INTERNAL AUDIT REPORT

INTERNAL AUDIT REPORT ON THE ACCOUNTS OF DHING COLLEGE, FOR THE PERIOD FROM:- 01/04/20 to 31/03/21.

OFFICE OF THE DHING COLLEGE * NAGAON ASSAM * ESTD 1965 Date

PART-I

1. ***Introduction***:-

The Audit on the accounts of Dhing College, in the district of Nagaon for the period from 01/04/20 to 31/03/21is audited by the undersigned as per resolution no 3 part (Ka) of the College Governing Body held on 27/02/2021.

2. ***Incumbency***:-

(i) Dr. Biman Hazarika, M.A. Ph.D. held the office of the Principal & Secretary as well as the Drawing and Disbursing Officer of the Institution during the period covered by this audit.

(ii) Shri Bhairab Ch. Bora, UDA (Retired on 31-03-2021)

3. ***Govt. Grant/UGC Grant:-***

The Institution was not in receipt of Govt. recurring and non-recurring grant from the Govt. as well as UGC grant from University Grants Commission.

4. ***Fund Receipt and Expenditure statement***:-

The position of fund receipt and expenditure statement for the year 2020-2021 as furnished by the accounting authority of the college were as follows:-

Sl no	Name of the fund & Bank a/c no.	Opening balance	Receipt	Bank intt.	Total receipt	Total	Closing balance	
							Cash	Bank
1	2	3	4	5	6	7	8	9
1	General fund a/c no.30400749734,SBI, Dhing	62,76,517.54	77,51,624.00	1,34,528	1,41,62,669.54	68,79,612.50	28	72,83,029.04
2	College Dev.fund a/c no 11814472173,SBI,Dhing Br.	1,58,784.12	12,42,000	14,033	14,14,817.12	7,84,603.50	384	6,29,829.62

	Examination fund a/c no.11814472219,SBI, Dhing Br.	4,21,074.53	4,41,040	15,899	8,78,013.53	43,835	nil	8,34,178.53
4	Hostel fund a/c no.11814472195,SBI, Dhing Br.	2,48,318.49	36,000	6185	2,90,503.49	72,051	nil	2,18,452.49
5	Computer fund a/c no.30427031180,SBI, Dhing Br.	1,54,395.06	2,48,400	6,419	4,09,214.06	42,945	85	3,66,184.06
6	Registration/Enrolment a/c no.11814472208,SBI, Dhing Br.	3,97,618.58	1,82,310	12,074	5,92,002.58	52,800	84	5,39,118.58
7	UGC Women's Hostel fund a/c no36714810362,SBI,Dhing Br.	1,00,837.10	nil	nil	1,00,837.10	nil	nil	1,00,837.10
8	Festival fund a/c no.5464,Assam Co-op.Apex Bank, Dhing Br.	11,30,360	3,72,600	40,783	15,43,743	75,028	631	14,68,084
9	Poor fund a/c no.5466, Assam Co-op.Apex Bank,Dhing Br.	1,71,453	2,24,530	9,917	4,05,900	59	nil	4,05,841
10	Library fund a/c no.2124, Assam Co-op.Apex	16,933.16	4,96,800	5,919	5,19,652.16	1,62,958.88	nil	3,56,693.28

	Bank,Dhing Br.							
11	Magazine fund a/c no.2122, Assam Co-op.Apex Bank,Dhing Br.	4,79,991	3,08,850	18,247	8,07,088	59	nil	8,07,029
12	Games & Union fund a/c no.2123, Assam Co-op.Apex Bank,Dhing Br.	4,61,331.92	7,37,950	21,413	12,20,694.92	96,321	nil	11,24,373.92
13	RUSA fund a/c no.38010027757,SBI, Dhing Br.	71,83,796.50	nil	41,549	72,25,345.50	68,30,955	nil	3,94,390.50

5.***Closing balance of different funds*** as on <u>31/03/21</u>.

Sl no.	Name of the fund	Bank a/c no.	Cash in hand	Cash at Bank	Total closing balance
1	General fund	a/c no.30400749734,SBI, Dhing	28.00	72,83,029.04	72,83,057.04
2	College Dev. Fund	a/c no.11814472173,SBI, Dhing	384.00	6,29,829.62	6,30,213.62
3	Examination fund	a/c no 11814472219, SBI,Dhing	Nil	8,34,178.53	8,34,178.53
4	Hostel fund	a/c no.11814472195,SBI, Dhing	Nil	2,18,452.49	2,18,452.49
5	Computer fund	a/c no.30427031180,SBI, Dhing	85.00	3,66,184.06	3,66,269.06
6	Registration and Enrolment fund	a/c no.11814472208, SBI, Dhing	84.00	5,39,118.58	5,39,202.58
7	UGC Womens' Hostel fund	a/c no.36714810362, SBI, Dhing	nil	1,00,837.10	1,00,837.10
8	Festival fund	a/c no.521042010005464,	631.00	14,68,084.00	14,68,715.00

		Assam co-op.Apex bank			
9	Poor fund	a/c no.521042010005466, Assam co-op.Apex bank	nil	4,05,841	4,05,841
10	Library fund	a/c no.5210420100052124, Assam co-op.Apex bank	nil	3,56,693.28	3,56,693.28
11	Magazine fund	a/c no.5210420100052122, Assam co-op.Apex bank	nil	8,07,029	8,07,029
12	Games & Union fund	a/c no.5210420100052123, Assam co-op.Apex bank	nil	11,24,373.92	11,24,373.92
13	RUSA fund	a/c no.38010027757, SBI, Dhing br.	nil	3,94,390.50	3,94,390.50

6.*Reserve Fund*:-

The College authority had maintained Reserve Fund in the shape of Fixed deposit as Shown bellow:-

Sl.no	Certificate no	A/C no	Bank	Date of re-investment	Amt.re-investment	Date of maturity	Name of fund
1	FD/NO B 0165159	104103/1253/1	The Assam co-op.Apex Bank	24/04/18	2,50,080/	24/04/2021	Magazine
2	FD/NO B 0165161	104103/1255/1	The Assam co-op.Apex Bank	24/04/19	2,74,220/-	24/04/2021	Festival
3	FD/NO B 0165163	104103/1257/1	The Assam co-op.Apex Bank	24/04/19	20,06,706/-	24/04/2021	Library
4	SD/A 511299	0120205061	SBI	4/10/19	3,46,676/-	4/10/2021	
5	SBI,Term deposit	33395524705	SBI	22/09/2020	22,47,936/-	22/09/2021	

7. ***Collection of Fees***:-

No fees was found to have been collected from the students in the shape of Tuition fees, Admission fees, Examination and other sessional fees during the period under audit.

8. ***Fee reimbursement***:-

A total amount of Rs. 73,02,316.00 (Seventy three lakhs two thousand three hundred sixteen) only was received by the College authority as fee reimbursement from State Govt. during the period in audit and subsequently, transferred to respective College subsidiary funds.

9. ***Cash Book***:-

The College authority has maintained 13 nos. of Cash Books of the fund during the period of audit. The Cash Book of all funds have been found maintained in double column system *i.e* Cash column and Bank column. All transaction along with Bank deposit and Bank withdrawal are properly exhibited in the Cash column and Bank column of the Cash Book. The maintenance of the Cash Book was found satisfactory.

10. Reconciliation :-

The Bank balance as per Cash Book of General Fund as on 31-03-2021 was Rs.72,70,499.04. However, the difference between the two is reconciled in audit as follows :-

Bank balance as per Cash Book--------------------------------Rs. 72,70,499.04

Add:- Cheque issued but not presented for payment

(i) Cheque no. 383679.........Rs. 2,900/-

(ii) Cheque no. 383690.........Rs. 3,300/-

(iii) Cheque no, 383692.........Rs. 6,330/- Rs. 12,530.00

Balance as per Bank Pass Book-----------------------Rs. 72,83,029.04

11. ***Misappropriation/Embezzlement***:-

No misappropriation/ embezzlement of funds have been detected while checking the utilization of grants during the course of audit.

12. ***Inter transfer of fund***:-

In case of inter transfer of fund proper procedure have been followed during the period under audit.

13. *Receipt and Payment Account*:- The receipt and payment account of all funds maintained by the College for the year 2020-2021 under different heads of receipt and expenditure have been prepared and furnished in the annexure as shown below-

Name of the fund	Annexure
(i) General fund......................................	I
(ii) College Dev fund.........................	II
(iii) Examination fund.......................	III
(iv) Hostel fund.................................	IV
(v) Computer fund...........................	V
(vi) Registration and Enrolment fund.	VI
(vii) UGC Women's Hostel fund..........	VII
(viii) Festival fund...............................	VIII
(ix) Poor fund....................................	IX
(x) Library fund.................................	X
(xi) Magazine fund.............................	XI
(xii) Games/Union fund......................	XII
(xiii) RUSA fund....................................	XIII

14. *Payment Voucher*:-

The payment vouchers of General Fund, and other subsidiary funds have been checked along with its relevant bills/ vouchers in course of audit and no major irregularities were noticed.

The minor irregularities noticed in the payment vouchers have been regularized at the time of checking the vouchers.

15. *General Remarks*:-

The College authority had produced all kinds of records related to the General Fund, UGC fund, and other subsidiary Funds in audit. All related accounts records have been maintained by the College authority in proper form and manner and found to be kept up to date. All required formalities have been followed by the authority. The maintenance of accounts in general is found up to the mark of satisfactory.

Internal Auditor

Dhing Colleg, Dist. Nagaon

Internal Auditor

Annexure-I

Statement showing the Receipt and Payment Account of **College General Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	73,02,316.00	Non sanction salary	11,97,685.00
Fees collection	43,450.00	Affiliation fee to GU	75,645.00
Bank interest	1,34,528.00	T.A/D.A	99,775.00
GIS maturity	1,11,548.00	G.B Sitting allowance	40,250.00
Hostel fees	2,04,000.00	Fee transferred	42,53,080.00
Returned cheque	65,310.00	Refreshment	37,069.00
D/D cancelled	8,000.00	Telephone	6,810.00
Prospectus	3,000.00	Stationery/Contingency	31,044.00
Principal advertisement	9,000.00	Laboratory	5,13,035.00
Eco Club	5,000.00	Diesel	1,420.00
		Printing	21,130.00
		Repairing	5,874.00
		Electricity	34,318.00
		GIS maturity	1,55,393.00
		Principal selection	59,000.00
		Carpenter	26,365.00
		Postal	2,251.00
		Miscellaneous	12,557.00
		Labour	19,435.00
		T.V & T.V recharge	16,050.00
		Website renewal	8,614.00
		Sanitizer	20,958.00
		Medical treatment(donation)	20,000.00
		C. A.	13,800.00
		I/Card	29,996.00
		Mat Lab.	21,830.00
		I.A. remuneration	65,000.00
		Surplus amount deposit	9,800.00
		Iron desks (laboratory)	15,600.00
		Mobile & Jio recharge	4,561.00
		Soft were renewal	13,000.00
		Car fare & labour	12,100.00

		Windows installation	5,000.00
		Science foram exp.	5,000.00
		Tax consultation	6,950.00
		Thermo scanner	7,510.00
		N/Guard dress	4,120.00
		Income tax (RUSA)	2,345.00
		Painter	2,000.00
		Free admission (Hima Das)	2,800.00
		Bank charge	442.50
Total	**78,86,152.00**	**Total**	**68,79,612.50**
Opening balance	**62,76,517.54**	**Closing balance**	**72,83,057.04**
Grand total	**1,41,62,669.54**	**Grand total**	**1,41,62,669.54**

Annexure-II

Statement showing the Receipt and Payment Account of **College Development Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fees reimbursement	12,42,000.00	Bld. materials	2,00,422.00
Bank interest	14,033.00	Carpenter	35,088.00
		Mason	38,800.00
		Timber	22,308.00
		Grill	44,549.00
		Furniture	2,29,009.00
		Earth filling	30,600.00
		Electrical materials	23,855.00
		Plumber work	45,520.00
		Paints	15,371.00
		Painter	3,400.00
		Repairing	29,500.00
		Labour	12,200.00
		G.C sheet	10,700.00
		C.C.T.V.	20,300.00
		T.A.	1,000.00
		Miscellaneous	1,216.00
		Carrying	600.00
		Bank error	15,000.00
		Thermometer	4,900.00
		Bank charge	265.50
Total	**12,56,033.00**	**Total**	**7,84,603.50**
Opening balance	**1,58,784.12**	**Closing balance**	**6,30,213.62**
Grand total	**14,14,817.12**	**Grand total**	**14,14,817.12**

Annexure-III

Statement showing the Receipt and Payment Account of **Examination Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Received from General fund	1,66,600.00	Printing	16,710.00
Fees reimbursement	2,74,440.00	Remuneration	7,800.00
Bank interest	15,899.00	Repairing	6,840.00
		Stationery	2,975.00
		Refreshment	3,885.00
		Gas stove	1,600.00
		Electricity	1,115.00
		Tonner	1,060.00
		Glove& musk	950.00
		Labour	900.00
Total	**4,56,939.00**	**Total**	**43,835.00**
Opening balance	**4,21,074.53**	**Closing balance**	**8,34,178.53**
Grand total	**8,78,013.53**	**Grand total**	**8,78,013.53**

Annexure-IV

Statement showing the Receipt and Payment Account of **Hostel Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fees received	36,000.00	Salary to Cook	14,645.00
Bank interest	6,185.00	Electricity	53746.00
		Labour	3,660.00
Total	**42,185.00**	**Total**	**72,051.00**
Opening balance	**2,48,318.49**	**Closing balance**	**2,18452.49**
Grand total	**2,90,503.49**	**Grand total**	**2,90,503.49**

Annexure-V

Statement showing the Receipt and Payment Account of **Computer Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Received from General fund	95,700.00	Salary to com. operator	11,400.00
Fee reimbursement	1,52,700.00	Tonner	2,700.00
Bank interest	6,419.00	Computer parts	24,780.00
		Ink	2,300.00
		Gas burner	1,210.00
		Jio recharge	555.00
Total	**2,54,819.00**	**Total**	**42,945.00**
Opening balance	**1,54,395.06**	**Closing balance**	**3,66,269.06**
Grand total	**4,09,214.06**	**Grand total**	**4,09,214.06**

Annexure-VI

Statement showing the Receipt and Payment Account of **Registration/Enrolment Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Received from General fund (fees)	41,000.00	H.S. Registration & Enrolment fees	52,800.00
Fees reimbursement	1,41,310.00		
Bank interest	1,2074.00		
Total	**1,94,384.00**	**Total**	**52,800.00**
Opening balance	**3,97,618.58**	**Closing balance**	**5,39,202.58**
Grand total	**5,92,002.58**	**Grand total**	**5,92,002.58**

Annexure-VII

Statement showing the Receipt and Payment Account of **UGC Women's Hostel Fund** for the Year 2017-2018.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
UGC grant received		Purchase of Sand,Chips	
Bank interest		Purchase of Rod	
		Purchase of Cement	
		Purchase of Bricks	
		Purchase of Timber	
		Purchase of Bamboo	
		Purchase of Sattering wood	
		Nylon pipe/Polithin	
		Wages paid to Labour	
		Earth filling	
		SBB Associates	
		Carrying charge	
		Bank charge	
Total		**Total**	
Opening balance		**Closing balance**	
Grand total		**Grand total**	

Annexure-VIII

Statement showing the Receipt and Payment Account of **Festival Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	3,72,600.00	Saraswati Puja	74,969.00
Bank interest	40,783.00	Bank charge	59.00
Total	**4,13,383.00**	**Total**	**75,028.00**
Opening balance	**11,30,360.00**	**Closing balance**	**14,68,715.00**
Grand total	**15,43,743.00**	**Grand total**	**15,43,743.00**

Annexure-IX

Statement showing the Receipt and Payment Account of **Poor Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	2,24,530.00	Bank charge	59.00
Bank interest	9,917.00		
Total	**2,34,447.00**	**Total**	**59.00**
Opening balance	**1,71,453.00**	**Closing balance**	**4,05,841.00**
Grand total	**4,05,900.00**	**Grand total**	**4,05,900.00**

Annexure-X

Statement showing the Receipt and Payment Account of **Library Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	4,96,800.00	Library book	1,18,764.00
Bank interest	5,919.00	Paper bill	14,864.00
		Library card	19,058.00
		Network centre	5,900.00
		Battery	2,300.00
		Bank charge	77.88
		Electrical goods	1,995.00
Total	**5,02,719.00**	**Total**	**1,62,958.88**
Opening balance	**16,933.16**	**Closing balance**	**3,56,693.28**
Grand total	**5,19,652.16**	**Grand total**	**5,19,652.16**

Annexure-XI

Statement showing the Receipt and Payment Account of **Magazine Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	3,08,850.00	Bank charge	59.00
Bank interest	18,247.00		
Total	**3,27,097.00**	**Total**	**59.00**
Opening balance	**4,79,991.00**	**Closing balance**	**8,07,029.00**
Grand total	**8,07,088.00**	**Grand total**	**8,07,088.00**

Annexure-XII

Statement showing the Receipt and Payment Account of **Games & Union Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	5,34,450.00	Student Ball	8,400.00
Bank interest	11,053.00	Bank charge	59.00
Total	**5,45,503.00**	**Total**	**8,459.00**
Opening balance	**5,87,329.92**	**Closing balance**	**11,24,373.92**
Grand total	**11,32,832.92**	**Grand total**	**11,32,832.92**

Annexure-XIII

Statement showing the Receipt and Payment Account of **RUSA Fund** for the year 2020-2021.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Bank interest	41,549.00	Building materials/Labour	64,46,902.00
		Income Tax	68,633.00
		GST	1,63,975.00
		Forest Royalty	16,302.00
		Supervision/ Consultant fees	1,35,143.00
Total	**41,549.00**	**Total**	**68,30,955.00**
Opening balance	**71,83,796.50**	**Closing balance**	**3,94,390.50**
Grand total	**72,25,345.50**	**Grand total**	**72,25,345.50**

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INTERNAL AUDIT REPORT ON THE ACCOUNTS OF DHING COLLEGE, FOR THE PERIOD FROM:- 01/04/19 to 31/03/20.

PART-I

1. *Introduction*:-

The Audit on the accounts of Dhing College, in the district of Nagaon for the period from 01/04/19 to 31/03/20 have been audited by the undersigned as per resolution no 5 of the College Governing Body held on 10/10/2020.

2. *Incumbency*:-

Dr. Biman Hazarika, M. A. Ph.D. held the office of the Principal & Secretary as well as the Drawing and Disbursing Officer of the Institution during the period covered by this audit.

3. *Govt. Grant*:-

The Institution was not in receipt of Govt. recurring and non-recurring grant from the Govt. as well as University Grants Commission during the period under audit.

4. *Fund Receipt and Expenditure statement*:-

The position of fund receipt and expenditure statement for the year 2019-2020 as furnished by the accounting authority of the college were as follows:-

Sl no	Name of the fund & Bank a/c no.	Opening balance	Receipt	Bank intt.	Total receipt	Total	Closing balance	
							Cash	Bank
1	2	3	4	5	6	7	8	9
1	General fund a/c no.30400749734,SBI, Dhing	11,57,087.69	1,11,26,658	1,64,550	1,24,48,295.69	61,75,835.15	13,852	62,58,608.54

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	..llege Dev.fund a/c no 11814472173,SBI,Dhing Br.	33,36,821.12	13,98,355	22,690	47,57,866.12	46,01,582	Nil	1,56,284.12
3	Examination fund a/c no.11814472219,SBI, Dhing Br.	1,30,140.53	3,20,809	10,536	4,61,485.53	23,012	17,399	4,21,074.53
4	Hostel fund a/c no.11814472195,SBI, Dhing Br.	1,53,114.49	4,04,000	9,235	5,66,349.49	3,25,375	Nil	2,40,974.49
5	Computer fund a/c no.30427031180,SBI, Dhing Br.	2,23,356.65	55,300	44,685	3,23,341.50	1,68,946.44	85	1,54,310.06
6	Registration/Enrolment a/c no.11814472208,SBI, Dhing Br.	14,567.58	4,16,086	10,565	4,41,218.58	43,600	84	3,97,534.58
7	UGC Women's Hostel fund a/c no36714810362,SBI,Dhing Br.	1,00,837.10	Nil	Nil	1,00,837.10	Nil	Nil	1,00,837.10
8	Common Room fund a/c no.5465,Assam Co-op. Apex Bank, Dhing Br.	1,72,344.00	35,224.00	5,375.00	2,12,943.00	2,12,943.00	Nil	Nil
9	Festival fund a/c no.5464,Assam Co-op.Apex	8,84,917.00	2,58,267.00	42,835.00	11,86,019	55,659	631	11,29,729

	...nk, ...hing Br.							
...	Poor fund a/c no.5466, Assam Co-op.Apex Bank,Dhing Br.	97,345.00	74,616.00	5,992	1,77,953	6,500	Nil	1,71,453
11	Library fund a/c no.2124, Assam Co-op.Apex Bank,Dhing Br.	3,56,400.40	4,77,847	16,888	8,51,135.40	8,34,202.24	Nil	16,933.16
12	Magazine fund a/c no.2122, Assam Co-op.Apex Bank,Dhing Br.	3,88,733	1,82,062	17596	5,88,391	108400	Nil	4,79,991
13	Games & Union fund a/c no.2123, Assam Co-op.Apex Bank,Dhing Br.	3,68,968	3,69,339.92	18,304	7,56,611.92	2,95,280	Nil	4,61,331.92
14	RUSA a/c no.90199593036,SBI, Dhing Br.	Nil	1,00,00,000	1,83,885	1,01,83,885	30,00,088.50	Nil	71,83,796.50

5.***Closing balance of different funds*** as on 31/03/20.

Sl no.	Name of the fund	Bank a/c no.	Cash in hand	Cash at Bank	Total closing balance
1	General fund	a/c no.30400749734,SBI, Dhing	13,852	62,58,608.54	62,72,460.54
2	College Dev. Fund	a/c no.11814472173,SBI, Dhing	Nil	1,56,284.12	1,56,284.12

3	Examination fund	a/c no 11814472219, SBI,Dhing	17,399	4,21,074.53	4,38,473.53
4	Hostel fund	a/c no.11814472195,SBI, Dhing	Nil	2,40,974.49	2,40,974.49
5	Computer fund	a/c no.30427031180,SBI, Dhing	85	1,54,310.06	1,54,395.06
6	Registration and Enrolment fund	a/c no.11814472208, SBI, Dhing	84	3,97,534.58	3,97,618.58
7	UGC Womens' Hostel fund	a/c no.36714810362, SBI, Dhing			
8	Comman Room fund	a/c no.521042010005465,Assam co-op.Apex bank	Nil	Nil	Nil
9	Festival fund	a/c no.521042010005464,Assam co-op.Apex bank	631	11,29,729	11,30,360
10	Poor fund	a/c no.521042010005466,Assam co-op.Apex bank	Nil	1,77,953.00	1,77,953.00
11	Library fund	a/c no.5210420100052124,Assam co-op.Apex bank	Nil	16,933.16	16,933.16
12	Magazine fund	a/c no.5210420100052122,Assam co-op.Apex bank	Nil	4,79,991.00	4,79,991.00
13	Games & Union fund	a/c no.5210420100052123,Assam co-op.Apex bank	Nil	4,61,331.92	4,61,331.92

14	RUSA Fund	a/c no.901995930 36,SBI.	Nil	71,83,796.50	71,83,796.50

6.*Reserve Fund*:-

The College authority had maintained Reserve Fund in the shape of Fixed deposit as Shown bellow:-

Sl.no	Certificate no	A/C no	Bank	Date of re-investment	Amt.re-investment	Date of maturity	Name of fund
1	FD/NO B 0165159	104103/1253/1	The Assam co-op.Apex Bank	24/04/19	2,74,220/-	24/04/2021	Magazine
2	FD/NO B 0165161	104103/1255/1	The Assam co-op.Apex Bank	24/04/19	2,74,220/-	24/04/2021	Festival
3	FD/NO B 0165163	104103/1257/1	The Assam co-op.Apex Bank	24/04/19	20,06,706/-	24/04/2021	Library
4	SD/A 511299	0120205061	SBI	4/10/19	3,46,676/-	4/10/2021	
5	SBI,Term deposit	33395524705	SBI	22/09/2020	22,47,936/-	22/09/2021	

7.*Collection of Fees*:-

A total amount of Rs. 28,88,290. 00 was found to have been collected from the students in the shape of Tuition fees, Admission fees, Examination and other sessional fees during the period under audit. The amounts were duly credited in the General Fund and subsequently, deposited as well as in to respective Bank account without delay. No short credit of fees were detected while checking the available records related to fees collection.

8.*Deposit of Tuition fees* :-

70% of Tuition Fees amounting to Rs. 4,90,350.00 was deposited to Govt. vide Treasury Challan no.10/3065 dtd. 25/10/19 for the session 2018-2019 & 2019-2020 during the period in audit.

9.*Drawal and Utilization of Govt. grant*:- During the course of audit no drawal and utilization of grant was found.

10. *Drawal and Utilization of Rastriya Uchcha Siksha Abhijan(RUSA):-*

A total amount of Rs. 1,00,00,000/-was received by the College authority from Rastriya Uchcha Siksha Abhijan(RUSA) for college infrastructure development on 01/07/2019. Out of this an amount of Rs. 30,00,000/-have been utilized during the period under audit.

10.*Cash Book*:-

The College authority has maintained 13 nos. of Cash Books of the fund during the period of audit. The Cash Book of all funds have been found maintained in double column system *i.e* Cash column and Bank column. All transaction along with Bank deposit and Bank withdrawal are properly exhibited in the Cash column and Bank column of the Cash Book. The maintenance of the Cash Book was found satisfactory.

11. *Reconciliation* :-

(A) The Bank balance as per Cash Book of General Fund as on 31-03-2020 was Rs.62,67,327.54 .However, the difference between the two is reconciled in audit as follows :

Bank balance as per Cash Book		Rs.62,67,327.54
Add:-Cheque issued but not presented for payment :-		
(i) Cheque no.358289		Rs. 4,057.00
		--
	Total	Rs. 62,71,384.54
Deduct (i) Cheque no.358274		Rs. 6,829.00
(ii) Cheque no.358275		Rs. 1,890.00

Balance as per Bank Pass Book	Total	Rs. 62,62,665.54

(B) The Bank balance as per Cash Book of College Development Fund as on 31-03-2020 was Rs.1,59,924.12.However, the difference between the two is reconciled in audit as follows :- Bank balance as per Cash Book Rs.1,59,924.12

Add:-Cheque issued but not presented for payment :-

(i)Cheque no.4603 Rs. 2,500.00

Total Rs. 1,62,424.`12

Deduct (i) Cheque no.4598 .... Rs. 3,640.00

Balance as per Bank Pass Book .... Total Rs. *1,58,784.12*

(C) The Bank balance as per Cash Book of College Hostel Fund as on 31-03-2020 was Rs.2,48,318.49.However, the difference between the two is reconciled in audit as follows :- Bank balance as per Cash Book Rs.2,48,318.49

Add:-Cheque issued but not presented for payment :-

(i) Cheque no.744440 .... Rs. 2,500.00

Total Rs.2,50,818.49

Deduct (i) Cheque no.979024 .... Rs. 2,500.00

Balance as per Bank Pass Book .... Total Rs.2,48,318.49

(D) The Bank balance as per Cash Book of Computer Fund as on 31-03-2020 was Rs.2,48,318.49.However, the difference between the two is reconciled in audit as follows :- Bank balance as per Cash Book Rs.1,56,100.06

Deduct :- Present Cheque no.755795.................................. Rs. 1,790.00

\- Bank balance as per Bank Pass Book................Total Rs. 1,54,310.06

12. *Misappropriation/Embezzlement*:-

No misappropriation/ embezzlement of funds have been detected while checking the collection and deposit of fees and utilization of grants during the course of audit.

13. *Diversion of Grants*:- Grants received for a purpose have not been found diverted to other purpose during the period under audit.

14. *Inter transfer of fund*:-

In case of inter transfer of fund proper procedure have been followed during the period under audit.

15. *Receipt and Payment Account*:- The receipt and payment account of all funds maintained by the College for the year 2019-2020 under different heads of receipt and expenditure have been prepared and furnished in the annexure as shown below-

Name of the fund	Annexure
(i) General fund......................................	I
(ii) College Dev fund.........................	II
(iii) Examination fund........................	III
(iv) Hostel fund.................................	IV
(v) Computer fund...........................	V
(vi) Registration and Enrolment fund.	VI
(vii) UGC Women's Hostel fund...........	VII
(viii) Common Room fund....................	VIII
(ix) Festival fund...............................	IX
(x) Poor fund....................................	X
(xi) Library fund.................................	XI
(xii) Magazine fund.............................	XII
(xiii) Games/Union fund..........................	XIII
(xiv) RUSA fund.......................................	XIV

16. *Payment Voucher*:-

The payment vouchers of General Fund, UGC Fund and other subsidiary funds have been checked along with its relevant bills/ vouchers in course of audit and no major irregularities were noticed.

The minor irregularities noticed in the payment vouchers have been regularized at the time of checking the vouchers.

17. *General Remarks*:-

The College authority had produced all kinds of records related to the General Fund, UGC fund, and other subsidiary Funds in audit. All related accounts records have been maintained by the College authority in proper form and manner and found to be kept up to date. All required formalities have been followed by the authority. The maintenance of accounts in general is found up to the mark of satisfactory.

Internal Auditor
Dhing College Dist. Nagaon

Internal Auditor

Annexure-I

Statement showing the Receipt and Payment Account of **College General Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fees collection	28,89,950.00	Non sanction salary	11,54,203.00
Bank interest	1,09,717.00	Electricity	1,23,699.00
Fee reimbursement(2018-19)	31,82,437.00	T.A/D.A	70,011.00
-do- (2019-20)	42,12,020.00	G.B Sitting allowance	46,500.00
Received from DHE,Assam	3,40,000.00	Fee transferred	30,67,986.00
Received from CD Fund.	1,00.000.00	Refreshment	34,882.00
GIS to M. Neog	43,845.00	Telephone	2,697.00
Prospectus selling	2,19,201.00	On line Admission system	1,56,902.95
Science Society	5,000.00	Laboratory	2,31,822.00
Received for Application	1,78,050.00	Diesel	4,000.00
Credit from Bank	10,988.00	Printing	13,700.00
		Solar repairing	1,92,917.70
		Excursion	1,00,000.00
		Advertisement	48,556.00
		Interview of Lacturer	1,01,700.00
		Bank charge	619.50
		Postal	3,348.00
		Tax (DMB)	3,504.00
		Labour	3,700.00
		Banner/Sing.art	18,650.00
		JIO recharge	2,783.00
		Science Society	5,000.00
		Cable recharge	3,480.00
		Fee Refunded to Govt.	4,90,350.00
		Tax consultant	95,735.00
		Internal Auditor Fees	40,000.00
		GST	10,988.00
		Repairing	8,000.00
		Charter accountant	3,000.00
		Website renewal	7,080.00
		CCTV	5,250.00
		Plumber	33,145.00
		Musical instrument	16,800.00
		Furniture	74,826.00
Total	**1,12,91,208.00**	**Total**	**61,75,835.15**
Opening balance	**11,57,087.69**	**Closing balance**	**62,72,460.54**
Grand total	**1,24,48,295.69**	**Grand total**	**1,24,48,295.69**

Annexure-II

Statement showing the Receipt and Payment Account of **College Development Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Received from General fund	10,98,355.00	Bld. materials	33,800.00
Bank interest	22,690.00	Fee reimbursement to General Fund& excursion	34,84,937.00
Book grant	2,00,000.00	Meson	16,650.00
Excursion	1,00,000.00	Paint	2,09,870.00
		Painter	1,21,455.00
		Carpenter	18,450.00
		Earth filling	59,800.00
		Electrical materials	2,26,933.00
		Grill	51,530.00
		Aluminium	3,53,387.00
		Carrying & labour	1,450.00
		Repairing	14,660.00
		Plumber	5,020.00
		Banner	3,640.00
Total	**14,21,045.00**	**Total**	**46,01,582.00**
Opening balance	**33,36,821.12**	**Closing balance**	**1,56,284.12**
Grand total	**47,57,866.12**	**Grand total**	**47,57,866.12**

Annexure-III

Statement showing the Receipt and Payment Account of **Examination Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Received from General fund	3,20,809.00	Printing	21,675.00
Bank interest	10,536.00	Fee transferred	1,160.00
		Bank charge	177.00
Total	**3,31,345.00**	**Total**	**23,012.00**
Opening balance	**1,30,140.53**	**Closing balance**	**4,38,473.53**
Grand total	**4,61,485.53**	**Grand total**	**4,61,485.53**

Annexure-IV

Statement showing the Receipt and Payment Account of **Hostel Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fees received	4,04,000.00	Salary to Cook	30,000.00
Bank interest	9,235.00	Electricity	93,089.00
		Furniture	38,468.00
		Repairing	2,510.00
		Utensil	4,263.00
		Paint	83,500.00
		Painter	59,500.00
		T.A/D.A	4,100.00
		Loan refunded	9,945.00
Total	**4,13,235.00**	**Total**	**3,25,375.00**
Opening balance	**1,53,114.49**	**Closing balance**	**2,40,974.49**
Grand total	**5,66,349.49**	**Grand total**	**5,66,349.49**

Annexure-V

Statement showing the Receipt and Payment Account of **Computer Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Received from General fund	55,300.00	Salary to com. operator	18,700.00
Reversed cheque	12,940.00	Repairing	38,175.00
Cancelled cheque	25,370.00	Computer parts	56,645.00
Bank interest	6,375.00	Stationery	2,200.00
		Laboratory materials	50,749.44
		Electricity	1,800.00
		Bank charge	177.00
		Transferred	500.00
Total	**99,985.00**	**Total**	**1,68,946.44**
Opening balance	**2,23,356.50**	**Closing balance**	**1,54,395.06**
Grand total	**3,23,341.50**	**Grand total**	**3,23,341.50**

Annexure-VI

Statement showing the Receipt and Payment Account of **Registration/Enrolment Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Received from General fund	14,150.00	H.S. registration fees	43,600.00
Fee Reimbursement	4,01,936.00		
Bank interest	10,565.00		
Total	**4,26,651.00**	**Total**	**43,600.00**
Opening balance	**14,567.58**	**Closing balance**	**3,97,618.58**
Grand total	**4,41,218.58**	**Grand total**	**4,41,218.58**

Annexure-VII

Statement showing the Receipt and Payment Account of **UGC Women's Hostel Fund** for the Year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fund received	Nil	Expenditure	Nil
Total	**Nil**	**Total**	**Nil**
Opening balance	**1,00,837.10**	**Closing balance**	**1,00,837.10**
Grand total	**1,00,837.10**	**Grand total**	**1,00,837.10**

Annexure-VIII

Statement showing the Receipt and Payment Account of **Common Room Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fee reimbursement	35,224.00	Furniture	2,06,758.00
Bank interest	5,375.00	Sign. board	880.00
		Transferred to S/Union	5,002.92
		Commission	302.08
Total	**40,599.00**	**Total**	**2,12,943.00**
Opening balance	**1,72,344.00**	**Closing balance**	**Nil**
Grand total	**2,12,943.00**	**Grand total**	**2,12,943.00**

Annexure-IX

Statement showing the Receipt and Payment Account of **Festival Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fees collection	82,200.00	Saraswati Puja	46,509.00
Bank interest	42,835.00	Transfer to Magazine	750.00
Fee reimbursement	1,76,067.00	Labour	3,400.00
		Tithi of Sankardev	5,000.00
Total	**3,01,102.00**	**Total**	**55,659.00**
Opening balance	**8,84,917.00**	**Closing balance**	**11,30,360.00**
Grand total	**11,86,019.00**	**Grand total**	**11,86,019.00**

Annexure-X

Statement showing the Receipt and Payment Account of **Poor Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fees collection	27,650.00	Transferred to Magazine	6,500.00
Bank interest	5,992.00		
Fee reimbursement	46,966.00		
Total	**80,608.00**	**Total**	**6,500.00**
Opening balance	**97,345.00**	**Closing balance**	**1,71,453.00**
Grand total	**1,77,953.00**	**Grand total**	**1,77,953.00**

Annexure-XI

Statement showing the Receipt and Payment Account of **Library Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fees collection	1,09,877.00	Library book	4,998.00
Bank interest	16,888.00	Paper bill	17,405.00
Fee reimbursement	3,41,570.00	Telephone bill	1,896.00
Sale proceed of paper	16,000.00	Library furniture	6,77,304.00
Sale proceed of battery	10,400.00	RTGS	21.24
		Battery	91,602.00
		Printer	17,040.00
		Library materials	6,598.00
		Library Card	4,300.00
		Labour	1,050.00
		Transferred to General	10,988.00
		Transferred to Magazine	1,000.00
Total	**4,94,735.00**	**Total**	**8,34,202.24**
Opening balance	**3,56,400.40**	**Closing balance**	**16,933.16**
Grand total	**8,51,135.40**	**Grand total**	**8,51,135.40**

Annexure-XII

Statement showing the Receipt and Payment Account of **Magazine Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fees collection	1,45,800.00	Magazine	93,800.00
Bank interest	17,596.00	Wall Magazine	9,600.00
Fee reimbursement	36,262.00	T.A	5,000.00
Total	**1,99,658.00**	**Total**	**1,08,400.00**
Opening balance	**3,88,733.00**	**Closing balance**	**4,79,991.00**
Grand total	**5,88,391.00**	**Grand total**	**5,88,391.00**

Annexure-XIII

Statement showing the Receipt and Payment Account of **Games & Union Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fees collection	2,77,000.00	Freshmen social	1,15,000.00
Bank interest	18,304.00	College week	1,13,290.00
Fee reimbursement	87,337.00	Blezer	43,407.00
Amount o/s balance	5,002.92	Youth festival	15,000.00
		Student I/Card	2,560.00
		Stationery	1,520.00
		Student election	2,753.00
		Labour	1,750.00
Total	**3,87,643.92**	**Total**	**2,95,280.00**
Opening balance	**3,68,968.00**	**Closing balance**	**4,61,331.92**
Grand total	**7,56,611.92**	**Grand total**	**7,56,611.92**

Annexure-xiv

Statement showing the Receipt and Payment Account of **RUSA Fund** for the year 2019-2020.

RECEIPTS		PAYMENTS	
Particulars	Amount	Particulars	Amount
Fund received	1,00,00.000.00	Laboratory equipment	9,80,000.00
Bank interest	1,83,885.00	Computer equipment	14,70,000.00
		Sports equipment	4,90,000.00
		GST	60,000.00
		Bank charge	88.50
Total	**1,01,83,885.00**	**Total**	**30,00,088.50**
Closing balance	**Nil**	**Closing balance**	**71,83,796.50**
Grand total	**1,01,83,885.00**	**Grand total**	**1,01,83,885.00**

Approval of expenditure for the period from 01/04/2018 to 31/03/2019

GENERAL FUND

Expenditure statement

Expenditure Head	Amount (in Rs.)
• Non-Sanction Pay	Rs.908875.00
• TA & DA	Rs. 51970.00
• Electricity Works	Rs. 181083.00
• Telephone	Rs. 5454.00
• Repairing	Rs. 14270.00
• Refreshment	Rs. 30415.00
• Stationary	Rs. 20260.00
• Printing	Rs. 106000.00
• Laboratory	Rs. 950.00
• Postal	Rs. 1552.00
• Diesel	Rs. 17320.00
• e-Consultation	Rs. 4500.00
• GIS maturity	Rs. 66056.00
• Affiliation fees	Rs. 132560.00
• Miscellaneous	Rs. 2270.00
• Siting Allowance(GB)	Rs. 38000.00
• Transfer – Regd. 1,20000/- UGC - 12,00,000/, N.H - 4,00,000	Rs. 1720000.00
• Bank Charge	Rs. 442.50
• I/Card	Rs. 52451.00
	Rs. 3354428.50

President
G .B. Dhing College

President
Governing Body
Dhing College

Principal
Dhing College

Principal & Secretary
Dhing College
Dhing - 782123

Approval of expenditure for the period from 01/04/2018 to 31/03/2019

COLLEGE DEVELOPMENT FUND

Expenditure statement

Expenditure Head	Amount (in Rs.)
• Building Materials	Rs.221386.00
• Electricity works	Rs. 37390.00
• Mason	Rs. 135400.00
• Timber	Rs. 15750.00
• Grill	Rs. 34676.00
• Carpents	Rs. 37250.00
• Earth filling	Rs. 20000.00
• Laboratory Goods	Rs. 150000
• Excursion	Rs. 100000
• Repairing	Rs. 28716.00
• Carring & Labour	Rs. 2800.00
• Bank Charge	Rs. 678.50
	Rs. 786046.50

President
G .B. Dhing College

Principal
Dhing College

Principal & Secretary
Dhing College
Dhing - 782123

Approval of expenditure for the period from 01/04/2018 to 31/03/2019

COLLEGE EXAMINATION FUND

Expenditure statement

Expenditure Head	Amount (in Rs.)
• Laboratory Materials	Rs.135077.00
• Printing	Rs. 68460.00
• Stationary	Rs. 4475.00
• Transfer	Rs. 152932.00
	Rs. 360944.00

President
G .B. Dhing College

President
Governing Body
Dhing College

Principal
Dhing College

Principal & Secretary
Dhing College
Dhing - 782123

Approval of expenditure for the period from 01/04/2018 to 31/03/2019

HOSTEL FUND

Expenditure statement

Expenditure Head	Amount (in Rs.)
• Salary	Rs.30000.00
• Electricity works	Rs. 316610.00
• Timber	Rs. 5000.00
• Repairing	Rs. 4320.00
• Labour	Rs. 1800.00
• Transfer to UGC fund	Rs. 400000.00
• Bank Charge	Rs. 265.00
	Rs. 757995.50

President
G .B. Dhing College

Principal
Dhing College

Principal & Secretary
Dhing College
Dhing - 782123

Approval of expenditure for the period from 01/04/2018 to 31/03/2019

COMPUTER FUND

Expenditure statement

Expenditure Head	Amount (in Rs.)
• Salary	Rs. 69700.00
• Repairing (Computer)	Rs. 12698.00
• Computer Parts	Rs. 32182.00
• Net Pack	Rs. 3172.00
• C.C. Camera	Rs. 2875.00
• Web- Site	Rs. 29500.00
• T.A.	Rs. 498.00
• Jio-Mobile	Rs. 1500.00
	Rs. 152125.00

President
G .B. Dhing College

President
Governing Body
Dhing College

Principal
Dhing College

Principal & Secretary
Dhing College
Dhing - 782123