

**AUDIT REPORT (INTERNAL) ON THE ACCOUNTS OF N.N. SAIKIA
COLLEGE, TITABAR OF JORHAT DISTRICT FOR THE PERIOD
FROM 01-04-2018 TO 31-03-2019**

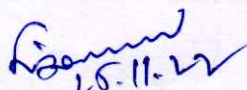
1. INTRODUCTION : The Accounts of N.N. Saikia College, Titabar of Jorhat District for the period from 01-04-2018 to 31-03-2019 have been checked & audited by the undersigned on the basis of following Accounts, Records produced during the course of audit.

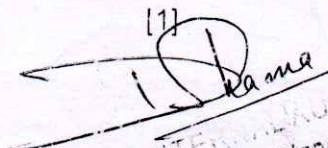
- (1) Fees Collection Records
- (2) Cash Books (General/UGC/ Other funds)
- (3) Bank Pass Books of respective funds
- (4) Govt. Grant Register
- (5) Assests Register
- (6) Supported Bill/Vouchers etc.
- (7) Any other Records related to audit purpose

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.

4. GOVT GRANT /FUND ETC.: During the period covered by the audit the institution was in receipt of Rs. 1,65,000.00 (1,60,000.00+5,000.00) as ascertained from the available Records produced during the course of audit.


Principal
N.N. Saikia College
Titabar


INTERNAL AUDITOR
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(L.F.) Assam

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5. FUND POSITION :- The position of fund alongwith the Receipt & Payment Account in respect of General/UGC & other subsidiary funds for the period from 01-04-2018 to 31-03-2019 was shown below as consolidated manner.

Sl. No	NAME OF FUND	PERIOD	OPPENING BALANCE	RECEIPTS	BANK INTT.	TOTAL RECEIPT	EXPENDITURE	CLOSING BALANCE
1	GENERAL FUND	2018-19	1587821.74	5683475.00	32266.00	7303562.74	6086867.50	1216695.24
2	EXAM. FUND	2018-19	545351.03	429700.00	4131.00	979182.03	576310.00	402872.03
3	UGC FUND	2018-19	348850.58	544580.00	10776.00	904206.58	602679.32	301527.26
4	STUDENT UNION FUND	2018-19	131346.53	236670.00	2975.00	370991.53	363500.00	7491.53
5	LABORATORY FUND	2018-19	820997.68	386900.00	19877.00	1227774.68	672998.00	554776.68
6	LIBRARY FUND	2018-19	247863.67	254000.00	3440.00	505303.67	279456.00	225847.67
7	STUDENT AID FUND	2018-19	110337.27	63500.00	2089.00	175926.27	59350.00	116576.27
8	DEVELOPMENT FUND	2018-19	1051455.15	1360000.00	27864.00	2439319.15	1356137.50	1083181.65
9	CAUTION MONEY	2018-19	471060.10	190500.00	16657.00	678217.10	1350.00	676867.10
10	SCOUT & GUIDE FUND	2018-19	30687.00	6350.00	1085.00	38122.00	Nil	38122.00
11	GIRLS' HOSTEL FUND	2018-19	301275.41	358700.00	9883.00	669558.41	536607.50	132950.91

6. CLOSING BALANCE : The Closing Balance of the General/UGC and other Subsidiary Funds as per respective Cash Book & Bank Pass Book on on 31/03/2019 was as follows:

Sl. No.	NAME OF FUND	CASH IN HAND	CASH AT BANK	NAME OF BANK	ACCOUNT NO.
1	GENERAL FUND	Nil	1216695.24	Punjab National Bank	0029010446617
2	EXAM. FUND	Nil	402872.03	State Bank of India	11506395301
3	UGC FUND	Nil	301527.26	State Bank of India	11506395323
4	STUDENT UNION FUND	Nil	7491.53	State Bank of India	11506395287
5	LABORATORY FUND	Nil	554776.68	Punjab National Bank	0029010103314
6	LIBRARY FUND	Nil	225847.67	State Bank of India	11506395298
7	STUDENT AID FUND	Nil	116576.27	State Bank of India	11506395312
8	CAUTION MONEY	Nil	676867.10	Punjab National Bank	0029010103312
9	DEVELOPMENT FUND	Nil	1083181.65	Punjab National Bank	0029010103313
10	SCOUT & GUIDE FUND	Nil	38122.00	Punjab National Bank	0029010120411
11	GIRLS' HOSTEL FUND	Nil	132950.91	Punjab National Bank	0029010108822

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Signature
25.11.22
Principal
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Titabar

Signature
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(L.F.) Assam

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7. **REMITTANCE OF TUITION FEES (GOVT.):** During the period covered by the audit, a total amount of Rs. 6,77,838.00 was remitted to the Govt (70%) as tuition fee as detailed below.

Sl No.	Year	Amount	Remarks
1	2016-17	Rs. 425082.00	19/04/2018
2	2017-18	Rs. 252756.00	19/04/2018

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.

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

13. **DIVERSION OF FUND** : Nil

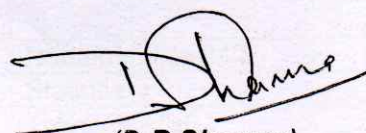
14. **PAYMENT VOUCHERS** : On verification it was noticed that no any remarkable irregularities have been noticed relating to the Payment Vouchers of the General & Subsidiary funds. However the word "PAID & CANCELLED" should be inserted on the face of the vouchers to avoid the risk of double payment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


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

Date : 01/07/2022



(D.P.Sharma)

INTERNAL AUDITOR
(Retd.) Asstt. Director
Of Audit (L.F.), Assam
N.N.Saikia College,
Titabar

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(Retd) Asstt. Director of Audit
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Annexure 1

Receipt & Payment Account (General Fund)
FOR THE PERIOD FROM 01/04/2018 TO 31/03/2019

2018-2019					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	1587821.74	1	Remuneration (M/S)	1174343.00
2	Fees Receipt	5683475.00	2	Infrastructure Augmentation	
3	Bank Interest	32266.00		(a) Equipment	222470.00
4				(b) Physical Infrastructure	301241.00
5			3	Maintenance of Infrastructure	
				(a) Physical	101760.00
				(b) Academic Support	272700.00
				(c) Library	10669.00
			4	Transfer to Library Fund	50000.00
			5	Research Grant for Faculty Members	3600.00
			6	GB Meeting	11550.00
			7	Insurance Premium	28888.00
			8	Tuition Fee (DHE)	677838.00
			9	Contingency	24455.00
			10	Advertisement	19190.00
			11	T.A.	700.00
			12	Registration etc. (DU/AHSEC)	261315.00 84479.00
			13	Transfer to subsidiary Funds	2639420.00
			14	Transfer to student's union fund	200000.00
			15	Bank Charge	2248.50
				Total	6086867.50
				Closing Balance	1216695.24
	Total (Rs.)	7303562.74		Total (Rs.)	7303562.74


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Annexure 2

Receipt & Payment Account (UGC Fund)
FOR THE PERIOD FROM 01/04/2018 TO 31/03/2019

2018-2019					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	348850.58	1	Paid to UGC	10059.36
2	Salary	544580.00	2	Salary for substitute teacher	466851.26
3	Bank Interest	10774.00	3	MRP Grants	40000.00
			4	Physical Infrastructure maintenance	85768.70
				Total	602679.32
				Closing Balance	301527.26
	Grand Total (Rs.)	904206.58		Grand Total (Rs.)	904206.58



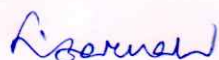
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Annexure 3

Receipt & Payment Account (Library Fund)
FOR THE PERIOD FROM 01/04/2018 TO 31/03/2019

2018-2019					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	247863.67	1	News Paper	21910.00
2	Receipts	254000.00	2	Journal	660.00
3	Bank Interest	3440.00	3	Books	194866.00
			4	Infrastructure augmentation	58020.00
			5	Maintenance	2200.00
			6	Cash in Hand	1800.00
				Total	279456.00
				Closing Balance	225847.67
	Grand Total (Rs.)	505303.67		Grand Total (Rs.)	505303.67



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Annexure 4**Receipt & Payment Account (Laboratory Fund)****FOR THE PERIOD FROM 01/04/2018 TO 31/03/2019**

2018-2019					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	820997.68	1	Laboratory Material	554181.00
2	Receipts	386900.00	2	Ink, Cartridge etc.	26220.00
3	Bank Interest	19877.00	3	Laboratory Items	59800.00
			4	Electrical Work	5400.00
			5	Electrical Items	4133.00
			6	Tracing Table	22950.00
			7	Bank Charge	314.00
				Total	672998.00
				Closing Balance	554776.68
	Grand Total (Rs.)	1227774.68		Grand Total (Rs.)	1227774.68


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Annexure 5

Receipt & Payment Account (Development Fund)

FOR THE PERIOD FROM 01/04/2018 TO 31/03/2019

2018-2019					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	1051455.15	1	Construction Material	1037347.00
2	Receipts	1360000.00	2	Labour Payments	155260.00
3	Bank Interest	27864.00	3	Furnisher	58670.00
			4	Electrical Article	88056.00
			5	Electrical Work	8700.00
			6	GST Payments	8099.00
			7	Bank Charge	5.50
				Total	1356137.50
				Closing Balance	1083181.65
	Grand Total (Rs.)	2439319.15		Grand Total (Rs.)	2439319.15



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