

## CHECK LIST FOR INTERNAL AUDIT OF THE COLLEGE /TRUST ACCOUNTS

<b>Name of the College : NEHRU INSTITUTE of ENGINEERING AND TECHNOLOGY under - NEHRU COLLEGE OF EDUCATIONAL AND CHARITABLE TRUST</b>				
<b>Address of the College : Nehru Gardens, Nehru College Road, Thirumalayampalayam</b>				
<b>Coimbatore : 641 105</b>				
<b>Period of Audit :2020-2021</b>				
<b>Prepared by : A Mary Monica</b>				
<b>Reviewed by : K Chandran – Finance Manager</b>				
<b>Note : Wherever test checks are to be carried out, Obtain instructions from Audit In Charge</b>				
Particulars	Yes	No	N A	Remarks
<b>1. General Instruction</b>				
1.1 Have you checked the past year records like I.T returns and Financial Statement	✓			
1.2 Have you examined the software systems in place with respect to books of accounts	✓			
1.3 Have you checked the number of years of maintenance of proper financial records	✓			
<b>2. Opening Balance</b>				
2.1 Have you checked opening balances of				
1. Cash Book	✓			
2. Bank Book	✓			
3. General Ledger	✓			
4. Other Subsidiary Ledgers, with closing balances of previous year	✓			
<b>3. Vouching</b>				
Vouching includes the following:				
3.1 Receipts and payments of Cash book and Bank book	✓			
3.2 Have you checked correctness receipts and payments with respect to				
1. Account Head	✓			
2. Date	✓			
3. Amount	✓			
4. Name of the Party	✓			
3.3 Are the Vouchers properly authorized and supported by necessary external evidence and /or internal documentation	✓			
3.4 Does the transaction relate to the accounting year under audit	✓			

  
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 Principal

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<b>4.Cash Book/Bank Book</b>				
4.1 Have you checked whether transactions have been recorded in Cash Book/Bank book for collections with counter foils of receipts.	✓			
4.2 Have you checked whether cash collected is deposited into bank within reasonable intervals	✓			
4.3 Have you checked Bank Reconciliation Statement and Reconciliation entries with clearance in next month's Bank statements.	✓			
4.4 Have you checked contra entries for cash with drawls and deposits and ensured that they appear on same date in cash book/bank book	✓			
4.5 Have you checked whether payments have been made only for charitable purposes or related projects/programs i.e., relief of poor, medical relief/ education	✓			
4.6 Have you ensured that wherever payments exceeds Rs.1 0000/- it has been made through cheque/D.D.	✓			
<b>5.Journal Vouching</b>				
5.1 Have you checked head of account on all journal vouchers?	✓			
5.2 Are all journal vouchers supported by necessary evidence/explanation.				
5.3 Are all vouchers properly, authorized?	✓			
<b>6.Sa;laries/Wages/Honorarium</b>				
6.1 Have you checked salary register and summaries thereof in cash book /bank book.	✓			
6.2 Have you checked statutory deductions for:				
1. Provident Fund	✓			
2. Income Tax	✓			
3. Any Other Items				
6.3 Have you checked statutory deductions have been paid in proper & timely I manner to respective departments	✓			
<b>7.Ledger Posting/Scrutiny</b>				
7.1 Have you checked posting from cash book/bank book/journal register and all other principal books	✓			
7.2 Have you scrutinized:				
a) Loan/Staff Loan ledger			✓	
b) Advance Ledger			✓	
7.3 Have you scrutinized all Assets accounts of the Trust/institution to ensure that assets relating to Trust Society only recorded?	✓			
7.4 Have you scrutinized all liabilities accounts of the Trust/institution to ensure that liabilities relating to Trust/Society only recordecl.	✓			
7.5 Have you scrutinized all expenses accounts in particulars of:				
a) Building Repairs	✓			
b) Machinery Repairs	✓			
c) Others repairs	✓			

  
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To ensure that whether any expenditure of Capital nature has been charged to revenue account and vice versa.				
<b>8. Tax Matters</b>				
8.1 Have you checked TDS returns are filed Quarterly and obtained the A/C Number	✓			
8.2 Have you enquired about any pending tax litigations	✓			
<b>9. Others Records</b>				
9.1 Have you checked				
A) Register of fixed deposits	✓			
B) Register of fixed Assests	✓			

Mary M.

Handed

(A. MARY MONICA)

K. CHANDRAN, M.Com., BGL., CAIIB  
Finance Manager  
Nehru Group of Institutions

  
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Principal

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