

Audit Report for Audit ID - AU0070-4

Finance Department Audit Report

Audit Score

73/100




Details

| | |
|-----------------|---------------------------------|
| Audit | AU0070 |
| Scheduled Audit | AU0070-4 |
| Location | Chennai |
| Hotel | GreenPark Hotel- GPC |
| Department | Finance |
| Checklist | Finance Department Audit Report |
| Audit Type | Internal |
| Auditor | Rama Govinda Reddy |
| Start Date | 11-09-2018 |
| End Date | 20-09-2018 |
| Submitted Date | 12-09-2018 |
| Status | Completed |
| Assigned By | Administrator Account |
| Non-Compliance | 31 |
| Chronic Issues | 25 |

Comparison

GREENPARK HOTEL- GPC FINANCE DEPARTMENT AUDIT REPORT

| FINANCE DEPARTMENT AUDIT REPORT | | May 2018 | Sep 2018 | VARIANCE | % of Increase / Decrease (-/ +) |
|------------------------------------|------------------------|-------------------|-------------------|----------|--|
| S.No | Sections | SCORE OBTAINED | SCORE OBTAINED | | |
| 1 | Front office | 72 | 69 | -3 | -4.17% |
| 2 | Food & Beverage | 78 | 78 | 0 | 0% |
| 3 | Material Management | 76 | 73 | -3 | -3.95% |
| 4 | Accounts | 76 | 76 | 0 | 0% |
| 5 | Maintenance | 68 | 68 | 0 | 0% |
| 6 | Contract Labour | 10 | 63 | 53 | 530% |
| 7 | Security Department | 84 | 84 | 0 | 0% |
| Audit Score | | ● 66 | ● 73 | 7 | 10.61% |

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

Non-Compliance

Section: Front office

Subsection: Front Office

- 1: Revenue loss on early check-in & late check out's **NC**

Rating: 7

Attachments :

QUE65_DOC_20180912_121454.xlsx

QUE65_DOC_20180912_121502.xlsx

- 2: Photo id & Address proofs. **NC**

Rating: 7

- 3: Room sold more than 30% discount. **NC**

Rating: 7

Attachments :

QUE70_DOC_20180912_121606.xlsx

QUE70_DOC_20180912_121609.xlsx

QUE70_DOC_20180912_121612.xlsx

- 4: Allowances and approvals. **NC**

Rating: 4

Attachments :

QUE71_DOC_20180912_121635.xlsx

- 5: Reservation slips & Vouchers attached to the bills. **NC**

Rating: 7

- 6: No show rooms retention charged. **NC**

Rating: 5

Attachments :

QUE73_DOC_20180912_121658.xlsx

- 7: Other Front office bills. **NC**

Rating: 5

- 8: Day audit report. **NC**

Rating: 5

Attachments :

QUE77_DOC_20180912_121755.xlsx

Section: Food & Beverage

Subsection: Food and Beverage

- 1: Banquet discounts more than 20% discount. **NC**

Rating: 7

Attachments :

QUE79_DOC_20180912_122159.xlsx

- 2: Recipe costing for all items. **NC**

Rating: 5

Attachments :

QUE81_DOC_20180912_122217.xlsx

QUE81_DOC_20180912_122221.xlsx

QUE81_DOC_20180912_122225.xlsx

- 3: Kot's Modification. **NC**

Rating: 7

Attachments :

QUE85_DOC_20180912_122352.xlsx

- 4: Other F&B / Banquet Bills. **NC**

Rating: 7

Section: Material Management

Subsection: Materials Management

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

Rating: 6

Attachments :

QUE91_DOC_20180912_123232.xlsx

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

Rating: 6

Attachments :

QUE92_DOC_20180912_123243.xlsx

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

Rating: 6

Attachments :

QUE93_DOC_20180912_123258.xlsx

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

Rating: 6

- 5: Same Items purchased different rates. **NC**

Rating: 7

Attachments :

QUE98_DOC_20180912_123404.xlsx

- 6: Pending PO. **NC**

Rating: 7

Attachments :

QUE100_DOC_20180912_123438.xlsx

- 7: Vegetables are receiving as per specifications. **NC**

Rating: 7

- 8: ODD hours Material receipts and approvals. **NC**

Rating: 7

Attachments :

QUE102_DOC_20180912_123500.xlsx

Section: Accounts

Subsection: Accounts

- 1: Sundry Creditors bills match. **NC**

Rating: 7

Attachments :

QUE106_DOC_20180912_122951.xlsx

- 2: Sundry Creditors showing the Debit Balances. **NC**

Rating: 7

Attachments :

QUE107_DOC_20180912_123007.xlsx

- 3: Guest ledger balance between ledger to Night audit report. **NC**

Rating: 7

- 4: Credit given to Individuals. **NC**

Rating: 7

- 5: Contract Expired / Licenses. **NC**

Rating: 7

- 6: Others (Reconciliation of debtors and others) **NC**

Rating: 5

Section: Maintenance

Subsection: Maintenance

- 1: Engg – Stock variance between Book and Physical **NC**

Rating: 7

Attachments :

QUE117_DOC_20180912_122824.xlsx

- 2: Engg. Stores -Daily entry of issues in PMS. **NC**

Rating: 6

- 3: Others **NC**

Rating: 6

Section: Contract Labour

Subsection: Contract Labour

- 1: Salary sheet discrepancy in payments. **NC**

Rating: 5

- 2: Others **NC**

Rating: 5

Chronic

Section: Front office

Subsection: Front Office

- 1: Revenue loss on early check-in & late check out's **NC**

Rating: 7

Attachments :

QUE65_DOC_20180912_121454.xlsx

QUE65_DOC_20180912_121502.xlsx

- 2: Photo id & Address proofs. **NC**

Rating: 7

- 3: Room sold more than 30% discount. **NC**

Rating: 7

Attachments :

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QUE70_DOC_20180912_121609.xlsx

QUE70_DOC_20180912_121612.xlsx

- 4: Allowances and approvals. **NC**

Rating: 4

Attachments :

QUE71_DOC_20180912_121635.xlsx

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QUE73_DOC_20180912_121658.xlsx

- 7: Other Front office bills. **NC**

Rating: 5

- 8: Day audit report. **NC**

Rating: 5

Attachments :

QUE77_DOC_20180912_121755.xlsx

Section: Food & Beverage

Subsection: Food and Beverage

- 1: Banquet discounts more than 20% discount. **NC**

Rating: 7

Attachments :

QUE79_DOC_20180912_122159.xlsx

- 2: Recipe costing for all items. **NC**

Rating: 5

Attachments :

QUE81_DOC_20180912_122217.xlsx

QUE81_DOC_20180912_122221.xlsx

QUE81_DOC_20180912_122225.xlsx

- 3: Kot's Modification. **NC**

Rating: 7

Attachments :

QUE85_DOC_20180912_122352.xlsx

- 4: Other F&B / Banquet Bills. **NC**

Rating: 7

Section: Material Management

Subsection: Materials Management

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

Rating: 6

Attachments :

QUE91_DOC_20180912_123232.xlsx

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

Rating: 6

Attachments :

QUE92_DOC_20180912_123243.xlsx

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

Rating: 6

Attachments :

QUE93_DOC_20180912_123258.xlsx

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

Rating: 6

- 5: Same Items purchased different rates. **NC**

Rating: 7

Attachments :

QUE98_DOC_20180912_123404.xlsx

- 6: Pending PO. **NC**

Rating: 7

Attachments :

QUE100_DOC_20180912_123438.xlsx

- 7: Vegetables are receiving as per specifications. **NC**

Rating: 7

Section: Accounts

Subsection: Accounts

- 1: Guest ledger balance between ledger to Night audit report. **NC**
Rating: 7
- 2: Credit given to Individuals. **NC**
Rating: 7
- 3: Others (Reconciliation of debtors and others) **NC**
Rating: 5

Section: Maintenance

Subsection: Maintenance

- 1: Engg. Stores -Daily entry of issues in PMS. **NC**
Rating: 6
- 2: Others **NC**
Rating: 6

Section: Contract Labour

Subsection: Contract Labour

- 1: Salary sheet discrepancy in payments. **NC**
Rating: 5

Audit Questionnaire

Section: Front office

Subsection: Front Office

- 1: Revenue loss on early check-in & late check out's **NC**
 Rating: 7
 Attachments :
 QUE65_DOC_20180912_121454.xlsx
 QUE65_DOC_20180912_121502.xlsx
- 2: Plan sales not mentioned properly (Even in system was Not shown AP plan)
 Rating: 8
- 3: Taxes Excess /short collected.
 Rating: 8
- 4: Service tax not collection.
 Rating: 10
- 5: Photo id & Address proofs. **NC**
 Rating: 7
- 6: Room sold more than 30% discount. **NC**
 Rating: 7
 Attachments :
 QUE70_DOC_20180912_121606.xlsx
 QUE70_DOC_20180912_121609.xlsx
 QUE70_DOC_20180912_121612.xlsx
- 7: Allowances and approvals. **NC**
 Rating: 4
 Attachments :
 QUE71_DOC_20180912_121635.xlsx
- 8: Reservation slips & Vouchers attached to the bills. **NC**
 Rating: 7
- 9: No show rooms retention charged. **NC**
 Rating: 5
 Attachments :
 QUE73_DOC_20180912_121658.xlsx
- 10: List of re-open last 3 months.
 Rating: 9
 Attachments :
 QUE74_DOC_20180912_121715.xlsx
- 11: Same company different tariff charged.

Rating: 8

Attachments :

QUE75_DOC_20180912_121731.xlsx

12: Other Front office bills. **NC**

Rating: 5

13: Day audit report. **NC**

Rating: 5

Attachments :

QUE77_DOC_20180912_121755.xlsx

Section: Food & Beverage

Subsection: Food and Beverage

1: Same items sold at different rates.

Rating: 8

Attachments :

QUE78_DOC_20180912_122054.xlsx

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

Rating: 7

Attachments :

QUE79_DOC_20180912_122159.xlsx

3: HCC/ENT Kot compliance.

Rating: 8

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

Rating: 5

Attachments :

QUE81_DOC_20180912_122217.xlsx

QUE81_DOC_20180912_122221.xlsx

QUE81_DOC_20180912_122225.xlsx

5: Void bills.

Rating: 9

Attachments :

QUE82_DOC_20180912_122240.xlsx

QUE82_DOC_20180912_122303.xlsx

6: Price variance between Menu & IDS

Rating: 8

Attachments :

QUE83_DOC_20180912_122323.xlsx

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

Rating: 8

Attachments :

QUE84_DOC_20180912_122337.xlsx

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

Rating: 7

Attachments :

QUE85_DOC_20180912_122352.xlsx

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

Rating: 7

10: Liquor physical inventory.

Rating: 9

Attachments :

QUE87_DOC_20180912_122418.xlsx

11: Non moving Liquor items in stores.

Rating: 8

Attachments :

QUE88_DOC_20180912_122437.xlsx

12: Few Banquet observation

Rating: 8

Attachments :

QUE89_DOC_20180912_122453.xlsx

13: NC raised without individual authorization.

Rating: 9

Attachments :

QUE90_DOC_20180912_122510.xlsx

Section: Material Management**Subsection:** Materials Management1: Delay in receiving material from vendors which ordered through PO. **NC**

Rating: 6

Attachments :

QUE91_DOC_20180912_123232.xlsx

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

Rating: 6

Attachments :

QUE92_DOC_20180912_123243.xlsx

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

Rating: 6

Attachments :

QUE93_DOC_20180912_123258.xlsx

4: GRN'S made in old date.

Rating: 8

Attachments :

QUE94_DOC_20180912_123315.xlsx

- 5: Non moving food items found in stores.
Rating: 9
Attachments :
QUE95_DOC_20180912_123329.xlsx
- 6: Non moving General items found in stores.
Rating: 9
Attachments :
QUE96_DOC_20180912_123345.xlsx
- 7: While receiving the provisional items Expiry dates are not entered in IDS. **NC**
Rating: 6
- 8: Same Items purchased different rates. **NC**
Rating: 7
Attachments :
QUE98_DOC_20180912_123404.xlsx
- 9: Food – Stock variance between Book and Physical
Rating: 8
Attachments :
QUE99_DOC_20180912_123420.xlsx
- 10: Pending PO. **NC**
Rating: 7
Attachments :
QUE100_DOC_20180912_123438.xlsx
- 11: Vegetables are receiving as per specifications. **NC**
Rating: 7
- 12: ODD hours Material receipts and approvals. **NC**
Rating: 7
Attachments :
QUE102_DOC_20180912_123500.xlsx
- 13: General - Stock variance between Book and Physical.
Rating: 8
Attachments :
QUE103_DOC_20180912_123512.xlsx
- 14: Non moving Soft drinks items in stores.
Rating: 8
Attachments :
QUE104_DOC_20180912_123525.xlsx

Section: Accounts**Subsection:** Accounts

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

Rating: 9

- 2: Sundry Creditors bills match. **NC**

Rating: 7

Attachments :

QUE106_DOC_20180912_122951.xlsx

- 3: Sundry Creditors showing the Debit Balances. **NC**

Rating: 7

Attachments :

QUE107_DOC_20180912_123007.xlsx

- 4: Guest ledger balance between ledger to Night audit report. **NC**

Rating: 7

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

Rating: 7

- 6: Debtors Bills not matched properly.

Rating: 8

Attachments :

QUE110_DOC_20180912_123054.xlsx

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

Rating: 7

- 8: Banquet advances showing the debit balances.

Rating: 9

- 9: Staff Loan recovery.

Rating: 8

Attachments :

QUE113_DOC_20180912_123121.xlsx

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

Rating: 8

Attachments :

QUE114_DOC_20180912_123134.xlsx

- 11: Cheques prepared not issued to vendors.

Rating: 9

Attachments :

QUE115_DOC_20180912_123151.xlsx

- 12: Others (Reconciliation of debtors and others) **NC**

Rating: 5

Section: Maintenance

Subsection: Maintenance

- 1: Engg – Stock variance between Book and Physical **NC**
 Rating: 7
 Attachments :
 QUE117_DOC_20180912_122824.xlsx
- 2: Non moving Engg. items in stores.
 Rating: 8
 Attachments :
 QUE118_DOC_20180912_122841.xlsx
- 3: Engg. Stores -Daily entry of issues in PMS. **NC**
 Rating: 6
- 4: Others **NC**
 Rating: 6

Section: Contract Labour**Subsection:** Contract Labour

- 1: Salary sheet discrepancy in payments. **NC**
 Rating: 5
- 2: Salaries paid on the basis attendance swipes.
 Rating: 9
 Attachments :
 QUE122_DOC_20180912_122707.xlsx
- 3: Others **NC**
 Rating: 5

Section: Security Department**Subsection:** Security

- 1: RGP Material tracking.
 Rating: 8
 Attachments :
 QUE124_DOC_20180912_122549.xlsx
- 2: RGP pending list as per DOA.
 Rating: 8
 Attachments :
 QUE125_DOC_20180912_122559.xlsx
- 3: NRGP as per DOA.
 Rating: 8
 Attachments :
 QUE126_DOC_20180912_122614.xlsx
- 4: Sims software functioning.
 Rating: 9

5: CC camera's working.

Rating: 9