

Audit Report for Audit ID - AU0013-3

Finance Department Audit Report

Audit Score

98/100

Details

Audit	AU0013
Scheduled Audit	AU0013-3
Location	Hyderabad
Hotel	Green Park Hyderabad
Department	Finance
Checklist	Finance Department Audit Report
Audit Type	Internal
Auditor	Uday Kiran Kavaturu
Start Date	02-03-2018
End Date	31-03-2018
Submitted Date	20-01-2018
Status	Completed
Assigned By	admin admin
Non-Compliance	2
Chronic Issues	0

Quick View

GREEN PARK HYDERABAD FINANCE DEPARTMENT AUDIT REPORT

FINANCE DEPARTMENT AUDIT REPORT		20th Jan 2018	20th Jan 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
1	Front office	0	100	100	100%
2	Food & Beverage		100	100	100%
3	Material Management		100	100	100%
4	Accounts		100	100	100%
5	Maintenance		100	100	100%
6	Contract Labour		100	100	100%
7	Security Department		72	72	72%

Audit Questionnaire

Section: Front office

Subsection: Front Office

1: Revenue loss on early check-in & late check out's **Compliant**
Rating Value : 10

2: Plan sales not mentioned properly (Even in system was Not shown AP plan) **Compliant**
Rating Value : 10

3: Taxes Excess /short collected. **Compliant**
Rating Value : 10

4: It has been observed that, Few bills Service tax not collected properly. **Compliant**
Rating Value : 10

5: Photo id & Address proofs are not collecting properly
Compliant
Rating Value : 10

6: Room sold Below more than 30% discount. **Compliant**
Rating Value : 10

7: Allowances passes by front office with out approvals.
Compliant
Rating Value : 10

8: Reservation slips & Vouchers not attached to the bills

Properly. **Compliant**

Rating Value : 10

9: No show rooms retention amount were not charged.

Compliant

Rating Value : 10

10: List of re-open in the months for 3 months. **Compliant**

Rating Value : 10

11: Same company different tariff has charged. **Compliant**

Rating Value : 10

12: Other Front office bills. **Compliant**

Rating Value : 10

13: Day audit report. **Compliant**

Rating Value : 10

Section: Food & Beverage

Subsection: Food and Beverage

1: Same items sold at different rates. **Compliant**

Rating Value : 10

2: On verification of Banquet bills it was observed that above 20% discount given with out approval. **Compliant**

Rating Value : 10

3: Some of HOD'S / staff having food in their cabin / Restaurant

& Production Staff are preparing from Main Kitchen and having in Cafeteria without raising of NC. **Compliant**
Rating Value : 10

4: Few Banquet observation. **Compliant**
Rating Value : 10

5: Recipe costing not done for few items. **Compliant**
Rating Value : 10

6: Recipe costing wrongly entered in the system. **Compliant**
Rating Value : 10

7: NC raised without individual authorization. **Compliant**
Rating Value : 10

8: Void bills not properly verified the controls. Few observations.
Compliant
Rating Value : 10

9: Menu variance between Menu card & IDS. **Compliant**
Rating Value : 10

10: Bills resettled (only cash to Credit card). **Compliant**
Rating Value : 10

11: Kot's are Modified. **Compliant**
Rating Value : 10

12: Other F&B / Banquet Bills. **Compliant**
Rating Value : 10

13: Liquor physical inventory. **Compliant**
Rating Value : 10

14: Few Non moving Liquor items found in stores. **Compliant**
Rating Value : 10

Section: Material Management

Subsection: Materials Management

1: Delay in receiving material from vendors which ordered through PO. **Compliant**
Rating Value : 10

2: Material received, but GRN was not made from long time. **Compliant**
Rating Value : 10

3: 3 Quotations is not collecting for issuing of purchase orders **Compliant**
Rating Value : 10

4: Few GRN'S made in old date. **Compliant**
Rating Value : 10

5: Few Non moving food items found in stores. **Compliant**
Rating Value : 10

6: Few Non moving General items found in stores. **Compliant**
Rating Value : 10

7: While receiving the provisional items Expiry dates are not entered in IDS. **Compliant**
Rating Value : 10

8: Same Items purchased different rates. **Compliant**
Rating Value : 10

9: On verification of Physical stock at Food Inventory variances have been found. **Compliant**
Rating Value : 10

10: Few pending PO found in the system. **Compliant**
Rating Value : 10

11: Vegetables are not receiving as per specifications.
Compliant
Rating Value : 10

12: ODD hours Material received with out proper approvals.
Compliant
Rating Value : 10

13: On verification of Physical stock at General variances have been found. **Compliant**
Rating Value : 10

14: Few Non moving Soft drinks items found in stores.

Compliant

Rating Value : 10

Section: Accounts**Subsection:** Accounts

1: Trail balance Sundry Creditors and Aging summary ledger was not tallying. **Compliant**

Rating Value : 10

2: Sundry Creditors bills not matched properly. **Compliant**

Rating Value : 10

3: Sundry Creditors showing the Debit Balances. **Compliant**

Rating Value : 10

4: Guest ledger balance between ledger to Night audit report.

Compliant

Rating Value : 10

5: Credit given to Individuals. **Compliant**

Rating Value : 10

6: Bills not matched properly in Sundry debtors. **Compliant**

Rating Value : 10

7: Contract Expired / Licenses. **Compliant**

Rating Value : 10

8: Banquet advances showing the debit balances. Till date

amount was not collected. **Compliant**

Rating Value : 10

9: Staff Loan pending from long time not recovered. **Compliant**

Rating Value : 10

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

Rating Value : 10

11: Cheques prepared not issued the vendors. **Compliant**

Rating Value : 10

Section: Maintenance

Subsection: Maintenance

1: Physical inventory of ENGG. stores variances have been
found. **Compliant**

Rating Value : 10

2: Few Non moving Engg items found in stores. **Compliant**

Rating Value : 10

3: Issues is not entered on daily basis for Engg Stores.

Compliant

Rating Value : 10

Section: Contract Labour

Subsection: Contract Labour

1: As per salary sheet few employees salary paid excess.

Compliant

Rating Value : 10

2: Salaries paid on the basis on dept attendance not Aeon punches. **Compliant**

Rating Value : 10

Section: Security Department

Subsection: Security

1: Delay in receiving of RGP Material. Not maintained properly.

Compliant

Rating Value : 10

2: RGP Pending list. **Compliant**

Rating Value : 10

3: NRGP List attached. **Compliant**

Rating Value : 10

4: Sims package not working properly. **Non-Compliant**

Rating Value : 3

5: Few CC camera's not working. **Non-Compliant**

Rating Value : 3