

SCOPE OF WORK OF ALL UNITS OF CITCO/HOTELS

A) HOTEL MOUNTVIEW/ SHIVALIKVIEW/ PARKVIEW

I) ACCOUNTS SECTION :-

A. CHECKING OF CASH BOOK, DAY VOUCHERS ETC. :-

- i) Cash and Bank transactions of the hotel viz. to verify that cash paid and received (including cheques, DD, etc). are promptly, correctly and chronologically recorded in the respective Cash Book summarized under prescribed detailed heads of accounts.
- ii) The physical balances of cash-in-hand are in agreement with the book balances are per cash book.
- iii) The Bank Reconciliation Statements is drawn up regularly on monthly basis. Transactions and /or Non-adjustment of accounts pending for over one month be highlighted.
- iv) Dishonored cheques are properly vouched and concerned department is informed of the same and debit vouchers are raised properly. Also a status report be given in respect of dishonoured cheques where the Corporation has borne for legal recourse.
- v) All valuable documents including Bank Guarantees etc are kept in safe custody.
- vi) There is no undue retention of cash balances in excess of current requirements, both in cash book as well as Bank Account.

B. JOURNAL BOOK/DAY VOUCHERS

To check all day/journal vouchers including their supporting bills to authenticate the expenditure including posting in the appropriate head of account and to check that various adjustments carried through Journal are duly supported and duly authorized. To check that inter unit entries are supported by debit/credit advices and that all Journal vouchers are fully signed and authorized by competent authority.

C. CREDIT CARD RECONCILIATION

The shift-wise settlement must tally with the batch closing of the various credit cards, the payment of which is received the very next day. This area be checked to verify that credit cards have been properly accounted for and that payment is received next day.

D. GENERAL LEDGER :-

The General Ledger be scrutinized to ensure that :-

- i) All entries of cash book and journal books are duly posted.
- ii) Expenses payable and prepaid expenses are duly adjusted/reflected.
- iii) The debit balances/ outstanding regarding Debtors, Licensees of Shops/Health Club etc. are regularly monitored for recovery and reconciliation.
- iv) To check that all credit bills are duly supported by signature/authority letter/indent/authorization by guests or CITCO employee.

- v) Amount outstanding against Debtors and Staff are recovered regularly. List of defaulting accounts i.e. outstanding over 30 days be reported in monthly audit report.
- vi) The Trial Balance is prepared on Monthly basis.
- vii) The Audit Report to specifically mention status and detail of reconciliation of following accounts :-
 1. Advance to Employees
 2. Advance from Customers
 3. Security Deposits/EMD etc.
 4. Guest Ledger B/f& C/f
 5. Inter unit reconciliation
 6. Sundry Debtors Control Account
 7. Bills outstanding in Banquet Department
 8. Bill outstanding in Front Office department
- viii) To verify that expenses for the financial year including AMC etc. have been provided for.

E. STATUTORY COMPLIANCES : -

The Internal Auditor is required to specifically mentioned compliance in respect of various laws including TDS, Service Tax, VAT, Excise Duty, TCS, Assessment fees, Lease money etc. clearly stating whether the rates levied are in order and that other related issues of timely deposit including filing of returns in time etc. are being properly observed by the hotels.

II) STORES DEPARTMENT:-

F. AUDIT OF MATERIAL (STORE) ACCOUNTS.

- i) The purchase mode has been accounted for as per purchase bills regarding quantity and quality etc.
- ii) The issues made by various Stores viz. Provision Store/Bar Store/Stationery Store etc. are duly supported by indent & receipt by person receiving the items.
- iii) Checking of updation and proper maintenance of records of the main Provision & Bar store. This would include ensuring proper posting of receipt of materials and issues against indents from kitchen outlets effected by the stores.
- iv) To highlight any item in any store (viz. Provision, Bar, Stationery etc.), which is in excess of requirement or which is getting spoilt or whose expiry is nearing or any item which is unfit for consumption.

G. STOCK VERIFICATION : -

- i) Stock verifications of physical balance of Linen, Crockery, Cutlery, provision Store, Bar Store etc. atleast once a quarter be done to identify slow moving items etc.
- ii) To check that outlets like Restaurant etc. are maintaining proper sub stocks registers for Crockery/Cutlery etc.

III. F&B AND OTHER OUTLETS :-

H. BANQUETS

To check the daily banquet billing for verifying the rate etc. Ensure that credit is allowed against proper authorization of the Head

Office/Hotel and to verify that Advances have been properly adjusted on the respective bills.

I. RESTAURANTS/COFFEE SHOP/BAR/ROOM SERVICE

To check the daily billing of all outlets for verifying that the rates, taxes etc. charged are as per policy/rules. To check that discount is given against proper authorization and/or to the eligible card holders.

J. FRONT OFFICE

- a) To check the daily room billing for verifying the rate etc as per pax and to check that credit is allowed against proper authorization of the Head Office/Hotel and to verify that Advances have been properly adjusted on the respective bills.
- b) To check that the discount is given against proper authorization and/or to the eligible card holders.
- c) To check accounting for extra beds.
- d) To check that physical cash balance at Reception/Front Office is as per book balance.
- e) The details of the Night Audit procedure be followed as per details at Annexure-I.

ANNEXURE –I

DETAIL OF NIGHT AUDIT IN HOTEL (FRONT OFFICE & POINT OF SALES) NIGHT AUDITING PROCEDURE

Step 1

All registrations for the day recorded in the System (check-ins and Walk-ins) to be verified by checking the following reports:-

a. Occupancy Statistics

Today's Arrivals

These two reports must be cross-verified with Witney (or Shanon) slips or with the House Keeper's House count report. If there is any discrepancy in occupancy count, actual tariff charged or complimentary, the house count must be corrected by modifying Guest Information such as Guest type, using the 'Change Guest Info' option. Tariff charged can be corrected by re-posting the correct tariff for the incorrect cases alone.

Step 2

All the Point-Of-Sale units have to close operations for the day by exiting from the KOT screen and re-enter the same from the menu with the subsequent date. If there are any bills pending in the POS, the same should be settled in one of the valid settlement modes (except Bill-on-Hold). This is a compulsory step to be carried out to ensure correctness of the Night Audit report.

Step 3

All Checkouts for the day must be verified by checking the following reports:-

- a. Pending Bills for the day.
- b. Today's Checkouts

All pending Front Office bills for the day should be settled in a valid settlement mode. Settlement may not be possible if there is a posting made to that folio or some entry contained in the bill has been updated. In such a case, User has to reprint the bill and settle the same. Any Bill i.e. settled in Bill-on-Hold mode be re-settled in a valid settlement mode. Any unauthorized credit extended be highlighted in the daily audit report.

Amounts that are collected against Checkouts should be tallied with the actual Bills printed using the corresponding reports namely Today's Checkouts and Bill summary (FO)

NIGHT AUDITING PROCEDURE

Step 4

Rooms that are on a Plan and the Amount that has to be posted as Plan Amount has to be checked. The pax count also has to be checked. Guest Type assigned to Complimentary and House Guests has to be double-checked. This is important as it affects Posting of Tariff and Plan.

Step 5

Room wise Telephone charges report must be checked to ensure posting of Telephone charges to the respective Rooms. This will also help the User to give details of Telephone calls made by the Guest/Customer (if required). This report must be printed before using the Post Tariff option.

Post Plan (using the 'all' Option) and Post Tariff (using the 'all' Option) have to be carried out. Telephone charges are consolidated for each Room and posted for all the Rooms by the Post tariff option. After Posting these charges, Occupancy Statistics has to be printed and re-checked. In case of any discrepancy the auditor will have to repeat Steps 1 through 5.

Step 6

(It is advisable to complete the above steps, namely Step 1 to Step 5 by 1.30 a.m. If the above process starts just after zero hour it can be completed within one to two hours). It must be ensured that all POS Users closed their accounting day before mid-night before starting the next day. Restaurant Cashiers should have settled all Bills in valid settlement modes, printed the Sales daybook and Settlement summary and handed over the reports to the Night Auditor.

The Night Auditor should tally the Sales and Settlement summaries of all the Restaurants and sessions with the POS query – 'Settlement summary'. All pending bills for the day must be settled, if any discrepancy is found, it should be settled and corrected. All bills under Bill-on-Hold must be settled if any discrepancy is found; it should be settled and corrected. All bills under Bill-on-Hold must be resettled in valid settlement mode.

NIGHT AUDITING PROCEDURE

Step 7

The bills from Non-computerized Outlets affecting any Guest Folio – for example Laundry, Taxi, etc – must be entered at this stage using the Post Charges option in the Cashier's menu. These entries must be verified by printing the 'Entries Posted at FO report. All the debit and credit entries from the Non-computerized

Outlets, that is, sales and collections, must be entered using the Post sales Summary option in the Auditor's menu.

If there are any manual bills assigned to Guests from any of the Computerized Outlets, which is also linked to the Front Office, then such entries have to be entered using the 'Post Charges' option. These entries will appear against the Outlets as 'posted at FOM'. These entries must be correctly Grouped using the same option.

Step 8

User has to then operate the following menu options as a mandatory step- Create Night balance, Create Night Audit, and finally, Open Newday in the same order mentioned here.

Printing the Guest Ledger balance report after the 'Create Night balance' option will help the User to ensure the correct posting of all charges for the Guests.

Step 9

User has to print the following reports as a mandatory step, which must be checked by the night auditors:-

1. Room Tax for the Day
2. Guest ledger Balance report
3. Sales day book
4. Night Audit summary report
5. Flash report

TALLYING OF REPORTS

It is very important that the following reports are properly tallied – Guest Ledger Balance (GLB) summary and Settlement summaries of all outlets. The Revenue Code total of the GLB report should be tallied with the sum total of the Guest credits from all the outlets. This is to ensure that the settlements to all the Guests are accounted for in the respect Guest Folios at the Front Desk.

NOTE:

If bills are posted at the Front Desk, for computerized Outlets alone, the same amount is automatically transferred to the respective outlets as Posted-at-FOM on the Debit side and added to the Guest Credits to balance it. Any discount given at the Front Desk is handled in the same manner.

The tariff amount, printed in Guest Ledger Balance should be tallied with the Tariff collected amount in the Occupancy Statistics report. The plant amount posted also has to be cross verified in a similar fashion. The total of phone call amounts must be tallied with the Phone amount total of GLB.

In case of variance in the Night Audit report, the following procedure can be used to locate the difference.

Print the Daybook in the outlet sequence. Ensure the following: -

- i) The total debit tallies with the total credit for each outlet including FOM and Miscellaneous Sales.
- ii) Total Sales figure against each outlet tallies with the Sales and Settlement summary report printed using the POS module at the Outlets.
- iii) Guest credits from each outlets with the figure for that outlet in FOM.
- iv) Total against each revenue code from the GLB report summary, tallies with the same in FOM.
- v) Brought forward and carried forward figures in FOM tallies with the same in the GLB report.

After locating the area causing the difference, audit must go to the detailed report containing the same and browse through it to locate the entry causing the difference. Here, the GLB report can be used to check each individual entry.

TALLYING OF REPORTS

Following is a brief description of the data flow from other systems to the Audit system, which is required for further analysis.

All menu items in the POS have a Group code attributed to them. These Groups are clubbed into Sales Groups using a parameter option (in the POS module), which is mandatory step. The Sales Groups are printed in the Sales summary of POS. The same Sales Groups are used to accumulate data for POS and posted to the Audit files. User should ensure that all the Sales Groups are added in the appropriate columns in Night Audit report. Definition of the Night Audit report using the parameter is hence to be carried out with great care. Any item missed out in the POS Grouping or any POS Group missed out in the Sales Group or under any Audit Group code will not be accumulated in the Night Audit (NA) report parameter thus causing a variance.

Similarly, in FOM operations all revenue earning entities are attributed to a Revenue Code or any Audit Group Code directly. All these Codes also must be accumulated in the NA parameter. All entries in Miscellaneous Sales have Revenue Codes attributed to them. Note that the Miscellaneous Income/Expense entries are not to be clubbed into the NA report. They must be outside the purview of the report to get a total. If the definitions are checked as above then the Night Audit report will tally correctly.

Note: While making POS Sales Grouping, it is important to note the following points. Menu Items belonging to any two POS Groups clubbed under the same

item type. If this is set properly, then, the total of the Sales Group printed in the POS Sales Summary report, Night Audit Report, and Costing Report will tally perfectly.

B) SALES DEPOT

1. STEEL DEPOT

- To ensure that the activities at the Sales Depot are being regulated as per the provisions contained in the Sales Policy for the period under Audit.
- Examining the current purchase procedure.
- Verifying the selling rates fixed by the Depot, for various items, D.O. wise based upon established criteria of margin as per Govt. guidelines
- Checking of daily sales bills for verification of rates, interest, total etc.
- Checking of posting of bills in the relevant summary on daily basis with due emphasis on ensuring proper accounting of cash, cheques, credit etc.
- Critically examining the rebates & other allowances being extended by the Sales Depot to SSI units ensuring that the same are in line with the overall approved policy of the Corporation.
- Checking of stock register & verifying the monthly closing balance. If required, physical verification can be got conducted on random basis after seeking prior approval of the MD CITCO.
- Checking and verifying ledger accounts of various SSI units, customers etc. including authenticating receipts/refunds etc. to ensure that the ledger accounts are duly reconciled.
- To comment upon existing system & suggesting improvements.
- Checking of credit allowed to various parties to ensure that credits are extended as per policy and/or valid bank guarantee as mentioned in the Sales Policy.
- Checking of post dated cheque facility account to ensure that the facility is regulated as per CITCO rules and that recovery regarding lodging of cheques in the Bank is being made as per policy.
- Checking and reporting on the outstanding dues as at the month end & checking the same with post dated cheques available with CITCO.
- Checking & reporting on Reconciliation of account of SSI Units and also of the main producers/parties like SAIL etc as maintained at Sales Depot.
- Giving suggestions for ensuring that Depot achieves its target to avail of the benefits offered by main suppliers under MOU etc.
- Checking of interest charged on credit sales from SSI units against Bank Guarantee etc. and otherwise.
- Checking of recovery of dishonored cheques including recovery of penalty/interest thereon.
- Examining the MIS report prepared by the unit.
- Checking & overseeing the computerization effort of the Depot.

2. RIL (IPCL)

- To ensure that the activities at the Sales Depot are being regulated as per the provisions contained in the Sales Policy for the period under Audit.
- Checking of goods received on Consignment and that their onward sale to units is as per RIL policy.
- Checking of monthly memorandum of the accounts prepared by Depot for Commission etc recoverable from RIL.
- Checking of Credit Sales to ensure that the same is effected as per policy and against valid post dated cheques.
- Checking that interest is charged as per the policy from units purchasing goods on credit.

3. **WEIGH BRIDGE**

- Checking of daily bills/receipts issued for weighment including their proper entry in the daily sale summary to ensure that all receipts are properly accounted for and duly deposited with the Accounts Branch.

C) **SAIL CA Yard**

- To check that the bills raised by the Joint Venture Agency on CITCO are as per Financial Arrangement entered into with the agency.
- To check the bills submitted by CITCO to SAIL and its proper receipt there from including TDS, Service Tax etc.
- To check that while releasing payments to the Joint Venture Agency, deductions regarding Security Deposit, TDS, Service Tax etc. are properly accounted for.
- To check the monthly bills raised by CITCO on SAIL including ensuring raising of bills on timely basis.
- To reconcile the payments received from SAIL against bills raised and checking on variance/discrepancies in the receipts.

For this purpose:

- i) You shall depute a team of officials to conduct the work under your supervision.
- ii) You shall offer us suggestions/advice on modification from time to time for improvement in the present system.
- iii) You shall be paid a consolidated professional fee @ Rs. 7500/- ((Rupees Seven Thousand Five Hundred only) + Service Tax per month. TDS on the same shall be deducted as per rules.
- iv) You shall also make good any loss/shortage/recovery arising at a later stage, which in the normal course stands included for verification in your scope of work mentioned above.
- v) You shall provide any such information as may be necessary or desired by the Management for its information.

Please note that:

1. Any discrepancy noticed should be brought to the notice of the GM(Sales Depot) immediately to enable them take corrective action.
2. Monthly audit report will be submitted to the M.D.CITCO by 7th of next month with a copy thereof to G.M. (Sales Depot). Failure to submit report by 7th of the month will attract penalty as may be deemed appropriate by the management.
3. You will be required to be associated with the unit with regard to conduct of physical verification as on 31st March including its valuation.
4. You will also assist the Accounts branch for checking the Balance Sheet, Statement of Profit and Loss etc (Final Accounts) prepared under Revised Schedule VI for Financial Year ending 31st March. For the purpose, you will be expected to take necessary steps to ensure that the said accounts are finalized latest by 30th April.

D) **CHEF 17**

1. Checking the existing indenting system w.r.t. receipts etc.
2. Checking of daily sales from the outlet.
3. Checking of daily sale summary and verifying regular deposit of cash proceeds in Bank/Head office by the unit.
4. Examining Food Costing and Fuel Cost statements etc. prepared by the unit on monthly basis.
5. Examine and intimate the major area of discrepancies by making comparison with past figures and food formula laid down for the purpose.
6. Checking the Imprest and day book maintained at the unit.

7. Regular checking of stores (consumables, Stationery, Crockery etc. to identify slow moving, idle items etc. and also ensuring proper upkeep of stores records.
8. Critically examining the MIS Statement proposed on monthly basis by the unit and giving specific comments on any major expense of revenue head which needs managerial attention.
9. Checking of all records related to Statutory compliances including VAT, Service Tax etc. to ensure that the rate being levied on bills under the various Acts are as per existing norms and that the returns etc. are being prepared and submitted timely with the concerned authorities. The office copy of the Service Tax Return so prepared monthly should be countersigned in verification of it having being checked.
10. Verifying entry of Purchases of Capital Goods including Furniture, Kitchen equipment etc. having being made in the Permanent Stock Register(PSR)
11. Failure to submit report by 15th of the month will attract penalty as may be deemed appropriate by the management

E) TRANSIT LODGE

1. Checking that charges of room tariff in respect of rooms occupied have been levied as per approved rates. This be also reconciled with the Arrival/Departure register maintained at Reception Desk to see that all check outs have been appropriately billed.
2. Checking of totals of the final bills and ensuring its proper posting in the final daily sales summary.
3. Checking of daily sales summary of cash collections/totals/debtors/credit cards, adjustment of advance from customers etc.
4. Checking Attendance Register.
5. Conduct surprise checking to verify that all occupied rooms are duly accounted for in the record prior to room occupancy.
6. Failure to submit report by 15th of the month will attract penalty as may be deemed appropriate by the management

F) UT SECRETARIAT CANTEEN/ROCKGARDEN

1. Checking the existing indenting system w.r.t. receipts etc.
2. Checking of daily sales from various counters at the unit.
3. Checking of daily sale summary and verifying regular and timely deposit of cash proceeds in bank/Head office.
4. Examination of food costing statements and fuel cost statements etc. being prepared by the unit on monthly basis.
5. Intimating the major area of discrepancies by making comparison with Past figures and food formula laid down for the purpose.
6. Checking the imprest and day book maintained at UT SECRETARIAT/ROCKGARDEN w.r.t. actual cash in hand.

7. Critically examining the MIS Statement proposed on monthly basis by the unit and giving specific comments on any major expense of revenue head which needs managerial attention.
8. Checking Attendance Register.
9. Failure to submit report by 15th of the month will attract penalty as may be deemed appropriate by the management.

G) CHEF LAKEVIEW.

1. Checking the existing indenting system w.r.t. receipts etc including updation of Stock records to ensure proper maintenance thereof.
2. Checking of daily sales of all the outlets in the unit including Restaurant, Pub, Fast Food, Banquets, Boating, Shop/Space Rental etc.
3. Checking of daily sale summary with respect to bills raised for the day and timely deposit of entire sale proceeds in Bank/Head office on daily basis. Any discrepancy/short deposit be reported.
4. Checking system of ticketing of Boating section including accounting of security etc. and giving suggestions for improvement thereat.
5. Examination of Food Cost statements including fuel cost etc. being prepared at the unit on monthly basis. Examine the areas of discrepancies by making comparison with past figures/ food formula prescribed for the purpose.
6. Checking the Imprest and Day Book maintained at the unit and also verify cash in hand.
7. Checking of all records related to Statutory compliances including VAT, Service Tax etc. to ensure that the rate being levied on bills under the various Acts are as per existing norms and that the Service Tax Return is being prepared and submitted timely with the concerned authorities. The office copy of the Service Tax Return so prepared should be countersigned in verification of it having being checked.
8. Random checking of physical stocks of Stores, Kitchen, Bar etc. with a view to ensure that the physical balances are in consonance with the Book balances.
9. Verifying/checking proper entry of all Purchases of Capital nature including Furniture, Kitchen Equipment etc. having being made in the Permanent Stock Register(PSR)
10. Ensuring receipt of bills and maintenance of record thereof regarding Electricity, Water etc.
11. Verifying collection of rent/licence money/electricity bills from licencees of various booths/space licensed at the lake.
12. Checking of all records related to Statutory compliances including VAT, Service Tax etc. to ensure that the rate being levied on bills under the various Acts are as per existing norms and that the returns etc. are being prepared and submitted timely with the concerned authorities. The office copy of the Service Tax Return so prepared monthly should be countersigned in verification of it having being checked.
13. Checking Attendance Register.
14. Failure to submit report by 15th of the month will attract penalty as may be deemed appropriate by the management.

CITCO BPCL PETROL PUMP 9, 17, 38 W & IOC PETROL PUMP, SECTOR-56, Raipur Kalan, Hallo Majra Industrial Area, Dhanas.

PETROL PUMPS

1. Checking of daily sale summaries with regard to cash sale and deposit of cash with the Head Office/Bank on daily basis.
2. Checking of daily credit sale summaries with regard to the credit sale to different government departments (at BPCL 9 only) including reconciliation of Sundry Debtors. The Audit Report should include Report on outstanding debts as on last day of the month highlighting debts outstanding for over 3 months.
3. Checking and Reporting on the reconciliation of account of CITCO with M/s BPCL & M/s Indian Oil Corporation Limited to ensure proper accounting of purchases, payments, commission etc. paid/received.
4. Checking of posting of bills/invoices in the prescribed stock registers of MS, HSD, Lubricants etc.
5. Checking of Daily Sale register with regard to quantity and value.
6. Random Checking of cash in hand at various outlets on regular basis.
7. Random Checking of physical stock of fuel etc. at the outlet & comparing the same with physical balances found at the pump. This will enable Audit highlight any discrepancy regarding excessive evaporation beyond norms etc.
8. Checking that all empty drums & all scrap items are being disposed off regularly.
9. Verifying that all dues from shops/space given for.
10. Failure to submit report by 15th of the month will attract penalty as may be deemed appropriate by the management.

STEEL DEPOT

- To ensure that the activities at the Sales Depot are being regulated as per the provisions contained in the Sales Policy for the period under Audit.
- Examining the current purchase procedure.
- Verifying the selling rates fixed by the Depot, for various items, D.O. wise based upon established criteria of margin as per Govt. guidelines
- Checking of daily sales bills for verification of rates, interest, total etc.
- Checking of posting of bills in the relevant summary on daily basis with due emphasis on ensuring proper accounting of cash, cheques, credit etc.
- Critically examining the rebates & other allowances being extended by the Sales Depot to SSI units ensuring that the same are in line with the overall approved policy of the Corporation.
- Checking of stock register & verifying the monthly closing balance. If required, physical verification can be got conducted on random basis after seeking prior approval of the MD CITCO.

- Checking and verifying ledger accounts of various SSI units, customers etc. including authenticating receipts/refunds etc. to ensure that the ledger accounts are duly reconciled.
- To comment upon existing system & suggesting improvements.
- Checking of credit allowed to various parties to ensure that credits are extended as per policy and/or valid bank guarantee as mentioned in the Sales Policy.
- Checking of post dated cheque facility account to ensure that the facility is regulated as per CITCO rules and that recovery regarding lodging of cheques in the Bank is being made as per policy.
- Checking and reporting on the outstanding dues as at the month end & checking the same with post dated cheques available with CITCO.
- Checking & reporting on Reconciliation of account of SSI Units and also of the main producers/parties like SAIL etc as maintained at Sales Depot.
- Giving suggestions for ensuring that Depot achieves its target to avail of the benefits offered by main suppliers under MOU etc.
- Checking of interest charged on credit sales from SSI units against Bank Guarantee etc. and otherwise.
- Checking of recovery of dishonored cheques including recovery of penalty/interest thereon.
- Examining the MIS report prepared by the unit.
- Checking & overseeing the computerization effort of the Depot.

WEIGH BRIDGE

- Checking of daily bills/receipts issued for weighment including their proper entry in the daily sale summary to ensure that all receipts are properly accounted for and duly deposited with the Accounts Branch.

SAIL CA YARD

- To check that the bills raised by the Joint Venture Agency on CITCO are as per Financial Arrangement entered into with the agency.
- To check the bills submitted by CITCO to SAIL and its proper receipt there from including TDS, Service Tax etc.
- To check that while releasing payments to the Joint Venture Agency, deductions regarding Security Deposit, TDS, Service Tax etc. are properly accounted for.
- To check the monthly bills raised by CITCO on SAIL including ensuring raising of bills on timely basis.
- To reconcile the payments received from SAIL against bills raised and checking on variance/discrepancies in the receipts.
 - a) Any discrepancy noticed should be brought to the notice of the GM(Sales Depot) immediately to enable them take corrective action.
 - b) Monthly audit report will be submitted to the M.D.CITCO by 7th of next month with a copy thereof to G.M. (Sales Depot). Failure to submit report by 7th of the month will attract penalty as may be deemed appropriate by the management.
 - c) You will be required to be associated with the unit with regard to conduct of physical verification as on 31st March including its valuation.

- d) You will also assist the Accounts branch for checking the Balance Sheet, Statement of Profit and Loss etc (Final Accounts) prepared under Revised Schedule VI for Financial Year ending 31st March. For the purpose, you will be expected to take necessary steps to ensure that the said accounts are finalized latest by 30th April.

HEAD OFFICE :-

a. CHECKING OF CASH BOOK, DAY VOUCHERS ETC. :-

- i) Cash transactions of the Head Office viz. cash paid and received (including cheques, DD, etc. are promptly correctly and chronologically recorded in the respective Cash Book summarized under prescribed detailed heads of accounts.
- ii) The closing balance are correctly carried forward as Opening balance of the following day.
- iii) The physical balances of cash-in-hand agrees with the book balances are per cash book.
- iv) The Bank Reconciliation Statements in respect of all the bank Accounts are drawn up monthly to ensure that differences between bank and book balances are located and set right. Audit will highlight transactions or Non-adjustment of accounts pending for over two months.
- v) The debit vouchers are raised for dishonored and unrealized cheques returned, relating to parties.
- vi) That all valuable documents including Bank Guarantees etc are kept in safe custody.
- vii) There is no undue retention of heavy cash balances in excess of current requirements.

b. JOURNAL BOOK/DAY VOUCHERS

The audit of journal is intended to ensure checking of all day/journal vouchers including their supporting bills to authenticate the expenditure including posting in the appropriate head of account and to check that :-

- i) various adjustments carried through Journal are duly supported and duly authorized.
- ii) inter unit entries are supported by debit/credit advices
- iii) Journal vouchers are fully signed and authorized by competent authorities.

K) HEALTH CLUB/SHOPS RENTALS :-

To check that rentals from Health Club/Shops/Travel Desk/ATM/Areas given to companies like Oracle/Microsoft etc. are being received in time as per the letter of allotment and that in case of delay etc. interest etc. is being charged as per terms.

III. F&B COSTING

To critically examine Food Cost Statement being prepared at the Hotel and highlight major areas of discrepancy by making comparison with past figures, industry norms etc.

IV. HOUSEKEEPING :-

To check the record relating to stock, stores, extra bed, linen, complementary served in room etc. to ensure that these are as per policy/norms.

V IMPORTANT REPORTING

In the Monthly Audit Report, a report on the reconciliation & details of the following accounts should compulsorily be submitted:-

1. **Advance from customers:** A list of detail of such advances outstanding as on the last date of the month shall form part of the Report.
2. **Advance to suppliers:** A list of detail of such advances outstanding as on the last date of the month shall form part of the Report.
3. Report to the effect that **Sundry Debtors Control Account is matching/ reconciled with ACR Trial.** Efforts are made to ensure that variances are rectified before submission of monthly report.
4. Debtors including shops, travel agents etc: A list of **detail of all debtors** outstanding as on the last date of the month shall form part of the Report.
5. **Advance to employees** including Staff recoveries: A list of detail of such advances/recovery outstanding for over 2 months should form part of the Report.
6. Report to the effect that **TDS** has been correctly deducted on payments and duly deposited with the concerned authorities in the prescribed time limit.
7. To verify that all received on account of deductions are complete in all respects and contain proper details.
8. **Guest Ledger B/f&C/f A/c:** A list of detail of same shall form part of the Report.
9. Proper **Accounting for sale of scrap/assets** etc.
10. **Checking of VAT, Service Tax** and other Statutory Liabilities with regard to the legal provisions including timely deposit thereof.
11. **Checking of bills** viz. bill of Telephone, Laundry, Travel Agent Commissions, etc. to see that these are in order.
12. Check that in case of any auction of unserviceable items, the accounting for **calculating Written Down Value (WDV)** etc. done properly and that Profit/Loss on sale of asset is properly calculated & accounted for.
13. **Check that Permanent Stock Register (PSR)** is properly maintained at the hotel and a record of the same is made in the Accounts Branch in a separate register and that entry for all new assets are properly made there in.
14. Check that consumption of linen and breakage of crockery, cutlery etc. are as per norms.
15. Failure to submit report by 15th of the month will attract penalty as may be deemed appropriate by the management

VI. MIS REPORTING

MIS report prepared by unit be examined & verified.

VII. CONDUCT OF ANNUAL PHYSICAL VERIFICATION:-

To supervise and conduct Annual Physical Verification of all stores including Provision, Bar, Kitchen, Crockery and Cutlery, Linen, Stationery, Maintenance etc. on 31st March of the Financial Year (31.03.2011) including valuation thereof.

VIII) CHECKING OF ANNUAL ACCOUNTS:-

To supervise and check Annual Accounts prepared by the unit with regard to reconciliations and compliances including accounting/providing of all expenses etc. in a way that the Final Accounts of the unit for the year ending 31st March are finalized and submitted to Head Office by 30th April.