

# loss prevention audit form



## Panago Loss Prevention Audit

Store Name: \_\_\_\_\_  
Store Number: \_\_\_\_\_

**Store Information**

Gross Sales \$ \_\_\_\_\_ (Last Month)  
Net Sales \$ \_\_\_\_\_ (Last Month)  
\_\_\_\_\_ % Walk In \_\_\_\_\_ % Delivery \_\_\_\_\_ % Before 4pm

Store Float amount \$ \_\_\_\_\_ (Balance Sheet) Store Float Amount \$ \_\_\_\_\_ (Actual) Store Float Amount \$ \_\_\_\_\_ (Variance)

Store Employee Meal Policy: \_\_\_\_\_ % discount for off duty employees \_\_\_\_\_ % discount for working employees \_\_\_\_\_ % discount for managers and supervisors

Voids \$ \_\_\_\_\_ Voids \_\_\_\_\_ % (Last Month) Void +/- Variance to Benchmark \$ \_\_\_\_\_ / \_\_\_\_\_

Actual Cash +/- \$ \_\_\_\_\_ / \_\_\_\_\_ % Cash +/- Variance to Benchmark \$ \_\_\_\_\_ / \_\_\_\_\_ %

Food Cost Actual \$ \_\_\_\_\_ / \_\_\_\_\_ % Food Cost Theoretical \$ \_\_\_\_\_ / \_\_\_\_\_ % Food Cost Variance \$ \_\_\_\_\_ / \_\_\_\_\_ %

Labour Matrix Hours \_\_\_\_\_ Actual Labour Hours \_\_\_\_\_ / \_\_\_\_\_ % Variance Hours \_\_\_\_\_

Does the store have a closed circuit video camera system? Yes / No Is the system internet ready? Yes / No

Loss Prevention Items	Pts. Val	Pts. Scored	Comments
<b>Sales Reduction Information and Procedures:</b>			
Voids are within guideline amounts?	1		
Voids have valid detailed reason?	1		
Voids have 2 signatures?	1		
Complimentary Orders (100% discount) have detailed reasons?	1		
Complimentary Orders (100% discount) have 2 signatures ?	1		
Discounted tickets have a detailed reason?	1		
Discounted tickets have a signature?	1		
Credits have a detailed reason in the customer file?	1		
Credits over \$10.00 are detailed on the Credit log?	1		
Credit Log is review and signed by the Certified Manager?	1		
Franchisee Monthly Paperwork is completed daily?	1		
All employee meal discounted receipts have a managers signature?	1		
All redeemed certificates have "VOID" written on paper certificate?	1		
Deferred orders are enter properly in the transaction system?	1		
Voided deferred orders are executed using the correct procedures?	1		
<b>Cash and Payment Control:</b>			
Cash Pulls and Driver drops are completed every 2 hours?	1		
Is cash locked up each night?	1		
Cash +/- is within guidelines?	1		
Manual credit card slips are available?	1		
Panago Go cards are loaded and redeemed according to proper procedures?	1		
All new Panago Go Cards are tracked using the Go Card tracking form?	1		
The store has a posted cash control policy in place for all staff?	1		
The Certified Manager or Franchisee documents all cash control violations?	1		
<b>Deposit Procedures:</b>			
All Deposits are correctly listed in the Franchisee Monthly Paperwork?	1		
Panago approved deposit log is completely filled out? (All signatures)	1		
Stamped deposit slips are available and correctly entered on deposit log?	1		
Deposits are taken to the bank daily by 2:00pm by a supervisor / manager ?	1		
<b>Store Inventory Control:</b>			
Daily pizza box counts completed?	1		
Daily pizza box counts reconciled to actual product mix sales?	1		
Monthly pizza box variances are reported to Panago?	4		
All Inventory Count Sheets and information is available for the last 3 months?	1		
Inventory Count Sheets are completed, totalled and have 2 signatures?	1		
Changes to the Inventory Count Sheet have 2 signatures and an explanation?	1		
Franchise owner has completed an inventory count in the last 3 months?	1		
Paid outs are only used for authorized purchases from approved suppliers?	1		
Is a Theoretical Food Cost completed for each month and compared to actuals?	4		
Is a Waste Tracking Form completed each month?	1		
<b>Payroll and Labour Control:</b>			
Employee pay cheques or stubs are kept in a safe or secure cabinet?	1		
Employee pay cheques are distributed by a manager or supervisor only?	1		
The Labour Matrix is used to manage labour control?	4		
Actual vs Labour Matrix hours are reported to Panago monthly?	1		
<b>Store Information Security Systems:</b>			
Does each employee have their own computer ID and Password?	1		
P.O.S. system user ID's and passwords change every 60 days?	1		
All Passwords are a minimum of 5 characters?	1		
Does the store enforce the importance of not sharing user ID's or passwords?	1		
Employees are terminated in the P.O.S. system according to proper procedures?	1		
Does the store have an alarm system?	1		
Does each opening and closing employee have their own alarm code?	1		
Can the alarm system track employee activity?	1		
The store has a back door policy and it is enforced?	1		

Total Point Value (A) \_\_\_\_\_  
Total Points scored (B) \_\_\_\_\_

Score B/A \_\_\_\_\_

59

**Grading System**  
91% - 100% = A  
82% - 90% = B  
70% - 81% = C  
69% or Below = F