

Audit Report for Audit ID - AU00106-1

Finance Department Audit Report

Audit Score









73/100

Details

Audit	AU00106
Scheduled Audit	AU00106-1
Location	Hyderabad
Hotel	GreenPark Hotel- GPH
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Rama Govinda Reddy
Start Date	25-12-2017
End Date	10-01-2018
Submitted Date	07-04-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	28
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPH FINANCE DEPARTMENT AUDIT REPORT

FINANCE DEPARTMENT AUDIT REPORT		Dec 2017	VARIANCE	% of Increase / Decrease (-/+)
S.No	Sections	SCORE OBTAINED		
1	Front office	 73	-	-
2	Food & Beverage	 75	-	-
3	Material Management	 78	-	-
4	Accounts	 79	-	-
5	Maintenance	 77	-	-
6	Contract Labour	 55	-	-
7	Security Department	 76	-	-
Audit Score		 73	-	-

	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
Rating: 8
- 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. ☒ Not Applicable
- 5: Photo id & Address proofs. **NC**
Rating: 7
- 6: Room sold more than 30% discount. **NC**
Rating: 7
- 7: Allowances and approvals. **NC**
Rating: 7
- 8: Reservation slips & Vouchers attached to the bills. **NC**
Rating: 7
- 9: No show rooms retention charged. **NC**
Rating: 7
- 10: List of re-open last 3 months.
Rating: 8
- 11: Same company different tariff charged.
Rating: 9
- 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.
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. **NC**
Rating: 5
- 5: Void bills.
Rating: 8
- 6: Menu variance between Menu card & IDS.
Rating: 9
- 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: 7
- 10: Liquor physical inventory.
Rating: 8
- 11: Non moving Liquor items in stores.
Rating: 9
- 12: Few Banquet observation
Rating: 8
- 13: NC raised without individual authorization.
Rating: 9

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: 8
- 6: Non moving General items found in stores. **NC**
Rating: 7
- 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: 9
- 10: Pending PO.
Rating: 8
- 11: Vegetables are receiving as per specifications. **NC**
Rating: 7
- 12: ODD hours Material receipts and approvals.
Rating: 9
- 13: Physical stock variances.
Rating: 8
- 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: 9
- 2: Sundry Creditors bills match. **NC**
Rating: 7
- 3: Sundry Creditors showing the Debit Balances. **NC**
Rating: 7
- 4: Guest ledger balance between ledger to Night audit report.
Rating: 8
- 5: Credit given to Individuals.
Rating: 8
- 6: Bills matched properly in Sundry debtors. **NC**
Rating: 7

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

Rating: 7

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

9: Staff Loan recovery.

Rating: 9

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

Rating: 8

11: Cheques prepared not issued to vendors.

Rating: 9

12: Others (Reconciliation of debtors and others) ☒ Not Applicable

Section: Maintenance

Subsection: Maintenance

1: Physical inventory of ENGG. stores variances.

Rating: 8

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

Rating: 7

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

Rating: 8

4: Others ☒ Not Applicable

Section: Contract Labour

Subsection: Contract Labour

1: Salary sheet discrepancy in payments.

Rating: 8

2: Salaries paid on the basis attendance swipes. **NC**

Rating: 3

3: Others ☒ Not Applicable

Section: Security Department

Subsection: Security

1: RGP Material tracking. **NC**

Rating: 7

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

Rating: 7

3: NRGP as per DOA.

Rating: 8

4: Sims software functioning.

Rating: 8

5: CC camera's working.

Rating: 8