

CHECK LIST FOR INTERNAL AUDIT OF THE COLLEGE /TRUST ACCOUNTS

Name of the College : NERHU INSITUTE OF ENGINEERING AND TECHNOLOGY under - NEHRU COLLEGE OF EDUCATIONAL AND CHARITABLE TRUST	
Address of the College : Nehru Gardens, Nehur College Road, Thirumalayampalayam Coimbatore - 641 105	
Period of Audit	: 2016-17
Prepared by	: P Saraswathi
Reviewed by	: K Chandran - Finance Manager

Note: Wherever test checks are to be carried out, obtain instructions from Audit In charge.

Particulars	Yes	No	N.A	Remarks
1. General Instructions				
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	✓			
2. Opening Balance				
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 previsous year	✓			
3. Vouching				
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 Party	✓			
3.3 Are the Vouchers properly authorized and supported by necessary external evidenance and /or internal documentation	✓			
3.4 Does the transaction relate to the accounting year under audit	✓			
3.5 Have you checked totals/sub-totals.	✓			

<u>4. Cash Book/Bank Book</u>				
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 with in reasonable intervals.	✓			
4.3 Have you checked Bank Reconciliation Statement and Reconciliation entries with clearance in next months Bank statements.	✓			
4.4 Have you checked contra entries for cash with drawals 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/medicalrelief/education and	✓			
4.6 Have you ensured that wherever payments exceeds Rs.20000/- it has been made thorough cheque/D.D.	✓			
<u>5. Journal Vouching</u>				
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.	✓			
<u>6. Salaries/Wages/Honorarium</u>				
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 manner to respective departments	✓			
<u>7. Ledger Posting& Scrutiny</u>				
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/Instiution to ensure that assets relating to Trust/Society only recorded.	✓			
7.4 Have you scrutinized all liabilities accounts of the Trust/Instiution to ensure that liabilities relating to Trust/Society only recorded.	✓			
7.5 Have you scrutinized all expenses accounts in particulars of:				
a). Building Repairs	✓			

b). Machinery Repairs	✓			
c). Other Repairs	✓			
to ensure that whether any expenditure of Capital nature has been charged to revenue account and vice versa.				
<u>8. Tax matters</u>				
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	✓			
<u>9. Other records</u>				
9.1 Have you checked:				
A). Register of fixed depositors	✓			
B). Register for Fixed assets	✓			

Opini
(P. Sureswathi)

Chandran

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Nehru Group of Institutions