Night audit checklist

Hotel _____ Business date _____ Auditor _____

11 PM · BEFORE THE AUDIT

#	STEP AND WHAT TO CHECK	WHO	DONE	NOTES
1	**Count the cash drawer and make the cash drop** Count the drawer, record the drop, have a second person sign for it	A person	☐	
2	**Check every arrival** Each arrival is checked in, or still due with a card on file, or a no-show	Guest Logic	☐	
3	**Call late arrivals with no card** A stay due tonight with no card on file: call before releasing the room	A person	☐	
4	**Walk the property** Doors, pool gate, lights, parking lot; note anything broken	A person	☐	

MIDNIGHT TO 3 AM · THE AUDIT

#	STEP AND WHAT TO CHECK	WHO	DONE	NOTES
5	**Mark no-shows** Arrivals that never came are marked no-show; the no-show fee posts only with a chargeable card on file	Guest Logic	☐	
6	**Charge late-cancellation fees** Cancellations inside the policy window are charged as the policy says	Guest Logic	☐	
7	**Post room and tax** Every in-house folio gets tonight's room charge and each tax	Guest Logic	☐	
8	**Total the payments** Card, cash, direct bill and deposits applied, each totalled	Guest Logic	☐	
9	**Prove the ledger** Opening balance + tonight's charges − payments = closing balance, to the cent	Guest Logic	☐	
10	**Check the warnings** Rate overrides, comps, tax-exempt stays with no certificate, deposits about to lapse	Guest Logic	☐	
11	**Close the card terminal batch** A card terminal batch is closed at the terminal; Stripe settles by itself	A person	☐	
12	**Roll the business date** The hotel date moves to the next day	Guest Logic	☐	

3 AM TO 7 AM · AFTER THE AUDIT

#	STEP AND WHAT TO CHECK	WHO	DONE	NOTES
13	**Send the reports** The night audit summary, room charges, payments, no-shows, balances and statistics go to the manager	Guest Logic	☐	
14	**Mark stayovers for housekeeping** Every room staying on is marked dirty for the morning board	Guest Logic	☐	
15	**Work the manager list** Each item waiting on a manager (a typed card, cash with no drop, a late cancel) is settled or explained	A person	☐	
16	**Fix a stopped audit and run it again** A stay that stopped the audit (a $0 room charge, a missing rate) is fixed, then the audit is run again	A person	☐	

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