

Audit Report for Audit ID - AU0079-1

Purchase Department Audit


Audit Score

69/100

Details

Audit	AU0079
Scheduled Audit	AU0079-1
Location	Hyderabad
Hotel	AVASA Hotel
Department	Purchase
Checklist	Purchase Department Audit
Audit Type	Internal
Auditor	Murthy CH V V S
Start Date	01-07-2017
End Date	31-07-2017
Submitted Date	06-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	18
Chronic Issues	0

Comparison

AVASA HOTEL PURCHASE DEPARTMENT AUDIT				
PURCHASE DEPARTMENT AUDIT		Jul 2017	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Purchases Review	68	-	-
2	Meetings & Market Survey	73	-	-
3	Policy Compliance and Documentation	48	-	-
4	Receiving	57	-	-
5	Stores	97	-	-
Audit Score		 69	-	-

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

Non-Compliance

Section: Purchases Review

Subsection: Purchase Orders

- 1: Comparative and upload scan copy along with PO **NC**

Rating: 5

Observation Text :

comparative statement and quotations uploading is not taking place in many cases

- 2: E-mail of Purchase order to Vendor working in PMS **NC**

Rating: 0

Observation Text :

not in strict implementation

- 3: Pending Purchase orders Review **NC**

Rating: 7

Observation Text :

requires improvement

- 4: Closing of not required purchase orders **NC**

Rating: 7

Observation Text :

requires improvement

- 5: Cash purchases not to exceed Rs.10000 **NC**

Rating: 0

Observation Text :

average monthly purchases are approximate Rs. 28000

Section: Meetings & Market Survey

Subsection: Committee Meeting and Market Survey

- 1: Recording of Observations of market survey as per SOP guidelines **NC**

Rating: 7

- 2: Purchase committee meeting minutes recorded as per SOP guidelines - twice in a month **NC**

Rating: 7

- 3: Approvals for Price Increase by Committee **NC**

Rating: 0

Observation Text :

not following

Section: Policy Compliance and Documentation

Subsection: Policy Compliance

1: Debit note raised for short Supplies **NC**
Rating: 0

2: Time spent by vendor in the hotel monitored **NC**
Rating: 0

Observation Text :
not doing

Section: Policy Compliance and Documentation**Subsection:** Documentation

1: Purchase order office copy files with relevant attachments **NC**
Rating: 7

Section: Receiving**Subsection:** Receiving

1: Online Integration of Weighing scale with PMS to Pickup Weight automatically **NC**
Rating: 6

2: Online Print of GRN **NC**
Rating: 6

3: Photo of Item being Weighed captured in PMS **NC**
Rating: 6

4: IP camera when interrupted generating Alerts **NC**
Rating: 0

5: Vegetables and Fruits are Pre-washed before weighing **NC**
Rating: 0

Observation Text :
not in implementation

6: Vendor ID Cards are issued and checked **NC**
Rating: 0

7: Authorization form for items received without PO is attached to GRN **NC**
Rating: 0

Chronic

No chronic issues found

Audit Questionnaire

Section: Purchases Review

Subsection: Purchase Requisition

- 1: Online Purchase Requisition with 2 Level Authorisation

Rating: 10

- 2: Daily Perishable order through online

Rating: 10

- 3: Review of Pending Indents at Regular intervals

Rating: 8

Observation Text :

requires further improvement

- 4: Closing of Not Required Requisitions

Rating: 8

Observation Text :

requires improvement and follow up with User department required

Section: Purchases Review

Subsection: Purchase Orders

- 1: Comparative and upload scan copy along with PO **NC**

Rating: 5

Observation Text :

comparative statement and quotations uploading is not taking place in many cases

- 2: Online Purchase orders with 3 level Authorization

Rating: 10

- 3: E-mail of Purchase order to Vendor working in PMS **NC**

Rating: 0

Observation Text :

not in strict implementation

- 4: Pending Purchase orders Review **NC**

Rating: 7

Observation Text :

requires improvement

- 5: Closing of not required purchase orders **NC**

Rating: 7

Observation Text :

requires improvement

- 6: Review of Cancelled Purchase orders

Rating: 10

- 7: Cash purchases not to exceed Rs.10000 **NC**

Rating: 0

Observation Text :

average monthly purchases are approximate Rs. 28000

Section: Meetings & Market Survey

Subsection: Committee Meeting and Market Survey

- 1: Purchase Committee meeting by 15th of Month

Rating: 10

Observation Text :

conducted on time

- 2: Market Survey conducted in 1st week of month

Rating: 10

- 3: Market survey has representatives of Finance, Kitchen and Purchase

Rating: 10

- 4: Recording of Observations of market survey as per SOP guidelines **NC**

Rating: 7

- 5: Purchase committee meeting minutes recorded as per SOP guidelines - twice in a month **NC**

Rating: 7

- 6: Approvals for Price Increase by Committee **NC**

Rating: 0

Observation Text :

not following

Section: Policy Compliance and Documentation

Subsection: Policy Compliance

- 1: Debit note raised for short Supplies **NC**

Rating: 0

- 2: Time spent by vendor in the hotel monitored **NC**

Rating: 0

Observation Text :

not doing

Section: Policy Compliance and Documentation

Subsection: Documentation

- 1: Purchase order office copy files with relevant attachments **NC**

Rating: 7

- 2: All cheques dispatched to supplier in time

Rating: 9

- 3: Recording of late supplies and quality issues to supplier through mail

Rating: 8

Section: Receiving

Subsection: Receiving

- 1: Online Integration of Weighing scale with PMS to Pickup Weight automatically **NC**

Rating: 6

- 2: Weighing of material using our hotel crates only and not of Vendor

Rating: 10

- 3: Online Print of GRN **NC**

Rating: 6

- 4: Photo of Item being Weighed captured in PMS **NC**

Rating: 6

- 5: IP camera when interrupted generating Alerts **NC**

Rating: 0

- 6: Kitchen representative present while receiving the Vegetables, Fruits, Mutton, Chicken, Fish and other perishables

Rating: 10

- 7: Random Check of atleast 5 items by F&B Controller

Rating: 10

- 8: All Stockable items are received in the presence of user department representative

Rating: 8

- 9: Vegetables and Fruits are Pre-washed before weighing **NC**

Rating: 0

Observation Text :

not in implementation

- 10: Temperature Check of Forzen, Dairy and meat products

Rating: 8

- 11: Vendor ID Cards are issued and checked **NC**

Rating: 0

- 12: Authorization form for items received without PO is attached to GRN **NC**

Rating: 0

13: Supply timing of Vendor monitored by using vendor-ID punch report
Rating: 10

Section: Stores

Subsection: Stores

1: All Stores Ledgers are processed till last month
Rating: 10

2: Physical stock check and updation in PMS
Rating: 10

3: Physical Stock Variance Report Signed by FM
Rating: 10

4: Non Moving Items Valued for more than 60 days - F&B stores ☒ Not Applicable

5: Non Moving Items Valued for more than 60 days - General Store ☒ Not Applicable

6: Non Moving Items Valued for more than 60 days - Engineering Stores ☒ Not Applicable

7: Non Moving Items Valued for more than 60 days - Kitchen Stewarding Stores ☒ Not Applicable

8: Non Moving Items Valued for more than 60 days - Liquor Store ☒ Not Applicable

9: Non Moving Items Valued for more than 60 days - Soft drink Stores ☒ Not Applicable

10: Store Closing stock of Last month - F&B Stores ☒ Not Applicable

11: Store Closing stock of Last month - General ☒ Not Applicable

12: Store Closing stock of Last month - Engineering ☒ Not Applicable

13: Store Closing stock of Last month - Kitchen Stewarding ☒ Not Applicable

14: Store Closing stock of Last month - Liquor Stores ☒ Not Applicable

15: Store Closing stock of Last month - Soft drinks ☒ Not Applicable

16: Stock out items are monitored
Rating: 8

17: Issue of material only against Indent
Rating: 10

18: Odd hour issues from stores are taken in the presence of Security and user department and recorded

Rating: 10