

# Audit Report for Audit ID - AU0037-1

## Finance Department Audit Report

Audit Score









75/100

### Details

Audit	AU0037
Scheduled Audit	AU0037-1
Location	Visakhapatnam
Hotel	GreenPark Hotel- GPV
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Mr Varmesh V S
Start Date	01-08-2017
End Date	30-08-2017
Submitted Date	01-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	32
Chronic Issues	0

## Comparison

### GREENPARK HOTEL- GPV FINANCE DEPARTMENT AUDIT REPORT

FINANCE DEPARTMENT AUDIT REPORT		Aug 2017	VARIANCE	% of Increase / Decrease (-/+)
S.No	Sections	SCORE OBTAINED		
1	Front office	 69	-	-
2	Food & Beverage	 71	-	-
3	Material Management	 74	-	-
4	Accounts	 74	-	-
5	Maintenance	 73	-	-
6	Contract Labour	 85	-	-
7	Security Department	 78	-	-
Audit Score		 75	-	-

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

# Audit Questionnaire

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

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

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

- 1: Same items sold at different rates. **NC**  
Rating: 6

2: Banquet discounts more than 20% discount. **NC**

Rating: 6

3: HCC/ENT Kot compliance. **NC**

Rating: 7

4: Recipe costing for all items. **NC**

Rating: 4

5: Void bills.

Rating: 9

6: Menu variance between Menu card & IDS.

Rating: 10

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

Rating: 7

8: Kot's Modification. **NC**

Rating: 6

9: Other F&B / Banquet Bills. **NC**

Rating: 6

10: Liquor physical inventory.

Rating: 9

11: Non moving Liquor items in stores.

Rating: 8

#### **Section:** Material Management

##### **Subsection:** Materials Management

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

Rating: 7

2: Material received, but GRN was not made. **NC**

Rating: 6

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

Rating: 5

4: GRN'S made in old date.

Rating: 8

5: Non moving food items found in stores.

Rating: 9

6: Non moving General items found in stores.

Rating: 8

7: While receiving the provisional items Expiry dates are not entered in IDS. **NC**

Rating: 5

8: Same Items purchased different rates. **NC**

Rating: 5

9: Physical stock at Food Inventory variances.

Rating: 10

10: Pending PO. **NC**

Rating: 7

11: Vegetables are receiving as per specifications. **NC**

Rating: 5

12: ODD hours Material receipts and approvals.

Rating: 8

13: Physical stock variances.

Rating: 10

14: Non moving Soft drinks items in stores.

Rating: 10

#### **Section:** Accounts

#### **Subsection:** Accounts

1: Trail balance Sundry Creditors and Aging summary ledger tallying.

Rating: 10

2: Sundry Creditors bills match.

Rating: 8

3: Sundry Creditors showing the Debit Balances.

Rating: 9

4: Guest ledger balance between ledger to Night audit report. ☒ Not Applicable

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

Rating: 7

6: Bills matched properly in Sundry debtors.

Rating: 8

7: Contract Expired / Licenses. **NC**

Rating: 5

8: Banquet advances showing the debit balances. ☒ Not Applicable

9: Staff Loan recovery. **NC**

Rating: 5

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

Rating: 8

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

Rating: 7

**Section: Maintenance**

**Subsection: Maintenance**

1: Physical inventory of ENGG. stores variances. **NC**

Rating: 7

2: Non moving Engg. items in stores. **NC**

Rating: 7

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

Rating: 8

**Section: Contract Labour**

**Subsection: Contract Labour**

1: Salary sheet discrepancy in payments.

Rating: 8

2: Salaries paid on the basis attendance swipes.

Rating: 9

**Section: Security Department**

**Subsection: Security**

1: RGP Material tracking.

Rating: 9

2: RGP pending list as per DOA. **NC**

Rating: 7

3: NRGP as per DOA.

Rating: 9

4: Sims software functioning. **NC**

Rating: 7

5: CC camera's working. **NC**

Rating: 7