

**AUDIT REPORT (INTERNAL) ON THE ACCOUNTS OF N.N. SAIKIA  
COLLEGE, TITABAR OF JORHAT DISTRICT FOR THE PERIOD  
FROM 01-04-2021 TO 31-03-2022**

**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 01-04-2021 to 31-03-2022.

- (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.

  
25.11.22  
Principal  
N.N. Saikia College  
Titabar

[1]

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**5. FUND POSITION :-** The position of funds alongwith the Receipt & Payment Account in respect of General/UGC/Subsidiary funds etc. for the period from 01-04-2021 to 31-03-2022 was given below :-

Sl. No	NAME OF FUND	PERIOD	OPPENING BALANCE	RECEIPTS	BANK INTT.	TOTAL RECEIPT	EXPENDITURE	CLOSING BALANCE
1	GENERAL FUND	2021-22	3397840.20	2343300.00	87592.00	5828732.20	4507822.00	1320910.20
2	EXAM. FUND	2021-22	504306.53	Nil	9641.00	513947.53	306487.00	207460.53
3	UGC FUND	2021-22	16785.54	1.00	431.00	17217.54	15000.00	2217.54
4	STUDENT UNION FUND	2021-22	391573.53	444150.00	8388.00	844111.53	639223.50	204888.03
5	LABORATORY FUND	2021-22	755437.58	Nil	22233.00	777670.58	73886.00	703784.58
6	LIBRARY FUND	2021-22	255628.17	Nil	5413.00	261041.17	210687.00	50354.17
7	STUDENT AID FUND	2021-22	110995.77	Nil	3027.00	114022.77	Nil	114022.77
8	CAUTION MONEY	2021-22	75371.90	Nil	2226.00	77597.90	Nil	77597.90
9	DEVELOPMENT FUND	2021-22	1920288.95	800000.00	36855.00	2757173.95	2580178.00	176995.95
10	SCOUT & GUIDE FUND	2021-22	49521.00	Nil	1462.00	50983.00	Nil	50983.00
11	GIRLS' HOSTEL FUND	2021-22	57815.99	136500.00	715.00	195030.99	146067.72	48963.27

**6. CLOSING BALANCE :** The Closing Balance of the General/UGC and Subsidiary Funds as per respective Cash Book & Bank Pass Book on on 31/03/2022 was as follows:

Sl. No.	NAME OF FUND	CASH IN HAND	CASH AT BANK	NAME OF BANK	ACCOUNT NO.
1	GENERAL FUND	Nil	1320910.20	UBI (Punjab National Bank)	0029010446617
2	EXAM. FUND	Nil	207460.53	State Bank of India	11506395301
3	UGC FUND	Nil	2217.54	State Bank of India	11506395323
4	STUDENT UNION FUND	Nil	204888.03	State Bank of India	11506395287
5	LABORATORY FUND	Nil	703784.58	UBI (PNB)	0029010103314
6	LIBRARY FUND	Nil	50354.17	State Bank of India	11506395298
7	STUDENT AID FUND	Nil	114022.77	State Bank of India	11506395312
8	CAUTION MONEY	Nil	77597.90	UBI (PNB)	0029010103312
9	DEVELOPMENT FUND	Nil	176995.95	UBI (PNB)	0029010103313
10	SCOUT & GUIDE FUND	Nil	50983.00	UBI (PNB)	0029010120411
11	GIRLS' HOSTEL FUND	Nil	48963.27	UBI (PNB)	0029010108822

[2]

*(Signature)*  
Principal  
25.11.22  
N.N. Saikia College  
Titabar

Contd. P.-3



**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/ASSESTS REGISTER :** Needful effort should be taken to maintain the Stock & Assests 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 :

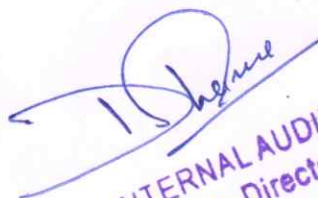
  
Principal  
N.N. Saikia College  
Titabar

  
(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****FOR THE PERIOD FROM 01/04/2021 TO 31/03/2022**

2021-2022					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	3397840.20	1	Staff Payment (M/S)	941585.00
2	Application Fees	446000.00	2	Infrastructure Augmentation	
3	Admission Fee	1880300.00		(a) Equipment	160170.00
4	Govt Grant DHE (sensitization)	17000.00		(b) Physical Infrastructure	1522343.00
5	Bank Interest	87592.00	3	Maintenance of Infrastructure	
				(a) Physical	269036.00
				(b) Academic	366933.00
				(c) Library (News Paper)	6074.00
			4	Funding for seminar/conference participation for faculty members	2800.00
			5	GB Meeting	9400.00
			6	Contingency	17695.00
			7	Advertisement	35795.00
			8	Registration/Affiliation etc. (DU)	222635.00
			9	Transfer to Development Funds	500000.00
			10	Transfer to Student Union Fund	444150.00
			11	GST Paid	8026.00
			12	Bank Charge	1180.00
				Total	4507822.0
				Closing Balance	1320910.20
	<b>Total (Rs.)</b>	<b>5828732.20</b>		<b>Total (Rs.)</b>	<b>5828732.20</b>

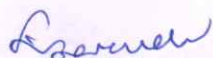
  
Principal  
N.N. Saikia College  
Titabar

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


**Annexure 2**

**Receipt & Payment Account (UGC Fund)**  
**FOR THE PERIOD FROM 01/04/2021 TO 31/03/2022**

2021-2022					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	16785.54	1	Amount paid to C.A.	15000.00
2	Bank Interest	431.00		Total:	15000.00
3	Misc. receipt	1.00		Closing Balance	2217.54
	Grand Total (Rs.)	17217.54		Grand Total (Rs.)	17217.54



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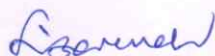
  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam



### Annexure 3

**Receipt & Payment Account (Library Fund)**  
**FOR THE PERIOD FROM 01/04/2021 TO 31/03/2022**

2021-2022					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	255628.17	1	News Paper	4909.00
2	Bank Interest	5413.00	2	Journal	430.00
3	Receipts	Nil	3	Books	199448.00
			4	N-List	5900.00
				Total:	210687.00
				Closing Balance	50354.17
	Grand Total (Rs.)	261041.17		Grand Total (Rs.)	261041.17



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(L.F.) Assam

**Annexure 4**

**Receipt & Payment Account (Laboratory fund)**  
**FOR THE PERIOD FROM 01/04/2021 TO 31/03/2022**

2021-2022					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	755437.58	1	Laboratory Material	73886.00
2	Bank Interest	22233.00		Total:	73886.00
3	Receipts	Nil		Closing Balance	703784.58
	Grand Total (Rs.)	777670.58		Grand Total (Rs.)	777670.58

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

**Annexure 5**

**Receipt & Payment Account (Development Fund)**  
**FOR THE PERIOD FROM 01/04/2021 TO 31/03/2022**

2021-2022					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	1920288.95	1	Construction Material	2053596.00
2	Bank Interest	36855.00	2	Labour Charge	516218.00
3	Receipts	800000.00	3	GST Payment	10364.00
				Total:	2580178.00
				Closing Balance	176995.95
	Grand Total (Rs.)	2757173.95		Grand Total (Rs.)	2757173.95

  
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(L.F.) Assam