

**AUDIT REPORT (INTERNAL) ON THE ACCOUNTS OF N.N. SAIKIA
COLLEGE, TITABAR OF JORHAT DISTRICT FOR THE PERIOD
FROM 01-04-2020 TO 31-03-2021**


1. INTRODUCTION : The Accounts of N.N. Saikia College, Titabar of Jorhat District have been audited by the undersigned on the basis of following Accounts, Records produced during the course of verification for the period from 01-04-2020 to 31-03-2021.

- (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 a administrative head of the College.

3. DISCLAIMER STATEMENT : The Audit Report (Internal) has been prepared on the basis of Accounts Records submitted by the Accounting authority of the college. The Internal Audit 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 not in receipt of any Govt. Grant/Fund etc as ascertained from the available Records produced during the course of audit.


Principal
N.N. Saikia College
Titabar

[1]


Internal Auditor
(Field) Asstt. Director of
Audit (L.E.) Assam

Contd. P.-2

5. FUND POSITION :- The position of funds alongwith the Receipt & Payment Account in respect of General/UGC/Subsidiary funds etc. for the period from 01-04-2020 to 31-03-2021 was given below :-

Sl. No	NAME OF FUND	PERIOD	OPPENING BALANCE	RECEIPTS	BANK INTT.	TOTAL RECEIPT	EXPENDITURE	CLOSING BALANCE
1	GENERAL FUND	2020-21	4308690.74	5985226.64	88187.00	10382104.38	6984264.18	3397840.20
2	EXAM. FUND	2020-21	9065.03	781697.00	7325.00	798087.03	293780.00	504306.53
3	UGC FUND	2020-21	96789.54	Nil	2635.00	99424.54	82639.00	16785.54
4	STUDENT UNION FUND	2020-21	58492.53	374550.00	2548.00	435590.53	44017.00	391573.53
5	LABORATORY FUND	2020-21	242187.18	770650.00	16830.00	1029667.18	274229.60	755437.58
6	LIBRARY FUND	2020-21	120528.67	387161.00	5316.00	513005.67	257737.50	255268.17
7	STUDENT AID FUND	2020-21	108027.77	Nil	2968.00	110995.77	Nil	110995.77
8	CAUTION MONEY	2020-21	73174.10	Nil	2334.00	75508.10	136.20	75371.90
9	DEVELOPMENT FUND	2020-21	346080.65	2415800.00	34147.00	2796027.65	875738.70	1920288.95
10	SCOUT & GUIDE FUND	2020-21	25074.00	23136.00	1311.00	49521.00	Nil	49521.00
11	GIRLS' HOSTEL FUND	2020-21	52532.41	199900.00	908.00	253340.41	193524.42	57815.99

6. CLOSING BALANCE : The Closing Balance of the General/UGC and Subsidiary Funds as per respective Cash Book & Bank Pass Book on on 31/03/2021 was as follows:

Sl. No.	NAME OF FUND	CASH IN HAND	CASH AT BANK	NAME OF BANK	ACCOUNT NO.
1	GENERAL FUND	Nil	3397840.20	UBI (Punjab National Bank)	0029010446617
2	EXAM. FUND	Nil	504306.53	State Bank of India	11506395301
3	UGC FUND	Nil	16785.54	State Bank of India	11506395323
4	STUDENT UNION FUND	Nil	391573.53	State Bank of India	11506395287
5	LABORATORY FUND	Nil	755437.58	UBI (PNB)	0029010103314
6	LIBRARY FUND	Nil	255268.17	State Bank of India	11506395298
7	STUDENT AID FUND	Nil	110995.77	State Bank of India	11506395312
8	CAUTION MONEY	Nil	75371.90	UBI (PNB)	0029010103312
9	DEVELOPMENT FUND	Nil	1920288.95	UBI (PNB)	0029010103313
10	SCOUT & GUIDE FUND	Nil	49521.00	UBI (PNB)	0029010120411
11	GIRLS' HOSTEL FUND	Nil	57815.99	UBI (PNB)	0029010108822

[2]

Raman
25.11.22
Principal
N.N. Saikia College
Titabar

[Signature]
Internal Auditor
(Retd.) Asstt. Director of
Audit (L.E.) Assam

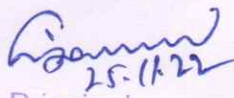
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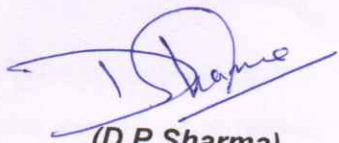
7. RECEIPT & PAYMENT ACCOUNT: Receipt & Payment Account as prepared from the entries made into the General Fund Cash Book as elaborated manner was given as Annexure -1

8. STATUS OF MAINTENANCE OF ACCOUNTS: OBSERVATION THEREOF:

- (i) **PREPARATION OF BUDGET** : Though the Budget was prepared but the same should be prepared more elaborately in future.
- (ii) **FEES COLLECTION REGISTER** : Necessary fees Collection Register was found to have been maintained for verification.
- (iii) **CASH BOOK** : Cash Books relating to General & other subsidiary funds were found to have been maintained with neat & clean manner under double column system. The Closing Balances were properly worked out with referred to the respective Bank Pass Books.
- (iv) **STOCK/ASSETS REGISTER** : Needful effort should be taken to maintain the Stock & Assets Register with necessary entries thereof.
- (v) **DIVERSION OF FUND** : Nil
- (vi) **PAYMENT VOUCHERS** : No any remarkable irregularities have been noticed relating to the payment vouchers in respect of General & Subsidiary funds.
- (vii) **GENERAL OBSERVATION** : For the enhancement of Students enroll and Govt Grants, the volume of accounts of the Institution have been expanding for which additional man power is required for smooth functioning of official affairs etc.
- However, the procedures followed so far relating to the maintenance of Account Record was found in fair order.

Date : 23/12/2021


Principal
N.N. Saikia College
Titabar


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

Internal Auditor
(Retd) Asstt Director of
Audit (L.F.) Assam


Annexure 1

Receipt & Payment Account (General Fund)
FOR THE PERIOD FROM 01/04/2020 TO 31/03/2021

2020-2021					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	4308690.74	1	Staff Payment (M/S)	1154954.00
2	Application Fees	628000.00	2	Infrastructure Augmentation	
3	RMSA Fund	22606.64		(a) Equipments	94782.00
4	Reimbursement Admission Fess DHE	5307120.00		(b) Physical Infrastructure	142192.00
5	Canteen Rent	5500.00	3	Maintenance of Infrastructure	
6	Misc. Receipt	22000.00		(a) Physical	262626.00
7	Bank Interest	88187.00		(b) Academic	154935.00
				(c) Library (News Paper)	2577.00
			4	Contingency	26709.00
			5	Advertisement	63945.00
			6	Interview Expenditure	276974.00
			7	Registration (Online DU)	42325.00
			8	Transfer to subsidiary Funds	4752994.00
			9	Application fees (refunded)	8000.00
			10	Bank Charge	1251.18
				Total	6984264.18
				Closing Balance	3397840.20
	Total (Rs.)	10382104.38		Total (Rs.)	10382104.38



Principal
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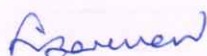


INTERNAL AUDITOR
(Retd) Asstt. Director of Audit
(L.F.) Assam

Annexure 2

Receipt & Payment Account (UGC Fund)
FOR THE PERIOD FROM 01/04/2020 TO 31/03/2021

2020-2021					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	96789.54	1	Amount remitted to UGC	82639.00
2	Bank Interest	2635.00		Total:	82639.00
				Closing Balance	16785.54
	Grand Total (Rs.)	99424.54		Grand Total (Rs.)	99424.54



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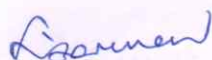


INTERNAL AUDITOR
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Annexure 3

Receipt & Payment Account (Library Fund)
FOR THE PERIOD FROM 01/04/2020 TO 31/03/2021

2020-2021					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	120528.67	1	News Paper	10737.00
2	Receipts	387161.00	2	Journal	7710.00
3	Bank Interest	5316.00	3	Books	177302.00
			4	Infrastructure	56000.00
			5	N-List	5900.00
			6	Bank Charge	88.50
				Total:	257737.50
				Closing Balance	255268.17
	Grand Total (Rs.)	513005.67		Grand Total (Rs.)	513005.67



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Annexure 4

Receipt & Payment Account (Laboratory Fund)
FOR THE PERIOD FROM 01/04/2020 TO 31/03/2021

2020-2021					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	242187.18	1	Laboratory Material	272731.00
2	Receipts	770650.00	2	Withdrawn by self	1480.00
3	Bank Interest	16830.00	3	Bank Charge	18.20
				Total:	274229.60
				Closing Balance	755437.58
	Grand Total (Rs.)	1029667.18		Grand Total (Rs.)	1029667.18

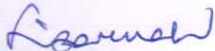

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Annexure 5

Receipt & Payment Account (Development Fund)
FOR THE PERIOD FROM 01/04/2020 TO 31/03/2021

2020-2021					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	346080.65	1	Construction Material	673589.00
2	Receipts	2415800.00	2	Infrastructure Maintenance	8700.00
3	Bank Interest	34147.00	3	Labour Charge	167610.00
			4	Electric Fan	25818.00
			5	Bank Charge	21.70
				Total:	875738.70
				Closing Balance	1920288.95
	Grand Total (Rs.)	2796027.65		Grand Total (Rs.)	2796027.65


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