

Audit Packet Checklist - TAPOS

Week Ending: _____

The following reports and items should be inside the packet, please check next to the item once verified it has been included.

THEATRE REPORTS	✓	Notes
Studio Return (by seat) Period Week <i>Please select Extra Analysis before running report .</i>		
Shift Report (One for each business day that week)		
Weekly Gross Sheet (for the completed week)		
Weekly Payroll Analysis (for the completed week)		
INVENTORY		
Stock Audit Report, Weekly		
Daily Damage Logs - (7 total)		
Envelopes - (daily envelope with any NPU tickets and screenshot printout)		
Envelopes - (7 total with physical refunds and passes received, must be sealed)		
Daily Refund Log (must be legible) - INSIDE DAILY ENVELOPES		
Daily Pass Log (must be legible) - INSIDE DAILY ENVELOPES		
Daily Employee & VIP Pass Log (must be legible) - INSIDE DAILY ENVELOPES		
Complimentary Popcorn Coupon Inventory (must be filled out completely)		
Re-Admit Pass Inventory (must be filled out completely)		
3D Re-Admit Pass Inventory (must be filled out completely)		
Xtreme Re-Admit Pass Inventory (must be filled out completely)		
Any and All Inventory Adjustment Email Printouts approved by Corporate		
Accounting		
Invoice Transmittal Report (Invoices stapled with report in order listed on report)		
Petty Cash Report (receipts stapled with report in order they appear on report)		

I have checked and verified that all of the reports and envelopes were included in the packet.

Manager Signature: _____

Date: _____

(return this sheet to Home Office with Packet & make copy for the theatre.)