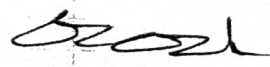


CHECK LIST FOR INTERNAL AUDIT OF THE COLLEGE / TRUST ACCOUNTS

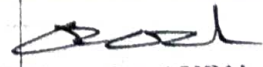
Name of the college : SRI SHANMUGHA COLLEGE OF ENGINEERING AND TECHNOLOGY
Address of the college : Sri Shanmugha College Of Engineering and Technology Pullipalayam, Morur (PO), Sankari Taluk, Salem - 637304
Period of Audit : SIX MONTH (2017-2018) EVEN SEMESTER.
Prepared by : P. SARANYAA.
Reviewed by : Dr. R. RADHAKRISHNAN.

Note: wherever test checks are to be carried out, obtain instructions from Audit In charge.

Particulars	Yes	No	N.A	Remarks
1. General Instructions				
1.1 Have you examined the software system in place with respect to books of account	✓			
1.2 Have you checked the past year records like I.T returns and financial statement	✓			
1.3 Have you checked the number 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 ledgers, with closing balances of previous year	✓			
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 payments with respect to				
1. Account Head	✓			
2. Date	✓			
3. Amount	✓			
4. Name of party	✓			
3.3 Are the vouchers properly authorized and supported by necessary external evidence and / or internal documentation	✓			
3.4 Does the transaction relate to the accounting year under audit	✓			
3.5 Have you checked totals / sub totals	✓			

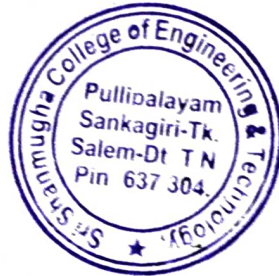

PRINCIPAL,
SRI SHANMUGHA COLLEGE OF
ENGINEERING & TECHNOLOGY,
PULLIPALAYAM MORUR-637304,
SANKARI TALUK, SALEM (DT), T.N.


4. Cash Book / Bank Book				
4.1 Have you checked whether transactions have been recorded in cash book / bank book for collection with counter foils of receipts.	✓			
4.2 Have you checked whether cash collected is deposited into bank within reasonable 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 checks / DD.				
4.5 Have you checked contra entries for cash with drawals and deposits and ensured that they appear on same date in cash book / bank book	✓			
4.6 Have you checked whether payments have been made only for charitable purpose or related projects / programs i.e relief of poor/ education/ medical relief	✓			
5. Journal Vouching				
5.1 Have you checked head of account on all journal vouchers.	✓			
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 timely manner to respective departments	✓			
7. Ledger / Posting and Security				
7.1 Have you checked posting from cash book/ bank book/ journal register and all other principal books	✓			
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 that liabilities relating to trust / society only recorded.	✓			
7.5 Have you scrutinized all expenses accounts in particular of				
a) Building Repairs	✓			


PRINCIPAL,
SRI SHANMUGHA COLLEGE OF
ENGINEERING & TECHNOLOGY,
PULLIPALAYAM. MORUR-637 304.
SANKAGIRI(TK). SALEM(DT). T.N.

b) Machinery Repairs	✓			
c) Other Repairs	✓			
To ensure that whether any expenditure of capital nature has been charged to revenue account and vice versa.	✓			
8. Tax Matters				
8.1 Have you checked TDS returns are filed quarterly and obtained the A/C number	✓			
8.2 Have you enquired about any pending tax litigations	✓			
9. Other Records				
9.1 Have you checked.				
a) Register of fixed deposits	✓			
b) Register for Fixed assets	✓			

P. Saranyaal
P. Saranyaal
Accounts Section




PRINCIPAL,
SRI SHANMUGHA COLLEGE OF
ENGINEERING & TECHNOLOGY,
PULLIPALAYAM. MORUR-637 304.
SANKAGIRI(TK). SALEM(DT). T.N.