



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 01.01.25 TO 31.03.25

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 of all units for the Year ended 31.03.2025.
Fees Reconciliation statements as on 31.03.2025.

OBSERVATIONS	SUGGESTIONS
<u>RECEIPTS & INCOME</u> <u>FEES INCOME</u> As per College information Total fees for the year 2024-25 was Rs.1812.29/- lakhs. Whereas Rs.1882.71/- lakhs were received up to 31.03.2025 leaving a Surplus of Rs.70.41/- lakhs. Online and collection are being monitored and reconciled regularly. However a small portion of online receipts pending for want of payment links from Students. Fees received through NEFT were reconciled.	<u>SUGGESTIONS</u> The fees surplus received may be due to Collection of future fee from some students or relating to other period to be reconciled. Fees can be accounted year wise to know the exact position of yearly fees. A periodical report for unlinked receipts to be prepared and monitored.



<u>ACCOUNTING</u> Advance for Expenses on 27.02.2024 Rs.3,63,520/ made to M/s Firstline infotech P Ltd. And Rs.67,752/-to Mr Arafat Shurfuddin are pending for more than 60 days. Rs.14.45 lakhs towards Staff toilet construction and Rs.12.65 lakhs towards Alco Panel work including GST were paid to Shri Shelters in March 2025 for which bill awaited as on date of audit.	Advances to be followed up periodically for supply of goods and services.
<u>SCHOLARSHIP RECEIPTS & DISBURSEMENTS.</u> There were two types of scholarship 1.Bishop Delany scholarship 2.Other scholarship. Money Paid in Bishop Delany scholarship a/c was Rs5.50 lakhs. The entire amount met from Bishop Delany scholarship funds. Rs.2.24/- lakhs received from other scholarship and disbursements were Rs.4.96 Lakhs.	A Separate scholarship registers under various schemes may be maintained with the details of the sponsors and purpose. 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.
<u>TREASURY MANAGERMENTS</u> <u>CASH ACCOUNT</u> Vouchers are arranged. However Cash transactions are not accounted on daily basis and Denomination Register not maintained for daily closure of cash balances. Cash in hand Rs.684/-in College Gen A/c, Rs.54,343/- in departmental accounts and Rs.1,42,483/- in other accounts as at 31.03.2025. Over all Cash balance Rs.1.98 Lakhs	Cash book to be balanced every day and printed on daily basis with tallying cash balance with Denomination of actual cash on hand. In case the balances are not tallied daily the facility in tally software can be used. Tally has the facility to show daily balances the same to be viewed and ensure no negative balance on any day.



BUDGET The college handles heavy funds the college is not yet implemented monthly/quarterly Budget and it's comparison with actuals to handle the cash / funds.	It is suggested to have Monthly cash & funds budget at macro and micro levels and the same may be compared with actuals to see and control the funds.
BANK ACCOUNT The College Maintains 24(Twenty Four) Bank Accounts. The balance maintained as at 31.03.2025 at HDFC Chennai Rs.197.63 Lakhs & at Union Bank of India Rs.76.75 Lakhs. Overall bank balance Rs.274.38 Lakhs. Funds in Term Deposits as at 31.03.2025 were Rs.473.20 Lakhs.	The Number of accounts may be reduced to 4 from 24 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. Funds required for next 30 Days may be kept in the bank account and the balance funds may be deposited in Fixed deposits/short term deposits under swift system or otherwise with the existing bankers to earn more interest.
ADVANCES & PREPAID EXPENSES 1.Advances for assets and major expenses given and pending up to the Year ending 31.03.2025 are. a. M/s Firstline infotech P Ltd. Rs.3,63,520/- Expenses like Mediclaim premium for staff and internet charges related to financial year 2025-26 accounted as current year expenses	SUGGESTIONS Weekly review of pending advances with the contractor may help clearing the advances at the earliest. Expenses relates to 2025-26 may be transferred to Prepaid Expenses.





<u>FIXED ASSETS</u> Assets purchased during the year ended 31.03.2025 in college main a/c Rs.153.65 Lakhs. Fixed Assets Register not maintained in the prescribed formate.	Fixed Assets Register to be updated certification may be obtained from the concerned to ensure the quality of assets purchased or installed.
<u>TDS & it's Payments to Government .</u> TDS are paid in the subsequent months/within the months in some cases. Intimation sent by the Traces(IT TDS Department) were monitored and all pending defaults were attended during the quarter.	<u>SUGGESTIONS</u> Traces website to be verified as at present and any pending issues to be cleared then and there to avoid huge accumulation and notices

Major Expenses and Income of the college Gen A/c upto 31.03.2024

Major expenses of the year (College account alone)

	(Rs.in Lacs)	
	31.03.2025	31.03.2024
Employee Expenses	953.08	849.64
Repairs and Renovations	121.27	74.59
University Affiliation & Others	77.76	87.13
Electricity& Electrical maint	28.45	20.06
Certificate course	2.92	7.50
Functions & celebrations	23.85	10.21
Sports & Games	7.01	4.89
Corporation Taxes	38.01	24.07
Contributions	634.00	320.00
Assets Purchased	153.65	91.87
Other expenses	87.36	358.00
Total	2,127.36	1847.96
INCOME		
Fees Received	1,887.18	1,756.35
F D Interest	45.13	36.25
	1,932.31	1,792.60
Surplus / (Deficit)	(195.05)	(55,36)



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 at least one of the 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**

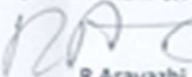
No proportionate month wise ITDS deduction is made from Salary Payment. All the Tax deductible at source from Salary were deducted only in the last quarter which may invite some problem from Income Tax Department.

In respect of others ITDS they were regularly deduced and remitted. Till date the e-filing of TDS returns for the quarter ended 31.03.2025 were not filed, however the due date for filing the quarterly TDS Returns for the quarter in on 31.05.2025.

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

