

A. G. TEACHERS COLLEGE

Report on Internal Audit for Academic Year 2020-21



EXECUTIVE SUMMARY

PART A – FINANCIAL AUDIT

AREA	EXTENT OF CHECKING	LEVEL OF CONTROL	PAGE NO.
Institute Fees	Fees Receivable Vs. Fees Received Reconciliation	Satisfactory	9-10
Other Income	<ul style="list-style-type: none"> 100% for Forms sold during the period under audit. 100% for Other Incomes collected from students under various heads. 	Satisfactory	11-12
Salary & Payroll	100% for April 2020 to February 2021	Satisfactory	13-14
Cash & Bank	<ul style="list-style-type: none"> 100% for April 2020 to February 2021 and Cash Verification on 9th March, 2020. Bank Vouching for January 2021 & Reconciliation for month February, 2021 	Satisfactory	15-17
Grants		Needs Immediate Attention	18-19
TDS Deduction	For the period April 2020 to February 2021	Satisfactory	20-21
Fixed Assets		Satisfactory	22-23
Scholarship		Satisfactory	24-25
Annual Maintenance Contract		Satisfactory	26-27

EXECUTIVE SUMMARY

PART B – ACADEMIC & OPERATIONAL AUDIT

AREA	EXTENT OF CHECKING	LEVEL OF CONTROL	PAGE NO.
Staff Attendance	For Academic Year 2019-20		29
Student Attendance	For Academic Year 2019-20		30
Academic Results of Students	For Academic Year 2019-20		31

SCOPE & EXTENT OF CHECKING

As per the Revised Internal Audit Programme finalized in consultation with Chief Accountant of Ahmedabad Education Society and Statutory Auditors M/s. Sorab S. Engineer & Co; Chartered Accountants following scope was adopted for Internal Audit..

PART A – FINANCIAL AUDIT

INSTITUTE FEES

- System Study of Fee Receipts Issuance Software and related controls.
- Fees Collection and Deposit procedure and Reconciliation of fees with roll call.

OTHER INCOME

- Reconciliation of Admission Forms Sold with Income Accounted in Ledger.
- Collection of Other Incomes from students under different heads.

SCOPE & EXTENT OF CHECKING

PART A – FINANCIAL AUDIT

SALARY & PAYROLL

- Verification of System for Salary Computation and Payment.

CASH AND BANK BOOK

- Physical Cash Verification and Cash Vouching.
- Bank Vouching and Bank Reconciliation.

GRANTS

- Verification of claims of Maintenance Grants made during FY 2019-20.

SCOPE & EXTENT OF CHECKING

PART A – FINANCIAL AUDIT

TDS DEDUCTION

- Verification of all Expenses Head to check whether the college has deducted tax at source at appropriate rate from payments made to various parties.

FIXED ASSETS

- Verification of Invoices of Fixed Assets purchased during the period of audit.
- Verification of Fixed Asset Register.

SCHOLARSHIP

- Verification of Scholarships received by college on behalf of the students.

Annual Maintenance Contract

- Verification of AMCs issued with supporting documents

SCOPE & EXTENT OF CHECKING

PART B – ACADEMIC & OPERATIONAL AUDIT

STAFF ATTENDANCE

- Verification of Faculty Attendance Register and Analysis of Faculty Attendance

STUDENT ATTENDANCE

- Analysis of class room attendance of Students.

ACADEMIC RESULTS OF STUDENTS

- Analysis of Student Results

INSTITUTE FEES



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Institute Fees	Reconciliation of Student Fees Receivable	<ul style="list-style-type: none"> ➤ Complete Fee Reconciliation for Academic year 2020-21 is given in Annexure 1A ,1B & 1C. Total Amount of Fees as per the Roll Call tallied with the Accounting Ledger. ➤ Currently the institute collects fees on manual basis. ➤ College deposits daily collection of Cash Fees collected to its own Bank Account.

OTHER INCOME



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Other Income	<p>Verification of Admission Forms on hand and Selling of Forms.</p> <p>Verification of Other Miscellaneous Income collected from students.</p>	<ul style="list-style-type: none"> ➤ Details of admission forms on hand and selling of forms are given in Annexure -2 . ➤ College collects T.C. Fees and other miscellaneous income from students and the same is credited to various ledger accounts totaling to Rs. 3,820/-.

SALARY



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Salary	<p>Salary paid to Fix Pay employees was checked based on the Appointment Letter issued by AES. The same were authorized by Deputy Secretary, Ahmedabad Education Society.</p> <p>Wages paid to Daily wage workers was verified with rate fixed mentioned on letter issued by AES, authorized by Director.</p> <p>Salary Payment data from April 2020 to February 2021 were verified with muster roll during audit.</p>	<ul style="list-style-type: none"> ➤ Salary is paid by Government & it is directly deposited in Employee's bank account. ➤ Payment to fix pay employees and Daily wagers is in order.

CASH & BANK



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Cash	<p>Vouching of cash expenses to ensure internal controls with respect to supporting documents and authorization and also to verify whether the Cash Expenses are within the limits prescribed under Section 40A(3) of Income Tax Act, 1961.</p> <p>Comparison of Physical Cash Balance on hand with the Balance in the Books of Accounts as on that date.</p>	<ul style="list-style-type: none"> ➤ Cash Vouchers for the period April 2020 to February, 2021 are properly authorized by the Principal of the College. No discrepancy was observed regarding Supporting Documents and authorization. No payments are made in cash in excess of limits specified u/s 40(A)(3) of the Income Tax Act, 1961. ➤ Physical Cash Balance on hand as on 09.03.2021 tallied with the authorized book balance. Details are given in Annexure 3.

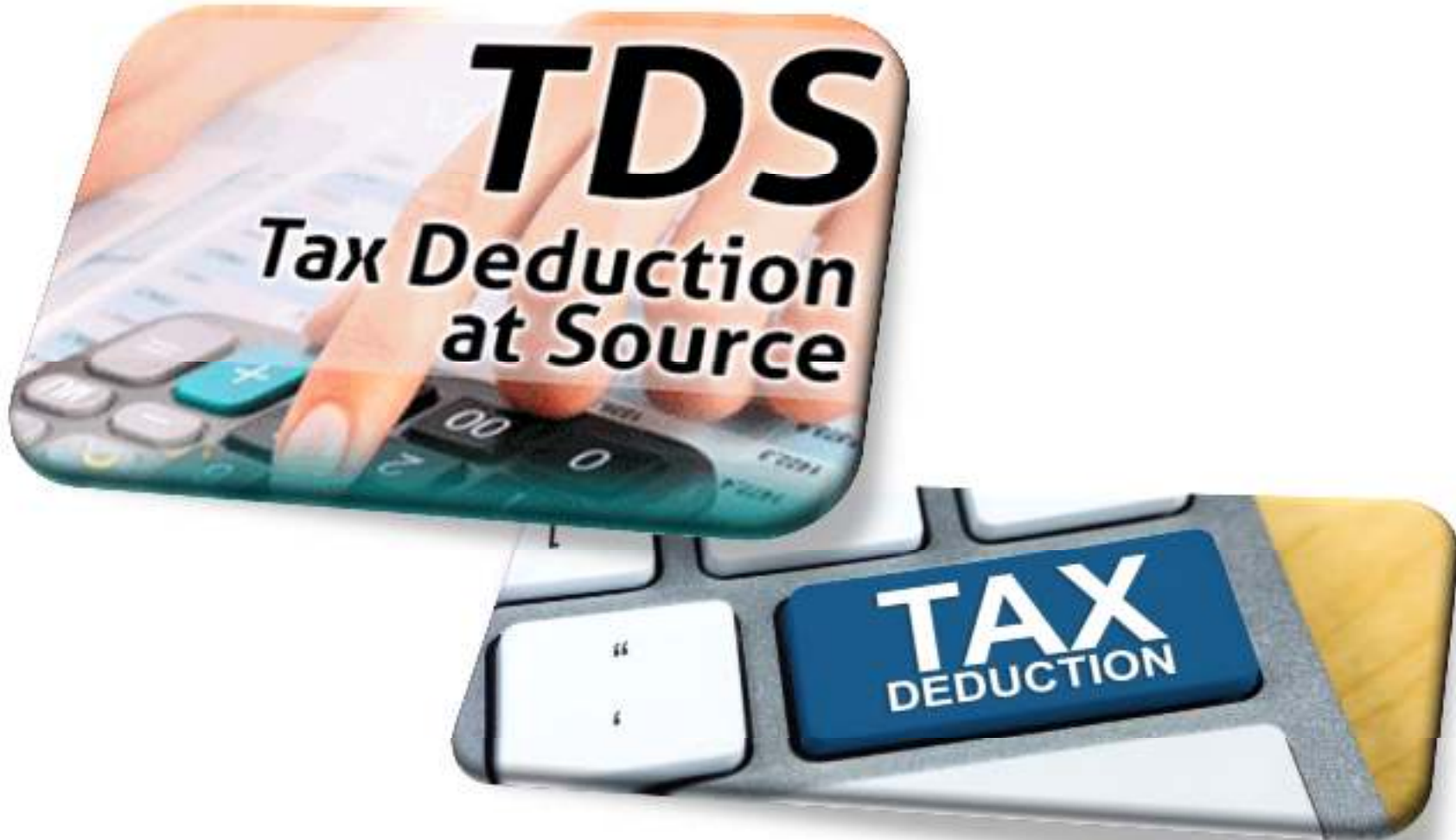
GRANTS



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Grants	<p>We vouched the Grant received during the period under audit.</p> <p>Outstanding Grants were also verified by us.</p>	<p>➤ Grant for FY 2013-14, FY 2014-15, FY 2015-16, are still outstanding & Grant for FY 2016-17 amounting to Rs. 44,520/- was received during the audit period. Claims for FY 2017-18 to FY 2019-20 are still not put up before the concerned authorities.</p>

TDS DEDUCTION



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
TDS Deduction	<p>Applicability and deduction of TDS and its verification with accounting records.</p> <p>Verification of timely deposit of TDS with AES.</p>	<ul style="list-style-type: none"> ➤ We have verified all the expense heads with respect to applicability of TDS Provisions under various sections of Income Tax Act, 1961 and found that College has deducted tax at source at appropriate rate from payments made to various parties. ➤ College deposits the tax deducted amount with the Ahmedabad Education Society Office and payment to Government Treasury is made by the Society Office.

FIXED ASSETS



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Fixed Assets	Maintenance of Fixed Asset Register with sufficient details.	<ul style="list-style-type: none"> ➤ We observed that the College maintains Fixed Asset Register on yearly basis; which is updated up to date. However; location details of each fixed asset are not noted in the Fixed Asset Register. We repeat our suggestion that Fixed Asset Register should be maintained in sufficient detail to enable us as well as institute staff to physically verify the assets.

SCHOLARSHIP



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Scholarship	Verification of Scholarships received by the College from the Government on behalf of the students.	➤ As informed to us, Scholarship has been made available online by the Government. Scholarship is directly paid in to students' own bank account. As a result, college has no role to play in application/disbursement of Government Scholarship and hence, data of the students who opted for Scholarship was not available with the college.

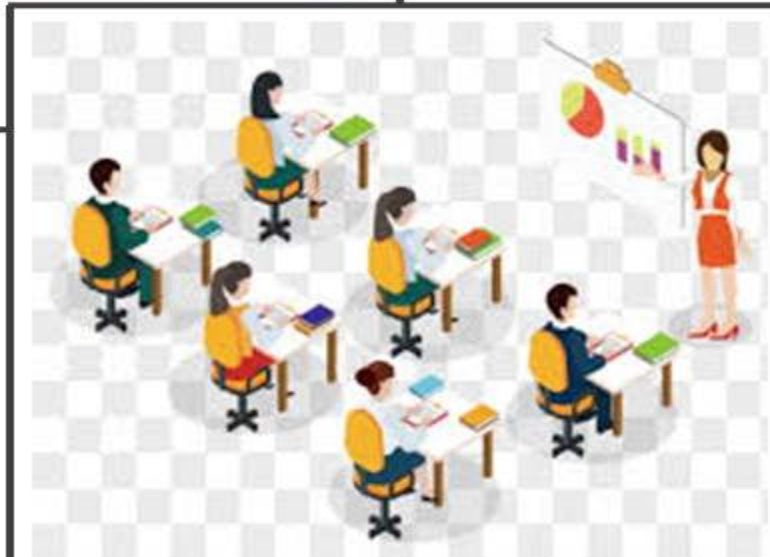
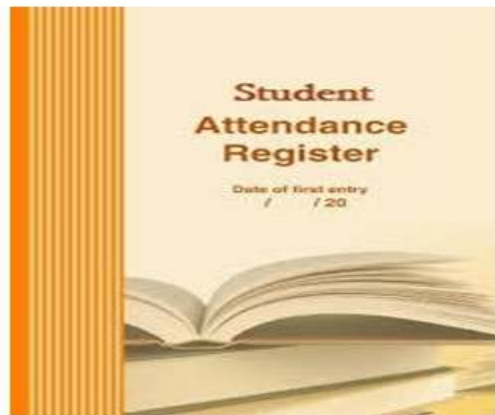
ANNUAL MAINTAINANCE CONTRACT



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Annual Maintenance Contract	Verification of AMC Authorisation	<ul style="list-style-type: none"> ➤ There were no Annual Maintenance Contracts during the period April-2020 to February-2021 as informed to us by the Accountant.

PART B – ACADEMIC & OPERATIONAL AUDIT



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Faculty Attendance	Analysis of Manual Register and Biometric Attendance Software	➤ Faculty Attendance is marked in Manual Register by concerned faculty member by way of signing the same. Summary of Attendance of faculty members for Academic year 2019-20 is given in Annexure-4

AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Student Attendance	Analysis of Students attendance	<ul style="list-style-type: none"> ➤ Teacher manually marks the attendance of each student in class. Based on the daily attendance register , consolidated Annual result & Attendance Sheet of each student is compiled and authorised by the class Teacher and principal of the school. ➤ Records for attendance were properly compiled. ➤ Based on our verification of attendance register, sem wise attendance data for Academic year 2019-20 was compiled and summarized by college management. The same was randomly verified and is summarized in Annexure -5. As can be seen in Annexure-5. Student Attendance Data for Semester 3 is yet not compiled.

AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Academic results	Summary of Results.	<ul style="list-style-type: none"> ➤ Based on the Academic Grading given to students during the academic year, Consolidated reports for academic year is compiled by teachers and authorised by Principal of school. ➤ Semester wise bifurcation of students getting Distinction for Academic year 2019-20 is given in Annexure-6

ACKNOWLEDGEMENT

We sincerely thank all staff members of Accounts and Administration Department of the college and of Head Office of The Ahmedabad Education Society for their co operation during conduct of our audit, without which, a constructive and fruitful audit would not have been possible.

REPORT SIGN OFF

**Report approved On behalf of
Mehta Sheth & Associates**

(FRN: 106238W)

by CA. Salil Sheth

(Membership No. 110500)

vide UDIN:21110500AAAADT4971

On 22/03/2021

Digitally Signed by:



Mehta Sheth & Associates
Chartered Accountants



**Ahmedabad
Education
Society**



THANK YOU

Annexure 1B

Complete Fee Receipt Reconciliation for Second Term of 2020-21 of A.G. Teachers College

Term	Particular	No. of Studen	Tution Fees	Stationery/ Material / Activity Fees	Library Fees	University culture fees	University Sports fees	EPC Fees	Total
Semester 1	Fee Structure		1,250	500	250			750	2,750
	Boys	17	21,250	8,500	4,250			12,750	46,750
	Boys	1	-	500	250			750	1,500
	Girls	33	-	16,500	8,250			24,750	49,500
	Grand Total	51	21,250	25,500	12,750			38,250	97,750
	Fees as per Ledger		21,250	25,500	12,750			38,250	97,750
	Difference		-	-	-			-	-
Semester 2	Fee Structure		1,250	500	250	250	250	750	3,250
	Boys	18	22,500	9,000	4,500	4,500	4,500	13,500	58,500
	Girls	32	-	16,000	8,000	8,000	8,000	24,000	64,000
	Grand Total	50	22,500	25,000	12,500	12,500	12,500	37,500	122,500
	Fees as per Ledger		21,250	24,500	12,250	12,250	12,250	36,750	119,250
	Pending fees (Hitesh Dave)		1,250	500	250	250	250	750	3,250
	Difference		-	-	-				-

Annexure 1C

A.G. Teachers College

Complete Fee Receipt Reconciliation for Academic year 2020-21 of A.G. Teachers College

FEES COLLECTED BY COLLEGE

Term	Particular	No. of Student	C.W.D.C. Fees	Computer Practical fees/EPC Fees	Practical Work fees	Total
Semester 3	Fee Structure		10	750	250	1,010
		49	490	36,750	12,250	49,490
	TOTAL	49	490	36,750	12,250	49,490
	FEES AS PER LEDGER		490	36,750	12,250	49,490
	DIFFERENCE		-	-	-	-
Semester 4	Fee Structure		10	750	250	1,010
		49	490	36,750	12,250	49,490
	TOTAL	49	490	36,750	12,250	49,490
	FEES AS PER LEDGER		490	36,750	12,250	49,490
	DIFFERENCE		-	-	-	-

Annexure- 2

A.G. Teachers College

Particular	Opening		Addition		Forms Sold			Closing Stock	
	Sr. Nos	Qty	Sr. Nos	Qty	Sr. Nos	Qty	Amount	Sr. Nos	Qty
Old Forms	132-250	119	-	-	132-186	55	2,750	187-250	64
		-	-	-	-	-	-	-	-
New Forms	-	-	-	-	-	-	-	-	-
Offline	-	-	-	-	-	-	-	-	-
Total							2,750		
Form Selling Income as per Ledger							2,750		
Difference							-		

Annexure 3

A.G. Teachers College

Cash Balance Statement as on 09.03.2021

Denomination	No. of Notes	Total
Notes:		
500	20	10,000.00
100	76	7,600.00
50	1	50.00
		17,650.00
Coins:		-
1	8	8.00
		8.00
Total Cash on Hand		17,658.00
Total Balance as per Books		17,658.00
Difference		-

Annexure 4

A.G.Teachers College

Teachers' Attendance for 2019-20

Total No. of faculty members	Between 90% & 95 % of working days	> 95 % of Working days
7	5	2

Annexure-5

A.G Teachers College

Student's Attendance for 2019-20

Sem	Total no.of Students	Attendance Criteria		
		0% to 80%	81% to 90%	91% to 100%
Sem-1	57	15	17	25
Sem-2	57	24	24	9
Sem-3	50	0	0	50
Sem-4	57	17	28	12

Annexure- 6

A.G.Teachers College

Academic Result of the Student

Year	Total Students appeared in the Exams	Total Students Passed	Distinction	First Class	Second Class	Pass	Fail	Results(%)
2017-18								
Sem-1	45	45	40	5	0	0	0	100
Sem-2	45	45	44	1	0	0	0	100
Sem-3	45	45	45	0	0	0	0	100
Sem-4	45	45	45	0	0	0	0	100
2018-19								
Sem-1	43	43	42	1	0	0	0	100
Sem-2	43	43	18	25	0	0	0	100
Sem-3	49	49	47	2	0	0	0	100
Sem-4	50	50	15	35	0	0	0	100
2019-20								
Sem-1	49	49	48	1	0	0	0	100
Sem-2	49	49	49	0	0	0	0	100
Sem-3	50	50	50	0	0	0	0	100
Sem-4	50	50	38	12	0	0	0	100