

UNIVERSITY OF CALICUT

FINANCE BRANCH(INTERNAL AUDIT WING)

REPORT ON AUDIT CONDUCTED IN CUTEC CALICUT(2017-18)

In view of the U O Note from the VC's Office ,the team of Internal Audit Wing have visited CUTEC Calicut, for an internal audit from 17.4.2018 to 18.4.2018. The findings of the team is detailed below:-

Principal: Smt. V.P. Smitha

Administrative Officer: Sri. Thushar. K.V

Auditors: Sri. Sathianesan.C

Sri. Manojkumar. T.K.

The sanctioned strength of BEd course is 50 for each course. The tuition fee per Semester is Rs.28,000/-. Admission fee is Rs.2,000/-.

Cash book: On verification of cash book following discrepancies were noticed.

a) cash balance in the cash book as on 29.3.2018 is Rs.2,59,065 and in the bank statement it is 2,57,840. The difference is Rs. 1,225. This amount must be reconciled.

b) The details of fee receipt in TR-5 is not entered in the cash book.

c) It is seen that the Head of the institution is not attested the pages of the cashbook.

d) The dates of the cheques entered in the cash book and cheque book slip is seen as different.

Eg:Cheque No.106107 dtd.3.5.2017,in cashbook it is 4.5.2017.

Cheque No.106116 dtd.15.7.2017 , in cash book, 8.8.2017.

,Cheque No.106117 dtd.15.7.2017, in cash book ,9.8.2017.

TR-5 Receipt: The Admission fees, students welfare fees, womens' development fees and University union fees are collected through TR-5.The fees details are entered in fee collection register. The following TR-5 original receipts have issued to students instead of the duplicate receipts. Serial Nos. from 291201 to 291235, 207386 to207398, 207400, 206935 to 207000, 207001 to 207034, 207047 to 207100, 207101 to 207159 .

PA Register: P A advance for the centre is Rs 20,000.The cash balance as on 4.4.2018 is Rs. 8923. No discrepancy found.

DCB Statement: As per the DCB statement 2016-17, the fee (Rs.28000) of one BEd candidate is pending. In DCB statement of 2017-18, the fees of 9 SC& OEC candidates(Rs.2,70,000) has to be remitted.

General Matters:

a)The PTA fund is deposited/kept in the account of Co-operative Bank Calicut Branch.

b) There is a computer Lab and a Library for the students.

c) Lots of E -waste has dumbled in the room. It has to be disposed of immediately.

A reply to the points noted above may be forwarded to Finance (IAW) Branch within two weeks so

as to proceed further in this matter.