

**INTERNAL AUDIT REPORT  
OF  
JAWAHARLAL NEHRU COLLEGE:BOKO  
FOR THE YEAR 2018-19**

**UTTAM KESHRI & CO.**

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



# **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 1/4/2018 to 31/03/2019. 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 14th day of September 2019**

Receipt			Payment		
Particulars		Amount (Rs)	Particulars		Amount (Rs)
<b>To Opening Balance</b>			By Salary to Staff		7,79,800.00
A. Cash in Hand	4,435.00		By Fees to G.U /AHSEC		29,69,578.00
B. Cash at bank	52,37,646.25		By Labour Charges		1,40,160.00
C. Fixed deposits in Bank			By CCTV Repairing		88,340.00
i) Apex Bank [ 845 ]	3,16,296.00		By NCP Project		1,78,100.00
ii) Apex Bank [ 1459 ]	39,772.00	55,98,149.25	By Gradening Exps.		10,100.00
			By TA/DA		63,670.00
			By Const. of aquarium/Book Stall/Building/ Women's hostel, Swimming Pool		5,08,828.00
			By Automatic bell & Sound System		1,24,810.00
<b>To Fees Collection</b>		76,27,580.00	By Furniture & Fixtures		1,97,484.00
			By Meeting & Seminar Expenses		92,844.00
<b>To NCC Bill</b>		3,510.00	By NCC Day Exps.		4,000.00
			By Printing & Stationery		34,112.00
<b>To Non drawal a/c</b>		67,273.00	By Supply of Labarotary Goods		1,245.00
			By Purchase of AC		4,11,596.00
<b>To DD cancelled and amount refund</b>		24,910.00	By College week Expenses		6,000.00
			By Refreshment		39,835.00
<b>To NRSC (Project work)</b>		4,42,700.00	By Audit & TDS Fees		55,460.00
			By Repair & Maintenance		53,650.00
<b>To Centre fees</b>		2,46,708.00	By Electrical Fittings		79,030.00
			By Fabrication Expenses		6,230.00
			By Earthfilling Charges		16,400.00
			By Refund of excess Fee		12,69,670.00
			By Consultancy Charges/Professional Fees		77,880.00
			By Inverter		22,535.00
			By Refiling & Supply of Fire Extinguisher		48,557.00
			By Fuel Exps.		2,500.00
			By purchase of water cooler & RO		1,81,580.00
			By Toner Refiling		6,680.00
			By Electricity bill		57,558.00
			By workshp Exp		11,800.00
			By SMS & College Website Charges		43,000.00
			By LPG exp.		33,394.00
			By Computer & accessories		1,32,410.00
			By Books, Magazines & Journal		1,60,227.00
<b>TOTAL</b>		<b>1,40,10,830.25</b>	<b>TOTAL</b>		<b>79,09,063.00</b>

## RECEIPTS &amp; PAYMENTS ACCOUNT UNDER GENERAL FUND FOR THE YEAR ENDED ON 31/03/2019(Contd..)

Receipt		Payment	
Particulars	Amount (Rs)	Particulars	Amount (Rs)
	1,40,10,830.25		79,09,063.00
		By Advertisement	8,085.00
		By Bank Charges	5,273.00
		By Transfer to Other Funds	
		Building Fund	15,84,400.00
		Festival Fund	42,200.00
		Union Fund	7,53,000.00
		Library Fund	63,300.00
		Examination Fund	84,400.00
		By Misc. Expenses	9,815.00
		By Supply of Biometric Machine	13,200.00
		<b>Closing Balance</b>	
		A. Cash in Hand	4,435.00
		B. Cash at bank	31,77,591.25
		C. Fixed deposits in Bank	
		i) Apex Bank [ 845 ]	3,16,296.00
		ii) Apex Bank [ 1459 ]	39,772.00
<b>Total :</b>	<b>1,40,10,830.25</b>	<b>Total :</b>	<b>1,40,10,830.25</b>

Date : 14/09/2019

Place : Guwahati

For, UTTAM KESHRI & CO.  
Chartered Accountants.

(UTTAM KUMAR AGARWAL)

Proprietor

Membership No. 059168

**J.N. COLLEGE : BOKO**

Bank Reconciliation Statement as on 31.03.2019			
Balance as per Cash book as on 31/03/2019			<b>31,77,591.25</b>
Add: Cheque issued but not presented for payment			
<u>Date</u>	<u>Ch No</u>	<u>Amount</u>	
27-03-2019	148058	1,14,598.00	
17-05-2018	850392	6,000.00	
06-03-2019	148047	1,49,100.00	
30-03-2019	148064	2,920.00	
27-03-2019	148059	2,86,498.00	
27-03-2019	148060	10,500.00	
			<b>5,69,616.00</b>
Bank Balance as per pass book			<b>37,47,207.25</b>





**JAWAHARLAL NEHRU COLLEGE : BOKO**

**RECEIPTS & PAYMENTS ACCOUNT UNDER GOVERNMENT UGC FUND FOR THE YEAR ENDED ON 31/03/2019**

RECEIPTS		PAYMENTS		
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT	
<b>To Opening Balance</b>		By Bank Charges		265.50
Cash in Hand	-			
Cash at Bank	9,38,566.10			
To Bank Interest	33,854.00			
		<b>By Closing Balance</b>		
		Cash in Hand	-	
		Cash at Bank	9,72,154.60	9,72,154.60
	<b>9,72,420.10</b>			<b>9,72,420.10</b>

For

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

(UTTAM KUMAR AGARWAL)

Proprietor

Membership No. 059168

Date : 14/09/2019

Place : Guwahati



**JAWAHARLAL NEHRU COLLEGE : BOKO**

**RECEIPTS & PAYMENTS ACCOUNT UNDER GOVERNMENT GRANTS FUND FOR THE YEAR ENDED ON 31/03/2019**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<b>To Opening Balance</b>		By Salary	29,14,060.00
Cash in Hand		By Water Expenses	6,750.00
Cash at Bank      35,89,687.50	35,89,687.50	By Bank Chg.	1,330.45
To Bank Interest	88,408.00	By Labour Charges / Mason Wages	7,200.00
To Amount Deposited by DHE for Free Admission of HS & TDC	61,96,187.00	By Equipt/Chemical Expenses	1,11,476.00
		By furniture Expenses	44,603.00
		By Yoga day Expenses	2,010.00
		By Electricity Expenses	3,64,455.00
		By Environment Day	4,000.00
		By Printing & Stationary	9,800.00
		By Student Aid Fund	9,000.00
		By Counselling programme	15,009.00
		By Excursion Expenses	1,00,000.00
		By Internet Exps.	2,72,580.00
		By Audit & Inspection Fees	4,720.00
		<b>By Closing Balance</b>	
		Cash in Hand	
		Cash at Bank      60,07,289.05	60,07,289.05
	<b>98,74,282.50</b>		<b>98,74,282.50</b>

For

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

(UTTAM KUMAR AGARWAL)  
Proprietor

Membership No. 059168

Date : 14/09/2019

Place : Guwahati



**JAWAHARLAL NEHRU COLLEGE : BOKO**  
**Bank Reconciliation Statement as on 31-03-2019**

PARTICULARS		AMOUNT
Bank Balance as per Cash book		60,07,289.05
<b>Add: Cheque issued but not presented for payment till 31/03/2019</b>		
Chq No.	Date	
253917	01-03-2019	10,000.00
997110	28-03-2019	2,72,580.00
Bank Balance as per Pass book		<b>62,89,869.05</b>





**JAWAHARLAL NEHRU COLLEGE : BOKO**

**RECEIPTS & PAYMENTS ACCOUNT UNDER UNION FUND FOR THE YEAR ENDED ON 31/03/2019**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<b>To Opening Balance</b>		By Salary	54,500.00
Cash in Hand -		By Social Service	4,010.00
Cash at Bank 2,49,732.00	2,49,732.00	By Refreshment	14,010.00
To Bank Interest	11,896.00	By Fresher & Social Exps.	1,15,000.00
To Transferred From General Fund	7,53,000.00	By Youth Festival	86,575.00
		By Printing & Stationary	8,140.00
		By Blazer For Union Member	63,700.00
		By College Week Exps.	1,54,297.00
		<b>By Closing Balance</b>	
		Cash in Hand -	
		Cash at Bank 5,14,396.00	5,14,396.00
	<b>10,14,628.00</b>		<b>10,14,628.00</b>

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

(**UTTAM KUMAR AGARWAL**)

*Proprietor*

Membership No. 059168

Date : 14/09/2019

Place : Guwahati



**JAWAHARLAL NEHRU COLLEGE : BOKO**  
**RECEIPTS & PAYMENTS ACCOUNT UNDER TUTION FEE FOR THE YEAR ENDED ON 31/03/2019**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<u>To Opening Balance</u>			
Cash in Hand	-		
Cash at Bank	35,629.00		
To Bank Interest	1,263.00	By Closing Balance	
		Cash in Hand	-
		Cash at Bank	36,892.00
	36,892.00		36,892.00

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

(UTTAM KUMAR AGARWAL)

**Proprietor**

**Membership No. 059168**

**Date : 14/09/2019**

**Place : Guwahati**



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

<b>RECEIPTS &amp; PAYMENTS ACCOUNT UNDER EXAMINATION FUND FOR THE YEAR ENDED ON 31/03/2019</b>					
<b>RECEIPTS</b>		<b>AMOUNT</b>	<b>PAYMENTS</b>		<b>AMOUNT</b>
To Opening Balance :			By Printing & Stationery		24,080.00
Cash in hand		-			
Cash with Bank			By Transferred to Building fund		10,00,000.00
Assam Co-operative Apex Bank (A/c no-591042010000303)	12,28,561.50				
		12,28,561.50	By Fuel Expenses		6000
			By Refreshment		7,085.00
To Bank Interest		10,317.00	By Equipment in Physics Department		14443
To Transferred from General Fund		84,400.00			
			By, Closing Balance :		
			Cash in hand		-
			Cash with Bank		
			Assam Co-operative Apex Bank (A/c no-591042010000303)	2,71,670.50	2,71,670.50
TOTAL		13,23,278.50	TOTAL		13,23,278.50

For  
UTTAM KESHRI & CO.  
*Chartered Accountants.*

(UTTAM KUMAR AGARWAL)

**Proprietor**

**Membership No. 059168**

Date : 14/09/2019

**Place : Guwahati**



**JAWAHARLAL NEHRU COLLEGE : BOKO**

**RECEIPTS & PAYMENTS ACCOUNT UNDER DBT STAR COLLEGE FOR THE YEAR ENDED ON 31/03/2019**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<u>To Opening Balance</u>		By Workshop Exps.	56,729.00
Cash in Hand -			
Cash at Bank 69,630.00	69,630.00		
To Bank Interest	18,056.00	By Closing Balance	
To Amount Received from HRD	10,36,700.00	Cash in Hand -	
Ministry Vide Letter No. BT/HRD/		Cash at Bank 10,67,657.00	10,67,657.00
11/2014 Dtd 06/11/2018 for Physics			
Chemistry, Maths, Zoology &			
Biology Departments			
	<b>11,24,386.00</b>		<b>11,24,386.00</b>

**For**

**UTTAM KESHRI & CO.**

**Chartered Accountants.**

**(UTTAM KUMAR AGARWAL)**

**Proprietor**

**Membership No. 059168**

**Date : 14/09/2019**

**Place : Guwahati**



**JAWAHARLAL NEHRU COLLEGE : BOKO**  
**RECEIPTS & PAYMENTS ACCOUNT UNDER FESTIVAL FOR THE YEAR ENDED ON 31/03/2019**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<b>To Opening Balance</b>		<b>By Saraswati Puja Exps.</b>	
Cash in Hand -			1,05,951.00
Cash at Bank 2,20,413.10	2,20,413.10		
To Bank Interest	8,931.00	<b>By Closing Balance</b>	
To Transferred From General Fund	42,200.00	Cash in Hand -	
		Cash at Bank 1,65,593.10	1,65,593.10
	<b>2,71,544.10</b>		<b>2,71,544.10</b>

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

(**UTTAM KUMAR AGARWAL**)  
*Proprietor*  
 Membership No. 059168  
 Date : 14/09/2019  
 Place : Guwahati



**JAWAHARLAL NEHRU COLLEGE : BOKO**  
**RECEIPTS & PAYMENTS ACCOUNT UNDER BUILDING FUND FOR THE YEAR ENDED ON 31/03/2019**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<u>To Opening Balance</u>		<u>By Construction Exps.</u>	
Cash in Hand	-	Civil Materials	16,02,751.00
Cash at Bank	11,13,178.58	Labour & Wages	7,18,308.00
		Sand & Bricks	3,69,489.00
To Bank Interest	66,214.00	Marbles, Tiles & Sanitary	3,29,537.00
		Pine Wood	67,274.00
To Transferred From General Fund	15,84,400.00	Earth Filling	30,050.00
		Fabrication	3,67,963.00
To Transferred From Examination Fund	10,00,000.00	Furniture	3,98,625.00
		Electrical Goods	73,573.00
			39,57,570.00
		<u>By Bank Charges</u>	94.4
		<u>By Closing Balance</u>	
		Cash in Hand	-
		Cash at Bank	(1,93,871.82)
	<b>37,63,792.58</b>		<b>37,63,792.58</b>

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

(UTTAM KUMAR AGRAWAL)  
Proprietor  
Membership No. 059168  
Date : 14/09/2019  
Place : Guwahati





### Bank Reconciliation Statement as on 31-03-2019

**JAWAHARLAL NEHRU COLLEGE : BOKO**

**RECEIPTS & PAYMENTS ACCOUNT UNDER LIBRARY FUND FOR THE YEAR ENDED ON 31/03/2019**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<u>To Opening Balance</u>		By Printing & Stationery	15,787.00
Cash in Hand 59.95		By Newspaper & Journals	37,744.00
Cash at Bank 5,48,821.50	5,48,881.45	By Seminar	8,268.00
		By Purchase of AC	1,76,398.00
		By Books & Periodicals	7,366.00
		By Furniture	48,380.00
		By Bank Charges	11.80
		By Membership Exps.	5,900.00
		By Computer & Xerox Machine Exps.	50,100.00
To Bank Interest	19,614.00	<u>By Closing Balance</u>	
To Transferred From General Fund	63,300.00	Cash in Hand 59.95	
		Cash at Bank 2,81,780.70	2,81,840.65
	<b>6,31,795.45</b>		<b>6,31,795.45</b>

For  
UTTAM KESHRI & CO.  
Chartered Accountants.

(UTTAM KUMAR AGARWAL)

Proprietor

Membership No. 059168

Date : 14/09/2019

Place : Guwahati



**JAWAHARLAL NEHRU COLLEGE : BOKO**

**Bank Reconciliation Statement as on 31-03-2019**

PARTICULARS		AMOUNT
Bank Balance as per Cash book		2,81,780.70
<b><u>Add: Cheque issued but not presented for payment till 31/03/2019</u></b>		
(i) Cheque Issued to Sandhya Rani Kakati      Cheque no: 025167	450.00	
(ii) Cheque Issued to Sharma Enterprise      Cheque no: 025175	10,030.00	
(ii) Cheque Issued to Mahanta Electronics      Cheque no: 025178	176398	1,86,878.00
Bank Balance as per Pass book		<b>4,68,658.70</b>



**JAWAHARLAL NEHRU COLLEGE : BOKO**

**EIPTS & PAYMENTS ACCOUNT UNDER GENERAL FUND(POS) COLLEGE FOR THE YEAR ENDED ON 31/03/2**

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<u>To Opening Balance</u>		By Refreshment Exps.	24,525.00
Cash in Hand -		By Bank Charges	3056.2
Cash at Bank -	-		
To NCC BILL	7,740.00	By Closing Balance	
		Cash in Hand -	
To NSS A/C	77,255.00	Cash at Bank 57,413.80	57,413.80
	84,995.00		84,995.00

**For**

**UTTAM KESHRI & CO.**

*Chartered Accountants.*

**(UTTAM KUMAR AGARWAL)**

*Proprietor*

**Membership No. 059168**

**Date : 14/09/2019**

**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, 2019 are as follows.

S.L. NO	NAME OF FUND	CASH BALANCE	CASH AT BANK	OTHERS (FDR)	TOTAL
1.	GENERAL FUND	4,435.00	31,77,591.25	3,56,068.00	35,38,094.25
2.	STUDENTS UNION FUND	NIL	5,14,396.00	NIL	5,14,396.00
3.	BUILDING FUND	NIL	(1,93,871.82)	NIL	(1,93,871.82)
4.	UGC FUND	NIL	9,72,154.60	NIL	9,72,154.60
5.	FESTIVAL FUND	NIL	1,65,593.10	NIL	1,65,593.10
6.	LIBRARY FUND	59.95	2,81,780.70	NIL	2,81,840.65
7.	GOVT. GRANTS FUND	NIL	60,07,289.05	NIL	60,07,289.05
8.	TUTION FEES FUND	NIL	36,892.00	NIL	36,892.00
9.	EXAMINATION FUND	NIL	2,71,670.50	NIL	2,71,670.50
10.	DBT STAR FUND	NIL	10,67,657.00	NIL	10,67,657.00
11.	POS FUND	NIL	57,413.80	NIL	57,413.80



## **JAWAHARLAL NEHRU COLLEGE: BOKO**

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

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

- a) An Amount of Rs. 15,84,400.00 has been transferred from General Fund to Building Fund.
- b) An Amount of Rs. 42,200.00 has been transferred from General Fund to Festival Fund.
- c) An Amount of Rs. 7,53,000.00 has been transferred from General Fund to Union Fund.
- d) An Amount of Rs. 63,300.00 has been transferred from General Fund to Library Fund.
- e) An Amount of Rs. 84,400.00 has been transferred from General Fund to Examination Fund.

#### **(B) FROM EXAMINATION FUND**

- a) An Amount of Rs. 10,00,000.00 has been transferred from Building 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) College is Subject to Deduct 2% TDS on any Payment above Rs. 2,50,000/- under CGST Act 2017 . But Despite of Being Register as GST Deductor the same has not been deducted. College has to Pay Penalty, Interest & Late Fee for not Filing of GSTR 7A.
- 12) **GENERAL:-** We have audited the accounts of J.N. College ,Boko for the Year ended on 31st March 2019 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 .

**GUWAHATI,**  
**The 14th day of September 2019**

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



**(UTTAM KUMAR AGARWAL)**  
**Proprietor.**  
**Membership No. 059168**