

Audit Report for Audit ID - AU0085-1

Purchase Department Audit


Audit Score

65/100

Details

Audit	AU0085
Scheduled Audit	AU0085-1
Location	Hyderabad
Hotel	Marigold Hotel
Department	Purchase
Checklist	Purchase Department Audit
Audit Type	Internal
Auditor	Murthy CH V V S
Start Date	01-09-2017
End Date	30-09-2017
Submitted Date	01-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	25
Chronic Issues	0

Comparison

MARIGOLD HOTEL PURCHASE DEPARTMENT AUDIT				
PURCHASE DEPARTMENT AUDIT		Sep 2017	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Purchases Review	69	-	-
2	Meetings & Market Survey	75	-	-
3	Policy Compliance and Documentation	44	-	-
4	Receiving	55	-	-
5	Stores	84	-	-
Audit Score		 65	-	-

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

Non-Compliance

Section: Purchases Review

Subsection: Purchase Requisition

- 1: Review of Pending Indents at Regular intervals **NC**

Rating: 7

- 2: Closing of Not Required Requisitions **NC**

Rating: 6

Section: Purchases Review

Subsection: Purchase Orders

- 1: Comparative and upload scan copy along with PO **NC**

Rating: 5

- 2: E-mail of Purchase order to Vendor working in PMS **NC**

Rating: 5

- 3: Pending Purchase orders Review **NC**

Rating: 6

- 4: Closing of not required purchase orders **NC**

Rating: 7

- 5: Cash purchases not to exceed Rs.10000 **NC**

Rating: 0

Section: Meetings & Market Survey

Subsection: Committee Meeting and Market Survey

- 1: Recording of Observations of market survey as per SOP guidelines **NC**

Rating: 5

- 2: Purchase committee meeting minutes recorded as per SOP guidelines - twice in a month **NC**

Rating: 7

- 3: Approvals for Price Increase by Committee **NC**

Rating: 5

Section: Policy Compliance and Documentation

Subsection: Policy Compliance

- 1: Debit note raised for short Supplies **NC**

Rating: 0

- 2: Time spent by vendor in the hotel monitored **NC**

Rating: 0

Section: Policy Compliance and Documentation**Subsection:** Documentation

1: Purchase order office copy files with relevant attachments **NC**
Rating: 7

2: All cheques dispatched to supplier in time **NC**
Rating: 7

Section: Receiving**Subsection:** Receiving

1: Online Integration of Weighing scale with PMS to Pickup Weight automatically **NC**
Rating: 6

2: Online Print of GRN **NC**
Rating: 6

3: Photo of Item being Weighed captured in PMS **NC**
Rating: 6

4: IP camera when interrupted generating Alerts **NC**
Rating: 0

5: Vegetables and Fruits are Pre-washed before weighing **NC**
Rating: 0

6: Vendor ID Cards are issued and checked **NC**
Rating: 0

7: Authorization form for items received without PO is attached to GRN **NC**
Rating: 0

8: Supply timing of Vendor monitored by using vendor-ID punch report **NC**
Rating: 7

Section: Stores**Subsection:** Stores

1: Store Closing stock of Last month - F&B Stores **NC**
Rating: 7

2: Store Closing stock of Last month - General **NC**
Rating: 6

3: Store Closing stock of Last month - Engineering **NC**
Rating: 6

Chronic

No chronic issues found

Audit Questionnaire

Section: Purchases Review

Subsection: Purchase Requisition

- 1: Online Purchase Requisition with 2 Level Authorisation
Rating: 10
- 2: Daily Perishable order through online
Rating: 10
- 3: Review of Pending Indents at Regular intervals **NC**
Rating: 7
- 4: Closing of Not Required Requisitions **NC**
Rating: 6

Section: Purchases Review

Subsection: Purchase Orders

- 1: Comparative and upload scan copy along with PO **NC**
Rating: 5
- 2: Online Purchase orders with 3 level Authorization
Rating: 10
- 3: E-mail of Purchase order to Vendor working in PMS **NC**
Rating: 5
- 4: Pending Purchase orders Review **NC**
Rating: 6
- 5: Closing of not required purchase orders **NC**
Rating: 7
- 6: Review of Cancelled Purchase orders
Rating: 10
- 7: Cash purchases not to exceed Rs.10000 **NC**
Rating: 0

Section: Meetings & Market Survey

Subsection: Committee Meeting and Market Survey

- 1: Purchase Committee meeting by 15th of Month
Rating: 10
- 2: Market Survey conducted in 1st week of month
Rating: 8

- 3: Market survey has representatives of Finance, Kitchen and Purchase
Rating: 10
- 4: Recording of Observations of market survey as per SOP guidelines **NC**
Rating: 5
- 5: Purchase committee meeting minutes recorded as per SOP guidelines - twice in a month **NC**
Rating: 7
- 6: Approvals for Price Increase by Committee **NC**
Rating: 5

Section: Policy Compliance and Documentation**Subsection:** Policy Compliance

- 1: Debit note raised for short Supplies **NC**
Rating: 0
- 2: Time spent by vendor in the hotel monitored **NC**
Rating: 0

Section: Policy Compliance and Documentation**Subsection:** Documentation

- 1: Purchase order office copy files with relevant attachments **NC**
Rating: 7
- 2: All cheques dispatched to supplier in time **NC**
Rating: 7
- 3: Recording of late supplies and quality issues to supplier through mail
Rating: 8

Section: Receiving**Subsection:** Receiving

- 1: Online Integration of Weighing scale with PMS to Pickup Weight automatically **NC**
Rating: 6
- 2: Weighing of material using our hotel crates only and not of Vendor
Rating: 10
- 3: Online Print of GRN **NC**
Rating: 6
- 4: Photo of Item being Weighed captured in PMS **NC**
Rating: 6
- 5: IP camera when interrupted generating Alerts **NC**
Rating: 0

- 6: Kitchen representative present while receiving the Vegetables, Fruits, Mutton, Chicken, Fish and other perishables
Rating: 10
- 7: Random Check of atleast 5 items by F&B Controller
Rating: 8
- 8: All Stockable items are received in the presence of user department representative
Rating: 10
- 9: Vegetables and Fruits are Pre-washed before weighing **NC**
Rating: 0
- 10: Temperature Check of Forzen, Dairy and meat products
Rating: 8
- 11: Vendor ID Cards are issued and checked **NC**
Rating: 0
- 12: Authorization form for items received without PO is attached to GRN **NC**
Rating: 0
- 13: Supply timing of Vendor monitored by using vendor-ID punch report **NC**
Rating: 7

Section: Stores**Subsection: Stores**

- 1: All Stores Ledgers are processed till last month
Rating: 10
- 2: Physical stock check and updation in PMS
Rating: 10
- 3: Physical Stock Variance Report Signed by FM
Rating: 10
- 4: Non Moving Items Valued for more than 60 days - F&B stores
Rating: 9
- 5: Non Moving Items Valued for more than 60 days - General Store
Rating: 8
- 6: Non Moving Items Valued for more than 60 days - Engineering Stores
Rating: 9
- 7: Non Moving Items Valued for more than 60 days - Kitchen Stewarding Stores
Rating: 9
- 8: Non Moving Items Valued for more than 60 days - Liquor Store

Rating: 9

9: Non Moving Items Valued for more than 60 days - Soft drink Stores

Rating: 9

10: Store Closing stock of Last month - F&B Stores **NC**

Rating: 7

11: Store Closing stock of Last month - General **NC**

Rating: 6

12: Store Closing stock of Last month - Engineering **NC**

Rating: 6

13: Store Closing stock of Last month - Kitchen Stewarding

Rating: 8

14: Store Closing stock of Last month - Liquor Stores

Rating: 8

15: Store Closing stock of Last month - Soft drinks

Rating: 8

16: Stock out items are monitored

Rating: 8

17: Issue of material only against Indent

Rating: 8

18: Odd hour issues from stores are taken in the presence of Security and user department and recorded

Rating: 10