

Audit Report for Audit ID - AU0029-1

Finance Department Audit Report

Audit Score

78/100

Details

Audit	AU0029
Scheduled Audit	AU0029-1
Location	Chennai
Hotel	GreenPark Hotel- GPC
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Mr Varmesh
Start Date	01-06-2017
End Date	30-06-2017
Submitted Date	01-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	22
Chronic Issues	0

Quick View

GREENPARK HOTEL- GPC FINANCE DEPARTMENT AUDIT REPORT

FINANCE DEPARTMENT AUDIT REPORT		01st Feb 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Front office	78	-	-
2	Food & Beverage	75	-	-
3	Material Management	79	-	-
4	Accounts	82	-	-
5	Maintenance	67	-	-
6	Contract Labour	75	-	-
7	Security Department	84	-	-

Audit Questionnaire

Section: Front office

Subsection: Front Office

1: Revenue loss on early check-in & late check out's **Non-Compliant**
Rating Value : 7

2: Plan sales not mentioned properly (Even in system was Not shown AP plan) **Compliant**
Rating Value : 9

3: Taxes Excess /short collected. **Compliant**
Rating Value : 8

4: Service tax not collection. **Compliant**
Rating Value : 8

5: Photo id & Address proofs. **Non-Compliant**
Rating Value : 7

6: Room sold more than 30% discount. **Compliant**
Rating Value : 8

7: Allowances and approvals. **Compliant**
Rating Value : 8

8: Reservation slips & Vouchers attached to the bills. **Non-Compliant**
Rating Value : 7

9: No show rooms retention charged. **Compliant**
Rating Value : 8

10: List of re-open last 3 months. **Compliant**
Rating Value : 10

11: Same company different tariff charged. **Compliant**
Rating Value : 8

12: Other Front office bills. **Non-Compliant**
Rating Value : 7

13: Day audit report. **Non-Compliant**
Rating Value : 6

Section: Food & Beverage

Subsection: Food and Beverage

1: Same items sold at different rates. **Compliant**
Rating Value : 8

2: Banquet discounts more than 20% discount. **Non-Compliant**
Rating Value : 7

3: HCC/ENT Kot compliance. **Non-Compliant**
Rating Value : 7

4: Recipe costing for all items. **Non-Compliant**
Rating Value : 5

5: Void bills. **Compliant**
Rating Value : 9

6: Menu variance between Menu card & IDS. **Compliant**
Rating Value : 10

7: Bills resettled (only cash to Credit card). **Compliant**
Rating Value : 8

8: Kot's Modification. **Non-Compliant**
Rating Value : 7

9: Other F&B / Banquet Bills. **Non-Compliant**
Rating Value : 7

10: Liquor physical inventory. **Compliant**
Rating Value : 8

11: Non moving Liquor items in stores. **Non-Compliant**
Rating Value : 7

Section: Material Management

Subsection: Materials Management

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

Rating Value : 8

2: Material received, but GRN was not made. **Non-Compliant**
Rating Value : 7

3: 3 Quotations is not collecting for issuing of purchase orders
Non-Compliant
Rating Value : 7

4: GRN'S made in old date. **Compliant**
Rating Value : 9

5: Non moving food items found in stores. **Compliant**
Rating Value : 9

6: Non moving General items found in stores. **Compliant**
Rating Value : 9

7: While receiving the provisional items Expiry dates are not entered in IDS. **Non-Compliant**
Rating Value : 5

8: Same Items purchased different rates. **Non-Compliant**
Rating Value : 7

9: Physical stock at Food Inventory variances. **Compliant**
Rating Value : 10

10: Pending PO. **Non-Compliant**
Rating Value : 7

11: Vegetables are receiving as per specifications. **Non-Compliant**
Rating Value : 7

12: ODD hours Material receipts and approvals. **Compliant**
Rating Value : 8

13: Physical stock variances. **Compliant**
Rating Value : 9

14: Non moving Soft drinks items in stores. **Compliant**
Rating Value : 9

Section: Accounts

Subsection: Accounts

1: Trail balance Sundry Creditors and Aging summary ledger tallying. **Compliant**
Rating Value : 10

2: Sundry Creditors bills match. **Compliant**
Rating Value : 8

3: Sundry Creditors showing the Debit Balances. **Compliant**
Rating Value : 8

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

Compliant

Rating Value : 8

5: Credit given to Individuals. **Non-Compliant**

Rating Value : 7

6: Bills matched properly in Sundry debtors. **Compliant**

Rating Value : 8

7: Contract Expired / Licenses. **Compliant**

Rating Value : 8

8: Banquet advances showing the debit balances. **Compliant**

Rating Value : 9

9: Staff Loan recovery. **Compliant**

Rating Value : 8

10: Creditors are payment are pending from long time.

(Cheques not prepared). **Compliant**

Rating Value : 8

11: Cheques prepared not issued to vendors. **Compliant**

Rating Value : 8

Section: Maintenance

Subsection: Maintenance

1: Physical inventory of ENGG. stores variances. **Non-Compliant**
Rating Value : 6

2: Non moving Engg. items in stores. **Non-Compliant**
Rating Value : 7

3: Engg. Stores -Daily entry of issues in PMS. **Non-Compliant**
Rating Value : 7

Section: Contract Labour

Subsection: Contract Labour

1: Salary sheet discrepancy in payments. **Non-Compliant**
Rating Value : 7

2: Salaries paid on the basis attendance swipes. **Compliant**
Rating Value : 8

Section: Security Department

Subsection: Security

1: RGP Material tracking. **Compliant**
Rating Value : 8

2: RGP pending list as per DOA. **Compliant**
Rating Value : 8

3: NRGP as per DOA. **Compliant**
Rating Value : 8

4: Sims software functioning. **Compliant**
Rating Value : 9

5: CC camera's working. **Compliant**
Rating Value : 9