

CIS International Pvt Ltd

OPR for Preparation of Monthly Audit of Key Performance Metrics (CIS, TFI, SIAM, TKSS, ASI, Supreme Orchid)

SUBJECT	Monthly Audit of Key Performance Metrics (CIS, TFI, SIAM, TKSS, ASI, Supreme Orchid)
DEPARTMENT	Audit
RECORDER (Name and Designation)	Shehabdeen, Audit Executive
APPROVED BY	
CREATED DATE	05/01/2019
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Introduction

This OPR was prepared for the purpose of set up a proper process that gives guidelines for Preparing Monthly Audit of Key Performance Metrics (CIS, TFI, SIAM, TKSS, ASI, Supreme Orchid).

Objective

The objective of the Monthly Audit Of Key Performance Metrics (CIS, TFI, SIAM, TKSS, ASI, Supreme Orchid) Report is to Analysis and find the error and Fixed them in the KPM statement and it give the accurate information to the management and help to take effective Finance and investment decision on the Company.

When it comes to KPM Audit there are components to be considered.

1. KPM report of the CIS
2. KPM report of the TFI
3. KPM report of the SIAM
4. KPM report of the TKSS
5. KPM report of the ASI
6. KPM report of the Supreme Orchid

Source Information Needs to be obtained

1. All companies KPM report of the month from the finance department.

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General

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1	CIS International														
2	Key Performance Metrics														
3	Location: Los Angeles														
4		2/1/19 to 2/28/19				3/1/19 to 3/28/19				YTD Total					
5		#500	#193 & #651	Total		B2B	#292	#500	#193 & #651	Total	B2B	#292	#500	#193 & #651	Total
7	Sales \$	0	799	1,110		2	384	0	970	1,356	4.96	1,011.53	0.39	2,815.75	3,833
9	Fish/ Product Cost \$	2	353	511		-	153	7	401	561	-	433	10	1,144	1,588
10	Fish/ Product Cost % of Sales	209.2%	44%	46%		0%	40%	578.2%	41%	41%	0%	43%	2688%	41%	41%
11	Freight & Custom Cost \$	1	97	148		-	50	3	133	186	-	174	5	347	527
12	Freight & Custom Cost % of Sales	153.1%	12%	13%		0%	13%	244.0%	14%	14%	0%	17%	127.2%	12%	14%
13	Total Fish/Prod/Frs/ Cust \$	3	451	658		0	203	10	534	747	-	608	15	1,491	2,115
14	Total Fish/Prod/Frs/ Cust % of Sales	36.22%	56%	59%		0%	53%	8.223%	55%	55%	0%	60%	39.60%	53%	55%
16	Direct Labor \$	0	59	81		0	26	0	66	93	0	69	0	194	263
17	Direct Labor % of Sales	7%	7%	7%		7%	7%	7%	7%	7%	8%	7%	7%	7%	7%
19	Gross Profit	-3	290	370		2	154	-10	370	516	5	335	(15)	1,131	1,455
20	Gross Profit % of sales	-35.29%	36%	33%		93%	40%	-8.129%	38%	38%	92%	33%	-3.866%	40%	38%
22	Salary \$	0	39	54		0	17	0	44	62	0	46	0	131	178

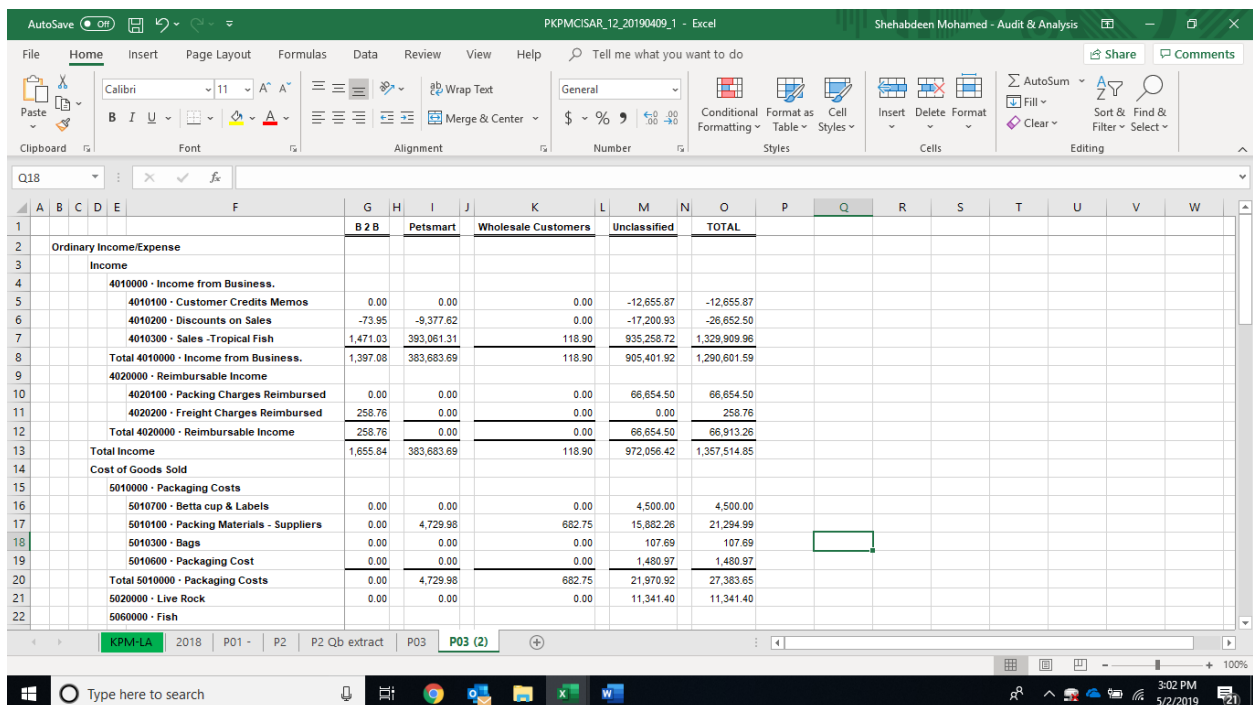
KPM-LA2018P01 - P2P2 Qb extractP03P03 (2)

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1. Quick Book Extract which are related to the KPM Audit.



Q18

	B 2 B	Petsmart	Wholesale Customers	Unclassified	TOTAL
Ordinary Income/Expense					
Income					
4010000 - Income from Business.					
4010100 - Customer Credits Memos	0.00	0.00	0.00	-12,655.87	-12,655.87
4010200 - Discounts on Sales	-73.95	-9,377.62	0.00	-17,200.93	-26,652.50
4010300 - Sales - Tropical Fish	1,471.03	393,061.31	118.90	935,258.72	1,329,909.96
Total 4010000 - Income from Business.	1,397.08	383,683.69	118.90	905,401.92	1,290,601.59
4020000 - Reimbursable Income					
4020100 - Packing Charges Reimbursed	0.00	0.00	0.00	66,854.50	66,854.50
4020200 - Freight Charges Reimbursed	258.76	0.00	0.00	0.00	258.76
Total 4020000 - Reimbursable Income	258.76	0.00	0.00	66,854.50	66,913.26
Total Income	1,655.84	383,683.69	118.90	972,056.42	1,357,514.85
Cost of Goods Sold					
5010000 - Packaging Costs					
5010700 - Betta cup & Labels	0.00	0.00	0.00	4,500.00	4,500.00
5010100 - Packing Materials - Suppliers	0.00	4,729.98	682.75	15,882.26	21,294.99
5010300 - Bags	0.00	0.00	0.00	107.69	107.69
5010600 - Packaging Cost	0.00	0.00	0.00	1,480.97	1,480.97
Total 5010000 - Packaging Costs	0.00	4,729.98	682.75	21,970.92	27,383.65
5020000 - Live Rock	0.00	0.00	0.00	11,341.40	11,341.40
5060000 - Fish					

KPM-LA 2018 P01 - P2 P2 Qb extract P03 P03 (2)

2. Process involved in preparation

1. **Sales** - first, check the exchange rate is accurate or not and next verify the total revenue amount of the KPM and QB figure.
2. The Same ways needs to check the all other component of the account such as

Fish/ Product Cost \$

Freight & Custom Cost \$

Total Fish/Prod/Frt/ Cust \$

Direct Labor \$

Salary \$

All Overhead \$ (minus all labor & Finance Cost)

Finance Cost

3. The same process needs to do all other Companies as well.
4. And needs to recheck all relevant expense have been included in the main component or not
5. And when check the Direct labor cost and Salary expense needs to check the amount whether divided based in the revenue on the customer class or not

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M18

		Wholesale Customers	Unclassified	TOTAL											
1															
2	Ordinary Income/Expense														
3	Income														
4	4010000 - Income from Business.														
5	4010100 - Customer Credits Memos	0.00	-20,031.63	-20,031.63											
6	4010200 - Discounts on Sales	0.00	-15,802.90	-21,485.13											
7	4010300 - Sales - Tropical Fish	92.95	769,657.05	1,085,242.43											
8	Total 4010000 - Income from Business.	92.95	733,222.52	1,043,725.67											
9	4020000 - Reimbursable Income														
10	4020100 - Packing Charges Reimbursed	0.00	65,785.50	65,785.50											
11	4020200 - Freight Charges Reimbursed	0.00	0.00	93.26											
12	Total 4020000 - Reimbursable Income	0.00	65,785.50	65,878.76											
13	Total Income	92.95	799,008.02	1,109,604.43	1.38	308.13	0.09	799.01	1,110						
14	Cost of Goods Sold														
15	5010000 - Packaging Costs														
16	5010700 - Betta cup & Labels	0.00	24,559.82	24,559.82											
17	5010100 - Packing Materials - Suppliers	194.21	12,795.78	18,175.01											
18	5010200 - Boxes	0.00	16,912.13	16,912.13											
19	5010300 - Bags	0.00	2,715.07	2,715.07											
20	5010600 - Packaging Cost	0.00	1,804.74	1,804.74											
21	Total 5010000 - Packaging Costs	194.21	58,787.54	64,186.77											
22	5030000 - Plants & Aquatics	0.00	11,967.89	11,967.89											

KPM-LA Sheet1 2018 P01 - P2 P2 Qb extract P03 P03 (2)

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- Fish/ Product Cost % of Sales
Freight & Custom Cost % of Sales
Total Fish/Prod/Frt/ Cust % of Sales
Direct Labor % of Sales
Gross Profit % of sales
Salary % of Sales
All Overhead % (minus all labor)
Net Income %
Finance Cost %
Net Income after Finance Cost %

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Review summary report - March 2019

Shahabdeen Mohamed - Audit & Analysis

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CIS International Holdings Corporation

Monthly Audit checklist of Key Performance Metrics - March, 2019

Check List

Reviewed By : Shahabdeen Sanoos

Reporting Date : 04.10.2019

Received On : 04.09.2019

Review Date : 04.10.2019

Reporting Period : 03.01.2019 -03.28.2019

Note -5.Need to rectify all issues before updates to the report calendar which is sent to Sam, Bom and Indrani.

Audit Note #	Audit Procedure	Work Done	Review Findings & Analysis
1	Sent the KPM Report on time	✓	No Lapses Found.
2	Common errors	✓	The title has to change as 2019 and it has mentioned as 2018, explanation is not needed.
3	Salse income	✓	Revenue for the month of March - \$1336k and When compared to February, 2019 have been increased by \$246k and this is 22% increment.

Check List (CIS)

Check List (SIAM)

Supreme Orchid

Check List (TFI)

Check List (TKSS)
- Ready

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5/2/2019

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SIAM Tropical Fish Ltd.
Monthly Audit checklist of Key Performance Metrics - March, 2018

Check List
Reviewed By : Shehabdeen Sanoos
Reporting Date : 04.10.2019
Received On : 04.09.2019
Review Date : 04.10.2019
Reporting Period : 03.01.2019 -03.28.2019

Note - Need to rectify all issues before updates to the report calendar which is sent to Sam, Bom and Indrani.

Audit Note #	Audit Procedure	Work Done	Review Findings
1	Sent the KPM Report on time	✓	No Lapses Found.
2	Common errors	✓	1. And the accumulated report (YTD Total) not have been included the KPM monthly report and explanation is needed. 2. The Budget has been added the Budget of 2018 and please give the explanation why did not add the 2019 Budget

Check List (CIS) Check List (SIAM) Supreme Orchid Check List (TFI) Check List (TKSS)

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Supreme Orchid Export (Pvt) Ltd
Monthly Audit checklist of Key Performance Metrics - March, 2019

Check List
Reviewed By : Shehabdeen Sanoos
Reporting Date : 04.10.2019
Received On : 04.11.2019
Review Date : 03.12.2019
Reporting Period : 03.01.2019 -03.28.2019

Note -5.Need to rectify all issues before updates to the report calendar which is sent to Sam, Bom and Indrani.

Audit Note #	Audit Procedure	Work Done	Review Findings
1	Sent the KPM Report on time	✓	The Report has received but not has been received on Reporting Date.
2	Common errors	✓	1. And the accumulated report (YTD Total) not have been included the KPM monthly report and explanation is needed.
3	Salse income	✓	Revenue for the month of March - \$5.8k and When compared to February, 2019 have been reduced by \$8.2k and this is 59 % reduction.

Check List (CIS) Check List (SIAM) Supreme Orchid Check List (TFI) Check List (TKSS)

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D17 Fish/ Product Cost of the March - \$7.4k and Fish/ Product Cost % of Sales when compared with February, 2019 have been increased from 1% to 4% .

Tropical Fish International (Pvt) Ltd
Monthly Audit checklist of Key Performance Metrics - March, 2019

Check List
Reviewed By : Shehabdeen Sanoos
Reporting Date : 04.10.2019
Received On : 04.11.2019
Review Date : 03.12.2019
Reporting Period : 03.01.2019 -03.28.2019

Note -5.Need to rectify all issues before updates to the report calendar which is sent to Sam, Bom and Indrani.

Audit Note #	Audit Procedure	Work Done	Review Findings
1	Sent the KPM Report on time	✓	The Report has received but not has been received on Reporting Date.
2	Common errors	✓	1. And the accumulated report (YTD Total) not have been included the KPM monthly report and explanation is needed. 2. The title has to change as 2019 and it has mentioned as 2018, explanation is not needed.

Check List (CIS) Check List (SIAM) Supreme Orchid Check List (TFI) Check List (TKSS)

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AutoSave Review summary report - March,2019 - Excel Shehabdeen Mohamed - Audit & Analysis

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H19

Teknowledge Shared Services
Monthly Audit checklist of Key Performance Metrics - February, 2018

Check List
Reviewed By : Shehabdeen Sanoos
Reporting Date : 03.10.2019
Received On : 03.18.2019
Review Date : 03.22.2019
Reporting Period : 02.01.2019 -02.28.2019

Note - Please update the reviewed KPM report to the report calendar which is sent Sam, Bom and Indrani

Audit Note #	Audit Procedure	Work Done	Review Findings
1	Sent the KPM Report on time	✓	The Report has received but not has been received on Reporting Date.
2	Salse income	✓	No Lapses Found
3	Direct Labor \$	✓	No Lapses Found
4	Salary \$	✓	No Lapses Found

Check List (CIS) Check List (SIAM) Supreme Orchid Check List (TFI) Check List (TKSS)

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9. Finally, summaries all KPM report feedback in the one table and sent it to the lead internal auditor.

AutoSaveOffKPM Review February,2019 - ExcelShehabdeen Mohamed - Audit & Analysis

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1												
2		Reporting Period : 02.01.2019- 02.28.2019										
3		Report Date 03.28.2019										
4												
5		Monthly Audit checklist of Key Performance Metrics of February,2019										Sent the Audited KPM Report to Directors
6		Accounts	Reporting Date	Sent the KPM Report on time	Received on	Review Date	Audit Findings	Performed By				
7												
8		CIS	03.10.2019	The Report has received but not has been received on Reporting Date.	03.28.2019	03.28.2019	1. Not have been mentioned the period of KPM on the report and amendment is needed. 2 And the accumulated report (YTD Total) - Not have been included the month of February and explanation is needed.	Sanoos	Pending			
9												
10		ASI	03.10.2019	No/Pending								
11												
12												
13												
14												
15		SIAM	03.10.2019	The Report has received but not has been received on Reporting Date.	03.18.2019	03.21.2019	No Lapses Found	Sanoos	Pending			
16												
17		TKSS	03.10.2019	The Report has received but not has been received on Reporting Date.	03.18.2019	03.22.2019	No Lapses Found	Sanoos	Pending			
18												
19		ITFI	03.10.2019	No/Pending								
20		Supreme Orchid	03.10.2019	No/Pending								
21		Summary										

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10. And the Audit feed back sent to the finance department VIA mail.

Sent Items - Shehabdeenm@cisintl.com - Outlook Search Tools

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Finance Det To Manager Team Email

Move Assign Policy Categorize Follow Up

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Kpm X Current Folder

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Monday

Mohamed Suja - Au...
Suja: KPM & Business Vert... Mon 1:22 PM
1. Please find the

Three Weeks Ago

Deepika Thilakarathna...
Deepika | Audit Review su... 4/12/2019
Supreme Orchid Export (Pvt)

Deepika Thilakarathna...
Deepika | Audit Review su... 4/12/2019
Tropical Fish International

Deepika Thilakarathna...
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CIS International Holdings

Deepika Thilakarathna...
Deepika/Suja (Deepika) | 4/10/2019
SIAM Tropical Fish Ltd.

Older

Nisansala Dihanani - A...
FW: Deepika I. Audit Rev... 3/29/2019

Deepika | Audit Review summary of Preliminary KPM -Supreme Orchid

Shehabdeen Mohamed - Audit & Analysis
To Deepika Thilakarathna - Accounts; Mohamed Suja - Audit & Analysis
Cc Sahan Ranawaka - Audit & Analysis

PKPMOAR_12_20190411_1.XLSX 196 KB

Review summary report - March,2019.xlsx 26 KB

Supreme Orchid Export (Pvt) Ltd
Monthly Audit checklist of Key Performance Metrics - March, 2019

Check List
Reviewed By : Shehabdeen Sanoos
Reporting Date : 04.10.2019
Received On : 04.11.2019
Review Date : 03.12.2019
Reporting Period : 03.01.2019 -03.28.2019

Note -5. Need to rectify all issues before updates to the report calendar which is sent to Sam, Bom and Indrani.

Audit Note #	Audit Procedure	Work Done	Review Findings
1	Sent the KPM Report on time	✓	The Report has received but not has been received on Reporting Date.
2	Common errors	✓	1. And the accumulated report (YTD Total) not have been included the KPM monthly report and