

Audit Report for Audit ID - AU00106-3

Finance Department Audit Report

Audit Score

72/100

Details

Audit	AU00106
Scheduled Audit	AU00106-3
Location	Hyderabad
Hotel	GreenPark Hotel- GPH
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Rama Govinda Reddy
Start Date	06-08-2018
End Date	20-08-2018
Submitted Date	09-08-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	38
Chronic Issues	33

Comparison

GREENPARK HOTEL- GPH FINANCE DEPARTMENT AUDIT REPORT

FINANCE DEPARTMENT AUDIT REPORT		Mar 2018	Aug 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
1	Front office	68	68	0	0%
2	Food & Beverage	72	71	-1	-1.39%
3	Material Management	78	74	-4	-5.13%
4	Accounts	80	80	0	0%
5	Maintenance	77	73	-4	-5.19%
6	Contract Labour	65	75	10	15.38%
7	Security Department	60	60	0	0%
Audit Score		● 71	● 72	1	1.41%

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

Non-Compliance

Section: Front office

Subsection: Front Office

- 1: Taxes Excess /short collected. **NC**
 Rating: 6
 Attachments :
 QUE195_DOC_20180809_110321.xlsx
- 2: Photo id & Address proofs. **NC**
 Rating: 7
- 3: Room sold more than 30% discount. **NC**
 Rating: 7
 Attachments :
 QUE198_DOC_20180809_110346.xlsx
 QUE198_DOC_20180809_110349.xlsx
 QUE198_DOC_20180809_110352.xlsx
- 4: Allowances and approvals. **NC**
 Rating: 6
 Attachments :
 QUE199_DOC_20180809_110428.xlsx
- 5: Reservation slips & Vouchers attached to the bills. **NC**
 Rating: 6
- 6: No show rooms retention charged. **NC**
 Rating: 7
 Attachments :
 QUE201_DOC_20180809_110450.xlsx
- 7: Other Front office bills. **NC**
 Rating: 6
- 8: Day audit report. **NC**
 Rating: 4
 Attachments :
 QUE205_DOC_20180809_110545.xlsx

Section: Food & Beverage

Subsection: Food and Beverage

- 1: Same items sold at different rates. **NC**
 Rating: 7
 Attachments :
 QUE206_DOC_20180809_110628.xlsx

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

Rating: 7

Attachments :

QUE207_DOC_20180809_110645.xlsx

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

Rating: 7

- 4: Recipe costing for all items. **NC**

Rating: 5

Attachments :

QUE209_DOC_20180809_110726.xlsx

QUE209_DOC_20180809_110728.xlsx

QUE209_DOC_20180809_110737.xlsx

- 5: Price variance between Menu & IDS **NC**

Rating: 7

Attachments :

QUE211_DOC_20180809_110818.xlsx

- 6: Bills resettled (only cash to Credit card). **NC**

Rating: 7

Attachments :

QUE212_DOC_20180809_110836.xlsx

- 7: Kot's Modification. **NC**

Rating: 7

Attachments :

QUE213_DOC_20180809_110853.xlsx

- 8: Other F&B / Banquet Bills. **NC**

Rating: 6

- 9: Liquor physical inventory. **NC**

Rating: 7

Attachments :

QUE215_DOC_20180809_110926.xlsx

QUE215_DOC_20180809_110933.xlsx

- 10: Few Banquet observation **NC**

Rating: 7

Attachments :

QUE217_DOC_20180809_111007.xlsx

Section: Material Management

Subsection: Materials Management

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

Rating: 7

Attachments :

QUE219_DOC_20180809_111110.xlsx

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

Rating: 5

Attachments :

QUE220_DOC_20180809_111129.xlsx

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

Rating: 7

Attachments :

QUE221_DOC_20180809_111148.xlsx

- 4: Non moving food items found in stores. **NC**

Rating: 7

Attachments :

QUE223_DOC_20180809_111249.xlsx

- 5: Non moving General items found in stores. **NC**

Rating: 7

Attachments :

QUE224_DOC_20180809_111321.xlsx

- 6: While receiving the provisional items Expiry dates are not entered in IDS. **NC**

Rating: 6

- 7: Same Items purchased different rates. **NC**

Rating: 7

Attachments :

QUE226_DOC_20180809_111342.xlsx

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

Rating: 7

Section: Accounts

Subsection: Accounts

- 1: Sundry Creditors bills match. **NC**

Rating: 7

Attachments :

QUE234_DOC_20180809_112153.xlsx

- 2: Sundry Creditors showing the Debit Balances. **NC**

Rating: 7

Attachments :

QUE235_DOC_20180809_112209.xlsx

- 3: Debtors Bills not matched properly. **NC**

Rating: 7

Attachments :

QUE238_DOC_20180809_112250.xlsx

- 4: Contract Expired / Licenses. **NC**

Rating: 7

Section: Maintenance

Subsection: Maintenance

- 1: Non moving Engg. items in stores. **NC**

Rating: 7

Attachments :

QUE246_DOC_20180809_112527.xlsx

- 2: Engg. Stores -Daily entry of issues in PMS. **NC**

Rating: 7

Section: Contract Labour

Subsection: Contract Labour

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

Rating: 7

Section: Security Department

Subsection: Security

- 1: RGP Material tracking. **NC**

Rating: 6

Attachments :

QUE252_DOC_20180809_112625.xlsx

- 2: RGP pending list as per DOA. **NC**

Rating: 5

Attachments :

QUE253_DOC_20180809_112641.xlsx

- 3: NRGP as per DOA. **NC**

Rating: 6

Attachments :

QUE254_DOC_20180809_112656.xlsx

- 4: Sims software functioning. **NC**

Rating: 6

- 5: CC camera's working. **NC**

Rating: 7

Chronic

Section: Front office

Subsection: Front Office

- 1: Taxes Excess /short collected. **NC**
 Rating: 6
 Attachments :
 QUE195_DOC_20180809_110321.xlsx
- 2: Photo id & Address proofs. **NC**
 Rating: 7
- 3: Room sold more than 30% discount. **NC**
 Rating: 7
 Attachments :
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- 4: Allowances and approvals. **NC**
 Rating: 6
 Attachments :
 QUE199_DOC_20180809_110428.xlsx
- 5: Reservation slips & Vouchers attached to the bills. **NC**
 Rating: 6
- 6: No show rooms retention charged. **NC**
 Rating: 7
 Attachments :
 QUE201_DOC_20180809_110450.xlsx
- 7: Other Front office bills. **NC**
 Rating: 6
- 8: Day audit report. **NC**
 Rating: 4
 Attachments :
 QUE205_DOC_20180809_110545.xlsx

Section: Food & Beverage

Subsection: Food and Beverage

- 1: Same items sold at different rates. **NC**
 Rating: 7
 Attachments :
 QUE206_DOC_20180809_110628.xlsx

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

Rating: 7

Attachments :

QUE207_DOC_20180809_110645.xlsx

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

Rating: 7

- 4: Recipe costing for all items. **NC**

Rating: 5

Attachments :

QUE209_DOC_20180809_110726.xlsx

QUE209_DOC_20180809_110728.xlsx

QUE209_DOC_20180809_110737.xlsx

- 5: Bills resettled (only cash to Credit card). **NC**

Rating: 7

Attachments :

QUE212_DOC_20180809_110836.xlsx

- 6: Kot's Modification. **NC**

Rating: 7

Attachments :

QUE213_DOC_20180809_110853.xlsx

- 7: Other F&B / Banquet Bills. **NC**

Rating: 6

- 8: Few Banquet observation **NC**

Rating: 7

Attachments :

QUE217_DOC_20180809_111007.xlsx

Section: Material Management

Subsection: Materials Management

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

Rating: 5

Attachments :

QUE220_DOC_20180809_111129.xlsx

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

Rating: 7

Attachments :

QUE221_DOC_20180809_111148.xlsx

- 3: Non moving food items found in stores. **NC**

Rating: 7

Attachments :

QUE223_DOC_20180809_111249.xlsx

- 4: Non moving General items found in stores. **NC**

Rating: 7

Attachments :

QUE224_DOC_20180809_111321.xlsx

- 5: While receiving the provisional items Expiry dates are not entered in IDS. **NC**

Rating: 6

- 6: Same Items purchased different rates. **NC**

Rating: 7

Attachments :

QUE226_DOC_20180809_111342.xlsx

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

Rating: 7

Section: Accounts

Subsection: Accounts

- 1: Sundry Creditors bills match. **NC**

Rating: 7

Attachments :

QUE234_DOC_20180809_112153.xlsx

- 2: Sundry Creditors showing the Debit Balances. **NC**

Rating: 7

Attachments :

QUE235_DOC_20180809_112209.xlsx

- 3: Contract Expired / Licenses. **NC**

Rating: 7

Section: Maintenance

Subsection: Maintenance

- 1: Non moving Engg. items in stores. **NC**

Rating: 7

Attachments :

QUE246_DOC_20180809_112527.xlsx

Section: Contract Labour

Subsection: Contract Labour

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

Rating: 7

Section: Security Department

Subsection: Security

- 1: RGP Material tracking. **NC**

Rating: 6

Attachments :

QUE252_DOC_20180809_112625.xlsx

2: RGP pending list as per DOA. **NC**

Rating: 5

Attachments :

QUE253_DOC_20180809_112641.xlsx

3: NRGP as per DOA. **NC**

Rating: 6

Attachments :

QUE254_DOC_20180809_112656.xlsx

4: Sims software functioning. **NC**

Rating: 6

5: CC camera's working. **NC**

Rating: 7

Audit Questionnaire

Section: Front office

Subsection: Front Office

1: Revenue loss on early check-in & late check out's

Rating: 8

Attachments :

QUE193_DOC_20180809_110136.xlsx

QUE193_DOC_20180809_110139.xlsx

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

Rating: 8

3: Taxes Excess /short collected. **NC**

Rating: 6

Attachments :

QUE195_DOC_20180809_110321.xlsx

4: Service tax not collection. ☒ Not Applicable

5: Photo id & Address proofs. **NC**

Rating: 7

6: Room sold more than 30% discount. **NC**

Rating: 7

Attachments :

QUE198_DOC_20180809_110346.xlsx

QUE198_DOC_20180809_110349.xlsx

QUE198_DOC_20180809_110352.xlsx

7: Allowances and approvals. **NC**

Rating: 6

Attachments :

QUE199_DOC_20180809_110428.xlsx

8: Reservation slips & Vouchers attached to the bills. **NC**

Rating: 6

9: No show rooms retention charged. **NC**

Rating: 7

Attachments :

QUE201_DOC_20180809_110450.xlsx

10: List of re-open last 3 months.

Rating: 9

Attachments :

QUE202_DOC_20180809_110506.xlsx

11: Same company different tariff charged.

Rating: 8

Attachments :

QUE203_DOC_20180809_110522.xlsx

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

Rating: 6

13: Day audit report. **NC**

Rating: 4

Attachments :

QUE205_DOC_20180809_110545.xlsx

Section: Food & Beverage

Subsection: Food and Beverage

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

Rating: 7

Attachments :

QUE206_DOC_20180809_110628.xlsx

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

Rating: 7

Attachments :

QUE207_DOC_20180809_110645.xlsx

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

Rating: 7

4: Recipe costing for all items. **NC**

Rating: 5

Attachments :

QUE209_DOC_20180809_110726.xlsx

QUE209_DOC_20180809_110728.xlsx

QUE209_DOC_20180809_110737.xlsx

5: Void bills.

Rating: 8

Attachments :

QUE210_DOC_20180809_110756.xlsx

6: Price variance between Menu & IDS **NC**

Rating: 7

Attachments :

QUE211_DOC_20180809_110818.xlsx

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

Rating: 7

Attachments :

QUE212_DOC_20180809_110836.xlsx

- 8: Kot's Modification. **NC**
 Rating: 7
 Attachments :
 QUE213_DOC_20180809_110853.xlsx
- 9: Other F&B / Banquet Bills. **NC**
 Rating: 6
- 10: Liquor physical inventory. **NC**
 Rating: 7
 Attachments :
 QUE215_DOC_20180809_110926.xlsx
 QUE215_DOC_20180809_110933.xlsx
- 11: Non moving Liquor items in stores.
 Rating: 9
 Attachments :
 QUE216_DOC_20180809_110948.xlsx
- 12: Few Banquet observation **NC**
 Rating: 7
 Attachments :
 QUE217_DOC_20180809_111007.xlsx
- 13: NC raised without individual authorization.
 Rating: 8
 Attachments :
 QUE218_DOC_20180809_111027.xlsx

Section: Material Management

Subsection: Materials Management

- 1: Delay in receiving material from vendors which ordered through PO. **NC**
 Rating: 7
 Attachments :
 QUE219_DOC_20180809_111110.xlsx
- 2: Material received, but GRN was not made. **NC**
 Rating: 5
 Attachments :
 QUE220_DOC_20180809_111129.xlsx
- 3: 3 Quotations is not collecting for issuing of purchase orders **NC**
 Rating: 7
 Attachments :
 QUE221_DOC_20180809_111148.xlsx
- 4: GRN'S made in old date.
 Rating: 8
 Attachments :

QUE222_DOC_20180809_111208.xlsx

- 5: Non moving food items found in stores. **NC**

Rating: 7

Attachments :

QUE223_DOC_20180809_111249.xlsx

- 6: Non moving General items found in stores. **NC**

Rating: 7

Attachments :

QUE224_DOC_20180809_111321.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 :

QUE226_DOC_20180809_111342.xlsx

- 9: Food – Stock variance between Book and Physical

Rating: 8

Attachments :

QUE227_DOC_20180809_111429.xlsx

- 10: Pending PO.

Rating: 8

Attachments :

QUE228_DOC_20180809_111509.xlsx

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

Rating: 7

- 12: ODD hours Material receipts and approvals.

Rating: 9

Attachments :

QUE230_DOC_20180809_112013.xlsx

- 13: General - Stock variance between Book and Physical.

Rating: 8

Attachments :

QUE231_DOC_20180809_112044.xlsx

- 14: Non moving Soft drinks items in stores.

Rating: 9

Attachments :

QUE232_DOC_20180809_112113.xlsx

Section: Accounts

Subsection: Accounts

- 1: Trail balance Sundry Creditors and Aging summary ledger tallying.
Rating: 8
- 2: Sundry Creditors bills match. **NC**
Rating: 7
Attachments :
QUE234_DOC_20180809_112153.xlsx
- 3: Sundry Creditors showing the Debit Balances. **NC**
Rating: 7
Attachments :
QUE235_DOC_20180809_112209.xlsx
- 4: Guest ledger balance between ledger to Night audit report.
Rating: 8
- 5: Credit given to Individuals.
Rating: 9
- 6: Debtors Bills not matched properly. **NC**
Rating: 7
Attachments :
QUE238_DOC_20180809_112250.xlsx
- 7: Contract Expired / Licenses. **NC**
Rating: 7
- 8: Banquet advances showing the debit balances. ☒ Not Applicable
- 9: Staff Loan recovery.
Rating: 9
- 10: Creditors are payment are pending from long time. (Cheques not prepared).
Rating: 8
Attachments :
QUE242_DOC_20180809_112356.xlsx
- 11: Cheques prepared not issued to vendors.
Rating: 9
- 12: Others (Reconciliation of debtors and others)
Rating: 9

Section: Maintenance**Subsection:** Maintenance

- 1: Engg – Stock variance between Book and Physical
Rating: 8
Attachments :
QUE245_DOC_20180809_112458.xlsx

2: Non moving Engg. items in stores. **NC**

Rating: 7

Attachments :

QUE246_DOC_20180809_112527.xlsx

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

Rating: 7

4: Others ☒ Not Applicable

Section: Contract Labour

Subsection: Contract Labour

1: Salary sheet discrepancy in payments.

Rating: 8

Attachments :

QUE249_DOC_20180809_112552.xlsx

2: Salaries paid on the basis attendance swipes. **NC**

Rating: 7

3: Others ☒ Not Applicable

Section: Security Department

Subsection: Security

1: RGP Material tracking. **NC**

Rating: 6

Attachments :

QUE252_DOC_20180809_112625.xlsx

2: RGP pending list as per DOA. **NC**

Rating: 5

Attachments :

QUE253_DOC_20180809_112641.xlsx

3: NRGP as per DOA. **NC**

Rating: 6

Attachments :

QUE254_DOC_20180809_112656.xlsx

4: Sims software functioning. **NC**

Rating: 6

5: CC camera's working. **NC**

Rating: 7