

# Audit Report for Audit ID - AU00100-2

## Finance Department Audit Report

Audit Score

















73/100

### Details

Audit	AU00100
Scheduled Audit	AU00100-2
Location	Visakhapatnam
Hotel	GreenPark Hotel- GPV
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Rama Govinda Reddy
Start Date	06-03-2018
End Date	26-03-2018
Submitted Date	21-03-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	35
Chronic Issues	5

## Comparison

### GREENPARK HOTEL- GPV FINANCE DEPARTMENT AUDIT REPORT

FINANCE DEPARTMENT AUDIT REPORT		Dec 2017	Mar 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
1	Front office	 70	 68	-2	-2.86%
2	Food & Beverage	 72	 73	1	1.39%
3	Material Management	 71	 68	-3	-4.23%
4	Accounts	 70	 71	1	1.43%
5	Maintenance	 73	 73	0	0%
6	Contract Labour	 80	 80	0	0%
7	Security Department	 74	 76	2	2.7%
Audit Score		 73	 73	0	0%

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

# Audit Questionnaire

## Section: Front office

### Subsection: Front Office

- 1: Revenue loss on early check-in & late check out's **NC**  
Rating: 7
- 2: Plan sales not mentioned properly (Even in system was Not shown AP plan) **NC**  
Rating: 6
- 3: Taxes Excess /short collected.  
Rating: 9
- 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
- 7: Allowances and approvals. **NC**  
Rating: 7
- 8: Reservation slips & Vouchers attached to the bills. **NC**  
Rating: 7
- 9: No show rooms retention charged. **NC**  
Rating: 5
- 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. **NC**

Rating: 7

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

Rating: 4

5: Void bills.

Rating: 9

6: Menu variance between Menu card & IDS.

Rating: 9

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

Rating: 8

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

Rating: 7

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

Rating: 7

10: Liquor physical inventory. **NC**

Rating: 6

11: Non moving Liquor items in stores.

Rating: 9

12: Few Banquet observation

Rating: 8

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. **NC**

Rating: 7

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

Rating: 6

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

Rating: 6

4: GRN'S made in old date.

Rating: 8

- 5: Non moving food items found in stores. **NC**  
Rating: 7
- 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: 5
- 8: Same Items purchased different rates. **NC**  
Rating: 5
- 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: 4
- 12: ODD hours Material receipts and approvals.  
Rating: 8
- 13: Physical stock variances.  
Rating: 8
- 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. **NC**  
Rating: 7
- 4: Guest ledger balance between ledger to Night audit report. ☒ Not Applicable
- 5: Credit given to Individuals. **NC**  
Rating: 7
- 6: Bills matched properly in Sundry debtors.  
Rating: 8

- 7: Contract Expired / Licenses. **NC**  
Rating: 7
- 8: Banquet advances showing the debit balances. **NC**  
Rating: 6
- 9: Staff Loan recovery. **NC**  
Rating: 5
- 10: Creditors are payment are pending from long time. (Cheques not prepared).  
Rating: 8
- 11: Cheques prepared not issued to vendors. **NC**  
Rating: 6
- 12: Others (Reconciliation of debtors and others) ☒ Not Applicable

**Section:** Maintenance**Subsection:** Maintenance

- 1: Physical inventory of ENGG. stores variances. **NC**  
Rating: 6
- 2: Non moving Engg. items in stores.  
Rating: 8
- 3: Engg. Stores -Daily entry of issues in PMS.  
Rating: 8
- 4: Others ☒ Not Applicable

**Section:** Contract Labour**Subsection:** Contract Labour

- 1: Salary sheet discrepancy in payments.  
Rating: 8
- 2: Salaries paid on the basis attendance swipes.  
Rating: 8
- 3: Others ☒ Not Applicable

**Section:** Security Department**Subsection:** Security

- 1: RGP Material tracking.  
Rating: 8
- 2: RGP pending list as per DOA.  
Rating: 8

3: NRGP as per DOA.

Rating: 8

4: Sims software functioning. **NC**

Rating: 7

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

Rating: 7