

Audit Report for Audit ID - AU00101-2

ISB-Finance Audit













Audit Score

73/100

Details

Audit	AU00101
Scheduled Audit	AU00101-2
Location	Hyderabad
Hotel	ISB
Department	Finance & Accounts
Checklist	ISB-Finance Audit
Audit Type	Internal
Auditor	Rama Govinda Reddy
Start Date	01-03-2018
End Date	25-03-2018
Submitted Date	02-04-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	18
Chronic Issues	12

Comparison

ISB ISB-FINANCE AUDIT					
ISB-FINANCE AUDIT		Dec 2017	Mar 2018	VARIANCE	% of Increase / Decrease (-/+)
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
1	Food and Beverage	 60	 61	1	1.67%
2	Stores & Purchase	 79	 76	-3	-3.8%
3	Accounts	 81	 82	1	1.23%
4	HRD	 73	 70	-3	-4.11%
5	KST	 70	 75	5	7.14%
Audit Score		 73	 73	0	0%

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

Audit Questionnaire

Section: Food and Beverage

Subsection: Food and Beverage

- 1: Recipe costing not done for Food items. **NC**
Rating: 2
- 2: Liquor Register not updated on daily basis **NC**
Rating: 5
- 3: As per policy controller is not taking random verification of inventory in the stores (Weekly twice) **NC**
Rating: 4
- 4: Expiry date was not mentioned in IDS for few F&B Items **NC**
Rating: 7
- 5: Butchery stock register is not maintained **NC**
Rating: 6
- 6: Manual N C KOT'S are not matching with IDS KOT Qty's
Rating: 9
- 7: Cafeteria food cost are not maintained. **NC**
Rating: 5
- 8: HODS/Staff having the food without raising the NC Kots
Rating: 8
- 9: Physical Liquor inventory taken, But was not updated due to submitted in TSBCL.
Rating: 8
- 10: Same item Sold different rates **NC**
Rating: 7

Section: Stores & Purchase

Subsection: Stores & Purchase

- 1: Material specifications
Rating: 8
- 2: GRN Made in old dated **NC**
Rating: 7
- 3: Same item purchased Different rates **NC**
Rating: 7
- 4: Pending purchase orders found the system **NC**

Rating: 6

5: Delay in raising of GRN's

Rating: 8

6: On verification of Stores physical inventory variances have found in Food **NC**

Rating: 6

7: Non moving food items found in the stores

Rating: 8

8: Non moving General items found in the stores

Rating: 9

9: Delay in receiving the of Material after the purchase order date

Rating: 8

10: Purchase order issued after the material received **NC**

Rating: 7

11: Without collecting of Quotation purchase orders has prepared **NC**

Rating: 7

12: Non moving Soft drinks items found in the stores

Rating: 9

13: On verification of General stores physical verification, found the variances

Rating: 9

14: Deletion of GRN's ☒ Not Applicable

Section: Accounts

Subsection: Accounts

1: Guest Amenities account not reconciled properly

Rating: 8

2: Staff advance not accounted properly

Rating: 9

3: Guest ledger balance was matched properly.

Rating: 9

4: Filing is not properly maintained

Rating: 9

5: Controller is not observing the operations properly **NC**

Rating: 6

6: Creditors payment pending more than a month

Rating: 8

7: Previous Financial year till date not closed ☒ Not Applicable

8: Creditors bills not matched properly

Rating: 8

9: Bills to companies are not maintained properly

Rating: 9

10: Few ledger are showing Negative balances

Rating: 8

Section: HRD

Subsection: HRD

1: Budgeted staff VS Actual staff in ISB. It may be operational issue for billing

Rating: 9

2: On random verification, Few employees attendance not matched with the salaries paid **NC**

Rating: 7

3: Aeon Punching machine is not working and measures not taken for the repair **NC**

Rating: 5

4: Odc Expenses regarding **NC**

Rating: 7

Section: KST

Subsection: KST

1: KST inventory list

Rating: 8

2: Physical inventory of KST has not given properly. ☒ Not Applicable

3: Breakage report not maintained Properly **NC**

Rating: 7

Attachments :

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