

**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.C.C.M (Hon's), F.C.A, DISA(ICAI)

Mem No-059168

S-10, 2nd 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 statement of affairs of Books of accounts as maintained by the College as produced before us for our verification.

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

(UTTAM KUMAR AGARWAL)

Proprietor.

Membership No 059168



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

JAWAHARLAL NEHRU COLLEGE : BOKO

DISTRICT : KAMRUP (ASSAM) 781 123.

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

Receipt		Payment	
Particulars	Amount (Rs)	Particulars	Amount (Rs)
To Opening Balance			
A. Cash in Hand	4,435.00	By Salary to Staff	7,79,800.00
B. Cash at bank	52,37,646.25	By Fees to G.U /AHSEC	29,69,578.00
C. Fixed deposits in Bank		By Labour Charges	1,40,160.00
i) Apex Bank [845]	3,16,296.00	By CCTV Repairing	88,340.00
ii) Apex Bank [1459]	39,772.00	By NCP Project	1,78,100.00
	55,98,149.25	By Gardening 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
To Fees Collection	76,27,580.00	By Automatic bell & Sound System	1,24,810.00
To NCC Bill	3,510.00	By Furniture & Fixtures	1,97,484.00
To Non drawal a/c	67,273.00	By Meeting & Seminar Expenses	92,844.00
To DD cancelled and amount refund	24,910.00	By NCC Day Exps.	4,000.00
To NRSC (Project work)	4,42,700.00	By Printing & Stationery	34,112.00
To Centre fees	2,46,708.00	By Supply of Labarotary Goods	1,245.00
		By Purchase of AC	4,11,596.00
		By College week Expenses	6,000.00
		By Refreshment	39,835.00
		By Audit & TDS Fees	55,460.00
		By Repair & Maintenance	53,650.00
		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
TOTAL	1,40,10,830.25	TOTAL	79,09,063.00



JAWAHARLAL NEHRU COLLEGE : BOKO

DISTRICT : KAMRUP (ASSAM) 781 123.

RECEIPTS & 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	25,27,300.00
		By Supply of Biometric Machine	9,815.00
			13,200.00
		Closing Balance	
		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
			3,56,068.00
Total :	1,40,10,830.25	Total :	1,40,10,830.25

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	31,77,591.25	
Add: Cheque issued but not presented for payment		
Date	Ch No	
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
		5,69,616.00
Bank Balance as per pass book	37,47,207.25	



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	
<u>To Opening Balance</u>		By Bank Charges		265.50
Cash in Hand				
Cash at Bank	9,38,566.10			
To Bank Interest	33,854.00			
		<u>By Closing Balance</u>		
		Cash in Hand		
		Cash at Bank		
			9,72,154.60	9,72,154.60
	9,72,420.10			9,72,420.10

For

IJTTAM 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
To Opening Balance			
Cash in Hand		By Salary	29,14,060.00
Cash at Bank	<u>35,89,687.50</u>	By Water Expenses	6,750.00
To Bank Interest	88,408.00	By Bank Chg.	1,330.45
To Amount Deposited by DHE for Free Admission of HS & TDC	61,96,187.00	By Labour Charges / Mason Wages	7,200.00
		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
		By Closing Balance	
		Cash in Hand	
		Cash at Bank	<u>60,07,289.05</u>
			60,07,289.05
	98,74,282.50		98,74,282.50

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

Bank Reconciliation Statement as on 31-03-2019		
PARTICULARS		AMOUNT
Bank Balance as per Cash book		60,07,289.05
<u>Add: Cheque issued but not presented for payment till 31/03/2019</u>		
Chq No.	Date	
253917	01-03-2019	10,000.00
997110	28-03-2019	2,72,580.00
		2,82,580.00
Bank Balance as per Pass book		62,89,869.05



JAWAHARLAL NEHRU COLLEGE : BOKO

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

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

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 TUITION FEE FOR THE YEAR ENDED ON 31/03/2019

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

RECEIPTS & PAYMENTS ACCOUNT UNDER EXAMINATION FUND FOR THE YEAR ENDED ON 31/03/2019				
RECEIPTS		AMOUNT	PAYMENTS	AMOUNT
<u>To Opening Balance :</u>			By Printing & Stationery	24,080.00
Cash in hand			By Transferred to Building fund	10,00,000.00
<u>Cash with Bank</u>				
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	<u>By, Closing Balance :</u> Cash in hand <u>Cash with Bank</u>	
			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.

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

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
To Opening Balance			
Cash in Hand		By Saraswati Puja Exps.	1,05,951.00
Cash at Bank	2,20,413.10		
To Bank Interest	8,931.00	By Closing Balance	
To Transferred From General Fund	42,200.00	Cash in Hand	
		Cash at Bank	1,65,593.10
			1,65,593.10
	2,71,544.10		2,71,544.10

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
To Opening Balance		By Construction Exps.	
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
		Marbles, Tiles & Sanitary	3,29,537.00
		Pine Wood	67,274.00
		Earth Filling	30,050.00
		Fabrication	3,67,963.00
		Furniture	3,98,625.00
		Electrical Goods	73,573.00
			39,57,570.00
		By Bank Charges	94.4
		By Closing Balance	
		Cash in Hand	
		Cash at Bank	(1,93,871.82)
	37,63,792.58		37,63,792.58

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		(1,93,871.82)
<u>Add: Cheque issued but not presented for payment till 31/03/2019</u>		
(i) Cheque Issued to Sharma	Cheque no: 028146	93,466.00
(i) Cheque Issued to Sharma	Cheque no: 028147	35,348.00
(i) Cheque Issued to Binay Kamal Fabrication	Cheque no: 028149	1,36,325.00
(i) Cheque Issued to Aradhya Trading Co	Cheque no: 028150	1,71,580.00
		4,36,719.00
		2,42,847.18



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

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To Opening Balance		By Printing & Stationery	15,787.00
Cash in Hand	59.95	By Newspaper & Journals	37,744.00
Cash at Bank	<u>5,48,821.50</u>	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	By Closing Balance	
To Transferred From General Fund	63,300.00	Cash in Hand	59.95
		Cash at Bank	<u>2,81,780.70</u>
	6,31,795.45		2,81,840.65
			6,31,795.45

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



JAWAHARLAL NEHRU COLLEGE : BOKO

REPTS & PAYMENTS ACCOUNT UNDER GENERAL FUND(POS) COLLEGE FOR THE YEAR ENDED ON 31/03/2019

RECEIPTS		PAYMENTS	
PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
<u>To Opening Balance</u>		By Refreshment Exps.	24,525.00
Cash in Hand	-		
Cash at Bank	-	By Bank Charges	3056.2
To NCC BILL	7,740.00	By Closing Balance	
To NSS A/C	77,255.00	Cash in Hand	-
		Cash at Bank	57,413.80
	84,995.00		57,413.80
			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 embzzlement 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 Statement , 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 14th day of September 2019