

Audit Report for Audit ID - AU0033-3

Finance Department Audit Report

Audit Score

80/100

Details

Audit	AU0033
Scheduled Audit	AU0033-3
Location	Hyderabad
Hotel	AVASA Hotel
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Rama Govinda Reddy
Start Date	01-12-2017
End Date	31-12-2017
Submitted Date	08-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	18
Chronic Issues	18

Comparison

AVASA HOTEL FINANCE DEPARTMENT AUDIT REPORT

FINANCE DEPARTMENT AUDIT REPORT		Sep 2017	Dec 2017	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
1	Front office	79	79	0	0%
2	Food & Beverage	75	75	0	0%
3	Material Management	80	80	0	0%
4	Accounts	85	88	3	3.53%
5	Maintenance	80	80	0	0%
6	Contract Labour	80	80	0	0%
7	Security Department	80	80	0	0%
Audit Score		● 80	● 80	0	0%

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

Non-Compliance

Section: Front office

Subsection: Front Office

- 1: Photo id & Address proofs. **NC**
Rating: 7
- 2: Allowances and approvals. **NC**
Rating: 7
- 3: No show rooms retention charged. **NC**
Rating: 7
- 4: Other Front office bills. **NC**
Rating: 7
- 5: Day audit report. **NC**
Rating: 7

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: Recipe costing for all items. **NC**
Rating: 5
- 4: Kot's Modification. **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: 6

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

Section: Security Department

Subsection: Security

1: Sims software functioning. **NC**

Rating: 7

Chronic

Section: Front office

Subsection: Front Office

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Rating: 7
- 2: Allowances and approvals. **NC**
Rating: 7
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- 4: Other Front office bills. **NC**
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- 5: Day audit report. **NC**
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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

Section: Security Department

Subsection: Security

1: Sims software functioning. **NC**
Rating: 7

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: 9
- 3: Taxes Excess /short collected.
Rating: 8
- 4: Service tax not collection.
Rating: 9
- 5: Photo id & Address proofs. **NC**
Rating: 7
- 6: Room sold more than 30% discount.
Rating: 8
- 7: Allowances and approvals. **NC**
Rating: 7
- 8: Reservation slips & Vouchers attached to the bills.
Rating: 8
- 9: No show rooms retention charged. **NC**
Rating: 7
- 10: List of re-open last 3 months.
Rating: 9
- 11: Same company different tariff charged.
Rating: 9
- 12: Other Front office bills. **NC**
Rating: 7
- 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: 9

6: Menu variance between Menu card & IDS.

Rating: 8

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

Rating: 8

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

Rating: 7

9: Other F&B / Banquet Bills.

Rating: 8

10: Liquor physical inventory.

Rating: 8

11: Non moving Liquor items in stores.

Rating: 8

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: 6

12: ODD hours Material receipts and approvals.

Rating: 9

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: 10

2: Sundry Creditors bills match.

Rating: 8

3: Sundry Creditors showing the Debit Balances.

Rating: 9

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

Rating: 9

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

Rating: 7

6: Bills matched properly in Sundry debtors.

Rating: 8

7: Contract Expired / Licenses.

Rating: 9

8: Banquet advances showing the debit balances.

Rating: 10

9: Staff Loan recovery.

Rating: 8

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

Rating: 9

11: Cheques prepared not issued to vendors.

Rating: 10

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.

Rating: 9

Section: Contract Labour

Subsection: Contract Labour

1: Salary sheet discrepancy in payments.

Rating: 8

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: 9

4: Sims software functioning. **NC**

Rating: 7

5: CC camera's working.

Rating: 8