

Title	Perform the night audit function in a commercial hospitality environment		
Level	5	Credits	8

Purpose	<p>This unit standard is for experienced people who carry out the night audit function in a management capacity in a commercial hospitality environment.</p> <p>People credited with this unit standard are able to: perform end of day procedures; and prepare for the next day's operations, in a commercial hospitality environment.</p>
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Classification	Hospitality > Hospitality Management
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Available grade	Achieved
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Guidance Information

1 Definitions

Establishment requirements – any policy, procedure, process or agreed requirement, either written or oral, that is made known to the candidate prior to assessment against this unit standard.

Night audit function – refers to the end-of-day process of balancing all shifts, reconciliation, creating reports, and setting up for the next day.

2 Legislation to be complied with includes but is not limited to – Health and Safety in Employment Act 1992, Privacy Act 1993.

3 Evidence for the practical components of this unit standard must be gathered in the workplace.

Outcomes and performance criteria

Outcome 1

Perform end-of-day procedures in a commercial hospitality environment.

Performance criteria

1.1 Cashier functions are performed in accordance with establishment requirements.

Range functions include but are not limited to – postings, shift audits, cash handling.

- 1.2 Daily front office transactions are balanced and vouchers and documentation are validated, in accordance with establishment requirements.
- 1.3 Any errors and discrepancies are corrected in guest folios and recorded, in accordance with establishment requirements.
- 1.4 Guest ledger final balances are accurate and complete in accordance with establishment requirements.
- 1.5 Rate check is performed, guest accommodation charges are posted to guest accounts, and all payments are reconciled, in accordance with establishment requirements.
- 1.6 Departmental sales are balanced and all records are accurate, complete, and ready for the next day's trading, in accordance with establishment requirements.
- 1.7 Daily backup and report is completed within agreed timeframe in accordance with establishment requirements.
- 1.8 Daily audit procedures and reports are completed in accordance with legislative and establishment requirements.

Outcome 2

Prepare for the next day's operations in a commercial hospitality environment.

Performance criteria

- 2.1 Routine reports are compiled in agreed format, within agreed timeframe, in accordance with establishment requirements.
- 2.2 Daily statistics are updated in accordance with establishment requirements.
- 2.3 Completion of daily reports and records complies with legislative and establishment requirements.
- 2.4 System is prepared for the next day's operations in accordance with establishment requirements.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 March 1998	31 December 2013
Rollover and Revision	2	24 August 2006	31 December 2017
Review	3	20 November 2009	31 December 2017
Review	4	20 February 2014	31 December 2024
Review	5	2 March 2023	31 December 2024

Consent and Moderation Requirements (CMR) reference

0112

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.