



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)
	% +/-			% +/-		% +/-	

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

ITEM	INCLUDED (√)
Daily Balancing Sheet (SWI-FORM-006)	
Batch Close Summary (PRINT FROM EMAIL)	
Daily Report (System Report)	
Room Order Guest List (System Report)	
Departure List (System Report)	
Hotel Rate Findings (SWI-FORM-0024)	
Trip Advisor Rating/Date of Last Review	/
Trip Advisor Review Request (SWI-FORM-022)	
Housekeeping Totals (FROM CLIPBOARD IN LAUNDRY ROOM)	C/O: S/O:
Shift Report (Night) (System Report)	

Cash Drawer Count Sheet (Night) (SWI-FORM-004)	
Checklist (Night) (SWI-FORM-017)	
Shift Report (Mid) (System Report)	
Cash Drawer Count Sheet (Mid) (SWI-FORM-004)	
Checklist (Mid) (SWI-FORM-012)	
Shift Report (Day) (System Report)	
Cash Drawer Count Sheet (Day) (SWI-FORM-004)	
Checklist (Day) (SWI-FORM-008)	
Downed Rooms Report (SWI-FORM-018)	
Coupons Collected	

Variiances. Highlight any areas on ALL checklists not signed off or otherwise noted as not complete.
Flag pages with missing or incorrect information for review by management.

Other Communications: _____

Fax entire Completed Packet To Lucinda: 970-355-7005