

Audit Report for Audit ID - AU00240-1

VA- Finance Routine


Audit Score

45/100

Details

Audit	AU00240
Scheduled Audit	AU00240-1
Location	Chennai
Hotel	GreenPark Hotel- GPC
Department	Finance
Checklist	VA- Finance Routine
Audit Type	External
Auditor	Venkat Associates
Start Date	05-10-2018
End Date	07-10-2018
Submitted Date	05-10-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	5
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPC VA- FINANCE ROUTINE				
VA- FINANCE ROUTINE		Oct 2018	VARIANCE	% of Increase / Decrease (-/+)
S.No	Sections	SCORE OBTAINED		
1	Finance	45	-	-
Audit Score		 45	-	-

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

Non-Compliance

Section: Finance

Subsection: Online Travel Agents

1: Whether agreement is entered into with the online travel agents, is up to date and signed by all the parties and Whether % of commission / amount per room night is explicitly stated in the agreement? **NC**

Rating: 2

Attachments :

QUE23_DOC_20181005_154207.xlsx

Observation Text :

Agreements are not available with the unit. The instances were same as previous year

2: Whether the amount paid / remitted is as per the agreed terms? **NC**

Rating: 0

Observation Text :

"The same cannot be commented as the agreements are not available with the unit
Commission paid to agents :- Booking.com, Expedia - 18% &
Makemytrip, Travelguru, Cleartrip, Goibibo - 15% Highpower - Rs.500 per night ,
Sabre Hospitality - \$ 14.27 / GDS reservation , \$ 5.10 / Web reservation , \$ 5.10 /
Mobileweb reservation & \$ 60.78 / Subscription Fee"

3: Are the entries made by the unit in the ledger account for the amount remitted by each of the agent has a supporting voucher reference for each of the booking made or in total for all? **NC**

Rating: 0

Observation Text :

GOIBIBO and Make my trip - Though the online travel agents' booking vouchers are attached with the Folios, the remittance of such amount to GPC account against each booking could not be verified as there is only one consolidated entry in the bank account and there is no supporting in the form of payment / receipt advise from the vendor also. The personnel logs in to the online account access provided and checks for

4: Is there a tracker available for each of the agent indicating the number of bookings made, amount received and receivable and does it tally with the respective Debtors balance? **NC**

Rating: 0

Observation Text :

GOIBIBO and Make my trip - Though the online travel agents' booking vouchers are attached with the Folios, the remittance of such amount to GPC account against each booking could not be verified as there is only one consolidated entry in the bank account and there is no supporting in the form of payment / receipt advise from the vendor also. The personnel logs in to the online account access provided and checks

for

5: Commission workings / remittance of the travel agents as well as to the other local travels agents to be verified and discrepancies to be reported. **NC**

Rating: 7

Attachments :

QUE32_DOC_20181005_154629.xlsx

QUE32_DOC_20181005_154632.xlsx

Observation Text :

Excess commission was adjusted against the receivables as on 19-July-18 And In a solitary case commission not adjusted against receivables

Chronic

No chronic issues found

Audit Questionnaire

Section: Finance

Subsection: Online Travel Agents

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Sabre Hospitality - \$ 14.27 / GDS reservation , \$ 5.10 / Web reservation , \$ 5.10 /
Mobileweb reservation & \$ 60.78 / Subscription Fee"

3: Whether booking voucher is attached with the GRC / Folio?

Rating: 9

4: Whether the room nights mentioned in the invoice tallies with the actual stay period of the guest in IDS?

Rating: 9

5: In case of discrepancies, whether the same are rectified / adjusted / ratified with approvals? ☒ Not Applicable

6: Whether the revenue generated mentioned in the invoice tallies with the actual stay period of the guest in IDS?

Rating: 9

7: In case of discrepancies, whether the same are rectified / adjusted / ratified with approvals? ☒ Not Applicable

8: Are the entries made by the unit in the ledger account for the amount remitted by each of the agent has a supporting voucher reference for each of the booking made or in total for all? **NC**

Rating: 0

Observation Text :

GOIBIBO and Make my trip - Though the online travel agents' booking vouchers are

attached with the Folios, the remittance of such amount to GPC account against each booking could not be verified as there is only one consolidated entry in the bank account and there is no supporting in the form of payment / receipt advise from the vendor also. The personnel logs in to the online account access provided and checks for

9: Is there a tracker available for each of the agent indicating the number of bookings made, amount received and receivable and does it tally with the respective Debtors balance? **NC**

Rating: 0

Observation Text :

GOIBIBO and Make my trip - Though the online travel agents' booking vouchers are attached with the Folios, the remittance of such amount to GPC account against each booking could not be verified as there is only one consolidated entry in the bank account and there is no supporting in the form of payment / receipt advise from the vendor also. The personnel logs in to the online account access provided and checks for

10: Commission workings / remittance of the travel agents as well as to the other local travels agents to be verified and discrepancies to be reported. **NC**

Rating: 7

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