



ACCOUNTING ADMINISTRATOR'S DAILY CHECKLIST

Hotel: _____ Day: _____ Date: _____ 20 ____

No.	Activity	Done for Date(s) of
1	Receive and sort the daily hotel documents, including the daily audit packages, invoices and statements.	
2	Record daily bank-account deposits to the deposit spread sheet accounts.	
3	Verify that bank deposits equal the net cash received at each location for each day. Investigate all variances.	
4	Record electronic transfers of credit-card receipts. Verify the amounts transferred from credit-card companies equal the posted credit-card transaction from each credit-card company, for each day.	
5	Respond immediately to unemployment claims and claims for workers' compensation benefits. Immediately investigate returned checks and legal notices.	
6	Submit invoices received to supervisors for approval. Record approved accounts-payable invoices on the Invoice Transmittal form.	
7	Review the Daily Payroll Report for accuracy.	
8	Review the Daily Deposit Report for accuracy. Assure that revenue balances to the Daily Revenue Report and Flash Report. Assure that the daily deposit shows the actual.	
9	Give the general manager accounts-payable checks for signature. Mail signed checks to vendors.	

Completed by, _____
Accounting Administrator



ACCOUNTING ADMINISTRATOR'S WEEKLY CHECKLIST

Hotel: _____ Week of: _____ 20 _____

No.	Day	Action	Day Done
1	Tuesday	Submit semi-weekly reports to the accountant.	
2	Friday	Retrieve any outstanding invoices forwarded to department heads.	
3	Friday	Submit approved invoices to the accountant.	
4	Friday	Review the accounts receivable aging report and give a copy to the general manager. Learn the status of past-due accounts. Take and direct collection actions.	
5	Friday	Submit semi-weekly reports to the accountant.	
6	Any	Audit one house bank. List: _____	

Completed by, _____
Accounting Administrator



ACCOUNTING ADMINISTRATOR'S MONTHLY CHECKLIST

Hotel: _____

Month of: _____ 20 ____

No.	Date	Action	Date Done
1	1 st	Receive payroll information from department supervisors.	
2	1 st	Prepare payroll information for the payroll company.	
3	1 st	Receive month-end food, beverage, sundry and linen inventories.	
4	1 st	Check Uptrends® to ascertain whether any businesses license will expire this month.	
5	1 st	Confirm receipt and posting of vending revenue for the prior month.	
6	1 st	Confirm receipt and posting of zero-plus long-distance revenue for the prior month.	
7	1 st	Confirm receipt and posting of pay-station telephone revenue for the prior month.	
8	1 st	Complete the monthly deposit summary report.	
9	5 th	Receive and review the accuracy of paychecks and payroll reports.	
10	10 th	Assist the general manager with the preparation of the Monthly General Manager's Report.	
11	14 th	Check for missing invoices, known to be received monthly, such as utilities, leases, insurance premiums and maintenance contracts.	
12	16 th	Receive payroll information from department supervisors.	
13	16 th	Prepare payroll information for the payroll company.	
14	20 th	Receive and review the accuracy of paychecks and payroll reports.	
15	29 th	Check for missing invoices, known to be received monthly, such as utilities, leases, insurance premiums and maintenance contracts.	

Completed by: _____

Accounting Administrator

Distribution: General manager and Marin Management, Inc.



ACCOUNTANT'S QUARTERLY CHECKLIST

Quarter: _____

Year: _____

No.	Date	Action	Date Done
1	By the 15th day of first month	Confirm the payroll company has submitted the Federal Form 941 for the prior quarter with payments, if applicable. Retain a file copy	
2	By the 15th day of first month	Prepare and mail the quarterly State, Local & District Sales & Use Tax Return with payment.	

Completed by: _____
Accounting Administrator

Distribution: General manager and Marin Management, Inc.



ACCOUNTING ADMINISTRATOR'S ANNUAL CHECKLIST

Hotel: _____

Year: _____

No.	Date	Action	Date Done
1	Jan. 31	Post the completed OSHA Form 200 and leave posted throughout February.	
2	Mar. 1	Remove from posting and file OSHA Form 200.	
3	June 15	Complete the annual renewal and registration form and issue a check to the federal Bureau of Alcohol, Tobacco and Firearms (due by July 1).	

Completed by: _____
Accounting Administrator

Distribution: General manager and Marin Management, Inc.