

# Audit Report for Audit ID - AU00101-1

## ISB-Finance Audit







Audit Score

73/100

### Details

Audit	AU00101
Scheduled Audit	AU00101-1
Location	Hyderabad
Hotel	ISB
Department	Finance & Accounts
Checklist	ISB-Finance Audit
Audit Type	Internal
Auditor	Rama Govinda Reddy
Start Date	01-12-2017
End Date	05-01-2018
Submitted Date	02-04-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	16
Chronic Issues	0

## Comparison

<b>ISB</b> <b>ISB-FINANCE AUDIT</b>				
ISB-FINANCE AUDIT		Dec 2017	VARIANCE	% of Increase / Decrease (- / +)
S.No	Sections	SCORE OBTAINED		
1	Food and Beverage	 60	-	-
2	Stores & Purchase	 79	-	-
3	Accounts	 81	-	-
4	HRD	 73	-	-
5	KST	 70	-	-
Audit Score		 73	-	-

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

# Audit Questionnaire

## Section: Food and Beverage

### Subsection: Food and Beverage

- 1: Recipe costing not done for Food items. **NC**  
Rating: 2
- 2: Liquor Register not updated on daily basis **NC**  
Rating: 5
- 3: As per policy controller is not taking random verification of inventory in the stores (Weekly twice) **NC**  
Rating: 4
- 4: Expiry date was not mentioned in IDS for few F&B Items **NC**  
Rating: 7
- 5: Butchery stock register is not maintained **NC**  
Rating: 6
- 6: Manual N C KOT'S are not matching with IDS KOT Qty's  
Rating: 9
- 7: Cafeteria food cost are not maintained. **NC**  
Rating: 5
- 8: HODS/Staff having the food without raising the NC Kots  
Rating: 8
- 9: Physical Liquor inventory taken, But was not updated due to submitted in TSBCL. **NC**  
Rating: 6
- 10: Same item Sold different rates  
Rating: 8

## Section: Stores & Purchase

### Subsection: Stores & Purchase

- 1: Material specifications  
Rating: 8
- 2: GRN Made in old dated  
Rating: 8
- 3: Same item purchased Different rates **NC**  
Rating: 7

- 4: Pending purchase orders found the system **NC**  
Rating: 6
- 5: Delay in raising of GRN's  
Rating: 8
- 6: On verification of Stores physical inventory variances have found in Food  
Rating: 8
- 7: Non moving food items found in the stores  
Rating: 8
- 8: Non moving General items found in the stores  
Rating: 9
- 9: Delay in receiving the of Material after the purchase order date **NC**  
Rating: 7
- 10: Purchase order issued after the material received  
Rating: 8
- 11: Without collecting of Quotation purchase orders has prepared **NC**  
Rating: 7
- 12: Non moving Soft drinks items found in the stores  
Rating: 9
- 13: On verification of General stores physical verification, found the variances  
Rating: 9
- 14: Deletion of GRN's  
Rating: 8

**Section:** Accounts**Subsection:** Accounts

- 1: Guest Amenities account not reconciled properly  
Rating: 8
- 2: Staff advance not accounted properly  
Rating: 9
- 3: Guest ledger balance was matched properly.  
Rating: 9
- 4: Filing is not properly maintained  
Rating: 8
- 5: Controller is not observing the operations properly **NC**  
Rating: 6

6: Creditors payment pending more than a month

Rating: 8

7: Previous Financial year till date not closed ☒ Not Applicable

8: Previous Financial year till date not closed ☒ Not Applicable

9: Creditors bills not matched properly ☒ Not Applicable

10: Bills to companies are not maintained properly

Rating: 9

11: Few ledger are showing Negative balances

Rating: 8

### **Section: HRD**

#### **Subsection: HRD**

1: Budgeted staff VS Actual staff in ISB. It may be operational issue for billing

Rating: 9

2: On random verification, Few employees attendance not matched with the salaries paid **NC**

Rating: 7

3: Aeon Punching machine is not working and measures not taken for the repair **NC**

Rating: 6

4: KST inventory list ☒ Not Applicable

### **Section: KST**

#### **Subsection: KST**

1: KST inventory list **NC**

Rating: 7

2: Physical inventory of KST has not given properly. **NC**

Rating: 7

3: Breakage report not maintained Properly ☒ Not Applicable