



Internal Controls Checklist

Alcohol Beverage Sales

Activity: *FMC*

QUESTION	YES	NO	NA	REMARKS
EVENT CYCLE 1: Individual Alcohol Beverage Inventories				
Are sales accountability tests performed on every inventory?	✓			
Are variances investigated and documented?	✓			
Are beginning and ending inventories verified by someone other than the bartender?	✓			
Are all item counts recorded in ink, corrections lined out and initialed?	✓			
Are bartenders signing inventories, thereby accepting responsibility for the results?	✓			
EVENT CYCLE 2: Bar Department Inventories				
Are E-O-M inventories of individual bars and storerooms done at the same time?	✓			
Did at least two people perform the counts (one to count and one to record)?	✓			
Are all item counts recorded in ink, corrections lined out and initialed?	✓			
EVENT CYCLE 3: Alcohol Beverage Sales				
Are surprise cash counts performed at least once every 90 days?	✓			
Are cash register keys used to identify sales by category?	✓			
Are opening and closing cash register readings taken?	✓			
EVENT CYCLE 4: Alcohol Beverage Server Training				
Does seller/server require identification from purchaser of alcohol if seller/server questions minimum age requirement?	✓			
Are all employees involved in selling alcohol trained, using the Alcohol Sellers Intervention Program (ASIP) or other approved programs, within 30 days of hire/assignment and then at least annually?	✓			

I have reviewed this checklist. The controls prescribed are in place and operational except as noted in the remarks.

Jmhalat 10/19/99
 Activity Manager Signature Date
D.P. 10-19-99

Drax 19 Oct 99
 Reviewing Supervisor Date