

# Audit Report for Audit ID - AU0096-1

## Finance Department Audit Report

Audit Score

NAN/100

### Details

Audit	AU0096
Scheduled Audit	AU0096-1
Location	Hyderabad
Hotel	Marigold Hotel
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Rama Govinda Reddy
Start Date	17-11-2017
End Date	12-12-2017
Submitted Date	20-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	0
Chronic Issues	0

## Comparison

MARIGOLD HOTEL FINANCE DEPARTMENT AUDIT REPORT				
FINANCE DEPARTMENT AUDIT REPORT		Nov 2017	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
Audit Score		● NAN	-	-

	80-100 = Green	Good / Excellent
	61-79 = Yellow	Average
	60 below is Red	Poor / Fair

## Non-Compliance

No non-compliances found

## Chronic

No chronic issues found

# Audit Questionnaire

**Section:** Front office**Subsection:** Front Office

- 1: Revenue loss on early check-in & late check out's  
Rating: 0
- 2: Plan sales not mentioned properly (Even in system was Not shown AP plan)  
Rating: 0
- 3: Taxes Excess /short collected.  
Rating: 0
- 4: Service tax not collection.  
Rating: 0
- 5: Photo id & Address proofs.  
Rating: 0
- 6: Room sold more than 30% discount.  
Rating: 0
- 7: Allowances and approvals.  
Rating: 0
- 8: Reservation slips & Vouchers attached to the bills.  
Rating: 0
- 9: No show rooms retention charged.  
Rating: 0
- 10: List of re-open last 3 months.  
Rating: 0
- 11: Same company different tariff charged.  
Rating: 0
- 12: Other Front office bills.  
Rating: 0
- 13: Day audit report.  
Rating: 0

**Section:** Food & Beverage**Subsection:** Food and Beverage

- 1: Same items sold at different rates.  
Rating: 0

2: Banquet discounts more than 20% discount.

Rating: 0

3: HCC/ENT Kot compliance.

Rating: 0

4: Recipe costing for all items.

Rating: 0

5: Void bills.

Rating: 0

6: Menu variance between Menu card & IDS.

Rating: 0

7: Bills resettled (only cash to Credit card).

Rating: 0

8: Kot's Modification.

Rating: 0

9: Other F&B / Banquet Bills.

Rating: 0

10: Liquor physical inventory.

Rating: 0

11: Non moving Liquor items in stores.

Rating: 0

12: Few Banquet observation

Rating: 0

13: NC raised without individual authorization.

Rating: 0

**Section:** Material Management

**Subsection:** Materials Management

1: Delay in receiving material from vendors which ordered through PO.

Rating: 0

2: Material received, but GRN was not made.

Rating: 0

3: 3 Quotations is not collecting for issuing of purchase orders

Rating: 0

4: GRN'S made in old date.

Rating: 0

- 5: Non moving food items found in stores.  
Rating: 0
- 6: Non moving General items found in stores.  
Rating: 0
- 7: While receiving the provisional items Expiry dates are not entered in IDS.  
Rating: 0
- 8: Same Items purchased different rates.  
Rating: 0
- 9: Physical stock at Food Inventory variances.  
Rating: 0
- 10: Pending PO.  
Rating: 0
- 11: Vegetables are receiving as per specifications.  
Rating: 0
- 12: ODD hours Material receipts and approvals.  
Rating: 0
- 13: Physical stock variances.  
Rating: 0
- 14: Non moving Soft drinks items in stores.  
Rating: 0

**Section:** Accounts**Subsection:** Accounts

- 1: Trail balance Sundry Creditors and Aging summary ledger tallying.  
Rating: 0
- 2: Sundry Creditors bills match.  
Rating: 0
- 3: Sundry Creditors showing the Debit Balances.  
Rating: 0
- 4: Guest ledger balance between ledger to Night audit report.  
Rating: 0
- 5: Credit given to Individuals.  
Rating: 0
- 6: Bills matched properly in Sundry debtors.  
Rating: 0

7: Contract Expired / Licenses.

Rating: 0

8: Banquet advances showing the debit balances.

Rating: 0

9: Staff Loan recovery.

Rating: 0

10: Creditors are payment are pending from long time. (Cheques not prepared).

Rating: 0

11: Cheques prepared not issued to vendors.

Rating: 0

12: Others (Reconciliation of debtors and others)

Rating: 0

**Section:** Maintenance

**Subsection:** Maintenance

1: Physical inventory of ENGG. stores variances.

Rating: 0

2: Non moving Engg. items in stores.

Rating: 0

3: Engg. Stores -Daily entry of issues in PMS.

Rating: 0

4: Others

Rating: 0

**Section:** Contract Labour

**Subsection:** Contract Labour

1: Salary sheet discrepancy in payments.

Rating: 0

2: Salaries paid on the basis attendance swipes.

Rating: 0

3: Others

Rating: 0

**Section:** Security Department

**Subsection:** Security

1: RGP Material tracking.

Rating: 0



2: RGP pending list as per DOA.

Rating: 0

3: NRGP as per DOA.

Rating: 0

4: Sims software functioning.

Rating: 0

5: CC camera's working.

Rating: 0