

## **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. Aslam  
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 the year from 1/4/2017 to 31/03/2018. We have certified that the said Receipts & Payments Accounts, gives a true & fair statement 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



GUWAGATI,

The 8th day of September 2018

## JAWAHARLAL NEHRU COLLEGE : BOKO

DISTRICT : KAMRUP (ASSAM) 781 123.

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

Receipt		Payment	
Particulars	Amount (Rs)	Particulars	Amount (Rs)
To Opening Balance		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
To Fees Collection	59,44,345.00	By Soil Testing	13,452.00
To NCC Bill	38,565.00	By Furniture & Fixtures	41,240.00
To Fees from junior Asst. Candidate	4,600.00	By Meeting Expenses	21,237.00
To DD cancelled against registration fee	3,15,300.00	By Wall Paint	64,500.00
To RTI Fees Received	300.00	By Printing & Stationery	1,94,779.00
To Reimbursement for Purchase of Books	1,93,961.00	By Supply of Building Materials	1,91,382.00
To Cheque issued in earlier year for exps/Scholarship not presented in Bank within due date now cancelled	38,700.00	By Wastage bins and G.C sheets exp.	37,900.00
To GU/AHSEC Examination Fee Returned	12,92,737.00	By Oil, Gas and Lubricant Expenses	6,394.00
		By Iron Remover Plant	42,900.00
		By Gardening Exps	1,80,361.00
		By Repair & Maintenance	31,819.00
		By Battery	9,130.00
		By Fabrication Expenses	6,04,191.00
		By Inspection Charges	18,255.00
		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>



JAWAHARLAL NEHRU COLLEGE : BOKO  
DISTRICT : KAMRUP (ASSAM) 781 123.

RECEIPTS & 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	By Guest Expenses	95,21,113.00
		By Supply of Computer Accessories	22,332.00
		By Bank Charges	80,300.00
		By Transfer to Other Funds	6,488.75
		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	8,91,020.00
			15,847.00
		<b>Closing Balance</b>	
		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 & CO.  
Chartered Accountants.

*U.K.*  
(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		52,37,646.25
Add: Cheque issued but not presented for payment		
Date	Ch No	Amount
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
		82,148.00
Bank Balance as per pass book		
		53,19,794.25

**Detail of Bank Accounts**

SBI A/c No 108236253	2,61,038.94
UBI A/c No 03950500:	50,58,755.31
	<u><u>53,19,794.25</u></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	<u>44,47,764.00</u>	[ Cement, Rod, Sand, Brick, Timber, etc]	
	44,47,764.00	By Workshop & Seminar Exps.	28,405.00
		By Consultancy & Inspection fees	5,750.00
<b>To Bank Interest</b>	<u>1,04,340.00</u>	By Labour Charges	2,10,790.00
		By Equipments Purchased	77,985.00
		By Electric goods & installation	1,27,985.00
		By Furniture & Fixtures	3,75,000.00
		By Expenses on Short term Course	86,000.00
		By Salary & Honararium to Teachers	32,086.00
		By Books & Journal	1,08,000.00
		By Scholarship to CCS Student	908.00
		By Travelling Allowance	28,800.00
		By Student Assessment Fee	3,19,600.00
		By MRP	5.90
		By Bank Charges	3,185.00
		By Misc Exps.	
		<b>By Closing Balance</b>	
		Cash in Hand	
		Cash at Bank	<u>9,38,566.10</u>
			9,38,566.10
	<b>45,52,104.00</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**

<b>PARTICULARS</b>	<b>AMOUNT</b>
Bank Balance as per Cash book	9,38,566.10
<b>Add: Cheque issued but not presented for payment till 31/03/2017</b>	
(i) Cheque Issued to N Mahanta      Cheque 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		By Construction Exps.	
Cash at Bank	23,96,261.00	Soil, Timber, Bamboo, Bricks, Boulder, Cement, rod, tiles, etc	13,39,056.00
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 Library & 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 Library Fund	1,58,270.00
		By Closing Balance	
		Cash in Hand	
		Cash at Bank	35,89,687.00
	70,12,848.00		35,89,687.00
			70,12,848.00

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**

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



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

<b>RECEIPTS</b>		<b>PAYMENTS</b>	
<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
<b>To Opening Balance</b>			
Cash in Hand		By Vishwakarma Puja Exps.	
Cash at Bank	<u>1,92,497.00</u>	By Saraswati Puja Exps.	95,359.00
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	<u>2,20,413.10</u>
			2,20,413.10
	<b>3,15,772.10</b>		
			<b>3,15,772.10</b>

For

UTTAM KESHRI & CO.

*Signature*  
Chartered Accountants.

(UTTAM KUMAR AGARWAL)

*Signature*  
Proprietor

Membership No. 059168

Date : 08/09/2018

Place : Guwahati



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

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

**For**

**UTTAM KESHRI & CO.**

**Chartered Accountants.**

**(UTTAM KUMAR AGARWAL)**

**Proprietor**

**Membership No. 059168**

**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
<u>To Opening Balance</u>		By Printing & Stationery	39,652.00
Cash in Hand	59.95	By Newspaper & Journals	26,974.00
Cash at Bank	<u>6,13,522.00</u>	By Almirah Purchased	65,040.00
	6,13,581.95	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	<u>By Closing Balance</u>	
To Transferred From General Fund	73,000.00	Cash in Hand	59.95
	<u>8,67,606.25</u>	Cash at Bank	<u>5,48,821.50</u>
			5,48,881.45
			<u>8,67,606.25</u>

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**

<b>PARTICULARS</b>	<b>AMOUNT</b>
Bank Balance as per Cash book	5,48,821.50
<b>Add: Cheque issued but not presented for payment till 31/03/2017</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
	<b>22,815.00</b>
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	<u>3,14,804.00</u>	By Newspaper & Journals	1,225.00
	3,14,804.00	By Refreshment	15,066.00
To Bank Interest	15,164.00	By Sports Equipments	21,530.00
To Transferred From General Fund	5,26,020.00	By Fresher & Social Exps.	1,26,000.00
		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	<u>2,49,732.00</u>
			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
<u>To Opening Balance :</u>			By Printing & Stationery	
Cash in hand		-		59,960.00
<u>Cash with Bank</u>				
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	<u>By, Closing Balance :</u>  Cash in hand <u>Cash with Bank</u> Assam Co-operative Apex Bank (A/c no-591042010000303)	12,28,561.50
	<b>TOTAL</b>	<b>12,88,521.50</b>		<b>12,28,561.50</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	9,38566.10	NIL	9,38566.10
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 Goverment 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

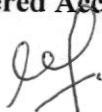
8) Bank Account of all funds are duly reconciled with cash book.

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**