

	RESOURCE LIBRARY – ACCOUNTING Income Audit - introduction	<i>CODE:</i> 05.01.001
		<i>EDITION:</i> 1
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Objective 目的

To establish a systematic consolidation and conformation of all revenues received through the hotel system.
明确一个系统的整合及结构以确保所有收入均与系统记录的一致

Policy 程序

The main functions of the Income Audit Accountant can be summarized below:
收入审计的主要职能汇总如下：

- To verify the hotel's daily revenue and provide the necessary input data for the preparation of the Hotel Daily Report.
审核酒店每日收入报表并提供编制酒店日报表所需数据
- To verify the General Cashier's Daily Report and prepare daily bank balances report.
审核总出纳日报表并编制银行存款报表
- Prepare month-end journal vouchers for posting into the General Ledger.
编制月末转账凭证用以录入总账
- Maintain subsidiary records of various General Ledger Accounts in order to provide detailed analysis for audit and tax purposes.
保存各类总账分类账的明细记录以便审核及计算税收时提供详细的分析资料