

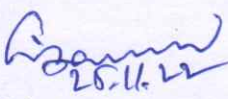
**AUDIT REPORT (INTERNAL) ON THE ACCOUNTS OF N.N. SAIKIA
COLLEGE, TITABAR OF JORHAT DISTRICT FOR THE PERIOD
FROM 01-04-2019 TO 31-03-2020**


1. INTRODUCTION : The Accounts of N.N. Saikia College, Titabar of Jorhat District for the period from 01-04-2019 to 31-03-2020 have been checked & audited by the undersigned on the basis of following Accounts, Records produced during the course of audit.

- (1) Fees Collection Records
- (2) Cash Books (General/UGC/ Other funds)
- (3) Bank Pass Books of respective funds
- (4) Govt. Grant Register
- (5) Assests Register
- (6) Supported Bill/Vouchers etc.
- (7) Any other Records relat.d to audit purpose

2. INCUMBENCY : The office of the Principal & Secretary of the Institution was held by Dr. Litool Baruah who is also act as Drawing & Disbursing Officer as an Administrative Head of the College.

3. DISCLAIMER STATEMENT : The Audit Report (Internal) has been prepared on the basis of Accounts Record submitted by the Accounting authority on behalf of the Principal of N.N.Saikia College, Titabar. The Internal Auditor disclaims any responsibility for any mis-information or non-furnishing of information on the part of auditee.


Principal
N.N. Saikia College
Titabar

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(L.F.) Assam

4. **GOVT GRANT /FUND ETC.:** During the period covered by the audit the institution was in receipt of few Govt. Grant/Fund etc as ascertained from the available Records produced during the course of audit. The detailed of Govt/Fund etc. was shown below:-

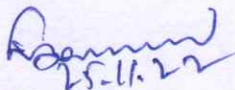
SI No.	Sanction No. & Date	Purpose	Amount	Date of Receipt	Remarks
1	2	3	4	5	6
1	By Bank Transfer	Excursion	1,00,000.00	03/04/2019	
2	-As above-	Govt. Fund	1,93,609.00	03/04/2019	
3	-As above-	RMSA (Toilet)	23,068.00	18/07/2019	
4	-As above-	Other receipt	1200.00	22/07/2019	
5	-As above-	Girls' Common Room	1,00,000.00	16/10/2019	
6	-As above-	Science Grant	2,40,000.00	31/03/2020	

5. **TUITION FEES (GOVT.):** During the period covered by this audit the Institution was remitted Rs. 3,92,280.00 as tuition fees (70%) to the Govt. as detailed below: on 30/10/2019.


SI No.	Year	Amount	Remarks
1	2018-19	Rs. 141036.00	
2	2019-20	Rs. 251244.00	
	Grand Total	Rs. 392280.00	

6. **FUND POSITION :-** The position of fund alongwith the Receipt & Payment Account in respect of General/UGC & other subsidiary funds for the period from 01-04-2019 to 31-03-2020 was shown below as consolidated manner.

SI. No	NAME OF FUND	PERIOD	OPPENING BALANCE	RECEIPTS	BANK INTT.	TOTAL RECEIPT	EXPENDITURE	CLOSING BALANCE
1	GENERAL FUND	2019-20	1216495.24	7027967.00	75290.00	8319752.24	4011061.50	4308690.74
2	EXAM. FUND	2019-20	402872.03	Nil	5690.00	408562.03	399497.00	9065.03
3	UGC FUND	2019-20	301527.26	21000.00	6717.00	329244.26	232454.72	96789.54
4	STUDENT UNION FUND	2019-20	7491.53	514750.00	2421.00	524662.53	466170.00	58492.53
5	LABORATORY FUND	2019-20	554776.68	Nil	15910.00	570686.68	328499.50	242187.18
6	LIBRARY FUND	2019-20	225847.67	96000.00	5675.00	327522.67	206994.00	120528.67
7	STUDENT AID FUND	2019-20	116576.27	Nil	3717.00	120293.27	12265.50	108027.77
8	DEVELOPMENT FUND	2019-20	1083181.65	Nil	28415.00	1111596.65	765516.00	346080.65
9	CAUTION MONEY	2019-20	676867.10	Nil	15296.00	692163.10	618989.00	73174.10
10	SCOUT & GUIDE FUND	2019-20	38122.00	Nil	1173.00	39295.00	14221.00	25074.00
11	GIRLS' HOSTEL FUND	2019-20	132950.91	288400.00	3699.00	425049.91	372517.50	52532.41


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7. CLOSING BALANCE : The Closing Balance of the General/UGC and other Subsidiary Funds as per respective Cash Book & Bank Pass Book on on 31/03/2020 was as follows:

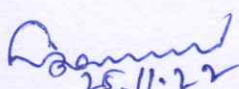
Sl. No.	NAME OF FUND	CASH IN HAND	CASH AT BANK	NAME OF BANK	ACCOUNT NO.
1	GENERAL FUND	Nil	4308690.74	Punjab National Bank	0029010446617
2	EXAM. FUND	Nil	9065.03	State Bank of India	11506395301
3	UGC FUND	Nil	96789.54	State Bank of India	11506395323
4	STUDENT UNION FUND	Nil	58492.53	State Bank of India	11506395287
5	LABORATORY FUND	Nil	242187.18	Punjab National Bank	0029010103314
6	LIBRARY FUND	Nil	120528.67	State Bank of India	11506395298
7	STUDENT AID FUND	Nil	108027.77	State Bank of India	11506395312
8	CAUTION MONEY	Nil	73174.10	Punjab National Bank	0029010103312
9	DEVELOPMENT FUND	Nil	346080.65	Punjab National Bank	0029010103313
10	SCOUT & GUIDE FUND	Nil	25074.00	Punjab National Bank	0029010120411
11	GIRLS' HOSTEL FUND	Nil	52532.41	Punjab National Bank	0029010108822

8. RECEIPT & PAYMENT ACCOUNT: Receipt & Payment Account as prepared from the entries made into the General Fund Cash Book as elaborated manner was given as Annexure -1

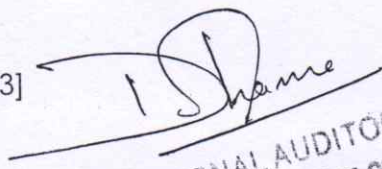
9. PREPARATION OF BUDGET : Though the Budget was not prepared, the expenditure was incurred within the limit of Receipts for the purposes.

10. FEES COLLECTION REGISTER : Fee Collection Register was maintained properly for verification.

11. CASH BOOK : Maintenance procedures followed so for relating to the preparation of Cash Books was found upto the mark. Cash Books were found to have been maintained under double column system. The Closing Balances were worked out properly at the close of a particular month with reference to the transaction of Bank Pass Books of respective funds.


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12. **STOCK/ASSESTS REGISTER** : Further improvement relating to the maintenance standard of Stock & Assests Register is necessary to some extent. This is a part & parcel Record of Accounts.

13. **DIVERSION OF FUND** : Nil

14. **PAYMENT VOUCHERS** : On verification it was noticed that no any remarkable irregularities have been noticed relating to the Payment Vouchers of the General & Subsidiary funds. However the word "PAID & CANCELLED" should be inserted on the face of the vouchers to avoid the risk of double payment in future.

15. **GENERAL OBSERVATION** :Maintenance standard of Accounts Records was found in fair. However further improvement is desired in all respect.

Date : 01/07/2022


Principal
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Titabar



(D.P. Sharma)
INTERNAL AUDITOR
(Retd.) Asstt. Director
Of Audit (L.F.), Assam
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(Retd) Asstt. Director of Audit
(L.F.) Assam

Annexure 1

Receipt & Payment Account (General Fund)
FOR THE PERIOD FROM 01/04/2019 TO 31/03/2020

2019-2020					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	1216495.24	1	Remuneration (M/S)	1274671.00
2	Fees Receipt	3138570.00	2	Infrastructure Augmentation	
3	Govt Fund	434809.00		(a) Equipment	273879.00
4	Reimbursement Admission Fess DHE	3230320.00		(b) Physical Infrastructure	467563.00
5	Girls' Common Room	100000.00	3	Maintenance of Infrastructure	
6	Excursion Grant	100000.00		(a) Physical	355508.00
7	RMSA (Toilet)	24268.00		(b) Academic Support	213876.00
8	Bank Interest	75290.00		(c) Library (News Paper)	10614.00
			4	Research Grant for Faculty Members	2600.00
			5	GB Meeting	20950.00
			6	Insurance Premium	25369.00
			8	Contingency	61531.00
			9	Advertisement	14553.00
				Remitted of Tuition Fee to DHE	392280.00
			11	Registration (DU)	75284.00
			12	Transfer to centre Fund	307390.00
			13	Transfer to student's union fund	514750.00
			14	Bank Charge	243.50
				Total	4011061.50
				Closing Balance	4308690.74
	Total (Rs.)	8319752.24		Total (Rs.)	8319752.24

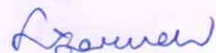

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Annexure 2

Receipt & Payment Account (UGC Fund)
FOR THE PERIOD FROM 01/04/2019 TO 31/03/2020

2019-2020					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	301527.26	1	Auditor (C.A.)	106694.72
2	Receipts	21000.00	2	Amount remitted to UGC	104760.00
3	Bank Interest	6717.00	3	MRP Grants	21000.00
				Total	232454.72
				Closing Balance	96789.54
	Grand Total (Rs.)	329244.26		Grand Total (Rs.)	329244.26



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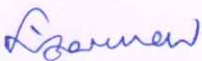
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(L.F.) Assam


Annexure 3

Receipt & Payment Account (Library Fund)

FOR THE PERIOD FROM 01/04/2019 TO 31/03/2020

2019-2020					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	225847.67	1	News Paper	22940.00
2	Receipts	96000.00	2	Magazine	1200.00
3	Bank Interest	5675.00	3	Books	159954.00
			4	Maintenance	17000.0
			5	N-List	5900.00
				Total	206994.00
				Closing Balance	120528.67
	Grand Total (Rs.)	327522.67		Grand Total (Rs.)	327522.67


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Annexure 4

Receipt & Payment Account (Laboratory Fund)
FOR THE PERIOD FROM 01/04/2019 TO 31/03/2020

2019-2020					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	554776.68	1	Laboratory Material	135905.00
2	Receipts	Nil	2	Laboratory Item	14790.00
3	Bank Interest	15910.00	3	Equipment	162800.00
			4	Furnisher	15000.00
			5	Bank Charge	4.50
				Total	328499.50
				Closing Balance	242187.18
	Grand Total (Rs.)	570686.68		Grand Total (Rs.)	570686.68


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Annexure 5

Receipt & Payment Account (Development Fund)
FOR THE PERIOD FROM 01/04/2019 TO 31/03/2020

2019-2020					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	1083181.65	1	Construction Material	672000.00
2	Receipts	Nil	2	Labour Payment	74350.00
3	Bank Interest	28415.00	3	Generator Maintenance	19160.00
			4	Bank Charge	6.00
				Total	765516.00
				Closing Balance	346080.65
	Grand Total (Rs.)	1111596.65		Grand Total (Rs.)	1111596.65


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