**Tobacco Hut Junior**

**Age Verification and Sales Audit**

**Date:** October 22, 2025  
**Prepared by:** Retail Compliance and Audit Team

**Purpose**

This document provides evidence from an internal audit conducted by Tobacco Hut Junior to review the company’s sales practices related to age-restricted products.  
The audit was designed to examine whether age-verification controls were followed and whether tobacco products were sold only to individuals aged 21 and older.

**Evidence Summary**

| **Audit Area** | **Evidence Description** |
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| **Audit Scope** | The audit covered all Tobacco Hut Junior retail locations between **January 1 and September 30, 2025**. Transaction data, POS logs, and ID-verification records were reviewed. |
| **Methodology** | A random sample of 2,500 transactions was examined. Each record was checked against the electronic ID-scan database and receipt timestamps to determine customer age at the time of sale. |
| **Age-Verification System** | The company employs an electronic ID-scanning system intended to flag underage customers. Audit testing found several instances where cashiers bypassed the scan process or manually overrode alerts. |
| **Audit Findings** | Audit records show that **a portion of transactions were completed for customers younger than 21 years old**. Specifically, **47 transactions (1.9%)** of those reviewed involved purchasers aged 19 or 20. POS metadata confirmed these sales were processed without proper verification. |
| **Documentation and Retention** | ID-scan logs, POS records, and cashier override reports are maintained in the **Retail Compliance Management System (RCMS)**. Records confirm missing verification entries for the underage transactions identified. |

**Supporting Documentation**

1. **POS Transaction Reports** — Detailed sales data showing customer age, timestamp, and cashier ID.
2. **ID-Verification System Logs** — System reports identifying manual overrides and skipped scans.
3. **Cashier Training Records** — Documentation of employee training completion and gaps for certain staff.
4. **Audit Sampling Plan** — Methodology outlining transaction selection and validation steps.
5. **Incident Summaries** — Internal notes describing each underage-sale case reviewed by compliance staff.

**Observations**

* Several employees manually bypassed ID-scan prompts, resulting in sales to individuals under 21.
* Stores with the highest frequency of underage sales lacked full enforcement of the electronic verification system.
* Training and supervision documentation indicate inconsistent adherence to required verification procedures.
* Audit evidence, transaction reports, and system logs have been archived in RCMS for follow-up review by senior compliance management.

**Document Control**

| **Document ID** | **Version** | **Effective Date** | **Prepared By** | **Reviewed By** |
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| THJ-AGE-AUD-EVD | 1.0 | October 22, 2025 | **Lauren M. Crandall**, Audit Analyst | **Benjamin T. Rourke**, Retail Compliance Manager |