

INTERNAL AUDIT REPORT

INTERNAL AUDIT REPORT ON THE ACCOUNTS OF DHING COLLEGE FOR THE

PERIOD FROM:- 01/04/20 to 31/03/21.

PART-I

1. Introduction:-

The Audit on the accounts of Dhing College, in the district of Nagaon for the period from 01/04/20 to 31/03/21 is audited by the undersigned as per resolution no 3 part (Ka) of the College Governing Body held on 27/02/2021.

2. Incumbency:-

(i) Dr. Biman Hazarika, M.A. Ph.D. held the office of the Principal & Secretary as well as the Drawing and Disbursing Officer of the Institution during the period covered by this audit.

(ii) Shri Bhairab Ch. Bora, UDA (Retired on 31-03-2021)

3. Govt. Grant/UGC Grant:-

The Institution was not in receipt of Govt. recurring and non-recurring grant from the Govt. as well as UGC grant from University Grants Commission.

4. Fund Receipt and Expenditure statement:-

The position of fund receipt and expenditure statement for the year 2020-2021 as furnished by the accounting authority of the college were as follows:-

Sl n o	Name of the fund & Bank a/c no.	Opening balance	Receipt	Bank intt.	Total receipt	Total	Closing balance	
							Cash	Bank
1	2	3	4	5	6	7	8	9
1	General fund a/c no.304007 49734,SBI, Dhing	62,76,517.54	77,51,624. 00	1,34,528	1,41,62,669.5 4	68,79,612.5 0	28	72,83,029.04
2	College Dev.fund a/c no 118144721 73,SBI,Dhin g Br.	1,58,784.12	12,42,000	14,033	14,14,817.12	7,84,603.50	384	6,29,829.62

	Examination fund a/c no.118144 72219,SBI, Dhing Br.	4,21,074.53	4,41,040	15,899	8,78,013.53	43,835	nil	8,34,178.53
4	Hostel fund a/c no.118144 72195,SBI, Dhing Br.	2,48,318.49	36,000	6185	2,90,503.49	72,051	nil	2,18,452.49
5	Computer fund a/c no.304270 31180,SBI, Dhing Br.	1,54,395.06	2,48,400	6,419	4,09,214.06	42,945	85	3,66,184.06
6	Registration/Enrolment a/c no.118144 72208,SBI, Dhing Br.	3,97,618.58	1,82,310	12,074	5,92,002.58	52,800	84	5,39,118.58
7	UGC Women's Hostel fund a/c no3671481 0362,SBI,Dhing Br.	1,00,837.10	nil	nil	1,00,837.10	nil	nil	1,00,837.10
8	Festival fund a/c no.5464,Assam Co-op.Apex Bank, Dhing Br.	11,30,360	3,72,600	40,783	15,43,743	75,028	631	14,68,084
9	Poor fund a/c no.5466, Assam Co-op.Apex Bank,Dhing Br.	1,71,453	2,24,530	9,917	4,05,900	59	nil	4,05,841
10	Library fund a/c no.2124, Assam Co-op.Apex	16,933.16	4,96,800	5,919	5,19,652.16	1,62,958.88	nil	3,56,693.28

	Bank,Dhing Br.							
1	Magazine fund a/c no.2122, Assam Co-op.Apex Bank,Dhing Br.	4,79,991	3,08,850	18,247	8,07,088	59	nil	8,07,029
1	Games & Union fund a/c no.2123, Assam Co-op.Apex Bank,Dhing Br.	4,61,331.92	7,37,950	21,413	12,20,694.92	96,321	nil	11,24,373.92
1	RUSA fund a/c no.380100 27757,SBI, Dhing Br.	71,83,796.50	nil	41,549	72,25,345.50	68,30,955	nil	3,94,390.50

5. Closing balance of different funds as on 31/03/21.

Sl no.	Name of the fund	Bank a/c no.	Cash in hand	Cash at Bank	Total closing balance
1	General fund	a/c no.30400749734,SBI, Dhing	28.00	72,83,029.04	72,83,057.04
2	College Dev. Fund	a/c no.11814472173,SBI, Dhing	384.00	6,29,829.62	6,30,213.62
3	Examination fund	a/c no 11814472219, SBI,Dhing	Nil	8,34,178.53	8,34,178.53
4	Hostel fund	a/c no.11814472195,SBI, Dhing	Nil	2,18,452.49	2,18,452.49
5	Computer fund	a/c no.30427031180,SBI, Dhing	85.00	3,66,184.06	3,66,269.06
6	Registration and Enrolment fund	a/c no.11814472208, SBI, Dhing	84.00	5,39,118.58	5,39,202.58
7	UGC Womens' Hostel fund	a/c no.36714810362, SBI, Dhing	nil	1,00,837.10	1,00,837.10
8	Festival fund	a/c no.521042010005464,	631.00	14,68,084.00	14,68,715.00

		Assam co-op.Apex bank			
9	Poor fund	a/c no.521042010005466, Assam co-op.Apex bank	nil	4,05,841	4,05,841
10	Library fund	a/c no.5210420100052124, Assam co-op.Apex bank	nil	3,56,693.28	3,56,693.28
11	Magazine fund	a/c no.5210420100052122, Assam co-op.Apex bank	nil	8,07,029	8,07,029
12	Games & Union fund	a/c no.5210420100052123, Assam co-op.Apex bank	nil	11,24,373.92	11,24,373.92
13	RUSA fund	a/c no.38010027757, SBI, Dhing br.	nil	3,94,390.50	3,94,390.50

6. Reserve Fund:-

The College authority has maintained Reserve Fund in the shape of Fixed deposit as Shown bellow:-

Sl.no	Certificate no	A/C no	Bank	Date of re-investment	Amt.re-investment	Date of maturity	Name of fund
1	<u>FD/NO</u> B 0165159	104103/1253/1	The Assam co-op.Apex Bank	24/04/18	2,50,080/-	24/04/2021	Magazine
2	<u>FD/NO</u> B 0165161	104103/1255/1	The Assam co-op.Apex Bank	24/04/19	2,74,220/-	24/04/2021	Festival
3	<u>FD/NO</u> B 0165163	104103/1257/1	The Assam co-op.Apex Bank	24/04/19	20,06,706/-	24/04/2021	Library
4	<u>SD/A</u> 511299	0120205061	SBI	4/10/19	3,46,676/-	4/10/2021	
5	<u>SBI,Term deposit</u>	33395524705	SBI	22/09/2020	22,47,936/-	22/09/2021	

7. Collection of Fees:-

No fees was found to have been collected from the students in the shape of Tuition fees, Admission fees, Examination and other sessional fees during the period under audit.

8. Fee reimbursement:-

A total amount of Rs. 73,02,316.00 (Seventy three lakhs two thousand three hundred sixteen) only was received by the College authority as fee reimbursement from State Govt. during the period in audit and subsequently, transferred to respective College subsidiary funds.

9. Cash Book:-

The College authority has maintained 13 nos. of Cash Books of the fund during the period of audit. The Cash Book of all funds have been found maintained in double column system i.e Cash column and Bank column. All transaction along with Bank deposit and Bank withdrawal are properly exhibited in the Cash column and Bank column of the Cash Book. The maintenance of the Cash Book was found satisfactory.

10. Reconciliation :-

The Bank balance as per Cash Book of General Fund as on 31-03-2021 was Rs.72,70,499.04. However, the difference between the two is reconciled in audit as follows :-

Bank balance as per Cash Book-----Rs. 72,70,499.04
Add:- Cheque issued but not presented for payment

(i)	Cheque no. 383679.....Rs. 2,900/-	
(ii)	Cheque no. 383690.....Rs. 3,300/-	
(iii)	Cheque no, 383692.....Rs. 6,330/-	Rs. 12,530.00
	Balance as per Bank Pass Book-----Rs. 72,83,029.04	

11. Misappropriation/Embezzlement:-

No misappropriation/ embezzlement of funds have been detected while checking the utilization of grants during the course of audit.

12. Inter transfer of fund:-

In case of inter transfer of fund proper procedure have been followed during the period under audit.

13. Receipt and Payment Account:- The receipt and payment account of all funds maintained by the College for the year 2020-2021 under different heads of receipt and expenditure have been prepared and furnished in the annexure as shown below-

<u>Name of the fund</u>	<u>Annexure</u>
(i) General fund.....	I
(ii) College Dev fund.....	II
(iii) Examination fund.....	III
(iv) Hostel fund.....	IV
(v) Computer fund.....	V
(vi) Registration and Enrolment fund.	VI
(vii) UGC Women's Hostel fund.....	VII
(viii) Festival fund.....	VIII
(ix) Poor fund.....	IX
(x) Library fund.....	X
(xi) Magazine fund.....	XI
(xii) Games/Union fund.....	XII
(xiii) RUSA fund.....	XIII

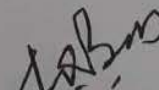
14. Payment Voucher:-

The payment vouchers of General Fund, and other subsidiary funds have been checked along with its relevant bills/ vouchers in course of audit and no major irregularities were noticed.

The minor irregularities noticed in the payment vouchers have been regularized at the time of checking the vouchers.

15. General Remarks:-

The College authority had produced all kinds of records related to the General Fund, UGC fund, and other subsidiary Funds in audit. All related accounts records have been maintained by the College authority in proper form and manner and found to be kept up to date. All required formalities have been followed by the authority. The maintenance of accounts in general is found up to the mark of satisfactory.


Internal Auditor
Dhing Colleg, Dist. Nagaon

Annexure-I

Statement showing the Receipt and Payment Account of **College General Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	73,02,316.00	Non sanction salary	11,97,685.00
Fees collection	43,450.00	Affiliation fee to GU	75,645.00
Bank interest	1,34,528.00	T.A/D.A	99,775.00
GIS maturity	1,11,548.00	G.B Sitting allowance	40,250.00
Hostel fees	2,04,000.00	Fee transferred	42,53,080.00
Returned cheque	65,310.00	Refreshment	37,069.00
D/D cancelled	8,000.00	Telephone	6,810.00
Prospectus	3,000.00	Stationery/Contingency	31,044.00
Principal advertisement	9,000.00	Laboratory	5,13,035.00
Eco Club	5,000.00	Diesel	1,420.00
		Printing	21,130.00
		Repairing	5,874.00
		Electricity	34,318.00
		GIS maturity	1,55,393.00
		Principal selection	59,000.00
		Carpenter	26,365.00
		Postal	2,251.00
		Miscellaneous	12,557.00
		Labour	19,435.00
		T.V & T.V recharge	16,050.00
		Website renewal	8,614.00
		Sanitizer	20,958.00
		Medical treatment(donation)	20,000.00
		C. A.	13,800.00
		I/Card	29,996.00
		Mat Lab.	21,830.00
		I.A. remuneration	65,000.00
		Surplus amount deposit	9,800.00
		Iron desks (laboratory)	15,600.00
		Mobile & Jio recharge	4,561.00
		Soft were renewal	13,000.00
		Car fare & labour	12,100.00

		Windows installation	5,000.00
		Science forum exp.	5,000.00
		Tax consultation	6,950.00
		Thermo scanner	7,510.00
		N/Guard dress	4,120.00
		Income tax (RUSA)	2,345.00
		Painter	2,000.00
		Free admission (Hima Das)	2,800.00
		Bank charge	442.50
Total	78,86,152.00	Total	68,79,612.50
Opening balance	62,76,517.54	Closing balance	72,83,057.04
Grand total	1,41,62,669.54	Grand total	1,41,62,669.54

Annexure-II

Statement showing the Receipt and Payment Account of **College Development Fund**
for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fees reimbursement	12,42,000.00	Bld. materials	2,00,422.00
Bank interest	14,033.00	Carpenter	35,088.00
		Mason	38,800.00
		Timber	22,308.00
		Grill	44,549.00
		Furniture	2,29,009.00
		Earth filling	30,600.00
		Electrical materials	23,855.00
		Plumber work	45,520.00
		Paints	15,371.00
		Painter	3,400.00
		Repairing	29,500.00
		Labour	12,200.00
		G.C sheet	10,700.00
		C.C.T.V.	20,300.00
		T.A.	1,000.00
		Miscellaneous	1,216.00
		Carrying	600.00
		Bank error	15,000.00
		Thermometer	4,900.00
		Bank charge	265.50
Total	12,56,033.00	Total	7,84,603.50
Opening balance	1,58,784.12	Closing balance	6,30,213.62
Grand total	14,14,817.12	Grand total	14,14,817.12

Annexure-III

Statement showing the Receipt and Payment Account of **Examination Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Received from General fund	1,66,600.00	Printing	16,710.00
Fees reimbursement	2,74,440.00	Remuneration	7,800.00
Bank interest	15,899.00	Repairing	6,840.00
		Stationery	2,975.00
		Refreshment	3,885.00
		Gas stove	1,600.00
		Electricity	1,115.00
		Tonner	1,060.00
		Glove& musk	950.00
		Labour	900.00
Total	4,56,939.00	Total	43,835.00
Opening balance	4,21,074.53	Closing balance	8,34,178.53
Grand total	8,78,013.53	Grand total	8,78,013.53

Annexure-IV

Statement showing the Receipt and Payment Account of **Hostel Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fees received	36,000.00	Salary to Cook	14,645.00
Bank interest	6,185.00	Electricity	53746.00
		Labour	3,660.00
Total	42,185.00	Total	72,051.00
Opening balance	2,48,318.49	Closing balance	2,18452.49
Grand total	2,90,503.49	Grand total	2,90,503.49

Annexure-V

Statement showing the Receipt and Payment Account of **Computer Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Received from General fund	95,700.00	Salary to com. operator	11,400.00
Fee reimbursement	1,52,700.00	Tonner	2,700.00
Bank interest	6,419.00	Computer parts	24,780.00
		Ink	2,300.00
		Gas burner	1,210.00
		Jio recharge	555.00
Total	2,54,819.00	Total	42,945.00
Opening balance	1,54,395.06	Closing balance	3,66,269.06
Grand total	4,09,214.06	Grand total	4,09,214.06

Annexure-VI

Statement showing the Receipt and Payment Account of **Registration/Enrolment Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Received from General fund (fees)	41,000.00	H.S. Registration & Enrolment fees	52,800.00
Fees reimbursement	1,41,310.00		
Bank interest	1,2074.00		
Total	1,94,384.00	Total	52,800.00
Opening balance	3,97,618.58	Closing balance	5,39,202.58
Grand total	5,92,002.58	Grand total	5,92,002.58

Annexure-VII

Statement showing the Receipt and Payment Account of **UGC Women's Hostel Fund** for the Year 2017-2018.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
UGC grant received		Purchase of Sand,Chips	
Bank interest		Purchase of Rod	
		Purchase of Cement	
		Purchase of Bricks	
		Purchase of Timber	
		Purchase of Bamboo	
		Purchase of Sattering wood	
		Nylon pipe/Polithin	
		Wages paid to Labour	
		Earth filling	
		SBB Associates	
		Carrying charge	
		Bank charge	
Total		Total	
Opening balance		Closing balance	
Grand total		Grand total	

Annexure-VIII

Statement showing the Receipt and Payment Account of **Festival Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	3,72,600.00	Saraswati Puja	74,969.00
Bank interest	40,783.00	Bank charge	59.00
Total	4,13,383.00	Total	75,028.00
Opening balance	11,30,360.00	Closing balance	14,68,715.00
Grand total	15,43,743.00	Grand total	15,43,743.00

Annexure-IX

Statement showing the Receipt and Payment Account of **Poor Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	2,24,530.00	Bank charge	59.00
Bank interest	9,917.00		
Total	2,34,447.00	Total	59.00
Opening balance	1,71,453.00	Closing balance	4,05,841.00
Grand total	4,05,900.00	Grand total	4,05,900.00

Annexure-X

Statement showing the Receipt and Payment Account of **Library Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	4,96,800.00	Library book	1,18,764.00
Bank interest	5,919.00	Paper bill	14,864.00
		Library card	19,058.00
		Network centre	5,900.00
		Battery	2,300.00
		Bank charge	77.88
		Electrical goods	1,995.00
Total	5,02,719.00	Total	1,62,958.88
Opening balance	16,933.16	Closing balance	3,56,693.28
Grand total	5,19,652.16	Grand total	5,19,652.16

Annexure-XI

Statement showing the Receipt and Payment Account of **Magazine Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	3,08,850.00	Bank charge	59.00
Bank interest	18,247.00		
Total	3,27,097.00	Total	59.00
Opening balance	4,79,991.00	Closing balance	8,07,029.00
Grand total	8,07,088.00	Grand total	8,07,088.00

Annexure-XII

Statement showing the Receipt and Payment Account of **Games & Union Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	5,34,450.00	Student Ball	8,400.00
Bank interest	11,053.00	Bank charge	59.00
Total	5,45,503.00	Total	8,459.00
Opening balance	5,87,329.92	Closing balance	11,24,373.92
Grand total	11,32,832.92	Grand total	11,32,832.92

Annexure-XIII

statement showing the Receipt and Payment Account of RUSA Fund for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Bank interest	41,549.00	Building materials/Labour	64,46,902.00
		Income Tax	68,633.00
		GST	1,63,975.00
		Forest Royalty	16,302.00
		Supervision/ Consultant fees	1,35,143.00
Total	41,549.00	Total	68,30,955.00
Opening balance	71,83,796.50	Closing balance	3,94,390.50
Grand total	72,25,345.50	Grand total	72,25,345.50