

**LOKNETE DR. BALASAHEB VIKHE PATIL
(PADMA BHUSHAN AWARDEE)
PRAVARA RURAL EDUCATION SOCIETY'S**

WOMENS COLLEGE OF HOME SCIENCE & BCA LONI



Internal audit report

Audit period: APR TO MAR 2022



To,

**The Management
Pravara Rural Education Society**

Dear Sir,

We are pleased to submit the Internal Audit report for **Women's College Of Home Science & BCA Loni** for the period from Apr 01, 2021 to Mar 31, 2022. This report is intended solely for the use of the management and the trustees.

Our procedures are based on the basis of records & explanation provided to us during audit and are, therefore, subject to the limitation that such material errors, fraud and other illegal acts having a direct and material financial impact, if they exist, may not be detected.

We thank the local unit staff for their help and co-operation throughout the audit. We shall be glad to offer any further elucidation that you may require, in relation to this report.

Thanking you.

Yours faithfully,
**Internal Auditor
PRES LONI**

VAIBHAV S PARJANE
CA, ICWA, CS, B.Com



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1. Account Section

Sr. No	Audit Observations	Value	Management Remarks																																
18	<p>ANAMAT PAYABLE :- Anamat account showed closing balance as per below unit wise and classification wise.</p>																																		
1	<p>ANAMAT PAYABLE :- 1) Anamat PAYABLE (Womens College Of Home Science, Loni) ANAMAT PAYABLE fee Payable showed closing credit balance of Rs 111271.00 This is payable from the last 1 year. Student wise list has provided to audit.</p> <table border="1"> <thead> <tr> <th>Sr.No</th><th>Particulars</th><th>amount</th><th>remark</th></tr> </thead> <tbody> <tr> <td>1</td><td>Student Anamat</td><td>37665.50 Cr</td><td></td></tr> <tr> <td>2</td><td>Alumani Fee Payable</td><td>49200.00 Cr</td><td></td></tr> <tr> <td>3</td><td>Ambilwade Swamini V</td><td>1453.00 Cr</td><td></td></tr> <tr> <td>4</td><td>Embroidery (Jan Shikshan Sanstha Course)</td><td>9800.00 Cr</td><td></td></tr> <tr> <td>5</td><td>Jan Shikshan Sansthan Ahmednagar(Jam Jally)</td><td>12000.00 Cr</td><td></td></tr> <tr> <td>6</td><td>Shelar Dhanashri</td><td>1153.00 Cr</td><td></td></tr> <tr> <td></td><td></td><td>111271.50 Cr</td><td></td></tr> </tbody> </table>	Sr.No	Particulars	amount	remark	1	Student Anamat	37665.50 Cr		2	Alumani Fee Payable	49200.00 Cr		3	Ambilwade Swamini V	1453.00 Cr		4	Embroidery (Jan Shikshan Sanstha Course)	9800.00 Cr		5	Jan Shikshan Sansthan Ahmednagar(Jam Jally)	12000.00 Cr		6	Shelar Dhanashri	1153.00 Cr				111271.50 Cr		1,11,271.00	Attached
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		111271.50 Cr																																	



II) ALUMINI FEE PAYABLE (BCA COLLEGE)

Alumini fee Payable showed closing DEBIT BALANCE 74100.00 credit balance. This is payable from the last 1 year. Student wise list has not provided to audit.

sr.no	Particulars	amount	amount
1	Student Anamat	51348.00 cr	
2	Alumani Fee Payable	74100.00 cr	
3	Miscellaneous Income	2000.00 cr	
4	Student Fee Payable	316865.00 cr	
	TOTAL AMOUNT	444313.00	

C	OTHER LIABILITIES -: Other liabilities showed balances explained Head wise as per below.	8967	
I	SCHOLARSHIP PAYABLES (Womens College Of Home Science, Loni) -: Scholarship Payable showed closing credit balance of Rs 8967.00 Student wise, year wise/Ageing breakup has not provided by concern person.	8,967.00	Attached
D	LOANS & ADVANCES -: Loans & Advances analysis has explained as per below.		



1 **ADVANCE AGAINST OFFICE WORK :-**

217,860

1) OFFICE ADVANCE (Womens College Of Home Science, Loni):-

Office Advance showed closing debit balance of Rs. 108800.00 and advances ageing has not available by account dept.

Office Advance showed closing credit balance of Rs. 21671.10 that means excess recovery deduction done in the staff Salary or few expenses are done in own pocket. Advance list are mentioned as per below .

SR.NO	ADVANCE FOR OFFICE WORK	AMT	AMT
1	Bangal Lata N (Off)		150
2	Bhane Chhaya (Off)	3200.00 Dr	
3	Bhane Mahesh (Off)		1263.00 Cr
4	Bharat R.B (Off)		500.00 Cr
5	Dabarase Jaya (Off)	1949.00 Dr	
6	Deshmukh K.S (Off)	5017.00 Dr	
7	DHATRAK (OFF)		
8	Dubey/Khaire Anushree (Off Adv)		4410.00 Cr
9	Gagare A S(Off)		4557.00 Cr
10	Khare Saroj B(Adv. Alu)	30000.00 Dr	
11	Korade Rupali J (Adv Alu)	62956.00 Dr	
12	Navale R.M(Off Adv)Korde	1380.00 Dr	
13	Nikam Bebi(Off)		29.40 Cr
14	Prin Kuchekar S.R		10762.00 Cr
15	Sabale Nanda (Off)	19.00 Dr	
16	Shinde Sandhya(Off)	4279.00 Dr	
		108800	21671.4

Attached



III) OFFICE ADVANCE (BCA COLLEGE) :-

Office Advance showed closing debit balance of Rs. 193193.50, and advances ageing has not available by account dept.

Office Advance showed debit balance 1225.00 closing credit balance of Rs. 2186.40 that means excess recovery deduction done in the staff Salary or few expenses are done in own pocket. Advance list are mentioned as per below .

sr.no	Particulars	amount	amount
1	Alhat Sunil (Off)	1225.00 Dr	
2	Bhanage Saroj U (Off Adv)		115.00 Cr
3	BHANE DEEPAK SUBHASH (OFF ADV.)		581.00 Cr
4	DHAGE VILAS (Off Adv)		100.00 Cr
5	Ghogare Archana (Off)		333.00 Cr
6	Kakade Nitin (Off Advance)		123.00 Cr
7	Sabale Nanda (Off.)		934.00 Cr
	AMOUNT		2186.00 Cr



OTHER LIABILITIES:-

I) OTHER LAIB (Womens College Of Home Science, Loni)

OTHER LIAB Payable showed closing credit balance of Rs 238678 .5 0
This is payable from the last year. Student wise list has provided to audit.

sr.no	Particulars	Amount	Remark
1	EXAMINATION PAYBLE	192876.00 Cr	
2	SALARY PAYABLE	28835.00 Cr	
3	SCHOLARSHIP PAYABLE	8967.50 Cr	
4	RENT & OTHER DEPOSITS	8000.00 Cr	
		238678.50 Cr	

OTHER LAIB (Bca & Art, Loni)

OTHER LIAB Payable showed closing credit balance of Rs 6,90,710. 0
This is payable from the last year. Student wise list has provided to audit.

sr.no	Particulars	amount	Amount
1	DUES PAYABLE (SALARY & OTHER EXP)	13147.00 Cr	
2	EXAMINATION PAYBLE	76862.00 Cr	
3	SALARY PAYABLE	598271.00 Cr	
4	RENT & OTHER DEPOSITS	2430.00 Cr	



2. STUDENT SECTION:-

Sr. No	Audit Observations	Value	Management Remarks	Open / Close
1.	Student fee reconciliation statement as on 31 st Mar 21 has prepared till date and tallying with system.	NA		
2.	Fees as per bank were matched with account. Observations incase of fees as below: 1. Fees Register maintained in Fee Software. 2. Personnel Ledger is also in Fee Software. 3. Fees as per Bank matched with account.			
3.	STUDENT FEES :- Student Fees data has matched with Accounts book as per below.		Attached	

SR.NO	STUDENT FEES	Account sec	Student Sec
1	FEES - ADMISSION INCOME	2005.00 Cr	2005.00 Cr
		330468.00 Cr	330468.00Cr
2	FEES - ARREARS/DUES INCOME		
3	FEES - OTHER INCOME	327597.50 Cr	327597.50Cr
4	FEES - TUTION INCOME	230170.00 Cr	230170.00Cr
1	FEES - ADMISSION INCOME	2800.00 Cr	2800.00 Cr
2	FEES - ARREARS/DUES INCOME	880366.50 Cr	880366.50Cr
3	FEES - OTHER INCOME	156141.00 Cr	156141.00Cr
4	FEES - TUTION INCOME	1507466.00Cr	1507466.00Cr
		3437014.00 Cr	3437014.00 Cr



-No needs to compliance.

3. Stores Section:

Nil



4. Taxation & Statutory payments:

Provident Fund deduction and payment status:

Sr. No.	Month	Due Dates	Date payment of	Delay Days in	Payable Amount As per Pay sheet	Payment Amount as per Challan	Short/ Excess
1	Apr-21	15-May-21	15-May-21	0	35138.00	35138.00	-
2	May-21	15-Jun-21	15-Jun-21	0	32247.00	32247.00	-
3	Jun-21	15-Jul-21	15-Jul-21	0	29794.00	29794.00	-
4	Jul-21	15-Aug-21	15-Aug-21	0	29794.00	29794.00	-
5	Aug-21	15-Sep-21	15-Sep-21	0	29794.00	29794.00	-
6	Sep-21	15-Oct-21	15-Oct-21	0	27994.00	27994.00	-
7	Oct-21	15-Nov-21	15-Nov-21	0	27994.00	27994.00	-
8	Nov-21	15-Dec-21	15-Dec-21	0	27994.00	27994.00	-
9	Dec-21	15-Jan-22	15-Jan-22	0	27994.00	27994.00	-
10	Jan-22	15-Feb-22	15-Feb-22	0	26859.00	26859.00	-
11	Feb-22	15-Mar-22	15-Mar-22	0	26859.00	26859.00	-
12	Mar-22	15-Apr-22	15-Apr-22	0	26859.00	26859.00	-
					349320.00	349320.00	

- Grace Days of 5 are allowed for payment

(a) There is no delay in payment of provident fund as per above report.



No needs to compliance.

Tax Deduction at Source:

Mentioned below are the details of payment of TDS:

Month	Due Date	Date of Payment	Delay in Day's	Nature of Payment	Challan No.	TDS amount	Payment Amount	Short/Excess	Payment Mode
Apr-21	15-May-21	01-Jun-21		92B	00627	138000	138000	-	E-Payment
May-21	15-Jun-21	02-Jul-21		92B	00499	138000	138000	-	E-Payment
Jun-21	15-Jul-21							-	
Jul-21	15-Aug-21	02-Sep-21		92B	02788	276000	276000	-	E-Payment
Aug-21	15-Sep-21	06-Oct-21		92B	03211	138000	138000	-	E-Payment
Sep-21	15-Oct-21							-	
Oct-21	15-Nov-21	01-Nov-21		92B	00476	75000	75000	-	E-Payment
Nov-21	15-Dec-21	07-Jan-22		92B	21132	75000	75000	-	E-Payment
Dec-21	15-Jan-22							-	
Jan-22	15-Feb-22							-	
Feb-22	15-Mar-22	23-Mar-22		92B	04173	75000	75000	-	E-Payment
						915000	915000		

(a) Delay will attract penal interest @ 1.25% per month.

(b) There is no delay in payment of TDS during the audit period as per above report.



- No needs to compliance.

Profession Tax:

Mentioned below are the details of Profession Tax paid :

Month	Due Date	Date of Payment	Delay in Day's	Amt as per Pay sheet	Amount paid As per Challan	Short/ Excess
15-May-21	18-May-21	19/05/2021	1	4600	4600	-
15-Jun-21	18-Jun-21	18/06/2021		8600	8600	-
15-Jul-21	18-Jul-21	22/07/2021	4	3800	3800	-
15-Aug-21	18-Aug-21	20/08/2021	2	3800	3800	-
15-Sep-21	18-Sep-21	20/09/2021	2	3800	3800	-
15-Oct-21	18-Oct-21	20/10/2021	2	3600	3600	-
15-Nov-21	18-Nov-21	17/11/2021		3600	3600	-
15-Dec-21	18-Dec-21			0	0	-
15-Jan-22	18-Jan-22	24/01/2022	6	8075	8075	-
15-Feb-22	18-Feb-22	23/02/2022	5	4375	4375	-
15-Mar-22	18-Mar-22	24/03/2022	8	5575	5575	-
15-Apr-22	18-Apr-22			0	0	-
				49825.00	49825.00	-

(a) Profession tax return period is yearly so as return due date is not overdrawn at the time of audit.



- No needs to compliance.

5. Bank Transactions & Reconciliation:

Bank Reconciliation Status as on 31st Mar 2020 is as follows:

Particulars	Name of Unit	Bal as per ledger	Bal as per bank	Difference	Reco Status
Curr. Bank of Maha A/c No 8103	Home Science	11210.88	11210.88	0	RC Done
Curr A/c PSB No 6	Home Science	7796.66	7796.66	0	RC Done
Curr A/c SBI No. 7724	Home Science	681639.30	681639.30	0	RC Done
Sav. A/c Maha No - 4359	Home Science	26550.48	26550.48	0	RC Done
Sav. A/c Maha No. - 4441	Home Science	61490.64	61490.64	0	RC Done
Sav. A/c Maha No - 886552	Home Science	52347.20	52347.20	0	RC Done
Sav. A/c Maha No- 91753	Home Science	12588.00	12588.00	0	RC Done
Alumini A/c Sav 1674	Home Science	203257.00	203257.00	0	RC Done
Sav. A/c PSB No. - 383	Home Science	16708.05	16708.05	0	RC Done
Saving A/C PSB Ltd 727	Hostel	32121.00	32121.00	0	RC Done
Curr. A/c PSB No 07	Bca	8689.50	8689.50	0	RC Done
Sav. A/c PSB No 384	Bca	12512.04	12512.04	0	RC Done
Sav. A/c PSB No 915	Bca	77101.00	77101.00	0	RC Done



- (a) Accounting of each bank transaction shall be done on daily basis and the same shall be reconciled with actual bank transactions at month end, and this practice has properly followed by the accounts team.

-No needs to compliance.

6. Late attendees:

It has been observed that we have checked the tentative basis of biometric attendance report with salary pay sheet. In the no any variance found and rules followed as per PRES HR Policy.

-No needs to compliance.



7. Ledger Scrutiny & Other observations:

↓ It has been observed that, Students admission cancelled fees refund has paid from 'Income from Other' account head wrongly. Instead of correct account head is 'Student Anamat Payable'.

- Rectified as per audit comment.

- Library Book Addition: (01/04/2020 to 31/03/21)

- ↓ After verification of library section and account section it is observed that Library and Account record is matched.
- ↓ Library all of the practice recorded in manual and 'Koha Software'.

Below are the registers and other documents were maintained properly, Found at the Audit.

Sr No	Particulars	Remark
1	Student Issuing Registered	Yes
2	Periodical/ journal inward registered	Yes
3	Daily Visitor Register	Yes
4	Staff Issuing Registered	Yes
5	News paper Register	Yes
6	Popular Magazines weekly Inward Registered	Yes
7	Scrap Books Register	No
8	Fire Extinguishment System	Yes
9	Action Taken For Fire Extinguishment	Yes
10	List of Asset Available	Yes



11	Fine for late submission of books	Yes
12	Origination Chart	Yes
13	Inward / outward registered (letter)	Yes
14	Rule & Regulation Chart on wall	Yes
15	CC TV CAMERA	Yes


ACCOUNTANT
HOME SCI. COLLEGE




Principal
Women's College of Home Science & BCA
Loni Kd. Tal. Rahata, Dist. Ahmednagar
PRINCIPAL
HOME SCI. COLLEGE

