

Audit Report for Audit ID - AU0030-1

Finance Department Audit Report

Audit Score


77/100

Details

Audit	AU0030
Scheduled Audit	AU0030-1
Location	Chennai
Hotel	GreenPark Hotel- GPC
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Varmesh V S
Start Date	01-10-2017
End Date	30-10-2017
Submitted Date	01-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	22
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPC FINANCE DEPARTMENT AUDIT REPORT

FINANCE DEPARTMENT AUDIT REPORT		Oct 2017	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Front office	76	-	-
2	Food & Beverage	74	-	-
3	Material Management	80	-	-
4	Accounts	80	-	-
5	Maintenance	73	-	-
6	Contract Labour	75	-	-
7	Security Department	84	-	-
Audit Score		 77	-	-

	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
- 2: Taxes Excess /short collected. **NC**
Rating: 7
- 3: Photo id & Address proofs. **NC**
Rating: 7
- 4: Reservation slips & Vouchers attached to the bills. **NC**
Rating: 7
- 5: Other Front office bills. **NC**
Rating: 6
- 6: Day audit report. **NC**
Rating: 5

Section: Food & Beverage

Subsection: Food and Beverage

- 1: Banquet discounts more than 20% discount. **NC**
Rating: 7
- 2: HCC/ENT Kot compliance. **NC**
Rating: 7
- 3: Void bills. **NC**
Rating: 5
- 4: Menu variance between Menu card & IDS. **NC**
Rating: 5
- 5: Other F&B / Banquet Bills. **NC**
Rating: 7
- 6: Non moving Liquor items in stores. **NC**
Rating: 7

Section: Material Management

Subsection: Materials Management

- 1: Material received, but GRN was not made. **NC**
Rating: 7

- 2: 3 Quotations is not collecting for issuing of purchase orders **NC**
Rating: 7
- 3: While receiving the provisional items Expiry dates are not entered in IDS. **NC**
Rating: 6
- 4: Same Items purchased different rates. **NC**
Rating: 7
- 5: Pending PO. **NC**
Rating: 7
- 6: Vegetables are receiving as per specifications. **NC**
Rating: 7

Section: Accounts**Subsection:** Accounts

- 1: Credit given to Individuals. **NC**
Rating: 7

Section: Maintenance**Subsection:** Maintenance

- 1: Physical inventory of ENGG. stores variances. **NC**
Rating: 7
- 2: Engg. Stores -Daily entry of issues in PMS. **NC**
Rating: 7

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

- 1: Salary sheet discrepancy in payments. **NC**
Rating: 7

Chronic

No chronic issues found

Audit Questionnaire

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

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

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

- 1: Same items sold at different rates.
Rating: 8

- 2: Banquet discounts more than 20% discount. **NC**
Rating: 7
- 3: HCC/ENT Kot compliance. **NC**
Rating: 7
- 4: Recipe costing for all items.
Rating: 8
- 5: Void bills. **NC**
Rating: 5
- 6: Menu variance between Menu card & IDS. **NC**
Rating: 5
- 7: Bills resettled (only cash to Credit card).
Rating: 9
- 8: Kot's Modification.
Rating: 9
- 9: Other F&B / Banquet Bills. **NC**
Rating: 7
- 10: Liquor physical inventory.
Rating: 9
- 11: Non moving Liquor items in stores. **NC**
Rating: 7

Section: Material Management

Subsection: Materials Management

- 1: Delay in receiving material from vendors which ordered through PO.
Rating: 8
- 2: Material received, but GRN was not made. **NC**
Rating: 7
- 3: 3 Quotations is not collecting for issuing of purchase orders **NC**
Rating: 7
- 4: GRN'S made in old date.
Rating: 9
- 5: Non moving food items found in stores.
Rating: 9
- 6: Non moving General items found in stores.
Rating: 9

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

9: Physical stock at Food Inventory variances.

Rating: 10

10: Pending PO. **NC**

Rating: 7

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

Rating: 7

12: ODD hours Material receipts and approvals.

Rating: 8

13: Physical stock variances.

Rating: 9

14: Non moving Soft drinks items in stores.

Rating: 9

Section: Accounts

Subsection: Accounts

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

Rating: 8

2: Sundry Creditors bills match.

Rating: 8

3: Sundry Creditors showing the Debit Balances.

Rating: 8

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

Rating: 8

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

Rating: 7

6: Bills matched properly in Sundry debtors.

Rating: 8

7: Contract Expired / Licenses.

Rating: 8

8: Banquet advances showing the debit balances.

Rating: 9

9: Staff Loan recovery.

Rating: 8

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

Rating: 8

11: Cheques prepared not issued to vendors.

Rating: 8

Section: Maintenance

Subsection: Maintenance

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

Rating: 7

2: Non moving Engg. items in stores.

Rating: 8

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

Rating: 7

Section: Contract Labour

Subsection: Contract Labour

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

Rating: 7

2: Salaries paid on the basis attendance swipes.

Rating: 8

Section: Security Department

Subsection: Security

1: RGP Material tracking.

Rating: 8

2: RGP pending list as per DOA.

Rating: 8

3: NRGP as per DOA.

Rating: 8

4: Sims software functioning.

Rating: 9

5: CC camera's working.

Rating: 9