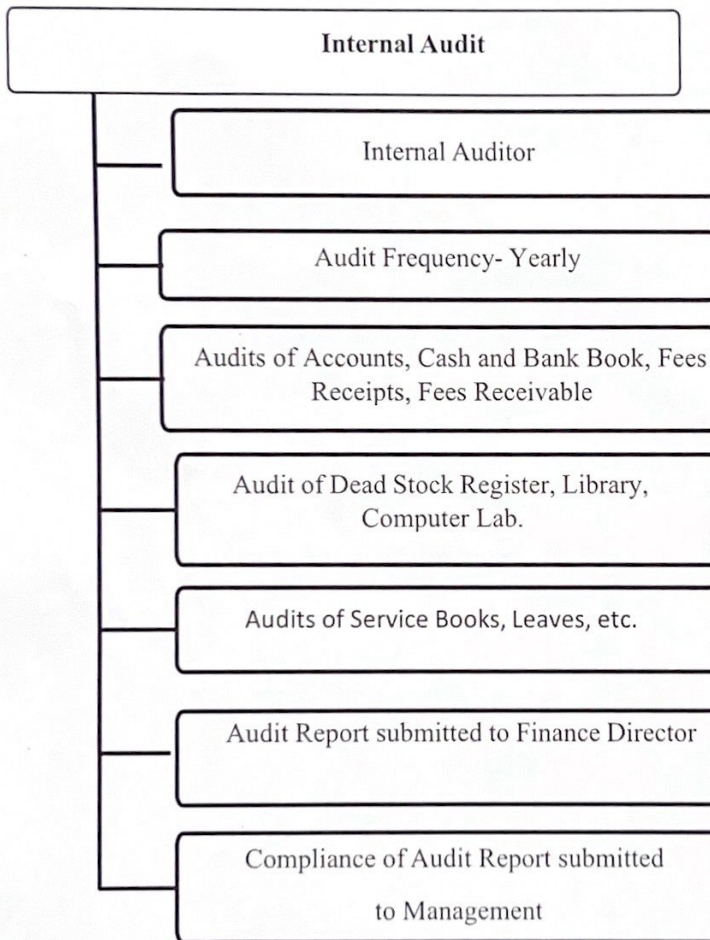


Sinhgad Technical Education Society's
S.K.N. Sinhgad School of Business Management,
Sr. No. 10/ 1, Ambegaon (Bk.), Pune - 411041

Internal Audit



Wal.
Dr. Prachi Pargaonkar
Director

Wal.
Director
S.K.N. Sinhgad School of Business Management
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041

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External Audit

Indicative Statutory Audit Checklist:

1. Cash book checking
2. Bank book checking
3. Journal

Prior period entries if any to be noted.

1. Fees Reconciliation Statements
2. Bank Reconciliation Statements
3. Branch Division

Balances of various branches within Campus should tally with balances as per respective Campus Books of A/c

1. Bank Transaction
2. Sundry creditors having debit balances
3. Advances to staff

Year wise breakup of such advances

1. Fees receivable from students- Year wise list of students and o/s amount
2. Fee receivable from Social Welfare
3. Prepaid expenses verification with period.
4. Classification / Proper Account of Capital Expenditure and Revenue Expenditure.
5. Scrutiny of Long outstanding debit and credit balances
6. Comparative statement of Income and Expenditure and Balance sheet with the previous year


Director

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7. Physical verification Report of stock and cash balances from Accounts Officers
8. Verification of Investments
9. Checking of Depreciation sheet
10. Checking of Following Registers:
 1. Fixed Assets Register
 2. Printing and Stationary Register
 3. Stock Register

Wal

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