

# **INTERNAL AUDIT REPORT**

**FOR THE YEAR 2017-18**

**UTTAM KESHRI & CO.**

Chartered Accountants  
2ND FLOOR, G.S. TOWER, A.T. ROAD,  
HIMATSINGKA PETROL PUMP COMPLEX,  
GUWAHATI ASSAM 781001

Approved  
M. G. K. K.  
30/07/2019



# **UTTAM KESHRI & CO.**

Chartered Accountants

UTTAM KUMAR AGARWAL

B.COM (Hon's), F.C.A, DISA(ICAI)

Mem No-059168



S-10, 2<sup>nd</sup> floor, G.S.Tower

Himatsingka Petrolpump Complex

A.T Road, Guwahati-781001

Ph.No.2606237(0),9435106442(M)

## **AUDIT REPORT**

We Have examined the Receipts & Payments Account of General Fund and other subsidiary fund of "JAWAHARLAL NEHRU COLLEGE, BOKO, KAMRUP, ASSAM" for the year from 1/4/2017 to 31/03/2018. We have certified that the said Receipts & Payments Accounts, gives a true & fair statment of affairs of Books of accounts as maintained by the College as produced before us for our verification.

For,  
UTTAM KESHRI & CO.  
Chartered Accountant.

(UTTAM KUMAR AGARWAL)  
Proprietor.

Membership No 059168



GUWAHATI,  
The 28th day of September 2018

## RECEIPTS &amp; PAYMENTS ACCOUNT UNDER GENERAL FUND FOR THE YEAR ENDED ON 31/03/2018

Receipt		Payment	
Particulars	Amount (Rs)	Particulars	Amount (Rs)
<b>To Opening Balance</b>		By Salary to Staff	29,24,350.00
A. Cash in Hand	4,435.00	By Fees to G.U /AHSEC	25,13,151.00
B. Cash at bank	79,46,239.00	By Labour Charges	55,580.00
C. Fixed deposits in Bank		By Aid to poor student	2,950.00
i) Apex Bank [ 845 ]	3,16,296.00	By NCP Project	3,38,000.00
ii) Apex Bank [ 1459 ]	39,772.00	By Honararium	
	<b>83,06,742.00</b>	By TA/DA	50,747.00
		By Const. of aquarium/Book Stall/Building/ Women's hostel, Swimming Pool	4,49,620.00
		By Soil Testing	13,452.00
<b>To Fees Collection</b>	59,44,345.00	By Furniture & Fixtures	41,240.00
		By Meeting Expenses	21,237.00
<b>To NCC Bill</b>	38,565.00	By Wall Paint	64,500.00
		By Printing & Stationery	1,94,779.00
<b>To Fees from junior Asst. Candidate</b>	4,600.00	By Supply of Building Materials	1,91,382.00
		By Wastage bins and G.C sheets exp.	37,900.00
<b>To DD cancelled against registration fee</b>	3,15,300.00	By Oil, Gas and Lubricant Expenses	6,394.00
		By Iron Remover Plant	42,900.00
<b>To RTI Fees Received</b>	300.00	By Gardening Exps	1,80,361.00
		By Repair & Maintenance	31,819.00
<b>To Reimburesment for Purchase of Books</b>	1,93,961.00	By Battery	9,130.00
		By Fabrication Expenses	6,04,191.00
<b>To Cheque issued in earlier year for exps/Scholarship not presented in Bank within due date now cancelled To GU/AHSEC Examination Fee Returned</b>	38,700.00	By Inspection Charges	18,255.00
	<b>12,92,737.00</b>	By Refund of excess Fee	4,950.00
		By Consultancy Charges/Professional Fees	13,980.00
		By Seminar/Meeting Expenses	33,766.00
		By Hostel Expenses	20,000.00
		By Plumbing Expenses	25,804.00
		By Travel Agent	1,17,915.00
		By Festival Exps.	
		By Beautification Expenses	5,710.00
		By Laboratory Expenses	20,000.00
		By Refreshment Expenses	18,900.00
		By Advertisement Expenses	45,424.00
		By Newspaper Expenses	888.00
		By Electrical fittings	6,53,208.00
		By Interview Exp.	65,000.00
		By Electricity bill	3,90,563.00
		By Telephone Exp	1,028.00
		By Inaugration Expenses	6,020.00
		By Audit Fees	11,800.00
		By Contingency exp	21,000.00
		By Logo and banner exp.	61,730.00
		By Books & Journal	2,11,489.00
<b>TOTAL</b>	<b>1,61,35,250.00</b>	<b>TOTAL</b>	<b>95,21,113.00</b>



## RECEIPTS &amp; PAYMENTS ACCOUNT UNDER GENERAL FUND FOR THE YEAR ENDED ON 31/03/2018(Contd..)

Receipt		Payment	
Particulars	Amount (Rs)	Particulars	Amount (Rs)
	1,61,35,250.00		95,21,113.00
		By Guest Expenses	22,332.00
		By Supply of Computer Accessories	80,300.00
		By Bank Charges	6,488.75
		By Transfer to Other Funds	
		Building Fund	1,09,500.00
		Festival Fund	36,500.00
		Union Fund	5,26,020.00
		Library Fund	73,000.00
		Examination Fund	1,46,000.00
		By Misc. Expenses	15,847.00
		Closing Balance	
		A. Cash in Hand	4,435.00
		B. Cash at bank	52,37,646.25
		C. Fixed deposits in Bank	
		i) Apex Bank [ 845 ]	3,16,296.00
		ii) Apex Bank [ 1459 ]	39,772.00
			3,56,068.00
<b>Total :</b>	<b>1,61,35,250.00</b>	<b>Total :</b>	<b>1,61,35,250.00</b>

Date : 08/09/2018

Place : Guwahati

For, UTTAM KESHRI &amp; CO.

Chartered Accountants.

(UTTAM KUMAR AGARWAL)

Proprietor

Membership No. 059168



**J.N. COLLEGE : BOKO**

Bank Reconciliation Statement as on 31.03.2018			
Balance as per Cash book as on 31/03/2018			<b>52,37,646.25</b>
Add: Cheque issued but not presented for payment			
<u>Date</u>	<u>Ch No</u>	<u>Amount</u>	
11.05.2017	646983	2,350.00	
03.07.2017	414663	5,000.00	
05.09.2017	114805	1,500.00	
02.11.2017	202019	330.00	
03.11.2017	202026	39,363.00	
23.11.2017	283072	5,710.00	
18.12.2017	283134	2,020.00	
02.01.2018	252074	8,000.00	
20.01.2018	252106	3,000.00	
22.02.2018	061349	12,980.00	
09.03.2018	211654	720.00	
27.03.2018	211658	675.00	
27.03.2018	211660	500.00	
			<b>82,148.00</b>
Bank Balance as per pass book			<b>53,19,794.25</b>

**Detail of Bank Accounts**

SBI A/c No 108236253	2,61,038.94
UBI A/c No 03950500:	50,58,755.31
	<u><b>53,19,794.25</b></u>



**JAWAHARLAL NEHRU COLLEGE : BOKO**

**RECEIPTS & PAYMENTS ACCOUNT UNDER GOVERNMENT UGC FUND FOR THE YEAR ENDED ON 31/03/2018**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<b>To Opening Balance</b>		By Wages for Construction	4,79,000.00
Cash in Hand	-	By Purchase of Construction Materials	17,30,038.00
Cash at Bank	44,47,764.00	[ Cement, Rod, Sand, Brick, Timber, etc]	
		By Workshop & Seminar Exps.	28,405.00
		By Consultancy & Inspection fees	5,750.00
To Bank Interest	1,04,340.00	By Labour Charges	
		By Equipments Purchased	2,10,790.00
		By Electric goods & installation	77,985.00
		By Furniture & Fixtures	1,27,985.00
		By Expenses on Short term Course	3,75,000.00
		By Salary & Honararium to Teachers	86,000.00
		By Books & Journal	32,086.00
		By Scholarship to CCS Student	1,08,000.00
		By Travelling Allowance	908.00
		By Student Assessment Fee	28,800.00
		By MRP	3,19,600.00
		By Bank Charges	5.90
		By Misc Exps.	3,185.00
		<b>By Closing Balance</b>	
		Cash in Hand	-
		Cash at Bank	9,38,566.10
	<b>45,52,104.00</b>		<b>9,38,566.10</b>
			<b>45,52,104.00</b>

For

UTTAM KESHRI & CO.  
Chartered Accountants.

(UTTAM KUMAR AGARWAL)  
Proprietor  
Membership No. 059168  
Date : 08/09/2018  
Place : Guwahati



**JAWAHARLAL NEHRU COLLEGE : BOKO**  
**Bank Reconciliation Statement as on 31-03-2018**

PARTICULARS		AMOUNT
Bank Balance as per Cash book		9,38,566.10
<b><u>Add: Cheaque issued but not presented for payment till 31/03/2017</u></b>		
(i) Cheaque Issued to N Mahanta      Cheaque no:	1,140.00	1,140.00
		<b><u>9,39,706.10</u></b>





**JAWAHARLAL NEHRU COLLEGE : BOKO**

**RECEIPTS & PAYMENTS ACCOUNT UNDER GOVERNMENT GRANTS FUND FOR THE YEAR ENDED ON 31/03/2018**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<b>To Opening Balance</b>		By Labour Charges / Mason Wages	11,30,757.00
Cash in Hand		<b>By Construction Exps.</b>	13,39,056.00
Cash at Bank	23,96,261.00	Soil, Timber, Bamboo, Bricks, Boulder, Cement, rod, tiles, etc	
To Bank Interest	81,459.00	By Electric goods & installation	1,10,415.00
To Amount Deposited by DHE for Installation of Wifi Connection in Principal Room Liabrary & Teacher Common Room Vide Letter no. PC/HE/MISS59/ 2016/40 DATED 29-03-2017	50,000.00	By Bank Chg.	443.00
To Amount Deposited by DHE for Student Excursion During 2016-17 Vide Letter no. PC/HE/PLAN 15/ 2016/18 DATED 29-03-2017	1,00,000.00	By WIFI Installation Exps.	51,140.00
To Amount Deposited by DHE for Free Admission of HS & TDC	41,35,128.00	By Transfer To Building Fund	2,37,405.00
To Amount Deposited by DHE for Student Excursion to Rajasthan Vide Letter no. PC/HE/PLAN 15/ 2016/34 DATED 07-05-2018	1,00,000.00	By Transfer To Exam Fund	3,16,540.00
To Amount Deposited by DHE for tools & Equipment & Chemical Vide Letter no. PC/HE/SOPD/ 3/ 2017 DATED 11-04-2018	1,50,000.00	By Transfer to Liabrary Fund	1,58,270.00
		By Transfer to Festival Fund	79,135.00
		<b>By Closing Balance</b>	
		Cash in Hand	
		Cash at Bank	35,89,687.00
	<b>70,12,848.00</b>		<b>70,12,848.00</b>

For

UTTAM KESHRI & CO.

Chartered Accountants.

(UTTAM KUMAR AGARWAL)

Proprietor

Membership No. 059168

Date : 08/09/2018

Place : Guwahati





**JAWAHARLAL NEHRU COLLEGE : BOKO**  
**Bank Reconciliation Statement as on 31-03-2018**

PARTICULARS		AMOUNT
Bank Balance as per Cash book		35,89,687.00
<b>Add: Cheque issued but not presented for payment till 31/03/2017</b>		
(i) Cheque Issued to Kalpatru Electricals      Cheque no:	1,140.00	1,140.00
Bank Balance as per Pass book		<b>35,90,827.00</b>



**JAWAHARLAL NEHRU COLLEGE : BOKO**  
**RECEIPTS & PAYMENTS ACCOUNT UNDER FESTIVAL FOR THE YEAR ENDED ON 31/03/2018**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<b>To Opening Balance</b>		By Vishwakarma Puja Exps.	-
Cash in Hand	-	By Saraswati Puja Exps.	95,359.00
Cash at Bank	1,92,497.00		
	1,92,497.00		
To Bank Interest	7,646.00	<b>By Closing Balance</b>	
To Transferred From General Fund	36,500.00	Cash in Hand	-
To Transferred From Government Grants Fund	79,129.10	Cash at Bank	2,20,413.10
			2,20,413.10
	3,15,772.10		3,15,772.10

For  
**UTTAM KESHRI & CO.**  
*Chartered Accountants.*

(UTTAM KUMAR AGARWAL)  
**Proprietor**  
**Membership No. 059168**  
**Date : 08/09/2018**  
**Place : Guwahati**



RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<u>To Opening Balance</u>			
Cash in Hand -			
Cash at Bank 34,349.00	34,349.00		
To Bank Interest	1,280.00	By Closing Balance	
		Cash in Hand -	
		Cash at Bank 35,629.00	35,629.00
	35,629.00		35,629.00

**UTTAM KESHRI & CO.**  
**Chartered Accountants.**

**Date : 08/09/2018**

**Place : Guwahati**



**JAWAHARLAL NEHRU COLLEGE : BOKO**

**RECEIPTS & PAYMENTS ACCOUNT UNDER LIBRARY FUND FOR THE YEAR ENDED ON 31/03/2018**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<b>To Opening Balance</b>		By Printing & Stationery	39,652.00
Cash in Hand 59.95		By Newspaper & Journals	26,974.00
Cash at Bank 6,13,522.00	6,13,581.95	By Almirah Purchased	65,040.00
		By Refreshment Exps.	230.00
		By Books & Periodicals	1,75,405.00
		By Printer Catridge	5,500.00
		By Bank Charges	23.80
To Transferred From Government Grants Fund	1,58,252.30	By Membership Exps.	5,900.00
To Bank Interest	22,772.00	<b>By Closing Balance</b>	
To Transferred From General Fund	73,000.00	Cash in Hand 59.95	
		Cash at Bank 5,48,821.50	5,48,881.45
	<b>8,67,606.25</b>		<b>8,67,606.25</b>

**For**

**UTTAM KESHRI & CO.**  
Chartered Accountants.

(UTTAM KUMAR AGARWAL)  
Proprietor

Membership No. 059168

Date : 08/09/2018

Place : Guwahati



**JAWAHARLAL NEHRU COLLEGE : BOKO**  
**Bank Reconciliation Statement as on 31-03-2018**

PARTICULARS		AMOUNT
Bank Balance as per Cash book		5,48,821.50
<b><u>Add: Cheque issued but not presented for payment till 31/03/2017</u></b>		
(i) Cheque Issued to Renuka Distributors      Cheque no: 009708	14,877.00	
(ii) Cheque Issued to Anamika Baishya      Cheque no: 009710	7,938.00	22,815.00
Bank Balance as per Pass book		<b>5,71,636.50</b>



**JAWAHARLAL NEHRU COLLEGE : BOKO**  
**RECEIPTS & PAYMENTS ACCOUNT UNDER UNION FUND FOR THE YEAR ENDED ON 31/03/2018**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<b>To Opening Balance</b>		By Salary	51,500.00
Cash in Hand -		By Sports Participation Exps.	24,000.00
Cash at Bank 3,14,804.00	3,14,804.00	By Newspaper & Journals	1,225.00
		By Refreshment	15,066.00
To Bank Interest	15,164.00	By Sports Equipments	21,530.00
		By Fresher & Social Exps.	1,26,000.00
To Transferred From General Fund	5,26,020.00	By Youth Festival	60,363.00
		By Printing & Stationary	9,135.00
		By Traveling Allowance	2,000.00
		By Blazer For Union Member	63,700.00
		By College Week Exps.	1,22,000.00
		By Garden Development Exps.	96,543.00
		By Electrical Goods & Installation	9,924.00
		By Cleaning Materials	3,270.00
		<b>By Closing Balance</b>	
		Cash in Hand -	
		Cash at Bank 2,49,732.00	2,49,732.00
	<b>8,55,988.00</b>		<b>8,55,988.00</b>

For  
**UTTAM KESHRI & CO.**  
*Chartered Accountants.*

(UTTAM KUMAR AGARWAL)

*Proprietor*

Membership No. 059168

Date : 08/09/2018

Place : Guwahati



**JAWAHARLAL NEHRU COLLEGE : BOKO**  
**DISTRICT : KAMRUP (ASSAM) 781123**

**RECEIPTS & PAYMENTS ACCOUNT UNDER EXAMINATION FUND FOR THE YEAR ENDED ON 31/03/2018**

RECEIPTS		AMOUNT	PAYMENTS		AMOUNT
<b>To <u>Opening Balance</u> :</b>			By Printing & Stationery		59,960.00
Cash in hand		-			
Cash with Bank					
Assam Co-operative Apex Bank (A/c no-591042010000303)	7,93,165.00				
		7,93,165.00			
To Transferred from General fund		1,46,000.00			
To Bank Interest		32,846.00			
To Transferred from Govt Grants		3,16,510.50			
			<b>By, <u>Closing Balance</u> :</b>		
			Cash in hand		-
			Cash with Bank		
			Assam Co-operative Apex Bank (A/c no-591042010000303)	12,28,561.50	12,28,561.50
<b>TOTAL</b>		<b>12,88,521.50</b>		<b>TOTAL</b>	<b>12,88,521.50</b>

For  
**UTTAM KESHRI & CO.**  
Chartered Accountants.

(UTTAM KUMAR AGARWAL)  
Proprietor

Membership No. 059168

Date : 08/09/2018

Place : Guwahati





## JAWAHARLAL NEHRU COLLEGE: BOKO

### NOTES ON ACCOUNTS (AS ON 31ST MARCH, 2018)

#### 1) RESERVE FUND

The College Authority maintains a reserve fund amounting to Rs3,56,068/- . The amount is invested in fixed deposit.

- (I) Rs. 3,16,296/- (Three Lakhs Sixteen Thousand Two Hundred Ninety Six only) With Assam Co-operative Apex Bank Ltd, Boko.
- (II) Rs. 39,772/- (Thirty Nine Thousand Seven Hundred Seventy Two only) with Assam Co-operative Apex Bank Ltd, Boko.

#### 2) RECURRING GOVT. GRANTS

The Recurring Grants –in- aid draws regularly and entered in the Cash Book , and also utilised fully .

#### 3) CLOSING BALANCE

The Closing Balance of the College General Fund and other Subsidiary Funds as per Cash book as on 31st March, 2018 are as follows.

S.L. NO	NAME OF FUND	CASH BALANCE	CASH AT BANK	OTHERS (FDR)	TOTAL
1	GENERAL FUND	4,435.00	53,04,918.31	3,56,068.00	56,65,421.31
2.	STUDENTS UNION FUND	NIL	2,49,732.00	NIL	2,49,732.00
3.	BUILDING FUND	NIL	11,13,178.58	NIL	11,13,178.58
4.	UGC FUND	NIL	9,38,566.10	NIL	9,38,566.10
5.	FESTIVAL FUND	NIL	2,20,413.10	NIL	2,20,413.10
6.	LIBRARY FUND	59.95	5,48,821.50	NIL	5,48,881.45
7.	GOVT. GRANTS FUND	NIL	35,89,687.00	NIL	35,89,687.00
8	TUTION FEES FUND	NIL	35,629.00	NIL	35,629.00
9.	EXAMINATION FUND	NIL	12,28,561.50	NIL	12,28,561.50



## **JAWAHARLAL NEHRU COLLEGE: BOKO**

### **4) INTER TRANSFER OF FUND**

#### **(A) FROM GENERAL FUND**

- a) An Amount of Rs. 1,09,500.00 has been transferred from General Fund to Building Fund.
- b) An Amount of Rs. 36,500.00 has been transferred from General Fund to Festival Fund.
- c) An Amount of Rs. 5,26,020.00 has been transferred from General Fund to Union Fund.
- d) An Amount of Rs. 73,000.00 has been transferred from General Fund to Library Fund.
- e) An Amount of Rs. 1,46,000.00 has been transferred from General Fund to Examination Fund.

#### **(B) FROM GOVT. GRANT FUND**

- a) An Amount of Rs. 2,37,405.00 has been transferred from Govt Grant Fund to Building Fund.
- b) An Amount of Rs. 79,135.00 has been transferred from Govt Grant Fund to Festival Fund.
- c) An Amount of Rs. 1,58,270.00 has been transferred from Govt Grant Fund to Library Fund.
- d) An Amount of Rs. 3,16,540.00 has been transferred from Govt Grant Fund to Examination Fund.

### **5) DIVERSION OF GOVT. GRANTS**

No any diversion of Government Grants for other purpose is noticed by me during the course of Audit. As explained all grants are utilised properly.

### **6) MISAPPROPRIATION OR EMBEZZLEMENT OF FUND**

No Misappropriation or embzzelment of fund were noticed during in the course of Audit by me.

- 7) Cash book is maintained in double entry book keeping system
- 8) Bank Account of all funds are duly reconciled with cash book.
- 9) No other gross irregularities are found as per books maintained by the college.
- 10) Month wise Salary Statement and deficit bill are kept in the file properly.

11) **GENERAL:-** We have audited the accounts of J.N. College ,Boko for the Year ended on 31st March 2018 and documents ( Cash Book, Fees Collection Registers , Receipt Book, Vouchers, Pass Book, Salary Statment , Acquittance Roll Register, Admission Register and Stock Register etc.) are checked by me and found true & Correct .

**For, UTTAM KESHRI & CO.**  
**Chartered Accountants**



**(UTTAM KUMAR AGARWAL)**

**Proprietor.**

**Membership No. 059168**

**GUWAHATI,**  
**The 08th day of September 2018**