



**INTERNAL AUDIT REPORT OF RAMAKRISHNA MISSION VIDYALAYA**

**COLLEGE OF ARTS AND SCIENCE, COIMBATORE - 641 020.**

**FOR THE YEAR ENDED MARCH-2017**

I have carried out the internal Audit of the accounts of **Sri Ramakrishna Mission Vidyalaya College of Arts and Science** for the year ended March 2017.

**1. Revenue Receipts:**

- a. Proper distinction has been made by the institution between Capital receipts and revenue receipts.
- b. Fees collection registers are made by the institution and fees are supported by official receipts.
- c. Interest/ dividend received have been properly classified as per the guidelines given in the HQ's Receipt & Payment.
- d. Proper distinction has been made by the institution between inter-branch and external sale in case of sale of religious literature.
- e. Sale of religious articles, students/Medical stores trainee's products have been supported by official receipts and duly posted in corresponding stock register.

**2. Capital Receipts:**

- a. Letters of consent/instruction from donors are available for each and every corpus donation.
- b. All transactions relating to Inter-Fund/Department Loans/Deposits have been reconciled and the figures are same in both Capital Receipts & Capital Payments.

**3. Vouching of Payments:**





- a. All the payments towards purchase have been supported by cash memos or credit bills issued by the vendors.
  - b. All the Payments exceeding Rs. 20,000/- have been made by crossed account payee cheque/draft only.
  - c. Revenue stamp have been affixed as required under Stamp Act on the payment vouchers or pay roll (at present Rs.5000 and above)
  - d. Orders for major capital and revenue purchases have been placed with the best vendor after inviting quotations from reputed companies.
- 4. Checking Bank Reconciliation Statements:**
- a. Bank Reconciliation statement is prepared by the institution regularly and long outstanding cheques are treated appropriately.
- 5. Verifying Stock Records:**
- a. Stock register is maintained and updated properly and physical verification is also done at the regular intervals.
  - b. All purchase/sales have been posted in stock register. Adequate records/issue slips have been maintained for the issue of stock towards production.
- 6. Verifying Asset Register:**
- a. Fixed Assets register is maintained and updated properly and physical verification is also done at the regular intervals.
- 7. Study of Investments:**
- a. Investment register is maintained and updated properly for all schemes of investment and physical verification is also done at the regular intervals.
- 8. Checking of compliance with statutory norms of Income Tax Act:**
- a. Tax has been deducted at source as per rule under different sections of Income Tax Act and deposited in time.
  - b. Quarterly returns have been duly filled at the end of each quarter.





**9. Checking of compliance with Value Added Tax (VAT) formalities:**

- a. Value Added Tax (VAT) has been calculated every month and the returns are duly filled at the end of every month.

**10. Service Tax compliance:**

- a. Service Tax has been collected as per the rules under different sections of service tax and deposited in time.

**11. Pay scale, Provident Fund and Gratuity benefit:**

- a. Provident fund deducted for all eligible employees by the institution and both Employer and Employee's contribution has been remitted to the Provident Fund Trust.

**12. Preparation of monthly / quarterly accounts:**

- a. Monthly/Quarterly receipt & Payments accounts submitted to Headquarters are found to be in conformity with the accounts of centre.

**13. Government grants and utilization certificates:**

- a. Government Grants have been used by the institution for the purpose for which it was sanctioned.
- b. Physical verification has been done on the assets which were purchased on Government Grants.

Place: COIMBATORE

Date : 05.06.2017



Signature

CA SAMBATH KUMAR EM, FCA  
Proprietor, Membership No. 217285  
SAMBATH KUMAR & CO  
Chartered Accountants, FRN. 012434S  
64, Tatabad 1st Street, Dr. Sivananda Colony  
Coimbatore - 641 012



**INTERNAL AUDIT REPORT OF RAMAKRISHNA MISSION VIDYALAYA**

**COLLEGE OF ARTS AND SCIENCE, COIMBATORE - 641 020.**

**FOR THE YEAR ENDED MARCH – 2018**

I have carried out the internal Audit of the accounts of **Sri Ramakrishna Mission Vidyalaya College of Arts and Science** for the year ended March 2018.

**1. Revenue Receipts:**

- a. Proper distinction has been made by the institution between Capital receipts and revenue receipts.
- b. Fees collection registers are made by the institution and fees are supported by official receipts.
- c. Interest/ dividend received have been properly classified as per the guidelines given in the HQ's Receipt & Payment.
- d. Proper distinction has been made by the institution between inter-branch and external sale in case of sale of religious literature.
- e. Sale of religious articles, students/Medical stores trainee's products have been supported by official receipts and duly posted in corresponding stock register.

**2. Capital Receipts:**

- a. Letters of consent/instruction from donors are available for each and every corpus donation.
- b. All transactions relating to Inter-Fund/Department Loans/Deposits have been reconciled and the figures are same in both Capital Receipts & Capital Payments





**3. Vouching of Payments:**

- a. All the payments towards purchase have been supported by cash memos or credit bills issued by the vendors.
- b. All the Payments exceeding Rs. 10,000/- have been made by crossed account payee cheque/draft only.
- c. Revenue stamp have been affixed as required under Stamp Act on the payment vouchers or pay roll (at present Rs.5,000 and above)
- d. Orders for major capital and revenue purchases have been placed with the best vendor after inviting quotations from reputed companies.

**4. Checking Bank Reconciliation Statements:**

- a. Bank Reconciliation statement is prepared by the institution regularly and long outstanding cheques are treated appropriately.

**5. Verifying Stock Records:**

- a. Stock register is maintained and updated properly and physical verification is also done at the regular intervals.
- b. All purchase/sales have been posted in stock register. Adequate records/issue slips have been maintained for the issue of stock towards production.

**6. Verifying Asset Register:**

- a. Fixed Assets register is maintained and updated properly and physical verification is also done at the regular intervals.

**7. Study of Investments:**

- a. Investment register is maintained and updated properly for all schemes of investment and physical verification is also done at the regular intervals.

**8. Checking of compliance with statutory norms of Income Tax Act:**

- a. Tax has been deducted at source as per rule under different sections of Income Tax Act and deposited in time.





**Sambath Kumar & Co**

Chartered Accountants

Firm Registration No.: 012434S

**CA E M Sambath Kumar, FCA, ACMA, DISA**

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✉ sambath@sambathca.com

Membership No.: 217285

b. Quarterly returns have been duly filled at the end of each quarter.

**9. Checking of compliance with Goods and Service Tax (GST) formalities:**

a. Goods and Service Tax (GST) has been calculated every month and returns are duly filled.

**10. Pay scale, Provident Fund and Gratuity benefit:**

a. Provident fund deducted for all eligible employees by the institution and both Employer and Employee's contribution has been remitted to the Provident Fund Trust.

**11. Preparation of monthly / quarterly accounts:**

a. Monthly/Quarterly Receipt & Payments accounts submitted to Headquarters are found to be in conformity with the accounts of centre.

**12. Government grants and utilization certificates:**

- a. Government Grants have been used by the institution for the purpose for which it was sanctioned.
- b. Physical verification has been done on the assets which were purchased on Government Grants.

Place: COIMBATORE

Date: 06.06.2018



Signature

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**INTERNAL AUDIT REPORT OF RAMAKRISHNA MISSION VIDYALAYA**

**COLLEGE OF ARTS AND SCIENCE, COIMBATORE - 641 020.**

**FOR THE YEAR ENDED MARCH – 2019**

I have carried out the internal Audit of the accounts of **Sri Ramakrishna Mission Vidyalaya College of Arts and Science** for the year ended March 2019.

**1. Revenue Receipts:**

- a. Proper distinction has been made by the institution between Capital receipts and revenue receipts.
- b. Fees collection registers are made by the institution and fees are supported by official receipts.
- c. Interest/ dividend received have been properly classified as per the guidelines given in the HQ's Receipt & Payment.
- d. Proper distinction has been made by the institution between inter-branch and external sale in case of sale of religious literature.
- e. Sale of religious articles, students/Medical stores trainee's products have been supported by official receipts and duly posted in corresponding stock register.

**2. Capital Receipts:**

- a. Letters of consent/instruction from donors are available for each and every corpus donation.
- b. All transactions relating to Inter-Fund/Department Loans/Deposits have been reconciled and the figures are same in both Capital Receipts & Capital Payments

**3. Vouching of Payments:**

- a. All the payments towards purchase have been supported by cash memos or credit bills issued by the vendors.





- b. All the Payments exceeding Rs. 10,000/- have been made by crossed account payee cheque/draft only.
  - c. Revenue stamp have been affixed as required under Stamp Act on the payment vouchers or pay roll (at present Rs.5,000 and above)
  - d. Orders for major capital and revenue purchases have been placed with the best vendor after inviting quotations from reputed companies.
- 4. Checking Bank Reconciliation Statements:**
- a. Bank Reconciliation statement is prepared by the institution regularly and long outstanding cheques are treated appropriately.
- 5. Verifying Stock Records:**
- a. Stock register is maintained and updated properly and physical verification is also done at the regular intervals.
  - b. All purchase/sales have been posted in stock register. Adequate records/issue slips have been maintained for the issue of stock towards production.
- 6. Verifying Asset Register:**
- a. Fixed Assets register is maintained and updated properly and physical verification is also done at the regular intervals.
- 7. Study of Investments:**
- a. Investment register is maintained and updated properly for all schemes of investment and physical verification is also done at the regular intervals.
- 8. Checking of compliance with statutory norms of Income Tax Act:**
- a. Tax has been deducted at source as per rule under different sections of Income Tax Act and deposited in time.
  - b. Quarterly returns have been duly filled at the end of each quarter.
- 9. Checking of compliance with Goods and Service Tax (GST) formalities:**







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- a. Goods and Service Tax (GST) has been calculated every month and returns are duly filled.

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- a. Provident fund deducted for all eligible employees by the institution and both Employer and Employee's contribution has been remitted to the Provident Fund Trust.

**11. Preparation of monthly / quarterly accounts:**

- a. Monthly/Quarterly Receipt & Payments accounts submitted to Headquarters are found to be in conformity with the accounts of centre.

**12. Government grants and utilization certificates:**

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- b. Physical verification has been done on the assets which were purchased on Government Grants.

Place: COIMBATORE

Date: 07.06.2019



Signature

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## INTERNAL AUDIT REPORT OF RAMAKRISHNA MISSION VIDYALAYA

COLLEGE OF ARTS AND SCIENCE, COIMBATORE - 641 020.

### FOR THE YEAR ENDED MARCH – 2020

I have carried out the internal Audit of the accounts of **Sri Ramakrishna Mission Vidyalaya College of Arts and Science** for the year ended March 2020.

#### 1. Revenue Receipts:

- a. Proper distinction has been made by the institution between Capital receipts and revenue receipts.
- b. Fees collection registers are made by the institution and fees are supported by official receipts.
- c. Interest/ dividend received have been properly classified as per the guidelines given in the HQ's Receipt & Payment.
- d. Proper distinction has been made by the institution between inter-branch and external sale in case of sale of religious literature.
- e. Sale of religious articles, students/Medical stores trainee's products have been supported by official receipts and duly posted in corresponding stock register.

#### 2. Capital Receipts:

- a. Letters of consent/instruction from donors are available for each and every corpus donation.
- b. All transactions relating to Inter-Fund/Department Loans/Deposits have been reconciled and the figures are same in both Capital Receipts & Capital Payments





**3. Vouching of Payments:**

- a. All the payments towards purchase have been supported by cash memos or credit bills issued by the vendors.
- b. All the Payments exceeding Rs. 10,000/- have been made by crossed account payee cheque/draft only.
- c. Revenue stamp have been affixed as required under Stamp Act on the payment vouchers or pay roll (at present Rs.5,000 and above)
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**8. Checking of compliance with statutory norms of Income Tax Act:**

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a. Monthly/Quarterly Receipt & Payments accounts submitted to Headquarters are found to be in conformity with the accounts of centre.

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Place: COIMBATORE

Date: 06.07.2020



Signature

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## INTERNAL AUDIT REPORT OF RAMAKRISHNA MISSION VIDYALAYA

COLLEGE OF ARTS AND SCIENCE, COIMBATORE - 641 020.

### FOR THE YEAR ENDED MARCH – 2021

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Place: COIMBATORE

Date: 07.07.2021



  
Signature

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