

Audit Report for Audit ID - AU0033-1

Finance Department Audit Report

Audit Score

81/100

Details

Audit	AU0033
Scheduled Audit	AU0033-1
Location	Hyderabad
Hotel	AVASA Hotel
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Mr Varmesh V S
Start Date	01-04-2017
End Date	30-04-2017
Submitted Date	01-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	19
Chronic Issues	0

Quick View

AVASA HOTEL FINANCE DEPARTMENT AUDIT REPORT				
FINANCE DEPARTMENT AUDIT REPORT		01st Feb 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Front office	81	-	-
2	Food & Beverage	75	-	-
3	Material Management	80	-	-
4	Accounts	87	-	-
5	Maintenance	80	-	-
6	Contract Labour	80	-	-
7	Security Department	80	-	-

Audit Questionnaire

Section: Front office

Subsection: Front Office

1: Revenue loss on early check-in & late check out's
Rating Value : 8

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

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

4: Service tax not collection.
Rating Value : 9

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

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

7: Allowances and approvals. **Non-Compliant**
Rating Value : 7

8: Reservation slips & Vouchers attached to the bills.
Rating Value : 8

9: No show rooms retention charged. **Non-Compliant**
Rating Value : 7

10: List of re-open last 3 months.
Rating Value : 9

11: Same company different tariff charged.
Rating Value : 10

12: Other Front office bills.
Rating Value : 8

13: Day audit report. **Non-Compliant**
Rating Value : 7

Section: Food & Beverage

Subsection: Food and Beverage

1: Same items sold at different rates.
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.
Rating Value : 9

6: Menu variance between Menu card & IDS.
Rating Value : 9

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

8: Kot's Modification. **Non-Compliant**
Rating Value : 6

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

10: Liquor physical inventory.
Rating Value : 9

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.
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.
Rating Value : 9

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

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

7: While receiving the provisional items Expiry dates are not entered in IDS. **Non-Compliant**
Rating Value : 6

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

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

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

11: Vegetables are receiving as per specifications. **Non-Compliant**
Rating Value : 6

12: ODD hours Material receipts and approvals.
Rating Value : 9

13: Physical stock variances.
Rating Value : 10

14: Non moving Soft drinks items in stores.
Rating Value : 8

Section: Accounts

Subsection: Accounts

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

2: Sundry Creditors bills match.
Rating Value : 8

3: Sundry Creditors showing the Debit Balances.
Rating Value : 9

4: Guest ledger balance between ledger to Night audit report.
Rating Value : 9

5: Credit given to Individuals. **Non-Compliant**
Rating Value : 7

6: Bills matched properly in Sundry debtors.
Rating Value : 8

7: Contract Expired / Licenses.
Rating Value : 9

8: Banquet advances showing the debit balances.
Rating Value : 9

9: Staff Loan recovery.
Rating Value : 9

10: Creditors are payment are pending from long time.
(Cheques not prepared).
Rating Value : 9

11: Cheques prepared not issued to vendors.
Rating Value : 9

Section: Maintenance

Subsection: Maintenance

1: Physical inventory of ENGG. stores variances. **Non-Compliant**
Rating Value : 7

2: Non moving Engg. items in stores.
Rating Value : 8

3: Engg. Stores -Daily entry of issues in PMS.
Rating Value : 9

Section: Contract Labour

Subsection: Contract Labour

1: Salary sheet discrepancy in payments.
Rating Value : 8

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

Section: Security Department

Subsection: Security

1: RGP Material tracking.
Rating Value : 8

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

3: NRGP as per DOA.
Rating Value : 9

4: Sims software functioning. **Non-Compliant**
Rating Value : 7

5: CC camera's working.
Rating Value : 8