



Night Audit Compliance

Date: _____

Employee: _____

Occupancy	Occupancy (Last Year)	ADR	ADR (Last Year)	\$ Month To Date	\$ Month To Date (Last Year)	\$ Year To Date	\$ Year To Date (Last Year)
	% +/-			% +/-		% +/-	

ITEM	INCLUDED (√)
Shift Report (Day)	
Shift Report (Mid)	
Shift Report (Night)	
Item Request Forms	
Downed Rooms Report	
Coupons Collected	
Receipt of Goods Verification	
Controlled Inventory Tracking	

Variations (please note any exceptions and explain why item is missing from daily paperwork):

Communications: _____

Note: To calculate % changes use the following formula: $\frac{\text{Current Amount} - \text{Prior Amount}}{\text{Prior Amount}} \times 100 = \% \text{ increase}$