



BigRedF LOCATION _____

DATE _____

BigRedF HR and ACCOUNTING AUDIT

Location: OFFICE

1. OFFICE SAFE

- Secure; both safe and office door
- Cash Bags Balanced

	Finance Dept:	Actual:
▪ PETTY	\$ _____	\$ _____
▪ BAR BANK	\$ _____	\$ _____
▪ BAR CHANGE	\$ _____	\$ _____

- NO Credit Cards or IDs past 72 hours; check for date stamp
- NO Outstanding Employee Checks, W-2, etc.

2. EMPLOYEE FILES [compared to payroll reports]

Check for current employees files; Salaried manager files removed to BigRedF office; Filed alphabetically in secure file cabinet

of EXTRA RECORDS

3. VERIFY/FULL AUDIT OF 10 FILES [compared to payroll reports] – see attached form

Review records for compliance per Personnel File HID

- BigRedF Employee Information Form
- BigRedF Training Commitment
- BigRedF Family Fund Form
- BigRedF Respect Policy [Harassment Form]
- BigRedF Signed Handbook Agreement
- W-4
- Tip Credit Notice
- ETC: Resume and/or Application, Performance Reviews, Employee Tests, Quizzes, Written Communication, Disciplinary Forms

4. I-9 BINDER

of EXTRA RECORDS

- Alphabetized
- Active Employees Only [compared to payroll records]
- Termed Employee Records Filed/Stored
- I-9 Forms Properly Completed

5. AFFIRMATION BINDER [Colorado ONLY]

of EXTRA RECORDS

- Alphabetized
- Associated Photocopied IDs
- Active Employees Only [compared to payroll records]
- Termed Employee Records Destroyed
- Affirmation Forms Properly Completed

6. LIQUOR INVOICE BINDER [Invoice Copies – originals sent to BigRedF office]

- Organized by Vendor
- YTD + 1 Year

7. BigRedF ALCOHOL SALE & SERVICE BINDER

- Present in Office?
- Diagram of Licensed Premise
- Current Registered Manager: _____
- TIPS Certifications Current? *PROVIDE ADP TIPS EXPIRATION REPORT*

8. CRASH KIT

- Knuckle Buster
- Manual tickets
- Pens and Calculators
- Correct Sales Tax Rate [as of January 1, 2016]
 - Boulder – 8.995%
 - Denver – 8.0%
 - Fort Collins – 7.4%
 - Glendale – 10.075%
 - Lafayette – 8.49%
 - Kansas City – 11.35%
 - Longmont – 8.26%

OFFICE NOTES:

ACTION ITEMS:



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Location: EMPLOYEE AREA / ROOM

PHOTO?

- COMMUNICATION
- CLEANLINESS / ORGANIZATION
- LABOR LAW POSTERS / COMPLIANCE – see attached checklist
- BigRedF POSTERS
- Location of Medical Provider

Location: DINING ROOM

PHOTO?

LICENSES

All in plain view, unobstructed, frames, clean and tastefully presented

COLORADO:

- State Liquor License Current and Posted
- City Liquor License Current and Posted
- State Sales Tax License Current and Posted
- Food Service License Current and Posted
- Sale to Minor Warning Poster

MISSOURI:

- State of Missouri Sales Tax License 8 1/2 x 11 (vertical)
- State of Missouri Liquor License - 8 1/2 x 11 (vertical)
- City Liquor License 1/2 page
- City Business License 8 1/2 x 11 (vertical)
- City Health License 8 1/2 x 11 (Horizontal)
- Fire Permit 1/2 page
- Certificate of Occupancy 8 1/2 x 11 (horizontal)
- Occupancy Load Certificate 8 1/2 x 11

ADDITIONAL NOTES:

ACTION ITEMS:



BigRedF LOCATION _____

DATE _____

LAST NAME	BigRedF Training Commitment	Employee Handbook Agreement	W-4	Employee Info	Harassment Form	Additional Content [resume, tests, performance reviews, TIPs card]
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

NOTES:

EMPLOYER POSTING REQUIREMENTS

UPDATED: SEPTEMBER 2014

FEDERAL REQUIREMENTS

- Federal Employee Polygraph Protection Act
- Federal Equal Employment Opportunity -Includes GINA (Revised 11/09)
- Federal Family Medical Leave Act (02/13)
- Federal OSHA Job Safety and Health (02/13)
- Federal Fair Labor Standards Act - 2009 Minimum Wage (Revised 07/09)
- USERRA (Revised 11/08)

STATE OF COLORADO REQUIREMENTS

- CO Anti-Discrimination Act (12/12)
- CO Employment Security - Unemployment Insurance (Revised 6/11)
- CO Minimum Wage 2014 (12/13)
- CO Notice to Employer of Injury (05/99)
- CO Pay Day Notice
- CO Workers' Compensation (Revised 11/07)

STATE OF MISSOURI REQUIREMENTS

- Notice to Workers Concerning Unemployment Benefits (MODES-B-2)
- Workers' Compensation Law (WC-106)
- Discrimination in Employment (MCHR-9)
- Missouri Minimum Wage Law (LS-52)
- Employer's Employing Workers Under the Age of 16 List (LS-43)
- Discrimination in Public Accommodations (MCHR-7)