

Preparing for your pub



A checklist

There is a lot to get done in advance of the big day when you get the keys for your pub, and then a lot to do on the day itself!

REMEMBER: You're not on your own, use your accountant and stocktaker for support early on.

Pre-prepare

- Register your business for VAT, PAYE, get a UTR, Corp tax (if limited), and you need to be registered as self employed (your accountant should do these for you)
- Book your stocktaker for handover day well in advance
- Begin the TUPE process for staff (your accountant should provide advice on doing this)
- Arrange a business bank account, change float and merchant services for card payments
- Prepare orders to replenish run down stocks (your stocktaker can advise on this)
- Make sure you have an epos till on site or ordered
- Prepare any new pricing for drinks and food in advance (your stocktaker can advise on this)
- Understand what website or social media pages your new pub has, who owns them?
- Establish what payments are required on the day and who it is to be paid to
- Inform your local authority: Licensing, food safety, council tax, business rates, etc
- Arrange insurance: Employer's & public liability, contents and comprehensive business protection insurance to cover a range of eventualities
- Do you have your personal licence and P.E.A.T course completed?
- Meet with the outgoing publican, you need to know what they know
- Are you moving in? You might need a removal van, redirected post, new G.P. etc
- Notify utility suppliers and arrange transfer (take advice! see contacts page for an example)
- Marketing: how are you going to make sure you go in with a bang. Review your business plan and make sure you have a plan of action to make your business grow from day one (your accountant should provide advice on doing this)

P.T.O for the checklist you'll use for the handover day itself



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**Book a
stocktaker**

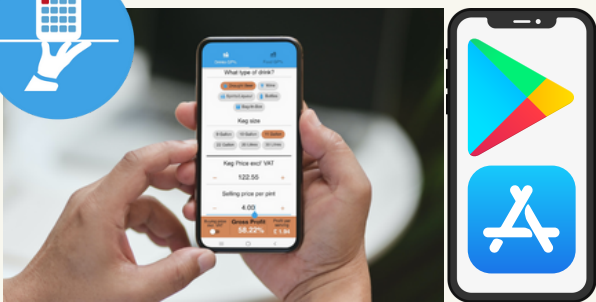
Day one in your pub



A checklist

Handover day

- Discuss your stock and pricing with your stocktaker (your stocktaker doesn't just count stock, they understand stock and can advise you on increasing profits and reducing waste)
- Check you aren't buying any out of date stock (your stocktaker will check this)
- Check opened spirits to make sure no-one has watered anything down. (your stocktaker should have a kit to test this)
- Book your follow up stocktake
- Check you have enough change for tills
- Before you start trading, make sure you are familiar with your tills (your stocktaker will be familiar with a range of tills and can help you here)
- Check F&F, if you have agreed to buy it, make sure what you expect to be there, is there
- Does all the equipment work and is PAT testing up to date?
- Are all required legal notices visible and up to date?
- Can you have contact details of the outgoing publican in case you have questions?
- Define a paperwork process from day one. There will be a lot of documents, invoices, delivery notes etc on day one. Make sure you have an organised place to keep these safe
Remember, your stocktaker will also advise you what information they will need on their next full stocktake visit



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P.T.O. Why you need a stocktaker from day one



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Why you need a stocktaker from day one!



Zadie Elsley

Stocktaking Operations Manager:
Roslyns Group

We all know that stocktaking is a vital part of any pub business.

Frequent stocktakes not only tell you about the performance of each item you stock but also highlight any variances between expected and actual stockholding.

The process of managing the stock you sell, starts from day one though.

Here are some questions I'm often asked when a client gets their keys date.

What will a stocktaker do that I couldn't just do on day one?

Our stocktakers are well qualified and have years of experience. In the chaos of day one, you need someone like that, with a cool head to appraise the stock and glassware onsite. They will be doing a lot more than just counting stock on the day (see below).

Also, it is worth remembering that as an independent person, their opinion on value is much more likely to be accepted by another party.

So, a stocktaker doesn't just count the stock then?

Professional auditors are not just about counting things. They undertake a range of services to support you in your business. On day one you can expect them to:

- Count stock on site
- Check for any damaged or out of date stock
- Check a sample of spirits to reveal if anything has been watered down
- Count and value glassware
- Liaise with the outgoing party's stocktaker
- Issue a valuation certificate
- Advise on pricing and GPs for your stock
- Advise on stock storage and security
- Advise on paperwork needs for future stocktakes
- Check your till has been zeroed for future readings

Can't I just use the outgoing landlord's stocktaker?

We wouldn't advise using someone employed by the other party. That stocktaker is there to look after the other parties' best interests not yours. You would also be risking a lot on whether or not they were skilled at their job! Not every stocktaker is as thorough as our team.

I'm not expecting there to be any stock onsite on day one, do I still need a stocktaker?

Absolutely, as I said in my answer above, stocktaking is not just about counting stock.

When you do begin restocking you will want to do so from a position of knowledge.

Is your cellar ready? Are your procedures in place for stock deliveries and security?

Is your till set up to show a zero revenue point? Is there any glassware on site that you will need to be counted and valued?



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Key suppliers

General business suppliers

Business name	Supplier of	Contact/s
 Roslyns	Accounts, tax, payroll and Stocktaking	www.roslyns.co.uk www.pubstocktake.co.uk
Nationwide Energy	Utility broker	https://nationwide-energy.co.uk/

Drink

Business name	Supplier of	Contact/s

Food/other

Business name	Supplier of	Contact/s