

Audit Report for Audit ID - AU00122-1

Finance Department Audit Report

Audit Score


79/100

Details

Audit	AU00122
Scheduled Audit	AU00122-1
Location	Hyderabad
Hotel	AVASA Hotel
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Rama Govinda Reddy
Start Date	02-05-2018
End Date	15-05-2018
Submitted Date	04-05-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	19
Chronic Issues	0

Comparison

AVASA HOTEL FINANCE DEPARTMENT AUDIT REPORT

FINANCE DEPARTMENT AUDIT REPORT		May 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Front office	79	-	-
2	Food & Beverage	78	-	-
3	Material Management	78	-	-
4	Accounts	85	-	-
5	Maintenance	80	-	-
6	Contract Labour	70	-	-
7	Security Department	80	-	-
Audit Score		 79	-	-

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

Non-Compliance

Section: Front office

Subsection: Front Office

- 1: Allowances and approvals. **NC**
Rating: 7
- 2: Reservation slips & Vouchers attached to the bills. **NC**
Rating: 7
- 3: No show rooms retention charged. **NC**
Rating: 7
Attachments :
QUE9_DOC_20180503_133409.xlsx
- 4: Other Front office bills. **NC**
Rating: 7
- 5: Day audit report. **NC**
Rating: 6
Attachments :
QUE13_DOC_20180503_133456.xlsx

Section: Food & Beverage

Subsection: Food and Beverage

- 1: Same items sold at different rates. **NC**
Rating: 7
Attachments :
QUE14_DOC_20180503_133713.xlsx
- 2: Banquet discounts more than 20% discount. **NC**
Rating: 6
Attachments :
QUE15_DOC_20180503_133729.xlsx
- 3: HCC/ENT Kot compliance. **NC**
Rating: 7
- 4: Kot's Modification. **NC**
Rating: 7
Attachments :
QUE21_DOC_20180503_133859.xlsx

Section: Material Management

Subsection: Materials Management

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

Attachments :

QUE28_DOC_20180503_132405.xlsx

- 2: 3 Quotations is not collecting for issuing of purchase orders **NC**

Rating: 7

Attachments :

QUE29_DOC_20180503_132425.xlsx

- 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

Attachments :

QUE34_DOC_20180504_101416.xls

- 5: Pending PO. **NC**

Rating: 6

Attachments :

QUE36_DOC_20180503_132644.xlsx

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

Rating: 6

Section: Accounts

Subsection: Accounts

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

Rating: 7

Section: Maintenance

Subsection: Maintenance

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

Rating: 7

Attachments :

QUE53_DOC_20180503_131928.xlsx

Section: Contract Labour

Subsection: Contract Labour

- 1: Salaries paid on the basis attendance swipes. **NC**

Rating: 5

Section: Security Department

Subsection: Security

- 1: Sims software functioning. **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

Rating: 8

Attachments :

QUE1_DOC_20180503_133232.xlsx

QUE1_DOC_20180503_133236.xlsx

2: Plan sales not mentioned properly (Even in system was Not shown AP plan)

Rating: 9

3: Taxes Excess /short collected.

Rating: 9

4: Service tax not collection.

Rating: 9

5: Photo id & Address proofs.

Rating: 9

6: Room sold more than 30% discount.

Rating: 8

Attachments :

QUE6_DOC_20180503_133345.xlsx

QUE6_DOC_20180503_133348.xlsx

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

Attachments :

QUE9_DOC_20180503_133409.xlsx

10: List of re-open last 3 months.

Rating: 8

Attachments :

QUE10_DOC_20180503_133420.xlsx

11: Same company different tariff charged.

Rating: 9

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

Rating: 7

13: Day audit report. **NC**

Rating: 6

Attachments :

QUE13_DOC_20180503_133456.xlsx

Section: Food & Beverage

Subsection: Food and Beverage

1: Same items sold at different rates. **NC**

Rating: 7

Attachments :

QUE14_DOC_20180503_133713.xlsx

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

Rating: 6

Attachments :

QUE15_DOC_20180503_133729.xlsx

3: HCC/ENT Kot compliance. **NC**

Rating: 7

4: Recipe costing for all items.

Rating: 8

Attachments :

QUE17_DOC_20180503_133748.xlsx

5: Void bills.

Rating: 9

Attachments :

QUE18_DOC_20180503_133812.xlsx

6: Menu variance between Menu card & IDS.

Rating: 8

Attachments :

QUE19_DOC_20180503_133828.xlsx

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

Rating: 8

Attachments :

QUE20_DOC_20180503_133847.xlsx

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

Rating: 7

Attachments :

QUE21_DOC_20180503_133859.xlsx

9: Other F&B / Banquet Bills.

Rating: 8

10: Liquor physical inventory.

Rating: 8

Attachments :

QUE23_DOC_20180503_133916.xlsx

11: Non moving Liquor items in stores.

Rating: 8

Attachments :

QUE24_DOC_20180503_133929.xlsx

12: Few Banquet observation

Rating: 8

13: NC raised without individual authorization.

Rating: 9

Attachments :

QUE26_DOC_20180503_133955.xlsx

Section: Material Management

Subsection: Materials Management

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

Rating: 8

Attachments :

QUE27_DOC_20180503_132347.xlsx

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

Rating: 7

Attachments :

QUE28_DOC_20180503_132405.xlsx

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

Rating: 7

Attachments :

QUE29_DOC_20180503_132425.xlsx

4: GRN'S made in old date.

Rating: 9

5: Non moving food items found in stores.

Rating: 9

Attachments :

QUE31_DOC_20180503_132446.xlsx

6: Non moving General items found in stores.

Rating: 9

Attachments :

QUE32_DOC_20180503_132505.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 :

QUE34_DOC_20180504_101416.xls

- 9: Physical stock at Food Inventory variances.

Rating: 9

Attachments :

QUE35_DOC_20180503_132627.xlsx

- 10: Pending PO. **NC**

Rating: 6

Attachments :

QUE36_DOC_20180503_132644.xlsx

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

Rating: 6

- 12: ODD hours Material receipts and approvals.

Rating: 9

- 13: Physical stock variances.

Rating: 8

Attachments :

QUE39_DOC_20180503_132713.xlsx

- 14: Non moving Soft drinks items in stores.

Rating: 9

Attachments :

QUE40_DOC_20180503_132742.xlsx

Section: Accounts

Subsection: Accounts

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

Rating: 9

- 2: Sundry Creditors bills match.

Rating: 9

Attachments :

QUE42_DOC_20180503_132053.xlsx

- 3: Sundry Creditors showing the Debit Balances.

Rating: 8

Attachments :

QUE43_DOC_20180503_132111.xlsx

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

Rating: 7

5: Credit given to Individuals.

Rating: 8

6: Bills matched properly in Sundry debtors.

Rating: 8

Attachments :

QUE46_DOC_20180503_132203.xlsx

7: Contract Expired / Licenses.

Rating: 9

8: Banquet advances showing the debit balances.

Rating: 9

9: Staff Loan recovery.

Rating: 9

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

Rating: 9

Attachments :

QUE50_DOC_20180503_132242.xlsx

11: Cheques prepared not issued to vendors.

Rating: 9

Attachments :

QUE51_DOC_20180503_132257.xlsx

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

Section: Maintenance

Subsection: Maintenance

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

Rating: 7

Attachments :

QUE53_DOC_20180503_131928.xlsx

2: Non moving Engg. items in stores.

Rating: 8

Attachments :

QUE54_DOC_20180503_131948.xlsx

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

Rating: 9

4: Others ☒ Not Applicable

Section: Contract Labour

Subsection: Contract Labour

- 1: Salary sheet discrepancy in payments.
Rating: 9
- 2: Salaries paid on the basis attendance swipes. **NC**
Rating: 5
- 3: Others ☒ Not Applicable

Section: Security Department**Subsection:** Security

- 1: RGP Material tracking.
Rating: 8
Attachments :
QUE60_DOC_20180503_131557.xlsx
- 2: RGP pending list as per DOA.
Rating: 8
Attachments :
QUE61_DOC_20180503_131622.xlsx
- 3: NRGP as per DOA.
Rating: 9
Attachments :
QUE62_DOC_20180503_131653.xlsx
- 4: Sims software functioning. **NC**
Rating: 7
- 5: CC camera's working.
Rating: 8