

Audit Report for Audit ID - AU0096-2

Finance Department Audit Report

Audit Score

NAN/100

Details

| | |
|-----------------|---------------------------------|
| Audit | AU0096 |
| Scheduled Audit | AU0096-2 |
| Location | Hyderabad |
| Hotel | Marigold Hotel |
| Department | Finance |
| Checklist | Finance Department Audit Report |
| Audit Type | Internal |
| Auditor | Rama Govinda Reddy |
| Start Date | 15-02-2018 |
| End Date | 10-03-2018 |
| Submitted Date | 06-03-2018 |
| Status | Completed |
| Assigned By | Administrator Account |
| Non-Compliance | 30 |
| Chronic Issues | 0 |

Comparison

MARIGOLD HOTEL FINANCE DEPARTMENT AUDIT REPORT

| FINANCE DEPARTMENT AUDIT REPORT | | Nov 2017 | Feb 2018 | VARIANCE | % of Increase / Decrease (-/ +) |
|---------------------------------------|----------|-------------------|-------------------|----------|---------------------------------------|
| | | SCORE OBTAINED | SCORE OBTAINED | | |
| S.No | Sections | | | | |
| Audit Score | | ● NAN | ● NAN | NAN | 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