

FINNCE INTERNAL AUDIT

17569/FIN-INT.AUDIT-2/2018/Fin

14.06.2018

AUDIT REPORT OF CUTEK- SULTHAN BATHERY- 2018

As per the orders of Finance Officer, the team of Internal Audit Wing have conducted an audit verification at CUTEK Sulthan Bathery on 22.5.2018 to 23.5.2018. The details of the findings are furnished herewith.

Team of Audit:

Section Officer : Rajanidevi.P.K

Assistants : Sathianesan.C

: Manojkumar.T

Principal of the Centre: **Suresh**

Teaching Staff : 7 (Contract Staff)

Office Staff ; Shyju C.M.

Daily Wage Staff ;Sainaba Usman. (Sweeper)

CASH BOOK:- Cash book is maintaining in the office. All cash transactions except **E- grants** are entered in the cash book. E-grants transactions are operated through the SBI, Account No. **30983938206**. The details of cheque transactions of **E-grants** are not entered in the Cash Book.All the financial transactions in the office must be entered in the Cash Book itself. The cash balance in the cash book and in the bank statement, as on 9.5.2018 is Rs. 50920.

TR-5 Receipts:- Verified the TR-5 receipts No. **291901-291965 and 292001-292100**. The special fees and other fees are collected through the TR-5 receipts. All the details are entered in the Cash Book. TR-5 receipt register is also maintaining in the office.

FEE FUND REGISTER:- All the fees details such as admn.fee, tuition fee, UUF, WWF, SWF etc. have entered in the Fee Fund Register.

BANK STATEMENT:- The day to day transactions are operated through SBI Account No. **37214373976**,Sulthan Bathery Branch.The balance amount as on 9.5.2018 is Rs. **50920/-**.

ANSWERSCRIPT REGISTER:- On verification of answerscript register,an irregularity is found in the issuance of answerscript for the IInd sem. BEd. exam 2016 batch.In the register, the opening balance is blank and in the issuance column, 13 answerscripts are seen issued to the students.

CHEQUE ISSUE REGISTER: There is a cheque issue register maintaining in the office.All the cheques issued are entered in the cheque issue register.But the details of recieved cheques has not entered anywhere in the registers.

PTA FUND: The PTA fund for the general category of students is Rs.1000 and for SC/ST/OEC candidate is Rs.250. A separate cash book is kept for the PTA fund.The transaction is operated through the account of Co-operative Bank, Sulthan Bathery and the account No.is 192.The cash balance in the cash book and in the bank statement is Rs. 39083/-.

E-GRANTS REGISTER: An E-grants register is maintaining in the office.The cheque transactions

related to E-grants is entered in the E-grant register. The total amount of E-grants claimed and remitted to Calicut University Fund is Rs.14,80,610/.The following E-grants cheque details are not seen entered in the E-grant register.

1) Cheque No.398683 dtd. 17.10.17, an amount of Rs.60,000

2) Cheque No.398687, Rs.5220

3) Cheque No.398688, RS.4,20,000

General Matters:

1) Eventhough the centre has internet connection and computer system, the file work is done as manually.

2)The computer Lab is now using as class room. There are five computers installed in the computer Lab. But two are only in working condition.

3)There is no adequate space for extra curricular activities.

4)Examined the accession register in the Library, and the total No. of books is 4169 and no descerepancies were found.

A reply to the points noted above may be forwarded to IAW within two weeks so as to proceed further in this matter.

C U CAMPUS

5.6.2018

Suresh K.K

Finance Officer