



SANSKRITHI SCHOOL OF ENGINEERING

Behind SSSS Hospital, Beedupalli knowledge park, Prasanthigram, Puttaparthi - 515134
Affiliated by JNTUA & Approved by All India Council for Technical Education (AICTE), www.sseptp.org

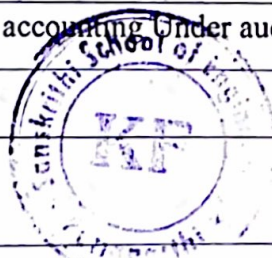
CHECK LIST FOR INTERNAL AUDIT OF THE COLLEGE/ TRUST ACCOUNTS

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 instructions from audit In charge.

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	✓			
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 accounting Under audit.	✓			
3.5 Have you checked total/subtotal	✓			
4.Cash Book/Bank Book	✓			



(Handwritten Signature)
Principal

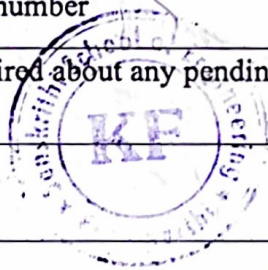
Sanskriti School of Engineering
Beedupalli Road, Prasanthingra.
PUTTAPARTHI - 515 134.
Anantapuramu (Dt) A.P.

4.1 Have you checked whether transactions have been 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	✓			
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	✓			
6. Salaries/ Wages/ Honorarium	✓			
6.1 Have you checked statutory deductions for 1. Income tax 2. Professional Tax 3. Any other items	✓			
6.2 Have you checked statutory deductions for 1. Income tax 2. Professional Tax	✓			



Principal
Sanskriti School of Engineering
Beetupalli Road, Prashantharam,
BijitAPARTHI - 515 134.

3. Any other items	✓			
6.3 Have 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 checked posting from cash book! back bock/journal register and all other principal books	✓			
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 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	✓			
9. Other records	✓			
Have you checked a. Register of fixed deposits b. Register for Fixed assets.	✓	1. J Sunday 2. SCLL		





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CHECK LIST FOR INTERNAL AUDIT OF THE COLLEGE/ TRUST ACCOUNTS

Period of Audit: 2018-2019

Reviewed by: Mrs. P Prathyusha and Mr. N S Manian

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 ITR 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 accounting Under audit.	✓			
3.5 Have you checked total/subtotal	✓			
4. Cash Book/Bank Book	✓			

1. Prathyusha
2. Manian

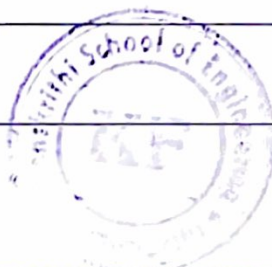
SANSKRITHI SCHOOL OF ENGINEERING
BEEDUPALLI ROAD, PRASANTHIGRAM,
PUTTAPARTHI - 515134.
ANDHRA PRADESH (A.P.)

4.1 Have you checked whether transactions have been 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	✓			
5.1 Have you checked head of account on alt journal vouchers	✓			
5.2 Are all journal vouchers supported by necessary evidence explanation	✓			
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 3. Any other items	✓			
6.2 Have you checked statutory deductions for 1. Income tax 2. Professional Tax	✓			




 Principal
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3. Any other items	✓			
6.3 Have 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 checked posting from cash book! back book/journal register and all other principal books	✓			
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 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	✓			
9. Other records			✓	
Have you checked a. Register of fixed deposits b. Register for Fixed assets.	✓			




Principal
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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 instructions from audit In charge.

Particulars	Yes	No	N.A	Remarks
1. General Instructions				
1.1 Have you checked the past year-records like 1T 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 accounting Under audit.	✓			
3.5 Have you checked total/subtotal	✓			
4. Cash Book/Bank Book	✓			




[Signature]
Principal

Sanskriti School of Engineering
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515 134,
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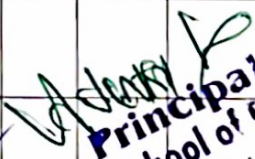
4.1 Have you checked whether transactions have been recorded in cash book/bank book for collection with counter foils of receipts	✓			
4.2 Have you checked whether cash collected is deposited into bank within reasonable intervals	✓			
4.3 Have you checked bank reconciliation statement and reconciliation 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	✓			
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	✓			
6. Salaries/ Wages/ Honorarium	✓			
6.1 Have you checked statutory deductions for 1. Income tax 2. Professional Tax 3. Any other items	✓			
6.2 Have you checked statutory deductions for 1. Income tax 2. Professional Tax	✓			




Principal
 Sanskriti School of Engineering
 Beedupalli Road, Prasanthnagar,
 PUTTAPARTHI - 515 134,
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3. Any other items			✓	
6.3 Have 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 checked posting from cash book! back bock/journal register and all other principal books	✓			
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 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	✓			
9. Other records	✓			
Have you checked a. Register of fixed deposits b. Register for Fixed assets. 1. SC Handl- 2. Sun Amers	✓			




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

Period of Audit: 2020-2021

Reviewed by: Mr. S Noormahammed and Mr. N. Pavan Kumar

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 IT 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 accounting Under audit.	✓			
3.5 Have you checked total/subtotal	✓			
4. Cash Book/Bank Book	✓			



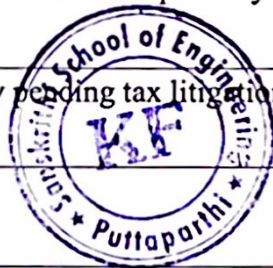
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Principal
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Beedupalli Road, Prasanthigram
PUTTAPARTHI - 515 134.
Anantapuramu (Dt) A.P.

4.1 Have you checked whether transactions have been 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	✓			
5.1 Have you checked head of account on alt journal vouchers	✓			
5.2 Are all journal vouchers supported by necessary evidence explanation	✓			
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 3. Any other items	✓			
6.2 Have you checked statutory deductions for 1. Income tax 2. Professional Tax	✓			



Principal
Sanskriti School of Engineering
Beedupalli Road, Prasanthigra
PUTTAPARTHI - 515 134.
Anantapuramu (Dt) A.P.

5. Any other items			✓
6.3 Have 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 checked posting from cash book! back bock/journal register and all other principal books	✓		
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 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	✓		
9. Other records	✓		
Have you checked a. Register of fixed deposits b. Register for Fixed assets.	✓		



1) Amy
2) J. Prasad

(Signature)
Principal
Sanskriti School of Engineering
Beedupalli Road, Prasanthipuram,
PUTTAPARTHI - 515 134.
Anantapuramu (Dt) A.P.



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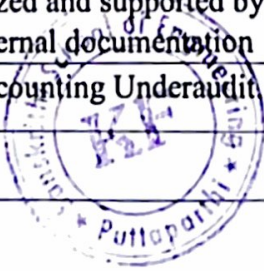
CHECK LIST FOR INTERNAL AUDIT OF THE COLLEGE/ TRUST ACCOUNTS

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.

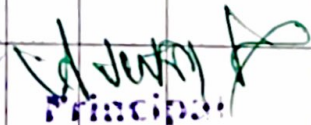
Particulars	Yes	No	N.A	Remarks
1. General Instructions				
1.1 Have you checked the past year-records like LT returns and financial statement	✓			
1.3 Have you checked the number of years of Maintenance of proper financial records.	✓			
2. Opening Balance	✓			
2.1 Have you checked opening balance of	✓			
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 the transaction relate to the accounting Underaudit	✓			
3.5 Have you checked total/subtotal	✓			
4. Cash Book/Bank Book	✓			



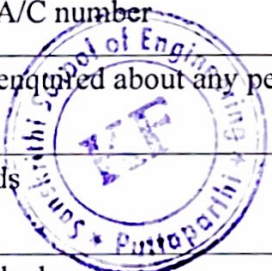
(Signature)
Principal
Sanskriti School of Engineering
Beedupalli Road, Prasanthigram,
Puttaparthi - 515134

4.1 Have you checked whether transactions have been recorded in cash book/bank book for collection with counter foils of receipts	✓			
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5. Journal Vouching	✓			
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6.2 Have you checked statutory deductions for 1. Income tax 2. Professional Tax	✓			




 Principal
 Sanskriti School of Eng.
 Beedupalli Road, Prasanna
 PUTTAPARTHI - 515
 Anantapuramu (Dt) Andhra Pradesh

3. Any other items	✓			
6.3 Have 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 checked posting from cash book! back book/journal register and all other principal books	✓			
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 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	✓			
9. Other records			✓	
Have you checked a. Register of fixed deposits b. Register for Fixed assets.	✓			



D. S. L. hand

[Signature]
Principal

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Beelupalli Road, Prasanthipeta,
PUTTAPARTHI - 515 134,
Andhra Pradesh (Dt) A.P.