

	RESOURCE LIBRARY – ACCOUNTING Early Bird Report	CODE: 05.01.005
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Objective 目的

The “Early Bird Report” is a summary of revenues of the Hotel for the day and it is the Income Audit Accountant’s responsibility to ensure that the daily and cumulative revenues are reported accurately and on a timely basis. 晨报就是汇总酒店一天的收入，收入审计的职责是确保每日收入及累计收入的准确性及及时性

Policy 程序

- Daily, the Income Audit Accountant is required to complete the Daily Hotel Report-Input Forms. 每日，收入审计需要完成酒店日报表的录入制作
- The sources of information for the completion of Forms is as follows: 表格中需完成的信息来源如下：

INCOME收入	SOURCE来源
Rooms房间	Daily Morning Rooms Report 每日房务早报
S/Charge(Room) 附加费（房间）	Transaction Totals Report交易总额报表
Telephone 电话	Transaction Totals Report交易总额报表
Laundry & Valet 洗衣	Transaction Totals Report交易总额报表
Spa水疗	Transaction Totals Report交易总额报表
Business Center商务中心	Control Sheet控制报表
Transportation车队	Transaction Totals Report交易总额报表
Shop Rentals商场租金Pro-rated based on Monthly Shop 每月收取比率	Rental Schedule租赁计划
Currency Exchange外币兑换	General Cashier’s Daily Report总出纳日报表
Other Operating Revenue其他营业收入	Tobacco Sales & Miscellaneous香烟销售及其他
Room Count 房数	Daily Morning Rooms Report每日房务早报
Special Rate Room特价房	Daily Morning Rooms Report每日房务早报
Food & Beverage Sales餐饮销售	Food & Beverage Daily Report餐饮日报表

- Input related to Executive Assistant Manager (F&B) Costs and No. of Food Covers are completed by the Food and Beverage Controller. 录入由分管餐饮行政副总完成的相关餐饮成本数据及食品使用数量
- The Income Audit Accountant must check the Early Bird Report to ensure that it has been produced correctly. Any errors must be corrected. 收入审计必须审查早报以确保数据准确。任何错误必须更正
- The Early Bird Report will be distributed to: 早报将会分发给：
 1.
 - General Manager总经理
 - Resident Manager驻店经理
 - Executive Assistant Manager(RM)行政副总（分管客房、销售、信息技术）
 - Executive Assistant Manager（F&B）行政副总（分管餐饮、工程、安保）



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- Director of Finance 财务总监
- Deputy Financial Controller 财务副总监
- Financial Controller 财务运营副总监
- Executive Housekeeper 行政管家
- Front Office Manager 前厅经理
- Director of Sales and Marketing 市场销售总监
- Executive Chef 行政总厨
- Food & Beverage Operation Manager 餐饮运营经理