	<b>RESOURCE LIBRARY</b> <b>Month end Outlet – Department</b> <b>Inventory Count</b>	<i>Code:</i> 05.02.006
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## PURPOSE 目的

The main purpose is to ascertain value of all inventory store items and work-in-progress items in order to facilitate month end financial reporting in area of cost computation of Food & Beverage consumption and operating supplies.

主要目的是为了确保所有库存物品和在加工物品的价值并有助于月末有关餐饮成本消耗和运营日用品的财务报告。

## POLICY 程序

- As per Policy, most of the purchased items will be direct expensed (controlled by Finance), but some departments still will have minimum stock for their operating. These Departments including Housekeeping, Laundry, Engineering, F&B. The items include guest & cleaning suppliers, chinaware & glassware, flatware etc & linen.

如财务制度中规定，大多数采购的物品会直接费用化（由财务部控制），但是一些部门仍然会有销量库存确保各自运营。这些部门包括客房部，洗衣房，工程部，餐饮部。涉及到的物品包括客用及清洁用品，瓷器及玻璃器皿，刀叉餐具及布草等。

- Each Department must take inventory on the monthly basis. Do a summary and submit it to Finance for accounting process, Finance staff will spot check quantities. At least every 2 month Finance staff will jointly to take inventory with Departments and make adjustments if necessary. The inventory taken for the Alcoholic Beverage store will be done on a monthly basis by Finance.

每一个部门必须以月度为基础进行存货盘点。制作出汇总并递交到财务部待会计记账使用。财务部员工将会进行抽样检查数量。至少两个月，财务部员工要加入部门存货盘点，并且有必要的时候要进行调整。财务部要每个月都进行对酒水仓库的盘点。


- The month end inventory count is an important part of the accounting process. The accuracy of counted items will directly influence stock values and cost calculation.

月末盘点是会计核算的一个重要环节。盘点物品的准确性直接影响到库存的价值和成本的核算。

The month end inventory count involves the following operational areas:

月末库存盘点包括下流运营环节：

- Food - Stores & work-in-progress.  
食品- 库存及在加工
- Beverage - Stores & work-in-progress.  
酒水-库存及在加工
- Cigarette - Store & Outlet Stock.  
香烟- 库存及销售点存货
- Engineering supplies - Stores & work-in-progress.  
工程部用具- 库存及在加工
- Guest Supplies - Store and pantry stores.  
客用品- 库存及二级仓
- Cleaning Supplies - Stores and work-in-progress.  
清洁用品- 库存及在加工

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- The inventory taking must have at least two persons to complete the work. One of them must be independent for the custody of the stock items.  
存货盘点必须有两个人完成。其中一个人必须跟盘点的货物没有使用关系。
- Upon taking the inventory, each Department will print a list but without the quantity of the stock items in advance, the actual quantity of the items counted will be recorded. Once the counting is complete, the staff who counted will sign on the list to acknowledge the quantity recorded.  
对于存货盘点，每一个部门要事先打印出一个没有列出数量的库存物品清单，实际的数量将会在清点后填写。参与盘点的员工将会在清单上签名确认记录的数量。
- Departments will prepare an inventory compare list (book quantity compared to actual counted quantity) and submit it to Finance. Any variance in the comparison will be investigated immediately.  
各部门会准备一份存货比对清单（填写账面数量与实际盘点数量的比较）并交至财务部。任何的差异会立即被调查。
- The Finance Department must be informed about the inventory date of each Department.  
每一个部门必须通知财务部进行盘点的日期。