



Helping Hotel Teams & Leaders With Financial Coaching & Educational Workshops

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The Hotel Financial Coach



## SCOPE, REACH AND EXPERIENCE

### **Hotel Financial Policy Manual – Inventory of “Sections” - Total of 550 Separate Policies**

<ul style="list-style-type: none"> <li>1 – Intended Use of this Manual</li> <li>2 - Cash</li> <li>3 - Accounts Receivable</li> <li>4 - Purchasing</li> <li>5- Receiving</li> <li>6 - Accounts Payable</li> <li>7 - Inventories</li> <li>8- Operating Stock</li> <li>9- Prepaid Expenses</li> <li>10- Accruals</li> <li>11 - Revenue Audit</li> <li>12- Front Office Operations</li> <li>13 - Food and Beverage Operations</li> <li>14 - Catering Operations</li> <li>15- Code of Business Conduct</li> <li>16- Internal Controls</li> <li>17 - Security &amp; Key Controls</li> </ul>	<ul style="list-style-type: none"> <li>18- Management Information Systems</li> <li>19 - Payroll/Human Resources</li> <li>20 - Contracts/Legal Documents</li> <li>21- Budgeting/Forecasting</li> <li>22 - Financial Reporting Standards</li> <li>23 - Contra Advertising/Trade Outs</li> <li>24- Expense Reports/Company Expenses/Company Meetings</li> <li>25- Record Retention</li> <li>26- Government Regulations</li> <li>27- Insurance</li> <li>28- Audit</li> <li>29- Land, Building, FF&amp;E &amp; Other Assets</li> <li>30 - Corporate Relations</li> <li>31- Long Term Debt &amp; Equity</li> <li>32- PCI Compliance</li> <li>33- General</li> </ul>
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### **Hotel Financial Internal Control Review Program – 12 Month Cycle**

<ul style="list-style-type: none"> <li>January - Purchasing, Receiving &amp; Acct. Payable</li> <li>February - Revenue Audit, Front Office Ops.</li> <li>March – F&amp;B and Catering Operations</li> <li>April – Inventories, Operating Stock, Cash</li> <li>May – Systems and PCI Compliance</li> <li>June – Expense Reports, Company Meetings</li> </ul>	<ul style="list-style-type: none"> <li>July – Budgeting &amp; Forecasting, Reporting Std.</li> <li>August – Record Retention, Govt. Regulations</li> <li>September – Pre Pairs, Accruals, Contra</li> <li>October – Internal Controls, Security, CBC</li> <li>November – Insurance, Fixed Assets, Corporate</li> <li>December – HR, Payroll, Contracts, Debt</li> </ul>
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