

Audit Report for Audit ID - AU0024-1

Finance Department Audit Report

Audit Score

75/100

Details

Audit	AU0024
Scheduled Audit	AU0024-1
Location	Hyderabad
Hotel	GreenPark Hotel- GPH
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Mr Varmesh
Start Date	01-08-2017
End Date	30-08-2017
Submitted Date	31-01-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	27
Chronic Issues	0

Quick View

GREENPARK HOTEL- GPH FINANCE DEPARTMENT AUDIT REPORT

FINANCE DEPARTMENT AUDIT REPORT		31st Jan 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Front office	68	-	-
2	Food & Beverage	76	-	-
3	Material Management	76	-	-
4	Accounts	83	-	-
5	Maintenance	77	-	-
6	Contract Labour	50	-	-
7	Security Department	80	-	-

Audit Questionnaire

Section: Front office

Subsection: Front Office

1: Revenue loss on early check-in & late check out's **Compliant**
Rating Value : 8

2: Plan sales not mentioned properly (Even in system was Not shown AP plan) **Compliant**
Rating Value : 8

3: Taxes Excess /short collected. **Compliant**
Rating Value : 8

4: Service tax not collection. **Non-Compliant**
Rating Value : 0

5: Photo id & Address proofs. **Non-Compliant**
Rating Value : 7

6: Room sold more than 30% discount. **Non-Compliant**
Rating Value : 7

7: Allowances and approvals. **Non-Compliant**
Rating Value : 7

8: Reservation slips & Vouchers attached to the bills. **Non-Compliant**
Rating Value : 7

9: No show rooms retention charged. **Non-Compliant**
Rating Value : 7

10: List of re-open last 3 months. **Compliant**
Rating Value : 8

11: Same company different tariff charged. **Compliant**
Rating Value : 9

12: Other Front office bills. **Non-Compliant**
Rating Value : 6

13: Day audit report. **Non-Compliant**
Rating Value : 7

Section: Food & Beverage

Subsection: Food and Beverage

1: Same items sold at different rates. **Compliant**
Rating Value : 8

2: Banquet discounts more than 20% discount. **Non-Compliant**
Rating Value : 7

3: HCC/ENT Kot compliance. **Non-Compliant**
Rating Value : 7

4: Recipe costing for all items. **Compliant**
Rating Value : 8

5: Void bills. **Compliant**
Rating Value : 8

6: Menu variance between Menu card & IDS. **Compliant**
Rating Value : 9

7: Bills resettled (only cash to Credit card). **Non-Compliant**
Rating Value : 7

8: Kot's Modification. **Non-Compliant**
Rating Value : 6

9: Other F&B / Banquet Bills. **Non-Compliant**
Rating Value : 7

10: Liquor physical inventory. **Compliant**
Rating Value : 8

11: Non moving Liquor items in stores. **Compliant**
Rating Value : 9

Section: Material Management

Subsection: Materials Management

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

Rating Value : 8

2: Material received, but GRN was not made. **Non-Compliant**
Rating Value : 7

3: 3 Quotations is not collecting for issuing of purchase orders
Non-Compliant
Rating Value : 7

4: GRN'S made in old date. **Compliant**
Rating Value : 9

5: Non moving food items found in stores. **Compliant**
Rating Value : 8

6: Non moving General items found in stores. **Non-Compliant**
Rating Value : 7

7: While receiving the provisional items Expiry dates are not entered in IDS. **Non-Compliant**
Rating Value : 6

8: Same Items purchased different rates. **Non-Compliant**
Rating Value : 7

9: Physical stock at Food Inventory variances. **Compliant**
Rating Value : 8

10: Pending PO. **Compliant**
Rating Value : 8

11: Vegetables are receiving as per specifications. **Non-Compliant**
Rating Value : 7

12: ODD hours Material receipts and approvals. **Compliant**
Rating Value : 9

13: Physical stock variances. **Compliant**
Rating Value : 8

14: Non moving Soft drinks items in stores. **Compliant**
Rating Value : 8

Section: Accounts

Subsection: Accounts

1: Trail balance Sundry Creditors and Aging summary ledger tallying. **Compliant**
Rating Value : 9

2: Sundry Creditors bills match. **Non-Compliant**
Rating Value : 7

3: Sundry Creditors showing the Debit Balances. **Compliant**
Rating Value : 8

4: Guest ledger balance between ledger to Night audit report.

Rating Value : 0

☒ Not Applicable

5: Credit given to Individuals. **Compliant**

Rating Value : 9

6: Bills matched properly in Sundry debtors. **Non-Compliant**

Rating Value : 7

7: Contract Expired / Licenses. **Non-Compliant**

Rating Value : 7

8: Banquet advances showing the debit balances.

Rating Value : 0

☒ Not Applicable

9: Staff Loan recovery. **Compliant**

Rating Value : 10

10: Creditors are payment are pending from long time.

(Cheques not prepared). **Compliant**

Rating Value : 8

11: Cheques prepared not issued to vendors. **Compliant**

Rating Value : 10

Section: Maintenance

Subsection: Maintenance

1: Physical inventory of ENGG. stores variances. **Compliant**
Rating Value : 8

2: Non moving Engg. items in stores. **Non-Compliant**
Rating Value : 7

3: Engg. Stores -Daily entry of issues in PMS. **Compliant**
Rating Value : 8

Section: Contract Labour

Subsection: Contract Labour

1: Salary sheet discrepancy in payments. **Non-Compliant**
Rating Value : 7

2: Salaries paid on the basis attendance swipes. **Non-Compliant**
Rating Value : 3

Section: Security Department

Subsection: Security

1: RGP Material tracking. **Non-Compliant**
Rating Value : 7

2: RGP pending list as per DOA. **Non-Compliant**
Rating Value : 7

3: NRGP as per DOA. **Compliant**
Rating Value : 9

4: Sims software functioning. **Compliant**
Rating Value : 9

5: CC camera's working. **Compliant**
Rating Value : 8