMPLETE NAME OF EMPLOYEE ASSIGNED]

**1. ACCOUNTING DOCUMENTATION CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM NAME** | **STATUS** | **REMARKS** | **VERIFIED BY** |
| **RESTAURANT INTERNAL DOCUMENTATION AND ACCOUNTING** | | | |
| DAILY SALES REPORT(S) |  |  |  |
| ACCIDENTAL EXPENSES |  |  |  |
| EMERGENCY EXPENSES |  |  |  |
| GOVERNMENT PERMITS |  |  |  |
| GOVERNMENT TAXES (MONTHLY) |  |  |  |
| PAID INVOICE(S) |  |  |  |
| UNPAID INVOICE(S) |  |  |  |
| INVENTORY WORKSHEETS |  |  |  |



|  |  |  |  |
| --- | --- | --- | --- |
| MAINTENANCE AND SANITATION DOCUMENTATION (MONTHLY CHECKUP FROM AUTHORITIES) |  |  |  |
| MANUAL CHECKS (COPIES) |  |  |  |
| MANUAL CHECK STUBS |  |  |  |
| PAYROLL WORKSHEETS |  |  |  |
| [ADD MORE DOCUMENTATION AS NEEDED] |  |  |  |
| **DATA ENTRY DOCUMENTATION** | | | |
| CASH ON HAND |  |  |  |
| CREDIT CARD |  |  |  |
| DEBIT CARD |  |  |  |
| DAILY SALES |  |  |  |
| INVENTORIES |  |  |  |
| PAID INVOICE(S) |  |  |  |
| UNPAID INVOICE(S) |  |  |  |
| MANUAL CHECKS |  |  |  |
| PROMO STUBS |  |  |  |
| [ADD MORE DATA ENTRY AS NEEDED] |  |  |  |
| **RECONCILIATIONS** | | | |
| OPERATING ACCOUNT BANK STATEMENT |  |  |  |
| PAYROLL ACCOUNT BANK STATEMENT |  |  |  |
| SAVINGS ACCOUNT BANK STATEMENT |  |  |  |
| CREDIT CARD STATEMENT ([SPECIFY NAME OF BANK]) |  |  |  |
| [ADD MORE CREDIT CARD STATEMENTS AS NEEDED] |  |  |  |
| DEBIT CARD STATEMENT ([SPECIFY NAME OF BANK]) |  |  |  |
| [ADD MORE DEBIT CARD STATEMENTS AS NEEDED] |  |  |  |
| DISCOUNTS |  |  |  |
| CASH ON HAND |  |  |  |
| INTERCOMPANY ACCOUNTS |  |  |  |
| PETTY CASH VOUCHERS |  |  |  |
| ACCIDENTAL EXPENSES |  |  |  |
| EMERGENCY EXPENSES |  |  |  |
| [ADD MORE AS NEEDED] |  |  |  |
| [ADD MORE CATEGORIES AS NEEDED] | | | |

**2. ACCOUNTING TASKS CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TASK NUMBER** | **TASK NAME** | **PERSONNEL** | **TIME FRAME** | **STATUS** |
| 1 | Invoice payments | [SPECIFY PERSONNEL] | [SPECIFY TIME FRAME] | [SPECIFY STATUS] |
| 2 | Employee payroll |  |  |  |
| 3 | Daily, weekly, and monthly reports |  |  |  |
| 4 | Calculation and submission of royalty payments to product licensors |  |  |  |
| 5 | Supplies inventory management |  |  |  |
| 6 | Bank account(s) review |  |  |  |
| 7 | Submission of requests to products licensor(s) and franchisor(s) |  |  |  |
| 8 | A/R and A/P transactions entries |  |  |  |
| 9 | Data backup |  |  |  |
| [ADD MORE AS NEEDED] | [ADD MORE AS NEEDED] |  |  |  |

**PREPARED BY:**

[INSERT SIGNATURE]

[SPECIFY COMPLETE NAME]

[SPECIFY DATE SIGNED]

**VERIFIED BY:**

[SPECIFY SIGNATURE]

[SPECIFY COMPLETE NAME OF BOOKKEEPER]

[SPECIFY DATE SIGNED]

AND

[SPECIFY SIGNATURE]

**[SPECIFY COMPLETE NAME OF RESTAURANT MANAGER]**

[SPECIFY DATE SIGNED]