

NAME OF THE COLLEGE	SRI VENKATESWARA COLLEGE OF ENGINEERING AND TECHNOLOGY/SRI VENKATESWARA EDUCATIONAL AND CULTURAL TRUST
ADDRESS OF THE COLLEGE	Tiruttani Highway Tiruvallur-631203
AUDIT PERIOD	2022-23
PREPARED BY	Ms Swetha.V
APPROVED BY	Ms Rathiha.M

NOTE:

SL. NO	PARTICULARS	YES	NO	NA	REMARKS
	<b>GENERAL INSTRUCTIONS</b>				
1	Have you examined the software system in place with respect to books of account?	✓			
2	Have you checked the past year records like IT Returns and Financial Statements?	✓			
3	Have you checked the number of years of maintenance of proper financial records?	✓			
	<b>OPENING BALANCE</b>				
4	Have you checked the opening balance of cash book?	✓			
5	Have you checked the opening balance of bank book?	✓			
6	Have you checked the opening balance of general ledger?	✓			
7	Have you checked the opening balance of other subsidiary ledgers, with closing balances of previous year?	✓			
	<b>VOUCHING</b>				
8	Have you checked the receipts and payments of cash book and bank book with their identification?	✓			
9	Have you checked the correctness of payment and receipts with respect to their name, date, Amount and Account head?	✓			
10	Are the vouchers properly authorized and supported by necessary external evidence and internal documentation?	✓			
11	Does the transaction relate to the accounting year under audit?	✓			
12	Have you checked the totals and sub totals?	✓			
	<b>CASH BOOK/BANK BOOK</b>				
13	Have you checked whether transactions have been recorded in cash books/bank book for collection with counterfoils of receipts?	✓			
14	Have you checked whether cash collection is deposited within reasonable intervals to the bank?	✓			



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15	Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's Bank statement?	✓			
16	Have you ensured the payments have been made through Cheque/Cash/DD?	✓			
17	Have you checked the contra Entries of cash withdrawals and deposits and ensured that they appear on same date in cash book/bank book?	✓			
18	Have you checked whether payments have been made for charitable purpose or related projects/programs?(Relief of poor/Education/Medicaid etc)	✓			
<b>JOURNAL VOUCHING</b>					
19	Have you checked the head of accounts on all Journal Vouchers?	✓			
20	Are all Journal vouchers supported by necessary evidence/explanation?	✓			
21	Are all vouchers properly authorized?	✓			
<b>SALARY/WAGES/HONORARIUM</b>					
22	Have you checked the salary register and summaries thereof in cash book/bank book?	✓			
23	Have you checked the statutory deductions for PF/IT/Any other items?	✓			
24	Have you checked stator deductions have been paid in proper and timely manner to respective departments?	✓			
<b>LEDGER/POSTING AND SECURITY</b>					
25	Have you checked posting from cash book/bank book/journal register/other principal books?	✓			
26	Have you scrutinized loan ledger/advanced ledger?	✓			
27	Have you scrutinized all liabilities account of the SVCET to ensure the liabilities related to trust/society only recorded?	✓			
28	Have you scrutinized all assets account of the SVCET to ensure the assets related to trust/society only recorded?	✓			
29	Have you scrutinized all expenses in particular of infrastructure development/Machinery repairs/repair in structure/other repairs?	✓			
30	To ensure that whether any expenditure of capital nature has been charged to revenue account or vice versa.	✓			
<b>TAX</b>					
31	Have you checked TDS return are filed quarterly and obtained the A/C number?	✓			
32	Have you enquired about any pending tax litigations?	✓			
<b>OTHERS</b>					
33	Have you checked the register of fixed deposits?	✓			



  
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34	Have you checked the register of Fixed assets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Any other Notes: <i>NO</i>				

*Ram*

Finance Manager



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