



Lokmanya Tilak Jankalyan Shikshan Sanstha's
Priyadarshini Bhagwati College of Engineering
(formerly known as Smt. Bhagwati Chaturvedi College of Engineering)

(Recognized by AICTE, New Delhi, Govt. of Maharashtra and Affiliated to R.T.M. Nagpur University)

; Ph. No. 0712-2710281

CHECKLIST FOR INTERNAL AUDIT OF THE COLLEGE TRUST ACCOUNTS

Name of the College	PRIYADARSHINI BHAGWATI COLLEGE OF ENGINEERING
Address of the College	Harpur Nagar , Umred Road Nagpur -440024
Period of Audit	2022-2023

Note: Wherever Test Checks are to be carried out .obtain instructions from Audit- Incharge.

Particulars	Yes	No	N.A.	Remarks
1. General Instruction				
1.1 Have you examine the software system in place with respect to book of account	✓			
1.2 Have you checked the past vyear-records like I.T. returns and financial statement	✓			
1.3 Have you checked the numbers of years of maintenance of proper financial records	✓			
2. Opening Balance				
2.1 Have you checked opening balance of	✓			
1. Cash Book	✓			
2. Bank Book	✓			
3. General Ledger			✓	
4. Other Subsidiary Ledger with closing balances				
3. Vouching				
Vouching includes the following				
3.1 Receipt and payments of cash book and Bank book	✓			
3.2 Have you checked correctness receipts and payment with respect to	✓			
1. Account Head	✓			
2. Date	✓			
3. Amount	✓			
4. Name of Party	✓			
3.3 Are the vouchers properly authorised and supported by necessary external evidence and/or internal documentaions	✓			
3.5 Have you checked total/subtotal	✓			
4. Cash book/Bank book				
4.1 Have you checked whether transactions have been recorded in cash book for collection with counter foil of receipts.	✓			
4.2 Have you checked whether cash collected is deposited into bank within resonable intervals	✓			
4.3 Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's bank statements	✓			
4.4 Have you ensured that wherever payments exceeds Rs. 10000/- it has been made through cheque/DD	✓			

4.5 Have you checked contra entries for cash withdrawals and deposits and ensured that they appear on same date in cash L. book/bank book	✓			
4.6 Have you checked whether payments have been made only for charitable purpose or related project/programs i.e. relief of poor education/medical relief	✓			
5 . Journal Vouching				
5.1 Have you checked head of account on all journal vouchers.NT	✓			
5.2 Are all journal vouchers supported by necessary evidence explanation	✓			
5.3 Are all vouchers properly authorized	✓			
6 . Salaries/Wages/Honorarium				
6.1 Have you checked salary register and summaries thereof in cash book/bank book	✓			
6.2 Have you checked statutory deductions for	✓			
1. Provident fund	✓			
2. Income Tax	✓			
3. Any other items	✓			
6.3 Have you checked stator deductions have been paid in proper and time manner to respective	✓			
7 . Ledger I Posting and Security				
7.1 Have you checked posting from cash book/bank book/journal register and all other	✓			
7.2 Have you scrutinized				
a. Loan Staff/Loan Ledger				
b. Advance Ledger				
7.3 Have you scrutinized all assets accounts of the trust/institution to ensure that assets relating to trust /society only recorded	✓			
7.4 Have you scrutinized all liabilities accounts of the trust/institution to ensure liabilities relating to trust /society only recorded	✓			
Have you scrutinized all expenses accounts in particular of				
a. Building repairs	✓			
b. Machine Repairs				
c. Other Repairs				
To ensure that whether any expenditure of capital nature has been charged to revenue account and viceversa				
8 . Tax Matters				
8.1 Have you checked TDS returns are filed quarterly and obtained the A/c number	✓			
litigations				
9. Other Records				
Have you checked				
a. Register of fixed deposits			✓	
b. Register for Fixed assets				