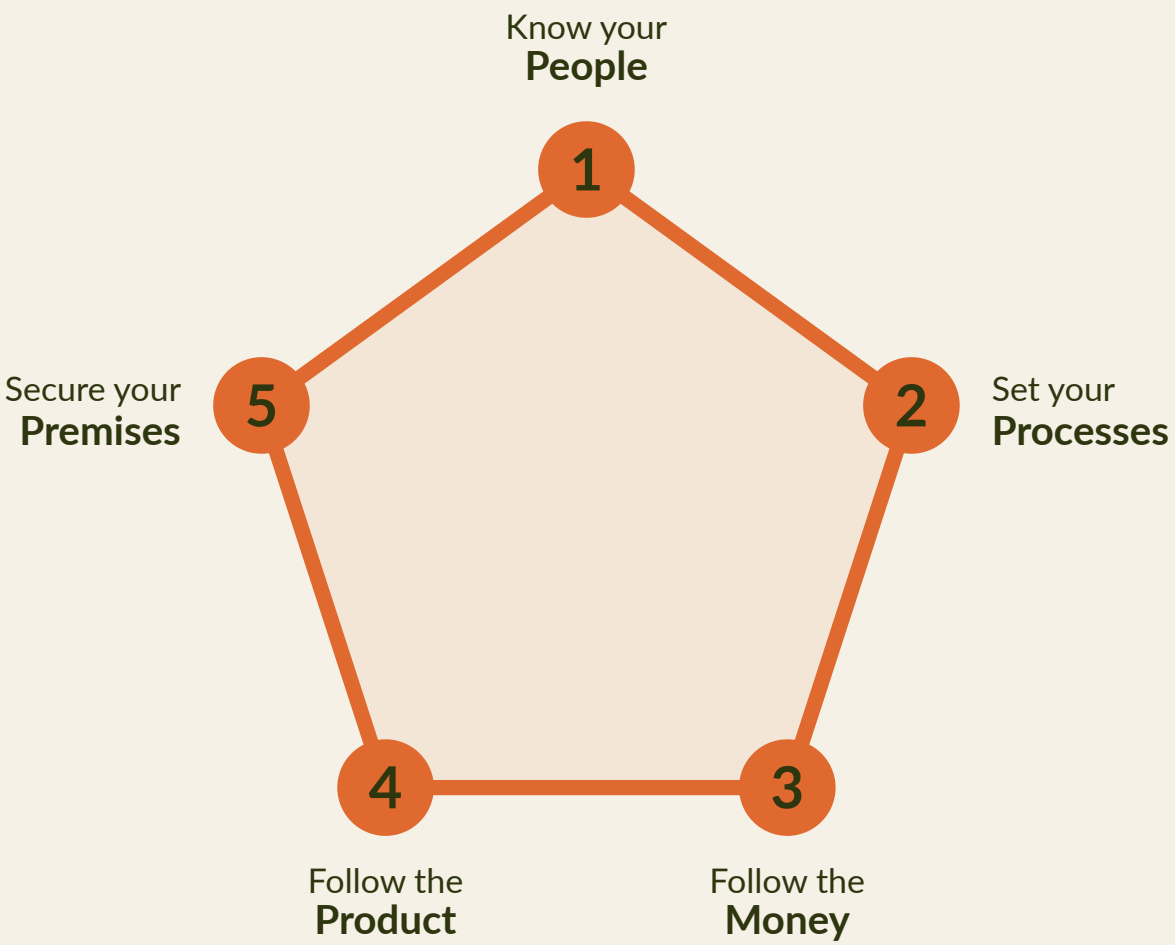
FIVE POINT
RISK GROUP

FREE - OWNER RESOURCE

Loss Prevention Holiday Review

Full-Service Restaurant Edition

> Prepare before the rush, keep essential controls working during busy shifts, and follow through afterward.



Loss Prevention Holiday Review

Full-Service Restaurant Edition

Prepare for busy periods, keep essential controls working during the rush, and follow through afterward. Use this review for the holiday period or event you choose. Check your records and routines, then record what needs attention.

REVIEW PERIOD _____

COMPLETED BY _____

DATE _____

BUSINESS OR LOCATION _____

HOW TO RECORD YOUR ANSWERS

◯ In place	◯ Needs correction	◯ Verify	◯ N/A	◯ Not due
You checked and found the described control working.	You found a missing, incomplete or inconsistently followed control.	You do not yet have enough information to answer.	The activity does not apply. Note why.	The task is scheduled for a later date. Record that date.

- Select one response beneath each question and record a note or due date when needed.
- A written procedure alone does not confirm that it is followed.
- Use “Not due” only for a future task, not an overdue one.
- No occurrence alone does not confirm a control is working.

WHAT THIS REVIEW COVERS

01 Before the rush
Questions 1 to 4. Preparations to check before the busy period begins.

02 During busy shifts
Questions 5 to 10. Reviews to keep on schedule through the busy period.

03 After the rush
Questions 11 to 14. Follow-ups with dates, then your results and action plan.

> These results describe only the items checked. They do not establish an overall risk level or confirm that losses have or have not occurred. Each question carries the name of the one area, out of the five, that it checks.

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Before the rush

Check these preparations before your selected busy period begins.

01

KNOW YOUR PEOPLE

Can you identify everyone who currently has access to your business's keys, codes and operating systems?

YOUR ANSWER

○ In place ○ Needs correction ○ Verify ○ N/A ○ Not due

VERIFY

Compare your access list with current assignments and the account or permission lists available to you. Record access types, never passwords or actual codes.

ACT

Identify any access you cannot account for. Remove only access that is no longer authorized, confirm the change, and update your list. Set an end date for temporary access.

NOTE / DUE DATE

02

SET YOUR PROCESSES

Does each planned busy shift have a named person responsible for opening, handoffs and closing?

YOUR ANSWER

○ In place ○ Needs correction ○ Verify ○ N/A ○ Not due

VERIFY

Check the schedule for uncovered responsibilities, including breaks and shift changes.

ACT

Assign uncovered duties before the shift. Explain what must be handed over and who takes responsibility when the assigned person is unavailable.

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03

FOLLOW THE PRODUCT

Do you have a dated starting count for the food, alcohol or other products you want to track through the busy period?

YOUR ANSWER

- ○ In place
- ○ Needs correction
- ○ Verify
- ○ N/A
- ○ Not due

VERIFY

Check the selected items, quantities and counting units, for example bottles, cases or pounds.

ACT

Count missing items before the busy period where possible. If it has already started, record today's count and date; do not treat it as an earlier starting balance.

NOTE / DUE DATE

04

FOLLOW THE MONEY

Do coworkers who handle payments know how to independently verify a request to change vendor payment details?

YOUR ANSWER

- ○ In place
- ○ Needs correction
- ○ Verify
- ○ N/A
- ○ Not due

VERIFY

Check that they can identify an established contact method that does not come from the change request itself.

ACT

Verify any pending change through that established contact before using the new details. Give coworkers who handle payments the same verification procedure.

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During busy shifts

Keep these reviews on schedule throughout the busy period.

05

FOLLOW THE MONEY

Have the POS exceptions due for review been checked against their supporting details?

YOUR ANSWER

○ In place ○ Needs correction ○ Verify ○ N/A ○ Not due

VERIFY

Review a recent shift's available records for applicable exceptions, such as voids, comps, discounts, refunds and reopened checks. Check the reason and authorization where required.

ACT

Review missed shifts and correct supported recording or processing errors. Assign unresolved items for follow-up and set the next review date. An unusual transaction does not establish wrongdoing.

NOTE / DUE DATE

06

FOLLOW THE MONEY

If you accept cash, can a recent shift's cash closing be traced to its prepared deposit?

YOUR ANSWER

○ In place ○ Needs correction ○ Verify ○ N/A ○ Not due

VERIFY

Compare the cash expected from the closing records with the amount counted, retained for the next shift and prepared for deposit, allowing for documented cash movements.

ACT

Recheck an existing difference and correct supported errors. Address missing records or unclear handoffs, and confirm that prepared cash is stored using your authorized secure arrangement.

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07

FOLLOW THE PRODUCT

Are delivery discrepancies being followed through to a supplier correction or credit?

YOUR ANSWER

○ In place ○ Needs correction ○ Verify ○ N/A ○ Not due

VERIFY

Compare a recent delivery with its order and invoice. Check the status of any shortage, substitution, damage or billing discrepancy.

ACT

Submit outstanding discrepancies through the supplier's process and check that the agreed correction or credit arrives. Assign someone to check future deliveries promptly.

NOTE / DUE DATE

BUSY-SHIFT REMINDER

Keep the cash handoff clear, record required transaction reasons, and follow up on delivery discrepancies. Move unfinished items to the action plan with a person and due date.

08

FOLLOW THE PRODUCT

Are waste, spoilage, breakage and other stock adjustments being recorded during busy shifts?

YOUR ANSWER

○ In place ○ Needs correction ○ Verify ○ N/A ○ Not due

VERIFY

Check a recent shift's adjustment records and how coworkers record these events when busy.

ACT

Add omitted adjustments only when supported by reliable information. Make the recording method accessible during the shift and clarify who completes it. Do not invent entries to make a count balance.

NOTE / DUE DATE

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09

SET YOUR PROCESSES

For online, delivery or event orders, are outstanding credits, cancellations and disputes being followed up?

YOUR ANSWER

- ○ In place
- ○ Needs correction
- ○ Verify
- ○ N/A
- ○ Not due

VERIFY

Check recent open items against the order, payment and available fulfillment records.

ACT

Address existing items through the applicable provider or customer process within its deadlines. Correct a recurring order or handoff problem and assign responsibility for further follow-up.

NOTE / DUE DATE

10

SECURE YOUR PREMISES

Are nonpublic doors returned to their intended secure condition after use?

YOUR ANSWER

- ○ In place
- ○ Needs correction
- ○ Verify
- ○ N/A
- ○ Not due

VERIFY

Observe a receiving or service-door handoff and check the closing routine.

ACT

Correct an unsecured door or missed handoff. Arrange repair for a faulty door or lock and establish an appropriate temporary measure. Keep required exits clear and usable.

NOTE / DUE DATE

BUSY-SHIFT REMINDER

Record product adjustments while the details are available, keep order follow-up assigned, and return service doors to their intended secure condition.

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After the rush

Deposit matching, access removal and action follow-up stay due on their normal schedule or when an assignment ends; this section confirms they were done. Keep future tasks marked “Not due” until their scheduled date.

11

FOLLOW THE MONEY

If you make cash deposits, have deposits due to reach the bank been matched to bank postings?

YOUR ANSWER

○ In place ○ Needs correction ○ Verify ○ N/A ○ Not due

VERIFY

Compare each deposit’s date, amount and reference with the bank record, allowing for the bank’s normal processing time.

ACT

Follow up on missing or mismatched postings with the bank or deposit service using your records. Correct supported errors and retain unresolved items on the action plan until resolved.

NOTE / DUE DATE

12

FOLLOW THE PRODUCT

Have the selected products been recounted and compared with the stock records for the same period?

YOUR ANSWER

○ In place ○ Needs correction ○ Verify ○ N/A ○ Not due

VERIFY

Use consistent counting units. Compare the ending count with the starting count and recorded receipts, usage, sales and adjustments, as applicable.

ACT

Recount differences and correct supported record errors. If the starting count or other records are insufficient, identify what cannot be reconciled and establish a reliable starting point for the next period.

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13

KNOW YOUR PEOPLE

Has access granted for an ended seasonal assignment been removed where it is no longer authorized?

YOUR ANSWER

○ In place ○ Needs correction ○ Verify ○ N/A ○ Not due

VERIFY

Check relevant accounts, permissions, codes and issued keys against the access still needed for the person's current duties.

ACT

Remove the access that is no longer authorized, recover applicable keys and confirm completion. Address an unreturned key through your normal security procedure. Retain access that remains authorized.

NOTE / DUE DATE

14

SET YOUR PROCESSES

Does every unfinished item from this review have a responsible person and a due date?

YOUR ANSWER

○ In place ○ Needs correction ○ Verify ○ N/A ○ Not due

VERIFY

Review outstanding corrections, unanswered questions, supplier credits, deposit differences and other follow-up items.

ACT

Assign any unowned item and set a realistic completion date. For overdue items, identify and address what is preventing completion.

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Your results

Copy each question number into the appropriate row. Keep this record current as you verify or correct items.

STATUS	QUESTION NUMBERS AND NOTES
Confirmed in place	
Needs correction	
Need to verify	
Not applicable	
Not yet due	

> These results describe only the items checked. They do not establish an overall risk level or confirm that losses have or have not occurred.

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Your action plan

Recording a problem does not resolve it. Address the existing gap as well as the future routine. Keep an item open until the correction has been checked. If verification identifies a gap, change its status to “Needs correction” and assign the corrective action.

Use one entry per item. Copy this page if you need more space.

Action 1

Question number _____ **Gap or unknown** _____

Action now _____

Future routine, if applicable _____

Responsible person _____ **Due date** _____

Completion check and result _____

Checked by _____ **Date** _____

Action 2

Question number _____ **Gap or unknown** _____

Action now _____

Future routine, if applicable _____

Responsible person _____ **Due date** _____

Completion check and result _____

Checked by _____ **Date** _____

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Your action plan, continued

Use one entry per item. Copy this page if you need more space.

Action 3

Question number _____ Gap or unknown _____

Action now _____

Future routine, if applicable _____

Responsible person _____ Due date _____

Completion check and result _____

Checked by _____ Date _____

Action 4

Question number _____ Gap or unknown _____

Action now _____

Future routine, if applicable _____

Responsible person _____ Due date _____

Completion check and result _____

Checked by _____ Date _____

Differences and unusual transactions do not establish theft, cause or responsibility.

This guide provides general information, not legal advice. Consult your own attorney before employment decisions and follow applicable state and local law.

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