JNJ Experts

BUSINESS MANAGEMENT CONSULTANTS

INTERNAL AUDIT · HOTELS & RESORTS

Every Room, Every Bottle, Every Rupee, Accounted For.

An expert-led, department-wise monthly internal audit built for hotels and resorts, to stop revenue leakage, tighten control and keep every property audit-ready.

20+
Hospitality clients

12
Locations served

3
States: Kerala, Karnataka, Tamil Nadu

TALK TO US
+91 90612 22210
audit@jnjexperts.com

KOCHI · KERALA
www.jnjexperts.com

01 WHO WE ARE

Financial clarity for the hospitality business

JNJ Experts is a professionally managed financial consultancy specialising in bookkeeping, accounting, internal audit and business advisory, with a focused practice in the hospitality sector. We bring deep operational understanding of bar audits, hotel and resort management and food & beverage controls, serving clients across Kerala, Karnataka and Tamil Nadu.

Our **monthly internal audit** is designed specifically for hotel and resort operations: a structured, department-wise framework that ensures financial accuracy, operational control and statutory compliance across every revenue and support function.

> We go far beyond a compliance exercise, combining expert precision with practical operational understanding to deliver real business value.

OUR AUDIT HELPS MANAGEMENT

1
Stop revenue leakage
Detect and eliminate leakages across rooms, bar, F&B and ancillary income.

2
Tighten internal controls
Strengthen department-level controls, from POS reconciliation to vendor payments.

3
Stay fully compliant
Ensure GST, TDS, TOT and excise obligations are met on time, without penalties.

4
Decide with confidence
Get reliable, timely, management-ready reports to back every decision.

02 WHY IT MATTERS

Why your property needs this audit

Hotels and resorts run on many revenue streams, each with its own cost structure, compliance load and fraud exposure. Without a structured internal audit:

- Revenue leakages go undetected across POS, OTA and cash transactions.
- Department-level profitability stays unclear, limiting pricing and cost decisions.
- GST, TDS and statutory obligations are prone to errors and penalties.
- Vendor fraud, payroll manipulation and inventory theft remain unaddressed.
- Management lacks timely, reliable financial data for strategic decisions.

03 HOW IT WORKS

One structured cycle, every month

Every engagement follows the same disciplined rhythm, so owners know exactly what is checked and when the report arrives.

1 **Department-wise audit** — Monthly
Liquor, soft drinks, rooms and food: closing stock, item-wise GP ratios, tariffs and expense grouping.

2 **General reconciliations** — Monthly
GST, TOT, TDS, bank and payment gateways, POS, travel agents and food delivery platforms.

3 **Risk & control review** — Monthly
Nine hospitality risk areas tested, each paired with practical, enforceable controls.

4 **Monthly audit report** — By the 10th
Department-wise GP and net profit, key findings, recommendations and priority actions.

5 **Quarterly consolidated review** — Within 15 days
Rolling 3-month view of trends, recurring findings and strategic observations.

COVERAGE AT A GLANCE

Rooms · Bar & liquor · Food & beverage · Soft drinks · GST · TDS · TOT · Excise · OTA & travel agents · Swiggy & Zomato · Payroll · Purchases · Cash & bank · IT systems

WHAT YOU RECEIVE

Monthly internal audit report
Department-wise GP and net profit, key findings, recommendations, variance and reconciliation summaries.

Monthly financial statement draft
Department-wise profitability summary with supporting schedules.

Management review notes
Compliance issues, control gaps and priority action items for management attention.

Quarterly consolidated report
Rolling 3-month summary of financial and operational insights for strategic review.

WHAT WE AUDIT

04 Department by department

Each revenue department is audited on its own, so you see exactly where profit is made and where it is lost.

Liquor sales

- Cross-check the liquor price list against the sales report
- Verify item-wise gross-profit (GP) ratios
- Group direct liquor-related expenses correctly
- Re-verify monthly closing stock

Soda & soft drinks

- Re-verify monthly closing stock of soda and soft drinks
- Review consumption and variance against sales to detect wastage

Room sales

- Verify room sales against tariffs and occupancy records
- Reconcile travel-agent sales with extranet portals and ledgers
- Reconcile agent commissions, TDS and TCS
- Re-verify housekeeping and guest-supply stock

Food sales

- Re-verify closing stock of kitchen and housekeeping items
- Reclassify direct food-related expenses for proper grouping
- Review food cost and GP ratio against standard benchmarks

EVERY MONTH, AS STANDARD

05 Nine reconciliations

GST

Returns checked; input and output matched with sales and purchase ledgers.

TOT

Correctness of turnover-tax reporting verified, where applicable.

TDS

Deductions, payments and returns reviewed for compliance.

Bank & gateways

All bank accounts, PhonePe, BharatPe and card settlements matched with Tally.

POS

POS settlements verified against the corresponding bank receipts.

Expense vouching

Vouchers checked for authenticity, approvals and classification.

Travel agent & OTA

Commission, settlements and TDS/TCS; extranet matched with PMS and ledgers.

Food delivery platforms

Zomato and Swiggy settlements matched to POS; commission and GST checked.

Other reconciliations

Advance deposits, credit notes, intercompany and property-specific items.

RISK & CONTROL

06 Every risk, paired with a control

We test nine critical risk areas of hospitality operations and pair each with practical, enforceable controls.

Revenue leakage	
✕ Cash/UPI collected but not recorded	✓ Daily POS vs accounting reconciliation
✕ Discount and void misuse	✓ Approval workflow for discounts & voids
✕ Sales posted to wrong ledger	✓ PMS–POS–accounting integration

Bar & liquor	
✕ Bottle refilling or substitution	✓ Daily peg-wise consumption vs sales
✕ Over-pouring or free pouring	✓ Recipe standardisation
✕ Wrong excise register	✓ Excise register reconciliation

Purchase & vendors	
✕ Inflated purchase bills	✓ 3-way match: PO–GRN–invoice
✕ Fake or duplicate vendors	✓ Vendor master approval
✕ Duplicate payments	✓ Periodic vendor-ledger confirmation

Travel agent / OTA	
✕ Wrong commission calculation	✓ Monthly OTA reconciliation
✕ Extranet vs PMS mismatch	✓ Agent-wise ledger mapping
✕ Unreconciled OTA deductions	✓ Commission approval matrix

Cash & bank	
✕ Delayed bank deposits	✓ Daily cash-deposit rule
✕ Personal UPI usage	✓ Official QR/UPI only
✕ Unapproved refunds	✓ Refund approval workflow

Payroll	
✕ Ghost employees	✓ Biometric integration with payroll
✕ Overtime manipulation	✓ Attendance vs payroll verification
✕ Cash-salary inflation	✓ Employee master approval

GST & statutory	
✕ Wrong GST rate	✓ GST classification matrix
✕ ITC mismatch	✓ Monthly return reconciliation
✕ TCS/TDS non-compliance	✓ TDS vendor mapping & tracking

Expense control	
✕ Personal expenses booked	✓ Budget vs actual monthly review
✕ Inflated maintenance claims	✓ Expense approval matrix
✕ CAPEX booked as OPEX	✓ Asset-register maintenance

IT systems	
✕ PMS back-dated entries	✓ Role-based access control
✕ Reports edited without trail	✓ Audit trail on all systems
✕ Unauthorised data deletion	✓ Daily backup and change-log review

Controls are recommended to fit each property's systems, staff strength and existing processes. Every finding is reported with a clear owner and a recommended action.

07 OUR FOOTPRINT

Trusted across South India

We serve hotel and hospitality clients across Kerala, Karnataka and Tamil Nadu, with our strongest presence in Central Kerala.

20+	12	3	10th
Hospitality clients	Locations	States	Monthly report delivered by

Kerala
10 locations, strongest in Central Kerala

Karnataka
Bengaluru

Tamil Nadu
Chennai

08 WHY JNJ EXPERTS

Built for hospitality

Hospitality-focused expertise
Hotel PMS, POS, OTA reconciliation, excise compliance and department-wise accounting.

CA-reviewed audits
Every audit is supervised by a qualified Chartered Accountant.

Practical risk controls
Actionable controls tailored to your operational reality, not just a list of risks.

Management-ready reports
Clear, concise deliverables for owners and management, not just compliance filing.

Let's build an audit-ready property.

Every engagement is customised to your property. Talk to us for a free discussion and a tailored proposal.

Nijil Raj PK · Managing Partner
+91 90612 22210
audit@jnjexperts.com
www.jnjexperts.com