

Ujani Majuli Kherkatia College
P.O-Ratanpur Miri
Dist-Majuli PIN-785105

INTERNAL AUDIT REPORT
WITH EFFECT FROM
1st September, 2020 to 31st March, 2021

To,

The Honourable Chairman of Governing Body
Ujani Majuli Kherkatia College, Majuli
P.o-Ratanpur Miri Dist-Majuli PIN-785105

Sub: Submission of Internal Audit Report w.e.f. 01-09-2020 to 31-03-2021
in respect of U.M.K. College, Majuli

Date:19th June, 2021

Sir,

With reference to the subject cited above, we the undersigned have audited the U.M.K. College funds w.e.f. 01-09-2020 to 31-03-2021 and the same has been submitted for favour of your information and necessary action.

Yours faithfully

1. *Moulikanta Mili*
2. *Binod Doley*

(Moni Kt. Mili)
(Binod Doley)
Internal Auditor

Internal Audit Report from September 2020 to March, 2021

The undersigned have audited the accounts of various funds of UMK College w.e.f. September 2020 to March, 2021. We have carefully examined in every work and corner of the records relating to accounts maintained by the college authority during the course of audit hours. We hope that this report would bring a clear vision to know the fund position of the College. We are thankful to the Principal and the office Assistants for their cooperative mode.

The followings are the basic documents examined by us.

1. Receipt Books
2. Fee Collection Registers
3. Cash Books
4. Voucher files
5. Payment Register Books
6. Bank transaction statement
7. GB'S Proceeding Book
8. Previous Audit Report
9. Govt. letters relating to grants
10. Misc records.

1. Monikanta Mili
2. Binod Doley

(Moni Kt. Mili)
(Binod Doley)
Internal Auditor

General Funds : (Income)
It covers the following heads:

1. Admission fee
2. Identity card fee
3. Establishment
4. Contingency
5. Registration
6. College Development
7. Electricity
8. NCC
9. ICT
10. Co-curricular activity
11. Festival
12. Debating
13. Cultural

Students Union

- It includes**
- (i) Union Fee
 - (ii) Magazine
 - (iii) Youth festival
 - (iv) Games & Sports

1. Moxikanta Heli
2. Birendra Dey

Internal Auditor Signature

Income and expenditure of various funds at a glance
w.e.f. 01-09-2020 to 31-03-2021

Sl. No.	Name of Fund	Income	Expenditure	Balance
1	General Fund	3110877.00	1380305.00	1730572.00
2	Tuition Fund	262217.50	69804.00	192413.50
3	Internal Exam Fund	331892.00	39155.00	292737.00
4	Library Fund	387629.00	111757.00	275872.00
5	Students Union Fund	366855.00	173570.00	193285.00
6	Students Aid Fund	54550.00	0	54550.00
7	NSS Fund	105754.50	13372.00	92382.50
8	CDF	590493.00	567487.00	23006.00
Total Rs.		5210268.00	2355450.00	2854818.00

- External Exam fund is excluded from the audit
- Other remaining funds are not transacted.

1. *Moukanta Mili*
2. *Broad 15/07*

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GRANT RECEIVED DURING 2020-2021

General Fund

Different Heads of Fee From free Admission

Sl. No.	Name of the Head	Amount to be collected	Remarks
1	Admission Fee	236400	
2	Identity Card Fee	29550	
3	Establishment	354600	
4	Contingency	118200	
5	Registration/Enrollment	176460	
6	College Development	295500	
7	Electricity	118200	
8	NCC	17730	
9	ICT	59100	
10	Co-curricular activities	59100	
11	Festival	59100	
12	Debating	29550	
13	Cultural Misc	29550	
Total Rs.		1583040	

- Deducted 5.19% at source 82160.00
- Actually received (1583040.00-82160.00)=1500880.00
- General fund Rs.1500880.00
- Subsidiary Fund Rs. 604489.00
- Total Rs.2105369.00

1. Manikanta Nishi
2. Binod Doley

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Fee as per admission receipt

Heads of the Union Fund

Sl. No.	Name of the head	Amount to be deposited	Remarks
1	Union Fee	59100.00	
2	Magazine Fee	88650.00	
3	Youth Festival /Music	59100.00	
4	Sports Fee	59100.00	
Total Rs.		265950.00	

- Deducted 5.19% Rs.13803.00 at source actually Received Rs. **252147.00**
- **Actually grant received Rs. (265950.00 - 13803.00)=252147.00**

Internal Auditor Signature

1. Monikanta Mili
2. Binod Das

SUBSIDIARY FUNDS

(REIMBURSEMENT OF FEE ADMISSION FEE DEPOSITED)

Sl. No.	Name of Fund	Total Fee	5.19% deduction of source	Actually deposited	Remarks
1	Union Fund	265950.00	13803.00	252147.00	
2	Tuition Fund	119520.00	6203.00	113317.00	
3	Library Fund	118200.00	6135.00	112065.00	
4	Internal Exam Fund	104360.00	5416.00	98944.00	
5	Students Aid Fund	29550.00	1534.00	28016.00	
Total Rs.		637580.00	33091.00	604489.00	

1. Monikanta Mili
2. Binod Das

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Bank A/c No. and Bank Balances of different funds of the College

as on 31-03-2021

Sl. No.	Name of Account	A/C Number	Balance
1	General Fund	7209050000001	1730572.00
2	Tuition Fund	7209010005818	192413.50
3	Internal Exam Fund	7209010000133	292737.00
4	Library Fund	7209010000132	275872.00
5	Students Union Fund	7209010000140	193285.00
6	Students Aid Fund	7209010000136	54550.00
7	External Exam Fund (not audited)	7209010000170	113209.00
8	Renovation Fund	7209010012519	2836.82
9	College Dev. Fund	7209010000443	23006.00
10	Women Hostel	7209010002127	3856.00
11	Indoor Stadium	7209010007427	928.00
12	Outdoor Stadium	7209010007596	111.00
13	Teaching learning Equipment	7209010007595	28.00
14	Misc. Fund	7209010000857	18.00
15	Development Grant	7209010007016	168.00
16	PMS Fund	7209050000002	1655.00
17	NSS Fund	7209010000326	92382.00
18	IQAC Fund	7209010043999	2022.00
Total Rs.			2979649.32

1. Mozickanta Mhi
2. Binod Wotep

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UJANI MAJULI KHERKATIA COLLEGE
GENERAL FUND 7209050000001
W.E.F 01-09-2021

INCOME			EXPENDITURE		
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount
1	Application fee for appointment of Astt. Proff.	46460.00	1	Non-approved Payment	341000.00
2	Application fee for Appointment of the Principal	13500.00	2	Advertisement & Interview	159788.00
3	Reimbursement of Fee Admission	2105362.00	3	Electricity Bill & Repairing	35443.00
4	Girls Hostel Fee	34500.00	4	Stationeries	19440.00
5	Misc.	800.00	5	Farewell Meeting	34420.00
5	Opening Balance	910255.00	6	TA/DA	69200.00
			7	G.B Meeting & Remunerations	22200.00
			8	Sanitizing Materials	15500.00
			9	College Main Gate	7500.00
			10	Webinar	4000.00
			11	Repairing work (Toilet)	9000.00
			12	Affiliation Fee (DU)	7000.00
			13	Contingency	20000.00
			14	Observation of Various Progarmme	7000.00
			15	Postal	1546
			16	TRF to subsidiary fund	604487.00
			17	Boundary Posts	18590.00
			18	Bank Charge	391.00
			19	Campus cleaning	3800.00
			20	C/B as on 24-03-2021	1730572.00
	Total Income	3110877.00		Total Expenditure	3110877.00

1. Mozikanta Nili
2. Binod Das
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UJANI MAJULI KHERKATIA COLLEGE
Tuition Fund
W.E.F 01-09-2021

INCOME			EXPENDITURE		
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount
1	Reimbursement of Fee Admission	113316.00	1	Tuition Fee refund 70% for the year 2018-19 & 2019-20	69804.00
2	Bank Interest	2226.00	2	Closing Balance as on 15-02-2021	192413.50
3	O/B as on 02-09-2020	146675.50			
	Total Income	262217.50		Total Expenditure	262217.50

1. Monikanta Mili
2. Binod Doley

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UJANI MAJULI KHERKATIA COLLEGE
Library Fund
W.E.F 01-09-2021

INCOME			EXPENDITURE		
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount
1	Reimbursement of Fee Admission	112065.00	1	Purchasing Books	53286.00
2	Bank Interest	4353.00	2	Paper Bill	2432.00
3	O/B	271211.00	3	TA/DA	3000.00
			4	Materials	3600.00
			5	Book Shelf	49430.00
			6	Bank Charge	9.00
			7	C/B	275872.00
	Total Income	387629.00		Total Expenditure	387629.00

1. Monikanta Mili
2. Binod Pokel

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UJANI MAJULI KHERKATIA COLLEGE
Internal Examination Fund
W.E.F 01-09-2021

INCOME			EXPENDITURE		
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount
1	Reimbursement of Admission Fee	98943.00	1	Examination Material	14050.00
2	Bank Interest	3928.00	2	Almirah	12180.00
3	O/B	229021.00	3	Electrification	12925.00
			4	C/B	292737.00
	Total Income	331892		Total Expenditure	331892.00

1. *Mozikanta Mili*
2. *Binao Dora*

Internal Auditor Signature

UJANI MAJULI KHERKATIA COLLEGE
Students Union Fund
W.E.F 01-09-2021

INCOME			EXPENDITURE		
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount
1	Reimbursement of Fee Admission	252147.00	1	Paid to Secretary	39400.00
2	Bank Interest	1857.00	2	Sports Materials	40700.00
3	O/B	112851.00	3	Union Election purpose	12000.00
			4	Swaraswati Puja	30000.00
			5	DU Sports Fee	24920.00
			6	Farewell meeting	4000.00
			7	Furniture	6650.00
			8	Proficiency Certificate	3950.00
			9	Tent House decoration	8500.00
			10	Campus cleaning	950.00
			11	Refreshment	2500.00
			12	C/B	193285.00
	Total Income	366855.00		Total Expenditure	366855.00

1. Morikanta Mili
2. Binod Doley

Internal Auditor Signature

UJANI MAJULI KHERKATIA COLLEGE
Students Aid Fund
W.E.F 01-09-2021

INCOME			EXPENDITURE		
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount
1	Reimbursement of Fee Admission	28016.00	1	Expenditure	0
2	Bank Interest	430.00	2	C/B	54550.00
3	O/B	26104.00			
	Total Income	54550.00		Total Expenditure	54550.00

1. Monikanta Mili
2. Binod Dole

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UJANI MAJULI KHERKATIA COLLEGE
NSS Fund
W.E.F 01-09-2021

INCOME			EXPENDITURE		
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount
1	Grant Received from DU	75500.00	1	NSS Activities	13300.00
2	Bank Interest	419.00	2	Bank Charge	72.00
3	O/B	29835.50	3	C/B	92382.50
Total Income		105754.50	Total Expenditure		105754.50

1. *Moxikanta Mili*
2. *Binal Dole*

Internal Auditor Signature

UJANI MAJULI KHERKATIA COLLEGE
CDF Fund
W.E.F 01-09-2021

INCOME			EXPENDITURE		
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount
1	Grant Received from OIL India	427800.00	1	Footpath Dhalai	8290.00
2	Bank Interest	4264.00	2	Renovation of Toilet Bathroom	44379.00
3	O/B	158429.00	3	Making Desk Bances	114818.00
			4	ITC Building Constructions arrear payment to KR Kuli	400000.00
			5	C/B	23006.00
	Total Income	590493.00		Total Expenditure	590493.00

1. Morikanta Mili
2. Binod Doley

Internal Auditor Signature

Observation:

1. Basically most of the income of the internal funds has come from Govt. grants of reimbursement of free admission. A few amounts are from fee collection / Other Sources
2. External examination fund is kept out of audit, considering the fact that there is an Examination Centre Committee of its own. In General the centre committee is to appoint a person who is not a member of centre committee to examine the fund. Here we just show the closing balance of the said fund.
3. External funds, except college development fund are not running during the audit period.
4. Double entry cash Book should be maintained.
5. TA Bills are not properly maintained.
6. Cash books and vouchers are not verified by the principal.

Suggestions:

1. Double entry cash book is to be maintained
2. TA should be prepared as per rule.
3. Respective cash books / Bills / Vouchers should be properly verified by the Principal

1. Monikanta Mishra
2. Binod Doley
Internal Auditor Signature