



Westin Denver International Airport
BIZ Committee Meeting 3/27/2019

Hotel Overview

- Opened November 19, 2015
- Features 519 guest rooms, including 35 suites
- Indoor heated pool, Fitness studio and Run Concierge program
- Over 37,500 square-feet of meeting space
- Multiple F&B Outlets including:
 - Ingredients – coffee and pastry shop
 - Grill and Vine – all-day dining restaurant
 - Sky Lounge – evening cocktail lounge
 - In Room Dining – room service

Items Provided During Audit

- Financial statements April 2016 – June 2018
- Balance sheets April 2016 – June 2018
- Full General Ledger detail 2018
- All bank statements
- Reconciliations related to Cash and Receivables
- Conversion charts and chart of accounts
- Inventories for both Food and Beverage 2016, 2017, 2018
- Brand Standard Audits 2017 and 2018
- Point of Sale reports (Including all daily transactions for June 2018)
- Property Management System reports
- List of all vendors
- All requested Accounts Payable checks
- Accounts Payable Trade liability reports
- Blesser Audit
- Review of hotel specific financial policies and procedures
- Review of employee handbook
- Review of Summary Risk Assessment (Internal audit) without internal notes and comments
- Description of how various hotel systems work and interact

Items Deemed Confidential/Proprietary

- Employee Handbooks
- A list of all employee training records
- Employee pay and benefit information (resolvable via work records)
- SOC1 Report copy (this has been provided)
- Guest information (resolvable via work records on a limited basis)
- Hotel specific Policies and Procedures copies not provided (these have been provided)
- Internal Audit with comments and notes (this has been provided)
- Full list of Policies and Procedures for Marriott
- Pricing strategies surrounding room rates and sales strategy