



Mehta Sheth & Associates
Chartered Accountants



Ahmedabad
Education
Society



A. G. TEACHERS COLLEGE

Report on Internal Audit for Academic Year 2022-23





EXECUTIVE SUMMARY FINANCIAL AUDIT

AREA	EXTENT OF CHECKING	LEVEL OF CONTROL	PAGE NO.
Institute Fees	Fees Receivable Vs. Fees Received Reconciliation	Satisfactory	5-6
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	7-8
Salary & Payroll	100% for April 2022 to February 2023	Satisfactory	9-10
Cash & Bank	<ul style="list-style-type: none"> 100% for April 2022 to February 2023 and Cash Verification on 06th March, 2023. Bank Vouching for April 2022 to February 2023 & Reconciliation for month February, 2023. 	Satisfactory	11-13
Grants		Needs Immediate Attention	14-15
TDS Deduction	For the period April 2022 to February 2023	Satisfactory	16-17
Fixed Assets		Satisfactory	18-19
Scholarship		Satisfactory	20-21
Annual Maintenance Contract		Satisfactory	22-23



EXECUTIVE SUMMARY

PART B – ACADEMIC & OPERATIONAL AUDIT

AREA	EXTENT OF CHECKING	LEVEL OF CONTROL	PAGE NO.
Staff Attendance	For Academic Year 2021-22	Satisfactory	26
Student Attendance	For Academic Year 2021-22	Satisfactory	27
Academic Results of Students	For Academic Year 2021-22	Satisfactory	28



FINANCIAL AUDIT



financial statement audit





FINANCIAL AUDIT- INSTITUTE FEES



SCOPE & EXTENT OF CHECKING

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



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 2022-23 is given in Annexure 1A & 1B. 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.

FINANCIAL AUDIT- OTHER INCOME



SCOPE & EXTENT OF CHECKING

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



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. 8,933/-.



FINANCIAL AUDIT- SALARY & PAYROLL



SCOPE & EXTENT OF CHECKING

- Verification of System for Salary Computation and Payment



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 2022 to February 2023 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.



FINANCIAL AUDIT- CASH & BANK



SCOPE & EXTENT OF CHECKING

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



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 2022 to February, 2023 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 06.03.2023 tallied with the authorized book balance. Details are given in Annexure 3.



FINANCIAL AUDIT- GRANTS



SCOPE & EXTENT OF CHECKING

- Verification of claims of Maintenance Grants made during FY 2022-23

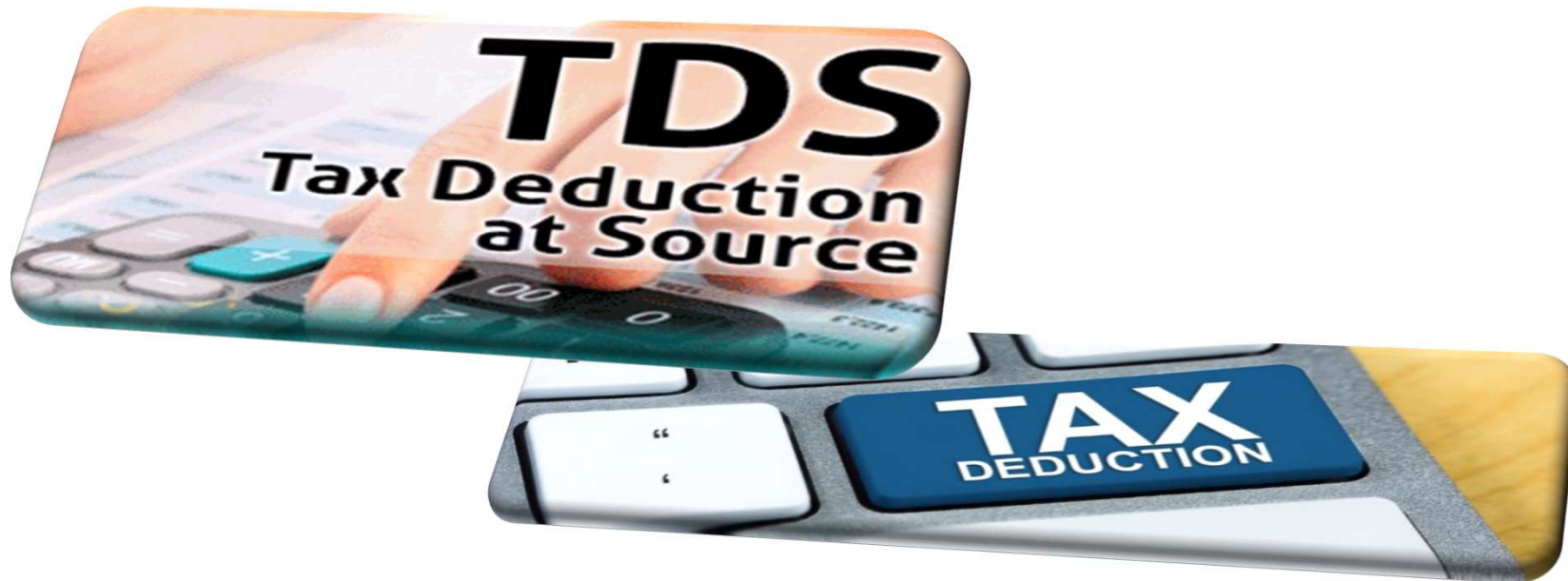


AUDIT PROCESS AND OBSERVATIONS

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>➤ Against the total grant claim of Rs. 5.67 Lakhs for the period from FY 2010-11 to 2021-22, college has received grant to the tune of Rs. 8.48 Lakhs. Excess Grant received from government of Rs. 2.81 Lakhs as on 06th March, 2023. Details are given in Annexure 4.</p>



FINANCIAL AUDIT - TDS DEDUCTION



SCOPE & EXTENT OF CHECKING

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



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.



FINANCIAL AUDIT - FIXED ASSETS



SCOPE & EXTENT OF CHECKING

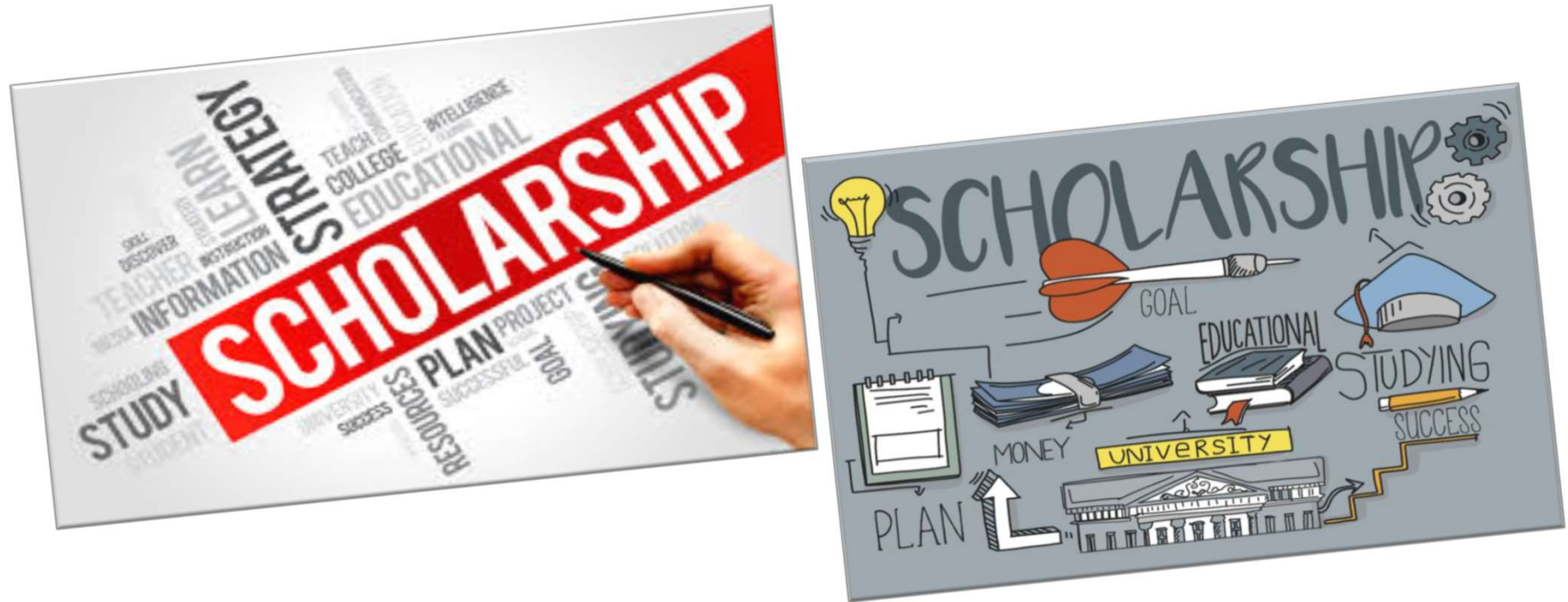
- Verification of Invoices of Fixed Assets purchased during the period of audit.
- Verification of Fixed Asset Register.



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Fixed Assets	Maintenance of Fixed Asset Register with sufficient details.	<p>➤ 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.</p>

FINANCIAL AUDIT - SCHOLARSHIP



SCOPE & EXTENT OF CHECKING

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



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.

FINANCIAL AUDIT - ANNUAL MAINTAINANCE CONTRACT



SCOPE & EXTENT OF CHECKING

- Verification of AMCs issued with supporting documents

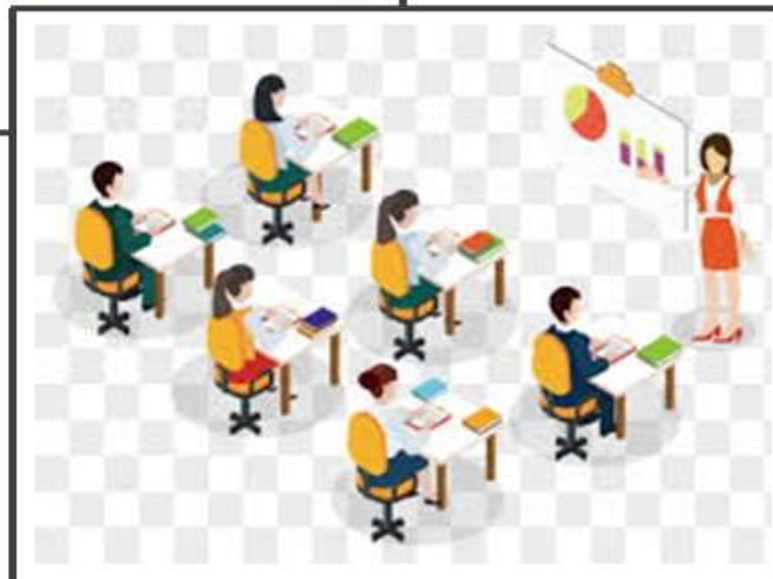
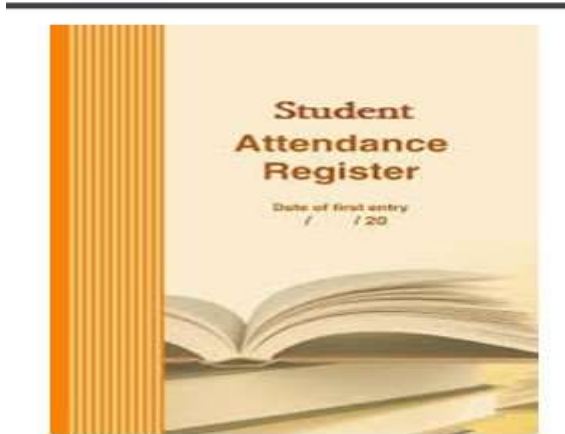


AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Annual Maintenance Contract	Verification of AMC Authorisation	➤ There were no Annual Maintenance Contracts during the period April-2022 to February-2023 as informed to us by the Accountant.



PART B – ACADEMIC & OPERATIONAL AUDIT





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



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 2021-22 is given in Annexure-5



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 2021-22 was compiled and summarized by college management. The same was randomly verified and is summarized in Annexure -6.



AUDIT PROCESS AND OBSERVATIONS

AREA	VERIFICATION PROCESS	CONTROL DESCRIPTION
Academic results	Summary of Results.	➤ All college exams were taken in online mode during Academic Year 2021-22. Hence, we have not verified the Internal Marks awarded to each student as per normal scope of work.



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:23110500BGUVEA1023

On 01/05/2023

Digitally Signed by:



Mehta Sheth & Associates
Chartered Accountants



**Ahmedabad
Education
Society**



THANK YOU

Annexure 1A

Complete Fee Receipt Reconciliation for First Term of 2022-23 of A.G. Teachers College

Term	Particular	No. of Student	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	16	20,000	8,000	4,000	-	-	12,000	44,000
	Girls	35	-	17,500	8,750	-	-	26,250	52,500
	Grand Total	51	20,000	25,500	12,750	-	-	38,250	96,500
	Fees as per Ledger		20,000	25,500	12,750	-	-	38,250	96,500
	Difference		-	-	-			-	-
Semester 2	Fee Structure		1,250	500	250	250	250	750	3,250
	Boys	16	20,000	8,000	4,000	4,000	4,000	12,000	52,000
	Girls	33	-	16,500	8,250	8,250	8,250	24,750	66,000
	Grand Total	49	20,000	24,500	12,250	12,250	12,250	36,750	118,000
	Fees as per Ledger		20,000	24,500	12,250	12,250	12,250	36,750	118,000
	Pending fees		-	-	-	-	-	-	-
	Difference		-	-	-			-	-

Annexure- 2

A.G. Teachers College

Particular	Opening		Addition		Forms Sold			Closing Stock		Remarks
	Sr. Nos	Qty	Sr. Nos	Qty	Sr. Nos	Qty	Amount	Sr. Nos	Qty	
Old Forms	246-250	5	-	-	-	-	-	246-250	5	Destroyed
		-	-	-	-	-	-	-	-	
New Forms	-	-	1-125	125	1-61	61	6,100	62-125	64	
	-	-	-	-	-	-	-	-	-	
Total							6,100			
Form Selling Income as per Ledger							6,100			
Difference							-			

Annexure 3

A.G. Teachers College

Cash Balance Statement as on 06.03.2023

Denomination	No. of Notes	Total
Notes:		
500	46	23,000.00
200	1	200.00
50	8	400.00
20	1	20.00
10	2	20.00
		23,640.00
Coins:		-
5	1	5.00
2	1	2.00
1	1	1.00
		8.00
Total Cash on Hand		23,648.00
Total Balance as per Books		23,648.00
Difference		-

Annexure 4

A.G. Teachers College

Statement of Outsanding Government Grant

Year	Grant Claimed
2010-11	53,749
2011-12	45,049
2012-13	46,409
2013-14	45,229
2014-15	74,914
2015-16	29,289
2016-17	44,539
2017-18	43,412
2018-19	46,069
2019-20	48,279
2020-21	47,089
2021-22	43,279
Total	567,307
Total Grant Received from 2010-11 till 2022-23	848,676
Excess Grant Received from Government	281,369

Annexure 5

A.G.Teachers College

Teachers' Attendance for 2021-22

Total No. of faculty members	Between 90% & 95 % of working days	> 95 % of Working days
7	3	4

Annexure 6

A.G Teachers College

Student's Attendance for 2021-22

Sem	Total no.of Students	Attendance Criteria		
		0% to 80%	81% to 90%	91% to 100%
Sem-1	50	4	7	39
Sem-2	48	0	6	42
Sem-3	49	0	1	48
Sem-4	47	11	10	26