

**Suggestions and Implementation****2.SCOPE OF INTERNAL AUDIT**

To verify the Accounting Transactions with required documents

To Verify the Internal Control Mechanism of the College

To suggest changes if any required

To ensure that the Relevant rules and laws are being complied with.

**3.BOOKS&DOCUMENTS VERIFIED FROM 01.01.23 TO 31.03.23**

Books and records Verified 100%:

Cash & Bank Books

Bank Statements

Soft mode Daily fees Registers

Soft copy of Ledger account

Bills & Vouchers

Fees Remittance challans & Advises

**4. REPORTING& SUGGESTIONS**

Documents attached

:Receipts and Payment for audited accounts all units for the Year ended 31.03.2023.

Fees Reconciliation statements as on 31.03.2023.

OBSERVATIONS	SUGGESTIONS
<b><u>RECEIPTS &amp; INCOME</u></b>	
<b><u>FEES INCOME</u></b>	<b><u>SUGGESTIONS</u></b>
Total fees for the year 2022-23 was Rs.1866.30/- lakhs. Whereas Rs.1936.28/- lakhs were received up to 31.03.2023 leaving an excess of Rs.69.98/- lakhs received to be reconciled.	The fees received in excess to be verified with reference to the due for earlier years or for future period.
Online and collection are being monitored and reconciled regularly. However a considerable portion of online receipts could not be linked to students for want of payment links	Fees can be accounted year wise to know the exact position of yearly fees.
Fees received through NEFT were reconciled.	A special counter may be opened in office to collect the fees payment link after the due date for fee receipts to credit the fees in students account in time.



<p><b>ACCOUNTING</b></p> <p>Though the major accounts are upto date, departmental accounts were delayed by the persons maintaining them leading to the delay in submission of this report.</p>	<p>The accounting of transactions to be up to date and the books must be ready for verification on every day end. Cash to be closed daily and denomination of cash balance to be maintained.</p>
<p><b>TRASERS WITHIN THE ACCOUNTS</b></p> <p>Reconciliation of inter account transfers were being done quarterly.</p>	<p>The inter account transfer entries to be made simultaneously then and there to avoid differences.</p>
<p><b>SCHOLARSHIP RECEIPTS</b></p> <p>There were two types of scholarship 1.Bishop Delany scholarship 2.Other scholarship. Money received in Bishop Delany scholarship a/c was Rs.1.95 lakhs and under others were Rs.15.39 lakhs whereas total scholarship disbursed were Rs.24.10/- Lakhs. Whether the excess Rs.6.76/-Lakhs to be born by the college or to be received not known.</p>	<p>A Separate scholarship registers under various schemes may be maintained with the details of the sponsors and purpose.</p> <p>The disbursement after approval to be marked in the register and the same to be balanced to know whether all the money were disbursed or any money disbursed in advance.</p>
<p><b>TREASURY MANAGERMENTS</b></p> <p><b>CASH ACCOUNT</b></p> <p>Vouchers are arranged. However Cash transactions are not accounted on daily basis and Denomination Register not maintained for daily closure of cash balances.</p> <p>Cash in hand Rs.27,771/-in College Gen A/c, Rs.2,01,533/- in departmental accounts and Rs.88,828/- in other accounts as at 31.03.2023. Over all Cash balance Rs.3.18 Lakhs</p>	<p>Cash book to be balanced every day and printed on daily basis with tallying cash balance with Denomination of actual cash on hand.</p> <p>In case the balances are not tallied daily the facility in tally can be used. Tally has the facility to show daily balances the same to be viewed and ensure no negative balance on any day.</p>

<p><b><u>BUDGET</u></b></p> <p>The college handles heavy funds the college is not having monthly/quarterly Budget to handle the cash / funds.</p>	<p>It is suggested to have Monthly cash &amp; funds budget at macro and micro levels and the same may be compared with actuals to see and control the funds.</p>
<p><b><u>BANK ACCOUNT</u></b></p> <p>The College Maintains 26( Twenty Six ) Accounts.</p> <p>The balance maintained as at 31.03.2023 at HDFC Chennai Rs.93.25 Lakhs &amp; at Union Bank of India Rs.73.09 Lakhs.The Balance maintained at Departmental and other accounts as at 31.03.2023 was Rs.48.21/- lakhs. Overall bank balance Rs.214.55 Lakhs. Funds in Term Deposits as at 31.03.2023 were Rs.663.51 Lakhs.</p>	<p>The Number of accounts may be reduced to 4 from 26 and all the department account may be handled from one account in HDFC and One account from UBI same way all college account can be handled one from UBI and one from HDFC. All other accounts may be merged in operating accounts.</p> <p>Excepting the Fund required for next 90 Days the balance funds may be deposited in Fixed deposits to earn more interest.</p>
<p><b><u>ADVANCES</u></b></p> <p>1.Advances for assets and major expenses given and pending up to the quarter ending 31.03.2023 are.</p> <p>a.Amly Tour and Travels Rs.3,54,152/-</p> <p>b.KewalEnergy Solutions Rs.16,62,500/-</p> <p>c.Vinodh enterprises Rs.6,96,970/-</p>	<p><b><u>SUGGESTIONS</u></b></p> <p><u>Weekly review of pending advances with the contractor may help clearing the advances at the earliest.</u></p> <p>Out of Outstanding advance of Rs.5.27 Lakhs as on 01.04.2022 Rs.1.50 Lakhs Recovered from Amly tours during the year. Steps may be taken to recover back the amount because the tours were cancelled due to Covid 19 lockdown. The pending is more than two years. The same party doing business with other group institution in the same compound, the recovery is much easy.</p>



<b><u>FIXED ASSETS</u></b> Assets purchased during the year ended 31.03.2023 in college main a/c Rs.148.02 Lakhs.( Excluding Ravulapalam A/c.) Fixed Assets Register not updated	Fixed Assets Register to be updated certification may be obtained from the concerned to ensure the quality of assets purchased or installed.
<b><u>TDS &amp; it's Payments to Government .</u></b> The practice of depositing the Tax Deducted at source at the beginning of the subsequent quarter is changed and the TDS are paid in the subsequent months. Intimation sent by the Traces( IT TDS Department) were not monitored till date.	<b><u>SUGGESTIONS</u></b> A separate Register for recoveries ( either Hard or Soft Copy maintained to be and Monitored for Payment in due dates. Traces website to be verified at frequent intervals.

Major Expenses and Income of the college Gen A/c upto 31.03.2023

**Major expenses of the year ( College account alone)**

	(Rs.in Lacs)
Employee Expenses	827.82
Repairs and Renovations	128.51
University Affiliation & Others	87.24
Electricity& Electrical maint	19.41
Certificate course	8.12
Functions & celebrations	18.26
Sports & Games	9.64
Corporation Taxes	102.04
Contributions	366.00
Assets Purchased	148.02
Other expenses	118.41
<b>Total</b>	<b>1833.47</b>
<b>INCOME</b>	
Fees Received	1979.27
F D Interest	19.10
	<b>1,998.37</b>
<b>Surplus</b>	<b>164.90</b>



#### 5. INTERNAL CONTROL

Though proper internal control system exists in the College, documented daily reporting system to the Director may strengthening the internal control and help in follow up of pending matters.

Vouchers for Online payments to be approved by Authorised Signatories before being paid and other payments at the time of payments to add value to the existing system, because the cheque payments are made by the authorised signatories whereas the online payments are not directly done by authorised Signatories.

#### 6. LAWS AND REGULATIONS FOLLOWED BY THE COLLEGE

##### TDS On Salary

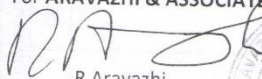
No proportionate month wise ITDS deduction is made from Salary Payment. All the Tax deductible at source from Salary were deducted only in the last quarter which may invite some problem from Income Tax Department.

In respect of others ITDS they were regularly deduced and remitted.

Online verification of default status of various years were not verified for long. This is to be followed very quarter to ensure there is no defaults

Thanks & Regards

For ARAVAZHI & ASSOCIATES



R Aravazhi  
Proprietor

