

# Store Review Audit Program for a Dry Cleaner

**PURPOSE:** To document controls regarding the safe, cash drawers, inventory, and POS system.

**Region:** \_\_\_\_\_  
**Store #:** \_\_\_\_\_  
**Store Manager:** \_\_\_\_\_  
**Date of Review:** \_\_\_\_\_  
**Auditor Name:** \_\_\_\_\_  
**Audit Firm:** \_\_\_\_\_

<b>Safe</b>	Key/Combo: _____ Who has key/combo?: _____ Locked upon arrival?: _____ Where is deposit maintained?: _____ If deposit is in safe, is the bag sealed? _____ Excess funds in safe? _____ Date(s) of deposit(s) in safe _____
<b>Cash Drawers</b>	Total # of cash drawers: _____ Startup amount: _____ Total cash for location: _____ 0.00 Is key in the cash drawer?: _____ Where is key maintained? _____ How are cash drawers secured at night? _____ How is startup cash secured? _____ Are paid-outs performed? For what purpose? _____ \$Limit? _____
<b>Inventory</b>	How often does Store Mgr perform a physical inventory? _____ Who writes off Missing and Old Inventory? _____ Inventory Value _____ When was the last inventory performed, and by whom? _____ Employee cleaning discount _____
<b>POS System</b>	Number of terminated associates with POS system access: _____ Number of associates with inappropriate access levels: _____ Missing & Old Inventory access levels: _____ Edit reason codes correct? _____ (coupon, discount, redo, wrong price, wrong item, reprint) _____
<b>Misc</b>	Is the NSF check listing available to all associates? _____ Date of NSF listing: _____ Is there a copy of the Associate & Manager's Cash & Inventory Control manuals? _____ What method is used at this location for sorting inventory? (alpha or numeric) _____ Credit certificates in store? _____ Charge accounts? _____

**Comments:**