

Audit Report for Audit ID - AU0096-1

Finance Department Audit Report

Audit Score


72/100

Details

Audit	AU0096
Scheduled Audit	AU0096-1
Location	Hyderabad
Hotel	Marigold Hotel
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Rama Govinda Reddy
Start Date	17-11-2017
End Date	12-12-2017
Submitted Date	20-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	0
Chronic Issues	0

Comparison

MARIGOLD HOTEL FINANCE DEPARTMENT AUDIT REPORT

FINANCE DEPARTMENT AUDIT REPORT		Nov 2017	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Front office	67	-	-
2	Food & Beverage	72	-	-
3	Material Management	73	-	-
4	Accounts	80	-	-
5	Maintenance	70	-	-
6	Contract Labour	65	-	-
7	Security Department	80	-	-
Audit Score		 72	-	-

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

Non-Compliance

Section: Front office

Subsection: Front Office

- 1: Photo id & Address proofs. **NC**
Rating: 6
- 2: Room sold more than 30% discount. **NC**
Rating: 7
- 3: Allowances and approvals. **NC**
Rating: 6
- 4: Reservation slips & Vouchers attached to the bills. **NC**
Rating: 6
- 5: No show rooms retention charged. **NC**
Rating: 6
- 6: List of re-open last 3 months. **NC**
Rating: 6
- 7: Other Front office bills. **NC**
Rating: 6
- 8: Day audit report. **NC**
Rating: 7

Section: Food & Beverage

Subsection: Food and Beverage

- 1: Same items sold at different rates. **NC**
Rating: 6
- 2: Banquet discounts more than 20% discount. **NC**
Rating: 7
- 3: Recipe costing for all items. **NC**
Rating: 7
- 4: Void bills. **NC**
Rating: 5
- 5: Bills resettled (only cash to Credit card). **NC**
Rating: 7
- 6: Kot's Modification. **NC**
Rating: 7

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

Rating: 7

- 8: Few Banquet observation **NC**

Rating: 7

Section: Material Management

Subsection: Materials Management

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

Rating: 7

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

Rating: 7

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

Rating: 6

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

Rating: 6

- 5: Physical stock at Food Inventory variances. **NC**

Rating: 7

- 6: Pending PO. **NC**

Rating: 7

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

Rating: 7

- 8: Physical stock variances. **NC**

Rating: 5

Section: Accounts

Subsection: Accounts

- 1: Guest ledger balance between ledger to Night audit report. **NC**

Rating: 7

- 2: Bills matched properly in Sundry debtors. **NC**

Rating: 7

- 3: Creditors are payment are pending from long time. (Cheques not prepared). **NC**

Rating: 7

Section: Maintenance

Subsection: Maintenance

- 1: Physical inventory of ENGG. stores variances. **NC**

Rating: 7

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

Rating: 7

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

Rating: 7

Section: Contract Labour

Subsection: Contract Labour

1: Salary sheet discrepancy in payments. **NC**

Rating: 7

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

Rating: 6

Section: Security Department

Subsection: Security

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

Rating: 7

Chronic

No chronic issues found

Audit Questionnaire

Section: Front office

Subsection: Front Office

- 1: Revenue loss on early check-in & late check out's
Rating: 8
- 2: Plan sales not mentioned properly (Even in system was Not shown AP plan)
Rating: 8
- 3: Taxes Excess /short collected. ☒ Not Applicable
- 4: Service tax not collection. ☒ Not Applicable
- 5: Photo id & Address proofs. **NC**
Rating: 6
- 6: Room sold more than 30% discount. **NC**
Rating: 7
- 7: Allowances and approvals. **NC**
Rating: 6
- 8: Reservation slips & Vouchers attached to the bills. **NC**
Rating: 6
- 9: No show rooms retention charged. **NC**
Rating: 6
- 10: List of re-open last 3 months. **NC**
Rating: 6
- 11: Same company different tariff charged.
Rating: 8
- 12: Other Front office bills. **NC**
Rating: 6
- 13: Day audit report. **NC**
Rating: 7

Section: Food & Beverage

Subsection: Food and Beverage

- 1: Same items sold at different rates. **NC**
Rating: 6
- 2: Banquet discounts more than 20% discount. **NC**

Rating: 7

3: HCC/ENT Kot compliance.

Rating: 8

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

Rating: 7

5: Void bills. **NC**

Rating: 5

6: Menu variance between Menu card & IDS.

Rating: 9

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

Rating: 7

8: Kot's Modification. **NC**

Rating: 7

9: Other F&B / Banquet Bills. **NC**

Rating: 7

10: Liquor physical inventory.

Rating: 8

11: Non moving Liquor items in stores.

Rating: 8

12: Few Banquet observation **NC**

Rating: 7

13: NC raised without individual authorization.

Rating: 8

Section: Material Management

Subsection: Materials Management

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

Rating: 8

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

Rating: 7

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

Rating: 7

4: GRN'S made in old date.

Rating: 9

- 5: Non moving food items found in stores.
Rating: 8
- 6: Non moving General items found in stores.
Rating: 8
- 7: While receiving the provisional items Expiry dates are not entered in IDS. **NC**
Rating: 6
- 8: Same Items purchased different rates. **NC**
Rating: 6
- 9: Physical stock at Food Inventory variances. **NC**
Rating: 7
- 10: Pending PO. **NC**
Rating: 7
- 11: Vegetables are receiving as per specifications. **NC**
Rating: 7
- 12: ODD hours Material receipts and approvals.
Rating: 8
- 13: Physical stock variances. **NC**
Rating: 5
- 14: Non moving Soft drinks items in stores.
Rating: 9

Section: Accounts**Subsection:** Accounts

- 1: Trail balance Sundry Creditors and Aging summary ledger tallying.
Rating: 9
- 2: Sundry Creditors bills match.
Rating: 8
- 3: Sundry Creditors showing the Debit Balances.
Rating: 8
- 4: Guest ledger balance between ledger to Night audit report. **NC**
Rating: 7
- 5: Credit given to Individuals.
Rating: 8
- 6: Bills matched properly in Sundry debtors. **NC**
Rating: 7

7: Contract Expired / Licenses.

Rating: 9

8: Banquet advances showing the debit balances.

Rating: 8

9: Staff Loan recovery.

Rating: 8

10: Creditors are payment are pending from long time. (Cheques not prepared). **NC**

Rating: 7

11: Cheques prepared not issued to vendors.

Rating: 9

12: Others (Reconciliation of debtors and others) ☒ Not Applicable

Section: Maintenance

Subsection: Maintenance

1: Physical inventory of ENGG. stores variances. **NC**

Rating: 7

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

Rating: 7

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. **NC**

Rating: 7

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

Rating: 6

3: Others ☒ Not Applicable

Section: Security Department

Subsection: Security

1: RGP Material tracking.

Rating: 8

2: RGP pending list as per DOA.

Rating: 9

3: NRGP as per DOA.

Rating: 8

4: Sims software functioning.

Rating: 8

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

Rating: 7