

Audit Report for Audit ID - AU00112-1

VA-Banquets - Billing Accuracy

Audit Score

83/100

Details

Audit	AU00112
Scheduled Audit	AU00112-1
Location	Hyderabad
Hotel	AVASA Hotel
Department	F & B Service
Checklist	VA-Banquets - Billing Accuracy
Audit Type	External
Auditor	Saritha C
Start Date	18-04-2018
End Date	24-04-2018
Submitted Date	24-04-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	1
Chronic Issues	0

Comparison

AVASA HOTEL VA-BANQUETS - BILLING ACCURACY				
VA-BANQUETS - BILLING ACCURACY		Apr 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Billing Accuracy	83	-	-
Audit Score		● 83	-	-

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

Non-Compliance

Section: Billing Accuracy

Subsection: Billing Collections

1: Printed serial numbers available on banquet amendment slips. **NC**

Rating: 0

Observation Text :

No printed serial numbers available on the amendment slips.

Chronic

No chronic issues found

Audit Questionnaire

Section: Billing Accuracy

Subsection: Reservations

- 1: Whether the rates offered are same as banquets menu rate?
Rating: 9
- 2: Are Advance collected during bookings/Confirmation- as per the SOP?
Rating: 9
- 3: Whether guest acknowledgement and Banquets Manager signature taken on FP?
Rating: 9

Section: Billing Accuracy

Subsection: Cashiering

- 1: Whether PAN collected for cash payments exceeding Rs.50,000?
Rating: 9
- 2: Are the plate control sheets attached for Extra plates consumed?
Rating: 9
- 3: Are the plate control sheets acknowledged by the guest and the Event manager / Team leader?
Rating: 9

Section: Billing Accuracy

Subsection: Billing Collections

- 1: Are necessary approvals obtained for discounts provided?
Rating: 9
- 2: Are the invoices attached with the Function prospectus?
Rating: 9
- 3: Short/Excess billing for Liquor when compare with rate list
Rating: 9
- 4: Any cash received from the guest above Rs.200000/-
Rating: 9

Observation Text :

No cash was received from the guests above Rs.2,00,000/- during our audit period.

- 5: Short/Excess billing of Hire Items when compare with rate list
Rating: 9
- 6: Banquet bills were serially filed
Rating: 9

7: Printed serial numbers available on banquet amendment slips. **NC**

Rating: 0

Observation Text :

No printed serial numbers available on the amendment slips.