



Stock Taking Policy

Stock Security

Securing stock is essential and areas that hold stock must be locked when the business is not operating. All stock rooms / cellars must be locked at the end of trade. Keys should only be accessible to appropriate staff and management. A list of key holders is held by the Operations & Events Manager.

House Keeping

A policy of First In, First Out (FIFO) is operated to ensure that liquor stock is rotated and that stock is used well before its best before date. Every month all bottles should be removed from the fridges and replaced with the shortest at the front. This should especially be checked with slow moving products.

Line Checks

Line checks must be undertaken by the Finance Manager at random intervals to monitor for petty theft as well as potential delivery note errors on the EPOS system. Five line checks should be conducted on months where a full stock take is not conducted, and a minimum of one line check on months where a full stock take is conducted.

Stock Takes

Ideally a stock take should be conducted with two people as it will reduce the likelihood of counting errors. One person counting by themselves can easily miss a bottle or case, one should count and check the stock whilst the other writes down stock values. Roles should be rotated when conducting large stock takes and breaks taken when an area has been fully completed. Stock takes must be performed on the 1st of the month or the nearest operational day after this date.

Line checking should be in place on random intervals and products decided by the Finance Manager in liaison with the Operations & Events Manager.

Any stock variances of more than +/- 1.5% must be investigated further and reported to the Chief Executive immediately. The frequency of full retail and liquor stock takes is shown below:

Bar		
Action	Frequency	By Whom
Line Checks	Monthly / Random	Senior Management
Full Stock Take	Monthly	Bar Management

Retail		
Action	Frequency	By Whom
Line Checks	Monthly / Random	Senior Management
Full Stock Take	Aug / Nov / Jan / April	Retail Management