SANSKRITHI SCHOOL OF Behind SSSS Hospital, Beedupalli knowledge park, Pr	asanthigra	m, Putta	parthi - 5	15134
CHECK LIST FOR INTERNAL AUDIT OF THE COLLEC				
Period of Audit: 2017-2018				
Reviewed by: Mr.N Pavan Kumar and Mr. S Harikrishnan				
Note: wherever test checks are to be carried out, obtain instruction	Yes	m aud No	N.A	Remarks
				Remarks
1. General Instructions				46°
1.1 Have you checked the past year-records like1.T returns and financial statement	~			
1.3 Have you checked the number of years of Maintenance of proper financial records.	~			
2. Opening Balance	./	2		
2.1 Have you checked opening balance of	1		134	
1. Cash Book			- 1	
2. Bank Book	/		1. A. A.	
3. General Ledger	./			
4. Other subsidiary ledgers, with closing balances of	1		2	1.1
3. Vouching	1		\sim	
Vouching includes the following:	V			
3.1 Receipt and payments of cash book and Bank book				
3.2 Have you checked correctness receipts and payments with respect to	/			. Y
1. Account Head				
2. Date	1			
3. Amount				
Name of Party				
3.3 Are the Vouchers properly authorized and supported by necessary external evidence and/or internal documentation	1			
3.4 Does the transaction relate to the accounting Under audit.	1		,	N
3.5 Have you checked total/subtotal			L A	Juste de

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recorded in cash book/bank book for collection 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 ensured that wherever payments exceeds Rs. 10000- it has been made through cheque /DD				
4.5 Have you checked contra entries for cash) withdrawals and deposits and ensured that they appear on same date in cash L book/bank book	/			
4.6 Have you checked whether payments have been made only for charitable purpose or related projects/ programs i.e. relief of poor/ education/ medical relief				
5. Journal Vouching		X		
5.1 Have you checked head of account on alt journal vouchers	1			
5.2 Are all journal vouchers supported by necessary evidence xplanation	/			
5.3 Are all vouchers properly authorized				
5.Salaries/ Wages/ Honorarium	~			
 6.1 Have you checked statutory deductions for 1.Income tax 2. Professional Tax 3.Any other items 	~			
6.2Have you checked statutory deductions for				
1.Income tax		1	NG A	infor the
2. Professional Tax			Pri	ncipal 861 81 Engin

3.Any other items				
6.3Have you checked stator deductions have been paid in proper and time manner to respective departments	~			
7. Ledger I Posting and Security		1		
7.1 Have you chocked posting from cash book! back bock/journal register and all other principal books			***	
Have you scrutinized a) Loan Staff Loan ledger.	1			
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 alt liabilities accounts of the trust/institution to ensure that abilities relating to trust/society only recorded.				
 Have scrutinized all expenses accounts in particular of a) Building Repairs. b) Machine Repairs. c) Others repairs. To ensure that whether any expenditure of capital nature has been charged to revenue account and vice versa 				
8. Tax Matters				
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	\checkmark			
9. Other records				
Have you checked a. Register of fixed deposits b. Register for Fixed assets. 2.SCLL	\checkmark		1 Jer	RIA.

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CHECK LIST FOR INTERNAL AUDIT OF THE COLLEGE/ TRUST ACCOUNTS

Period of Audit: 2018-2019	1.24			
Reviewed by: Mrs. P Prathyusha and Mr. N S Manian	1.1			
Note: wherever test checks are to be carried out, obtain instruction	ons from	m auc	lit In ch	large.
Particulars	Yes	No	N.A	Remarks
1. General Instructions		1		
1.1 Have you checked the past year-records like 1 T returns and financial statement	\checkmark			
1.3 Have you checked the number of years of Maintenance of proper financial records.	~	1		
2. Opening Balance				
2.1 Have you checked opening balance of	/	-		
1. Cash Book	~	ŝ.		
2. Bank Book			1	
3. General Ledger				
4. Other subsidiary ledgers, with closing balances of	~			
3. Vouching	~			
Vouching includes the following:	~			
3.1 Receipt and payments of cash book and Bank book	V			
3.2 Have you checked correctness receipts and payments with respect to	~			
1. Account Head	V			
2. Date	~			
3. Amount	~	3		
Name of Party	V			
3.3 Are the Vouchers properly authorized and supported by necessary external evidence and/or internal documentation	V			\mathcal{P}
3.4 Does the transaction relate to the accounting Under audit.	V		UL A	acapitat
3.5 Have you checked total/subtotal	~		hor	HIPS STEL
4. Cash Book/Bank Book		sate	HUR H	APAR MAN
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4.2 Have you checked whether cash collected is deposited into bank within reasonable intervals	V				
4.3 Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's bank statements	V				
4.4 Have you ensured that wherever payments exceeds Rs. 10000- it has been made through cheque /DD	V				
4.5 Have you checked contra entries for cash) withdrawals and deposits and ensured that they appear on same date in cash L book/bank book	~	1			
4.6 Have you checked whether payments have been made only for charitable purpose or related projects/ programs i.e. relief of poor/ education/ medical relief	/	-			
5.Journal Vouching	1				
5.1 Have you checked head of account on alt journal vouchers	\checkmark				
5.2 Are all journal vouchers supported by necessary evidence splanation	/				
5.3 Are all vouchers properly authorized	~				
6.Salaries/ Wages/ Honorarium	~				
6.1 Have you checked statutory deductions for					
 6.1 Have you checked statutory deductions for 1.Income tax 2. Professional Tax 	\checkmark				
2. Professional Tax					
3.Any other items			-	han	P
6.2Have you checked statutory deductions for			A	incipa	nginee
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2. Professional Tax		Bec	PUT	Road, Pro TAPARTHI Intapuramu	(00)

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a. Register of fixed deposits b. Register for Fixed assets.	jan	- X skrit	Prin i Scho	ncipal ol of Engin
Have you checked			1 class	R LO
9. Other records				
8.2 Have you enquired about any pending tax litigations	/			
8.1 Have you checked TDS returns are filed quarterly and obtained the A/C number	~			
8. Tax Matters	~			
To ensure that whether any expenditure of capital nature has been charged to revenue account and vice versa	8			
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7.4 Have you scrutinized alt liabilities accounts of the trust/institution to ensure that abilities relating to trust/society only recorded.	\checkmark			
7.3 Have you scrutinized all assets accounts of the trust/ Institution to ensure that assets relating to trust/ society only recorded.		1 6		
b) Advance ledger.	/			
Have you scrutinized a) Loan Staff Loan ledger.				
7.1 Have you chocked posting from cash book! back bock/journal register and all other principal books				
7. Ledger I Posting and Security	~			
time manner to respective departments				
6.3Have you checked stator deductions have been paid in				
3.Any other items	\checkmark		×	

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CHECK LIST FOR INTERNAL AUDIT OF THE COLLEGE/ TRUST ACCOUNTS

Period of Audit: 2019-2020				
Reviewed by: Mr. S Harikrishnan and Mr. B Sambasivaiah				
Note: wherever test checks are to be carried out, obtain instruction	1	-		
Particulars	Yes	No	N.A	Remarks
1. General Instructions				
1.1 Have you checked the past year-records like 1 T returns and financial statement	V			
1.3 Have you checked the number of years of Maintenance of proper financial records.	\checkmark			
2. Opening Balance	~			
2.1 Have you checked opening balance of	~			
1. Cash Book	V			
2. Bank Book	~			
3. General Ledger	~			
4. Other subsidiary ledgers, with closing balances of	\checkmark			
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Vouching includes the following:	~			
3.1 Receipt and payments of cash book and Bank book	V			
3.2 Have you checked correctness receipts and payments with respect to	~			
1. Account Head	V			
2. Date	/			
3. Amount	1			
Name of Party	1			
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 Under audit.	~			1 1010
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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 ensured that wherever payments exceeds Rs. 10000- it has been made through cheque /DD	~				-
4.5 Have you checked contra entries for cash) withdrawals and deposits and ensured that they appear on same date in cash L book/bank book	~				
4.6 Have you checked whether payments have been made only for charitable purpose or related projects/ programs i.e. relief of poor/ education/ medical relief	V				
5. Journal Vouching	~				
5.1 Have you checked head of account on alt journal vouchers	~				
5.2 Are all journal vouchers supported by necessary evidence xplanation	~				
5.3 Are all vouchers properly authorized	~				
6.Salaries/ Wages/ Honorarium	~				
6.1 Have you checked statutory deductions for					
1.Income tax 2. Professional Tax	\checkmark				
3.Any other items			101;101	NRI X	
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2. Professional Tax	3	ansk	Palli R	nool ci Ent nool ci Ent oad, prasa pARTHI - 5 hapuramu (i hapuramu (i	D.1.
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3.Any other items		V		
6.3Have you checked stator deductions have been paid in proper and				-
time manner to respective departments				
7. Ledger I Posting and Security	~			
7.1 Have you chocked posting from cash book! back bock/journal register and all other principal books	~			
Have you scrutinized a) Loan Staff Loan ledger.	~			
b) Advance ledger.	\checkmark			
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 Have scrutinized all expenses accounts in particular of a) Building Repairs. b) Machine Repairs. c) Others repairs. To ensure that whether any expenditure of capital nature has been charged to revenue account and vice versa 				
8. Tax Matters	~			
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	\checkmark			
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Have you checked		Prin		13

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CHECK LIST FOR INTERNAL AUDIT OF THE COLLEGE/ TRUST ACCOUNTS

1. General Instructions 1.1 Have you checked the past year-records like ITT returns and financial statement 1.3 Have you checked the number of years of Maintenance of proper financial records. 2. Opening Balance 2.1 Have you checked opening balance of 1. Cash Book 2. Bank Book 3. General Ledger 4. Other subsidiary ledgers, with closing balances of 3. Vouching Vouching includes the following: 3.1 Receipt 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 Name of 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 accombingbalance audit. 3.5 Have you checked total/subtotal	Period of Audit: 2020-2021				
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4.4 Have you ensured that wherever payments exceeds Rs. 10000- it has been made through cheque /DD				
4.5 Have you checked contra entries for cash) withdrawals and deposits and ensured that they appear on same date in cash L book/bank book	/			
4.6 Have you checked whether payments have been made only for charitable purpose or related projects/ programs i.e. relief of poor/ education/ medical relief	~			
5.Journal Vouching		1.13		
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J.Any other items			
6.3Have you checked stator deductions have been paid in proper and time manner to respective departments			
7. Ledger I Posting and Security			-
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Have you scrutinized a) Loan Staff Loan ledger.			
b) Advance ledger.			
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8. Tax Matters			-
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	1	50	
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CHECK LIST FOR INTERNAL AUDIT OF THE COLLEGE/ TRUST ACCOUNTS

Period of Audit: 2021-2022 Reviewed by: Mr.D.Nagaraju and Mr.S.Harikrishnan Note: wherever test checks are to be carried out, obtain instructions from audit In charge. Particulars Yes Remarks No N.A 1. General Instructions 1.1 Have you checked the past year-records like LT returns and financial statement 1.3 Have you checked the number of years of Maintenance of proper financial records. 2. Opening Balance 2.1 Have you checked opening balance of 1. Cash Book 2. Bank Book 3. General Ledger 4. Other subsidiary ledgers, with closing balances of 3. Vouching Vouching includes the following: 3.1 Receipt 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 Name of Party 3.3 Are the Vouchers properly authorized and supported by necessary external evidence and/or internal documentation 3.4 Does thetransaction relate to the accounting Underaudit 3.5 Have you checked total/subtotal 4.Cash Book/Bank Book Puttap sanskrithi School of Engineering

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6.Salaries/ Wages/ Honorarium				
5.3 Are all vouchers properly authorized				
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4.3 Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's bank statements	~			
4.2 Have you checked whether cash collected is deposited into bank within reasonable intervals				
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3.Any other items	/				
6.3Have you checked stator deductions have been paid in proper and					
time manner to respective departments	\checkmark				
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Have you scrutinized a) Loan Staff Loan ledger.	~				
b) Advance ledger.					
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3. Tax Matters					
8.1 Have you checked TDS returns are filed quarterly and obtained the A/C number	~				
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D. Other records			~		
Have you checked A. Register of fixed deposits D. Register for Fixed assets. D. C. L. L. L.	~	Ì	All	th)	<u> </u>
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