

Audit Report School of Folklore Studies for the period 2015-16

Head of the Department : Dr.Anil K.M

Section Officer: Nil

Assistant : Sri.Vinod P.B

Team of Audit : 1. Christopher James

2. Sreejith.O

As per the audit schedule sanctioned by the Finance Officer, Internal Audit Wing visited the School of Folklore Studies and verified the Accounts and Registers maintained during the period for the period 2015-16. Findings are furnished below :-

1) Bank Balance/ Idle Fund:

Bank balances in the accounts maintained at SBT, CU Branch (A/C no.57034431403) was verified along with the Cash book and the bank statement and it is noted that as on 15/10/2016 Rs.143940/- is the closing balance at SBT, CU Branch. While verifying the balance with the dues of the department, it is noted that ***an amount around Rs.110000/- kept as idle*** in the account for a long period without any interest or further benefits.

2) Cash Book:

A cash book found maintained in the department. On verification of the cash book and the bank statement, following lapses were observed.

- a) Reconciliation of accounts not seen done.
- b) Bank statements before 09/12/2015 were not filed. Up to date statement were collected only after the request by the IAW during the audit.
- c) Head of the department not used to attest the day to day entries in cash book.
- d) Recordong of both receipt and expenditure not found in order. Up to 5 to 6 days entries were found recorded in a single folio. for e.g on the receipt side entries of 24/02/2016 noted where as on the debit side transactions of 09/02/2016 recorded. The entries on receipt side and expenditure side on each day should be entered as corresponding entries in the cash book and tallied at the end of the day.
- e) The contingent grant of Arshad.V amounting Rs.10000/-received vide cheque No.644575 dated 18/03/2016 is seen entered in cheque register. But same was not found recorded in the cash book.
- f) Collection not recorded in the cash book on that day itself. e.g. Collecten on 22/08/2015 for Rs.22120/- found recorded in the cash book on 25/08/2015 only.
- g) Details of challan remittance to CUF for Rs.1800/- dated 03/11/2015 not entered in the cash book.

3) Bank Charges:

On verification of the available SBT bank statement, it is noted that Rs.630/- has been debited towards the account keeping fee .

4) Hand Over of charges:

On verification it is noted that custodian of various registers and records not used to handover the charges to the successor.

5) Cheque Issue Register:

Eventhough a register for recording the issue of cheque is maintained, it is noted that same found maintained after 31/12/2015.

6) Maintenance of TR-5 receipts:

On verification of the issue of TR-5 receipts, following serious lapses were observed.

- a) Rt.no.209511 to 209518 and Rt.no.209520 found canceled without duplicate folios.
- b) Signature not found in the duplicate folio. e.g. Rt.no.209552 dtd 22/08/2015.
- c) Duplicate folio of Rt.no.209577 dtd 23/11/2015 for Rs.3215/- found without issue.
- d) Details of amount not described in words.e.g.TR-5 no.209578 dated 28/11/2015 for Rs.3600/-.
- e) TR-5 found signed with office seal and found without issue. e.g. 209589 & 209590
- f) Started issuing new TR-5 (Book no.2097) without using or cancelling the balance 12 folios (209589 to 209600) of TR-5 book no.2096
- g) Absolute carelessness observed in maintenance of the book.

7) E-Grants transactions:

Register kept for e-grants transactions are not seen updated. No register for recording the DCB of e-grantz amount is seen maintained in the department. Even statement from the SBI not collected and submitted for audit/verification. As per available register last disbursement from the fund was observed on 17/10/2010. But as per the cash book debit from this account was found on 23/07/2013 and 23/06/2015. Direction has been given to prepare/update the registers and to collect the bank statement and report.

8) Caution Deposit Register:

Eventhough a register is maintained for recording the details of caution deposit, it is noted that details of collection of 2016-17 batch is not found recorded in the register.It is also noted that unclaimed caution deposit is not refunded to CUF.e.g 1) 11 students of MA 2010-12 admission and 10 students of MA 2011-13 admission.

**CU Campus
04/11/2016**

**Rajesh K.P
Finance Officer**