



Restaurant Cost Audit Checklist

Instructions:

Review each section and check off items as you complete them. Add notes to track areas that need attention.



1 Fixed Costs Review

1

Rent/Mortgage:

- Review lease terms
- Compare with current market rates
- Consider renegotiation

Notes: _____

3

Loan Payments:

- Check interest rates and payment schedules
- Consider refinancing options

Notes: _____

2

Insurance Premiums:

- Review coverage and premiums
- Compare quotes from providers
- Identify overlapping coverage

Notes: _____

2 Variable Costs Review

1

Utilities (Electricity, Gas, Water):

- Review monthly usage
- Identify energy inefficiencies
- Check for outdated appliances

Notes: _____

2

Labor Costs:

- Review payroll reports
- Optimize scheduling
- Cross-train staff for flexibility

Notes: _____

3

Marketing & Advertising:

- Review ROI of campaigns
- Cut underperforming ads
- Use free/low-cost channels (social media, partnerships)

Notes: _____

3 Food & Beverage Costs Review

1



Inventory Management:

- Conduct inventory audits
- Compare with POS data
- Identify waste or theft

Notes: _____

2



Supplier Contracts:

- Compare prices with vendors
- Negotiate better terms
- Adjust delivery schedules to reduce spoilage

Notes: _____

3



Menu Analysis:

- Identify low-margin items
- Promote profitable dishes
- Adjust portion sizes

Notes: _____

4 Technology & Subscriptions Audit

1

Software & Tools:

- List all subscriptions
- Cancel unused services
- Explore cost-effective alternatives

Notes: _____

2

Internet & Phone:

- Compare rates with competitors
- Bundle services for savings

Notes: _____

5 Maintenance & Equipment

1



Equipment Efficiency:

- Check energy ratings
- Schedule regular maintenance
- Replace outdated equipment

Notes: _____

2



Service Contracts:

- Review for hidden fees
- Negotiate better terms

Notes: _____

6 Financial & Accounting Review

1



Accounting Practices:

- Ensure accurate financial reports
- Review profit & loss monthly
- Identify trends in expenses

Notes: _____

2



Cash Flow Management:

- Monitor late payments
- Forecast future cash needs

Notes: _____

Audit Summary

Key Areas for Improvement:

Next Steps:

- Schedule next audit
- Implement cost-saving measures
- Consult with a financial advisor

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