



**Deccan Education Society's
Fergusson College (Autonomous), Pune**

Mechanism for Internal Audit

The College/Institution has inbuilt mechanism which performs timely checks on the expenditures incurred under various budget heads of the Institution. The checks are performed on expenditures incurred from the College funds as well as for all types of grants received from government funding agencies like UGC, DBT and others. The timely checks are carried out by the Accounts Department of the College, External Auditor (Chartered Accountant) and Internal Auditor (Chief Finance Officer of parent organization i.e., Deccan Education Society). Apart from this, regular meetings are also conducted which help in allocating the budget- department wise/activity wise, in tune with the objectives of the schemes. Audit/Verification is carried out in the following ways:

1. Verification of all cash bank receipts and payments. (Including authorization and supporting (cross check with various guidelines and circulars of finance department)
2. Verification of cash. (Surprise, Atleast 4 times a year)
3. List of major cash payments.
4. Verification of quotations wherever necessary.
5. Verification of TDS applicability, whether deducted or not. (Contractor /Professionals)
6. Verification of Bank reconciliation of all Bank Accounts.
7. Verification of Salary register and its reconciliation of TDS.
8. Cross verification of salary payments/ salary bills against record of appointment of such person, record of work done/ attendance on muster, leaves shown, actual attendance as per biometric records, leave applications, sanction of leave by appropriate authority etc.
9. Cross Check teacher wise timetable with attendance record, attendance timing as per biometric attendance and actual salary bill claims.
10. Verification of interest earned on investments.
11. Average Cash Bank Balances on monthly Basis. Check whether liquid funds have been invested?
12. Verification of Budget Variance.
13. Fees reconciliation statement needs to be verified with student record/attendance register.
14. Verification of admission cancellation cases and its refund.
15. Reconciliation of Grant receivables. (Salary and Non-salary)
16. Checking of outstanding fees not collected, whether it is seen from records proceedings and correspondence that genuine efforts are taken to recover such fees, instances of unauthorized waiver in fees at unit level.?
17. Verification of miscellaneous and Other Income and receipts, Charges for bonafide etc. Whether proper receipts issued, taxability under GST, whether collection of such amount is as per sanction by Authorities.
18. Verification of Scrap disposal and recording of receipts in books.
19. Items of any income leakage noticed by the auditors.
20. Verification of examination expenses and is there any receivables?
21. Verification of Grant receivables. (UGC, University and other funding agencies)
22. In case the unit is receiving any Free Ships / Scholarships (For Socially or Economically Weaker or Backward sections of the society) and compliance with State Government is also checked and verified including completeness of all the required documentation, record of minimum required attendance of such student etc.
23. Verification of Unspent Scholarships. (Each Scholarship wise statement to be prepared) Amount Claimed/Amount Received/College share/Student Share/Outstanding amount from Government/List of Students of who has not claimed the scholarships.