

Name: BARRACKPORE RASTRAGURU SURENDRANATH COLLEGE

Address: 6, RIVER SIDE ROAD & 85, MIDDLE ROAD

BARRACKPORE, NORTH 24 PARGANAS

INTERNAL AUDITORS' REPORT

FOR THE FINANCIAL PERIOD 01.04.2017 TO 30.06.2017

SUBIR GHOSH & ASSOCIATES

CHARTERED ACCOUNTANTS

2, B.B.D. BAG (EAST), 4TH, FLOOR

KOLKATA-700001.

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SUBIR GHOSH & ASSOCIATES
CHARTERED ACCOUNTANTS
Subir Ghosh, FCA
Proprietor

INTERNAL AUDIT REPORT OF BARRACKPORE RASTRAGURU
SURENDRANATH COLLEGE FOR THE PERIOD 01.04.2017 TO 30.06.2017

1. SALARY TO TEACHERS AND NON-TEACHERS
OBSERVATION

We have verified the salary grant sanctioned by DPI and its disbursement by the college to the Teaching and Non-teaching staff of the college and our observations are as follows :-

Salary grant (gross) sanctioned from DPI for the period from April, 2017 to July, 2017 vide Memo No.77/CGA dated 25.04.2017 of teaching and non-teaching staff.	Rs.1,72,48,394.00

	Rs.1,72,48,394.00
<u>Less:-</u> Salary disbursed by the college for the above stated period	Rs.1,72,47,617.00

Surplus	Rs. 777.00
	=====

The above surplus occurred due to difference of HRA of Mrs. Rama Das for the month of July 2017 and for which a non-drawal certificate issued by the Treasury-I, Barrackpore, vide Memo No. 159/TRY-I/BKP dated 31.07.2017. The surplus has been adjusted in the next pay packet by the treasury.

2. SALARY TO CONTRACTUAL WHOLE TIME TEACHER (CWTT)
OBSERVATION

We have verified the salary grant sanctioned by DPI and its disbursement by the college to the CWTT of the college and our observations are as follows:-

Salary grant (gross) sanctioned from DPI for the period from April, 2017 to July, 2017 vide Memo No. 77/CGA dated 25.04.2017 of CWTTs.	Rs.25,95,300.00

	Rs.25,95,300.00
<u>Less:-</u> Salary disbursed by the college for the above stated period	Rs.25,38,371.00

Surplus	Rs. 56,929.00
	=====



Contd.....2

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The above surplus occurred due to excess remuneration claimed to DPI for Mrs. Shatarupa Dey Neogi for the month of May 2017 Rs.5,023/-, June Rs.25,953/- and July Rs.25,953/- but not entitled to receive the same as she resigned from college on 25.05.2017. Out of above surplus, Rs.5,023/- subsequently realised from Mrs. Shatarupa Dey Neogi on 27.07.2017 and deposited to Treasury on 01.08.2017 as the excess payment has already been disbursed to her and the rest amount of Rs.51,906/- has not been withdrawn from treasury for which a non-drawal certificate issued by the Treasury-I, Barrackpore, vide Memo No. 159/TRY-I/BKP dated 31.07.2017. The above surplus has been adjusted in the next pay packet by the treasury.

3. SALARY TO PART TIME TEACHERS (PTTS)

OBSERVATION

We have verified the salary grant sanctioned by DPI and its disbursement by the college to the PTTS of the college and our observations are as follows:-

We have verified the salary grant sanctioned by DPI and its disbursement by the college to the PTTS of the college and our observations are as follows:-

Salary grant (gross) sanctioned from DPI for the period from April, 2017 to July, 2017 vide Memo No. 77/CGA dated 25.04.2017 of PTTS.	Rs.8,93,040.00

	Rs.8,93,040.00
<u>Less:-</u> Salary disbursed by the college for the above stated period	Rs.8,73,195.00

Surplus	Rs. 19,845.00
	=====

The above surplus occurred due to excess remuneration claimed to DPI for Mr. Debopam Achyara for the month of June Rs.4,961/- and July Rs.14,884/- but not entitled to receive the same as he resigned from college on 21.06.2017. Out of above surplus, Rs.4,961/- subsequently realised from Mr. Debopam Achyara on 27.07.2017 and deposited to Treasury on 01.08.2017 as the excess payment has already been disbursed to him and the rest amount of Rs.14,884/- has not been withdrawn from treasury for which a non-drawal certificate issued by the Treasury-I, Barrackpore, vide Memo No. 159/TRY-I/BKP dated 31.07.2017. The above surplus has been adjusted in the next pay packet by the treasury.



Contd.....3

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4. **PROVIDENT FUND****OBSERVATION**

The balance of Provident Fund as well as its investment in the treasury as on 30.06.2017 was as under :-

INVESTMENT

P.F. Investment with Treasury

Rs.4,47,73,350.00

P.F. Advance

Rs. 3,93,800.00

Rs.4,51,67,150.00
=====**FUND**

Provident.Fund Balance

Rs.4,51,67,150.00

Rs.4,51,67,150.00
=====

Difference

NIL

5. **P.F. INVESTMENT WITH TREASURY****OBSERVATION**

The book balance of P.F. Investment with Treasury Account as on 30.06.2017 was Rs.4,47,73,350.00 and the Treasury pass book balance was Rs.4,47,73,350.00. So there was no difference between the P.F. Investment with Treasury balance as per accounts of the college and treasury pass book.

6. **EMPLOYEES' PROVIDENT FUND****OBSERVATION**

During the course of our audit we have observed that the college authority has deducted the Employees' Provident Fund from the salary of the management appointed staff and deposited to the appropriate authority in time along with the EPF college contribution, deposit link insurance premium and other administrative charges.

The position of fund balance as well as its investments as on 30.06.2017 are given below :-

INVESTMENT

EPF (Deposit) Account

Rs.80,77,047.00
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FUND

EPF College Account	Rs.41,11,959.00
EPF (College Share) Account	Rs. 87,534.00
EPF (Employees Share) Account	Rs.39,06,732.00

	Rs.81,06,225.00
	=====
Difference	Rs.29,178.00

The above difference occurred due to deduction of Employees Contribution to Provident Fund of Rs.29178/- from employees' salary for the month of June, 2017 on 30.06.2017 and deposited to the appropriate authority on 07.07.2017.

7. OBSERVATION

During the course of our audit we have verified the following accounts of the college and found no unusual entry and unreconciled balance in these accounts. Further we observed that the college has deducted amounts in the following heads and deposited to the appropriate authority in time.

- Professional Tax
- Professional Tax (Contractual)
- Tax Deducted at Source (Contractor)
- Life Insurance Premium
- Group Insurance Premium
- Income Tax
- Income Tax (Consolidated)

8. VOUCHING

<u>Voucher No.</u>	<u>Voucher Date</u>	<u>A/c head debited</u>	<u>Amount</u>	<u>Remarks</u>
825 (D/F)	29.06.2017	Journal & Periodicals	Rs.44622.00	Paid to Dutta & Company for renewal of journals on proforma bills but at time of physical verification in the library no journals are found there and not even issued from the library. As per the explanations given by the librarian, the vendor subsequently supplied few journals mentioned in the bill. Hence in our opinion the amount should be return back from the vendor by the college authority.



SUBIR GHOSH & ASSOCIATES

Continuation Sheet

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<u>Voucher No.</u>	<u>Voucher Date</u>	<u>A/c head debited</u>	<u>Amount</u>	<u>Remarks</u>
379 (D/F)	13.05.2017	Office Equipment	Rs.261540.00	Paid to Balistha E Tech Pvt. Ltd. For purchase of LED TV etc. In the bill cost of equipment and service charges segregated but TDS made on whole amount of the bill. In our opinion the TDS should be made on the service charges only where cost of materials and service charges are segregated in the bill TDS should not be made on the GST of the bill.
14 (G/F)	01.04.2017	Accounting Charges	Rs.6500.00	Paid to Subir Ghosh & Associates for professional Fees for Income Tax. Compliance. The debit Should be Consultancy Charges Account.
132 (Cash)	13.04.2017	Certificate Fees	Rs.5750.00	Paid to Bhattacharya Sengupta & Co. for issuing certificate. In the bill service tax charged Rs.750/- but no service tax registration number in the bill. No TDS has been made from Payment.
24 (Sundry)	05.04.2017	AMC A/c	Rs.70000.00	Paid to Binary Solution Pvt. Ltd. but TDS made @1% instead of @2% on Rs.70000/-.

For SUBIR GHOSH & ASSOCIATES**Chartered Accountants****FRN.- 322501E****(SUBIR GHOSH, FCA)****Proprietor****Membership No. 056205**

Place :- Kolkata.

Date : 4th January, 2019