



To:
The Chairman,
Geethanjali Institute of Science and Technology,
3rd Mile, Nellore-Bombay Highway,
Gangavaram (V), Kovur (M), S.P.S.R. NelloreDt,
Andhra Pradesh, India - 524 137.

18/11/2017

Dear Sir,

Sub: Submission of Internal Audit Report - Reg

We are happy to give our internal audit report for the period 01/04/2017 to 30/09/2017. We wish to thank you for the opportunity given to us. We have received good support from the college.

INTERNAL AUDIT REPORT

1. VERIFICATION OF COLLEGE FEES COLLECTIONS:

We have verified the receipts with Students Fee List and matched with the entries in Tally. There is a difference between the Students Fees List with Tally Entry. We request to reconcile the same. We are suggesting that the duly authorized student's fee statements for each academic year should be entered in tally and the Students Fees should not be altered on later stage. Even in the case of Government Reimbursement, the total fee structure should not get altered. The difference amount should be collected from the students. Hence we suggest for master fee structure to be prepared at the beginning of the academic year itself. The Reconciliation statement is given as below.



Particulars	Tuition & University Fees			Bus Fare			Hostel Fees		
	As per Students Fee List	As per Tally Entry	Difference	As per Students Fee List	As per Tally Entry	Difference	As per Students Fee List	As per Tally Entry	Difference
B TECH I - 2017-2020	1,20,13,250	1,20,03,850	9,400	34,20,750	34,20,750	-	18,44,000	17,42,000	1,02,000
B TECH II - 2016-2020	1,47,20,500	1,47,21,500	-1,000	29,90,400	29,87,900	2,500	18,90,000	18,37,000	53,000
B TECH III - 2015-2019	50,20,950	50,17,950	3,000	19,08,550	19,01,550	7,000	17,95,500	17,95,500	-
B TECH IV - 2014-2018	44,91,150	44,91,150	-	11,81,950	11,81,950	10,000	10,35,500	10,43,300	-7,800
Polytechnic I 2017-20	4,74,900	4,74,900	-	3,44,000	3,44,000	-	8,14,000	7,70,000	44,000
Polytechnic II 2016-19	3,80,100	3,75,600	4,500	1,78,000	1,78,000	-	9,90,500	9,88,500	2,000
Polytechnic III 2015-18	3,95,900	3,36,400	59,500	1,14,100	1,14,100	-	4,62,000	4,62,000	-
M Tech I	4,57,050	4,57,050	-						
Total	3,79,53,800	3,78,78,400	75,400	1,01,47,750	1,01,28,250	19,500	88,31,500	86,38,300	1,93,200



2. VERIFICATION OF EXPENDITURES:

a. Staff Cost:

We have verified the monthly staff cost with the salary statements prepared. We have also counter checked the same with their offer letters on random basis. The TDS working on the staff salary has been verified. The attendance register was verified and the salary workings were matched with the same. We suggest that the master salary statement to be authenticated for every month.

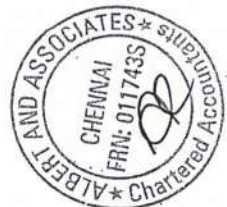
b. Other Expenses:

We have done the verification of vouchers for all the expenditures with the available supporting documents. All the expenditures were supported by proper bills. In some instances the ledger accounts were wrongly selected. The same has been rectified. Examples

S.No	Booked Ledger Account	Correct Ledger Account	Nature of Expenses
1	Auditors Fees	Professional Fees	eTDS Filing Fees
2	Miscellaneous Expenses	Professional Fees	eTDS Filing Fees
3	News Paper	Books & Periodicals	News Paper

c. Purchases of Fixed Assets:

We have verified the additions to fixed assets made during the period. All invoices were properly accounted. The additions were included in the Fixed Assets Register Maintained. In some instances the ledger booked under indirect Expenses & other fixed assets instead of correct one.



S.No	Ledger Account	Bill Amount Rs.	Booked Group	Correct Group
1	Biometric Equipment	87,903/-	Machinery & Generators	Office Equipments
2	CC TV Camera	2,21,275/-	Indirect Expenses	Office Equipments

d. Non - Deduction of TDS:

We have noticed in some instances TDS has not been deducted. We request the same be deducted and paid now. The parties may be asked to return the TDS amount if their total account is settled.

S.No	Particulars	Bill Amount Rs.	TDS	TDS Deducted	Remarks
1	DasariRajani (Hire Auto)	89,405	2%	1,788	Single Payment exceeds more than 30,000/-
2	UppalaVijaya Kumar (Hire Auto)	97,125	2%	1,943	Single Payments exceeds more thanRs.30,000.
3	Sri Kiran Binding Works	1,96,928	2%	3,939	Single Payments exceeds more thanRs.30,000.
4	Monal Enterprises	94,400	10%	9,440	Total payment exceedsmore than30,000/-.



e. Verification of Bank Payments:

All the Bank Payments were verified and found to be supported by proper bills and duly authorized.

f. Verification of Cash Payments:

All the Cash payments were verified and there is no cash payments more than Rs.20,000/-. The Cash Payments were properly supported by bills and duly authorized.

g. Verification on Bank Interests:

The Interest on OD Account and Bus Purchase Loan Accounts were verified and found to be in accordance with the sanction terms.

3. STATUTORY COMPLIANCE:

a) Payment of Employees Provident Fund:

S.No	Month	Employer's Contribution Rs.	Employees' Contribution Rs.	Due Date for Payment	Actual Date for Payment
1	Apr-2017	55,401.00	50,370.00	15.05.2017	09.05.2017
2	May -2017	55,401.00	50,370.00	15.06.2017	16.06.2017
3	Jun-2017	53,979.00	49,074.00	15.07.2017	14.07.2017
4	Jul-2017	53,979.00	49,074.00	15.08.2017	08.08.2017
5	Aug-2017	52,600.00	47,816.00	15.09.2017	11.09.2017
6	Sep-2017	51,619.00	46,921.00	15.10.2017	12.10.2017



b) Payment of Employees State Insurance:

S.No	Month	Employer's Contribution Rs.	Employees' Contribution Rs.	Due Date for Payment	Actual Date for Payment
1	Apr-2017	4,177.00	13,040.00	15.05.2017	05.09.2017
2	May -2017	8,223.00	2,391.00	15.06.2017	05.09.2017
3	Jun-2017	7,881.00	2,273.00	15.07.2017	05.09.2017
4	Jul-2017	9,164.00	2,950.00	15.08.2017	05.09.2017
5	Aug-2017	10,604.00	3,540.00	15.09.2017	12.09.2017
6	Sep-2017	10,381.00	3,448.00	15.10.2017	13.10.2017

c) Payment of Professional Tax:

S.No	Month	Employees' Contribution Rs.	Actual Date for Payment
1	Apr-2017	25,900.00	22.05.2017
2	May -2017	24,700.00	16.06.2017
3	Jun-2017	26,300.00	11.07.2017
4	Jul-2017	27,950.00	16.08.2017
5	Aug-2017	28,150.00	16.09.2017
6	Sep-2017	28,150.00	21.10.2017



d) **Payment of TDS:**

S.No	Month	TDS Deducted Rs.	Due Date for Payment	Actual Date for Payment
1	Apr-2017	34,574.00	07.05.2017	04.05.2017
2	May -2017	40,094.00	07.06.2017	05.06.2017
3	Jun-2017	36,855.00	07.07.2017	05.07.2017
4	Jul-2017	43,039.00	07.08.2017	07.08.2017
5	Aug-2017	33,445.00	07.09.2017	05.09.2017
6	Sep-2017	37,195.00	07.10.2017	07.10.2017

e) **Provision for Gratuity:**

Provision for Gratuity is not provided. We suggest to provide the same as there are employees who have completed more than 5 years of service.

4. **Verification of Bank Reconciliation Statement:**

We have verified the BRS and are being reconciled with Bank Statements.

5. **General Suggestions:**

- Income tax refund for 7 years from FY 2008-09 to FY 2015-16 for Rs.3,36,291/- is yet to be received from the income tax department. We suggest following it immediately as the same may be lapsed due to limitation.



S.No	Financial Year	Amount of Refund Rs.	Remarks
1	FY – 2008-09	49,749.00	Refund Due
2	FY – 2009-10	66,215.00	Refund Due
3	FY – 2010-11	48,319.00	Refund Due
4	FY – 2012-13	20,075.00	Refund Due
5	FY – 2013-14	56,129.00	Refund Due
6	FY – 2014-15	67,435.00	Refund Due
7	FY – 2015-16	28,369.00	Refund Due
8	FY – 2016-17	35,606.00	Refund Due
	Total	3,71,897.00	

- As per the Income Tax Traces site, there are demands outstanding due to late filing, short deduction etc. We suggest to short it out at the earliest. (Refer detailed excel workings attached with this report)

S.No	Financial Year	Amount of Defaults Rs.	Remarks
1	FY – 2009-10	13,580.00	Short deduction & interest on short payments
2	FY – 2010-11	740.00	Interest on late payments
3	FY – 2011-12	600.00	Interest on late payments
4	FY – 2012-13	13,670.00	Interest on late payments & L filing fees
5	FY – 2013-14	8,510.00	Interest on late payments & L filing fees
6	FY – 2015-16	5,100.00	Interest on late payments
7	FY – 2016-17	16,460.00	Interest on late payments & L filing fees
	Total	58,660.00	



- We have verified Form 26AS with books and the missing entries are booked in the books, currently both 26AS and book balance are tallied.
- Both Employer & Employee's contribution booked under one single ledger account i.e., Provident fund grouped under Salaries & Wages instead of two different ledger accounts as below.

1. EPF Employer's Contribution – Grouped under Indirect Expenses
2. EPF Employees' Contribution – Grouped under Duties & Taxes

➤ **Opening Balance Profit & Loss Account:**

As per the previous year financial statement Geethanjali's excess of income over expenditure Rs. 2,06,59,910.17 transferred into Ushodaya Educational Trust in the audited Financial Statements but the same is not carried in Tally .

We once again thank the management and hope that our report would be of useful.

Thanking you,

Yours Truly,
For Albert and Associates,
Chartered Accountants,



L. Albert Karunakaran,
Proprietor.

M.No:216635

Place: Chennai

Date:18/11/2017



USHODAYA EDUCATIONAL SOCIETY

TDS DEFAULT SUMMARY

FY - 2009-10

Sl No.	Quarter	Form No.	Short Payment	Short Deduction	Interest on Short Payment	Interest on Late Payment	Add. Late Payment Interest	Late Filing Fee	Gross Payable	Rounded Off	Net Payable
1	4th Qtr 4th Qtr	24Q 26Q	9,400.00 -		4,180.00 -	- -	- -	- -	13,580.00 -	- -	13,580.00 -
			9,400.00		4,180.00				13,580.00		13,580.00

FY - 2010-11

Sl No.	Quarter	Form No.	Short Payment	Short Deduction	Interest on Short Payment	Interest on Late Payment	Add. Late Payment Interest	Late Filing Fee	Gross Payable	Rounded Off	Net Payable
1	4th Qtr 4th Qtr	24Q 26Q	- -		- -	590.00 -	- -	- -	590.00 -	150.00 -	- 740.00
			-		-	590.00			590.00	150.00	740.00

FY - 2011-12

Sl No.	Quarter	Form No.	Short Payment	Short Deduction	Interest on Short Payment	Interest on Late Payment	Add. Late Payment Interest	Late Filing Fee	Gross Payable	Rounded Off	Net Payable
1	4th Qtr 4th Qtr	24Q 26Q	- -		- -	570.00 -	- -	- -	570.00 -	30.00 -	- 600.00
			-		-	570.00			570.00	30.00	600.00



FY - 2012-13

Sl No.	Quarter	Form No.	Short Payment	Short Deduction	Interest on Short Payment	Interest on Late Payment	Add. Late Payment Interest	Late Filing Fee	Gross Payable	Rounded Off	Net Payable	
1	2nd Qtr	24Q	-	-	-	90.00	-	4,800.00	4,890.00	-	4,890.00	
	2nd Qtr	26Q	-	-	-	207.00	-	4,800.00	5,007.00	3.00	5,010.00	
2	3rd Qtr	24Q	-	-	-	-	-	1,800.00	1,800.00	-	1,800.00	
	3rd Qtr	26Q	-	-	-	61.50	-	1,800.00	1,861.50	(1.50)	1,860.00	
3	4th Qtr	24Q	-	-	-	-	-	-	-	-	-	
	4th Qtr	26Q	-	-	-	109.50	-	-	109.50	0.50	110.00	
									13,200.00	13,668.00	2.00	13,670.00

FY- 2013-14

Sl No.	Quarter	Form No.	Short Payment	Short Deduction	Interest on Short Payment	Interest on Late Payment	Add. Late Payment Interest	Late Filing Fee	Gross Payable	Rounded Off	Net Payable	
1	1st Qtr	24Q	-	-	-	-	-	-	-	-	-	
	1st Qtr	26Q	-	-	-	1,005.00	-	-	1,005.00	5.00	1,010.00	
2	2nd Qtr	24Q	-	-	-	-	-	200.00	200.00	-	200.00	
	2nd Qtr	26Q	-	-	-	1,251.00	-	200.00	1,451.00	(1.00)	1,450.00	
3	3rd Qtr	24Q	-	-	-	-	-	1,800.00	1,800.00	-	1,800.00	
	3rd Qtr	26Q	-	-	-	463.50	-	1,800.00	2,263.50	(3.50)	2,260.00	
4	4th Qtr	24Q	-	-	-	-	-	-	-	-	-	
	4th Qtr	26Q	-	-	-	123.00	1,662.00	-	1,785.00	5.00	1,790.00	
									4,000.00	8,504.50	5.50	8,510.00



FY - 2015-16

Sl No.	Quarter	Form No.	Short Payment	Short Deduction	Interest on Short Payment	Interest on Late Payment	Add. Late Payment Interest	Late Filing Fee	Gross Payable	Rounded Off	Net Payable
1	2nd Qtr	24Q	-	-	-	123.00	-	-	123.00	(3.00)	120.00
	2nd Qtr	26Q	-	-	-	478.50	-	-	478.50	1.50	480.00
2	3rd Qtr	24Q	-	-	-	369.00	-	-	369.00	1.00	370.00
	3rd Qtr	26Q	-	-	-	166.50	-	-	166.50	3.50	170.00
3	4th Qtr	24Q	-	1.54	-	3,166.50	-	-	3,168.04	1.96	3,170.00
	4th Qtr	26Q	-	-	-	201.00	589.00	-	790.00	-	790.00
									5,095.04	4.96	5,100.00

FY - 2016-17

Sl No.	Quarter	Form No.	Short Payment	Short Deduction	Interest on Short Payment	Interest on Late Payment	Add. Late Payment Interest	Late Filing Fee	Gross Payable	Rounded Off	Net Payable
1	1st Qtr	24Q	-	-	-	568.50	-	-	13,768.50	1.50	13,770.00
	1st Qtr	26Q	-	-	-	330.00	-	13,200.00	330.00	-	330.00
2	2nd Qtr	24Q	-	-	-	634.50	-	-	634.50	(4.50)	630.00
	2nd Qtr	26Q	-	-	-	-	-	-	-	-	-
3	3rd Qtr	24Q	-	-	-	-	-	-	-	-	-
	3rd Qtr	26Q	-	-	-	-	-	-	-	-	-
4	4th Qtr	24Q	-	-	-	1,734.00	-	-	1,734.00	(4.00)	1,730.00
	4th Qtr	26Q	-	-	-	-	-	-	-	-	-
									16,467.00	(7.00)	16,460.00

TOTAL

9,400.00 4,180.00 12,242.00 2,251.00 30,400.00 58,474.54 185.46 58,660.00

