

Audit Report for Audit ID - AU00321-1

VA-Purchase Commercial & Accounting


Audit Score

76/100

Details

Audit	AU00321
Scheduled Audit	AU00321-1
Location	Hyderabad
Hotel	Marigold Hotel
Department	Purchase
Checklist	VA-Purchase Commercial & Accounting
Audit Type	External
Auditor	Saritha C
Start Date	24-11-2018
End Date	30-11-2018
Submitted Date	30-11-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	7
Chronic Issues	0

Comparison

MARIGOLD HOTEL VA-PURCHASE COMMERCIAL & ACCOUNTING				
VA-PURCHASE COMMERCIAL & ACCOUNTING		Nov 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Commercial Accounting	76	-	-
Audit Score		 76	-	-

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

Non-Compliance

Section: Commercial Accounting

Subsection: Purchase Requisitions

1: Whether all the Purchase requisitions made are approved by the user department head **NC**

Rating: 7

Attachments :

Book1PURCHASEREQUISITIONNOTAUTHORISEDASON24-
OCT-18_20181129_221451.xls

Observation Text :

In 17 instances, Purchase Requisitions were not authorised as on 24-Oct-18 and the same pending from 34 to 113 days (Sample Size: July '18 to 24-10-18)

2: Whether all the PR's are converted to PO's and if not whether reasons are documented with approvals? **NC**

Rating: 7

Attachments :

Book2PENDINGPURCHASEREQUISITIONSASON24-
OCT-18_20181129_221643.xls

Observation Text :

Delay of 5 to 143 days were observed in pending purchase requisitions as on 24-Oct-18.

3: whether appropriate reasons are documented with approvals for any unusual delay in converting PR's to PO's? **NC**

Rating: 7

Attachments :

Book3DELAYINRAISINGPOAGAINSTPR_20181129_221659.xls

Observation Text :

Maximum delay of 11 to 83 days were observed in converting PR's to PO's. (Sample Size: July '18 to 24-10-18)

Section: Commercial Accounting

Subsection: Purchase Orders

1: Whether all the Purchase Orders made are approved by the user department head & Unit head **NC**

Rating: 7

Attachments :

Book4PURCHASEORDERSNOTAUTHORISEDASON24-
OCT-18_20181129_221929.xls

Observation Text :

In 7 instances, Purchase Orders were not authorised as on 24-Oct-18, amounting to Rs.5.87 Lakhs. (Sample Size: July '18 to 24-10-18)

- 2: Any delay in approving the Pos? **NC**

Rating: 7

Attachments :

Book5DELAYINAUTHORIZINGPOS_20181129_222147.xls

Observation Text :

Delay of 53 days were observed in approving POs. (Sample Size: July '18 to Sept '18)

- 3: Any delay in raising the PO after the material receipt **NC**

Rating: 7

Attachments :

Book6PORAISEDATERRECEIPTOFMATERIAL_20181129_222240.xls

Observation Text :

Maximum delay of 2 to 28 days were observed in raising PO's from the receipt of material. (Sample Size: July '18 to 24-10-18)

- 4: Any delay in raising the GRN after the material receipt **NC**

Rating: 7

Attachments :

Book7DELAYINRAISINGGRNAGAINSTTHEINWARDOFMATERIAL_20181129_222424.xls

Observation Text :

Delay of 6 to 60 days in raising the GRN from the receipt of material received, amounting to Rs.7.99 Lakhs.

Chronic

No chronic issues found

Audit Questionnaire

Section: Commercial Accounting

Subsection: Purchase Requisitions

1: Whether all the Purchase requisitions made are approved by the user department head **NC**

Rating: 7

Attachments :

Book1PURCHASEREQUISITIONNOTAUTHORISEDASON24-OCT-18_20181129_221451.xls

Observation Text :

In 17 instances, Purchase Requisitions were not authorised as on 24-Oct-18 and the same pending from 34 to 113 days (Sample Size: July '18 to 24-10-18)

2: Whether all the PR's are serially numbered and in case of missing number, whether the reasons are documented with approvals?

Rating: 9

Attachments :

Book1aPRsMISSINGINSERIALITY_20181129_221521.xls

Observation Text :

Few PRs were missing (Sample Size: July '18 to 24-10-18)

3: Whether all the PR's are converted to PO's and if not whether reasons are documented with approvals? **NC**

Rating: 7

Attachments :

Book2PENDINGPURCHASEREQUISITIONSASON24-OCT-18_20181129_221643.xls

Observation Text :

Delay of 5 to 143 days were observed in pending purchase requisitions as on 24-Oct-18.

4: whether appropriate reasons are documented with approvals for any unusual delay in converting PR's to PO's? **NC**

Rating: 7

Attachments :

Book3DELAYINRAISINGPOAGAINSTPR_20181129_221659.xls

Observation Text :

Maximum delay of 11 to 83 days were observed in converting PR's to PO's. (Sample Size: July '18 to 24-10-18)

5: Whether all unwanted PR's are closed at a frequency as defined by the SOP? ☒
Not Applicable

Section: Commercial Accounting

Subsection: Purchase Orders

1: Whether all the PO's are serially numbered and in case of missing number, whether the reasons are documented with approvals?

Rating: 8

Observation Text :

Satisfactory (Sample Size: July '18 to 24-10-18)

2: Whether all the Purchase Orders made are approved by the user department head & Unit head **NC**

Rating: 7

Attachments :

Book4PURCHASEORDERSNOTAUTHORISEDASON24-OCT-18_20181129_221929.xls

Observation Text :

In 7 instances, Purchase Orders were not authorised as on 24-Oct-18, amounting to Rs.5.87 Lakhs. (Sample Size: July '18 to 24-10-18)

3: Whether regular follow-ups made with the vendors are documented, if the materials are not supplied within the agreed time as per PO?

Rating: 8

Observation Text :

Satisfactory.

4: Any delay in approving the Pos? **NC**

Rating: 7

Attachments :

Book5DELAYINAUTHORIZINGPOS_20181129_222147.xls

Observation Text :

Delay of 53 days were observed in approving POs. (Sample Size: July '18 to Sept '18)

5: Any delay in raising the PO after the material receipt **NC**

Rating: 7

Attachments :

Book6PORAISEDATERRECEIPTOFMATERIAL_20181129_222240.xls

Observation Text :

Maximum delay of 2 to 28 days were observed in raising PO's from the receipt of material. (Sample Size: July '18 to 24-10-18)

6: For any of the emergency purchases, whether reasons are documented with appropriate approvals? Any delay in raising the GRN after the material receipt

Rating: 8

7: Any delay in raising the GRN after the material receipt **NC**

Rating: 7

Attachments :

Book7DELAYINRAISINGGRNAGAINSTTHEINWARDOFMATERIAL_20181129_222424.xls

Observation Text :

Delay of 6 to 60 days in raising the GRN from the receipt of material received, amounting to Rs.7.99 Lakhs.

8: Any difference in stock as per GRN and Bill

Rating: 8

9: Any Short / Excess charged as per PO and bill

Rating: 8

10: Whether any material pending to be received from the vendors towards POs raised

☒ Not Applicable

Section: Commercial Accounting**Subsection:** Material Inwarding Controls

1: Whether the unit has the practice to inward expired gas cylinders as per information or guidelines regarding the expiry date of the cylinders mentioned in the SOP. ☒ Not Applicable

2: Whether GRN accounted into corresponding account head.

Rating: 8