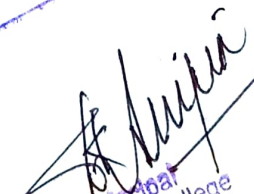


SARAIGHAT COLLEGE

INTERNAL AUDIT REPORT FOR FY 2019-20

Approved By The Governing Body
Meeting Held on 07/10/2020
Wide Resolution No. 08


Principal
Saraighat College

RAHUL SAH & ASSOCIATES | CHARTERED ACCOUNTANT
1st Floor, Bhupendra Prabha Market, Oppo PNB, A.T. ROAD, GUWAHATI-01
PH: 8399879789 | EMAIL: RAHULSAH93RS@GMAIL.COM

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INTRODUCTION

About Saraighat College

SARAIGHAT COLLEGE is one of the premier Higher Educational Institution in greater Changsari area of Kamrup (Rural) District, Assam. Situated near the National Highway (NH-31), the college is well connected with other major parts of the region. Since its inception, the college has been working with a missionary zeal to promote higher education amongst the rural population of the area with special emphasis on the socio-economically marginalized sections of the society. In its relentless service, the institution has so far experienced various hazards and challenges but has successfully managed to overcome them.

Established on 21st July, 1981 with 116 students, 8 teachers and 2 non-teaching staff, Saraighat College is currently providing higher education to nearly 1600 students with strength of 30 permanent faculties and 10 non-teaching staff. The institution was brought under the 'deficit Grant-in-Aid' system and the 'Government Provincialized' status under the Assam State Government on 25th March 1998 and 1st January 2006 respectively. It was placed under the 2(f) Category on 28-10-2008 and 12-B Category on 13-4-2019 by the University Grants Commission (UGC). Accredited B-grade (Cycle-II) by NAAC in 2015, the College offers Higher Secondary course under the Assam Higher Secondary Education Council (AHSEC) and Bachelor of Arts courses (Honours & Regular) across 11 disciplines affiliated to Gauhati University (G.U.). From 2016 onwards, the College has also started a three years Vocational course in Travel and Tourism Management (B.Voc under G.U.)

VISION

The College was established with a vision to bring Higher Education closer to the people and make it accessible to the underprivileged sections of the society. It seeks to open new vistas of opportunities to the future generation through the spread of knowledge. The children of today are the leaders of tomorrow. Every child is a repository of immense creativity, talent, possibility and potentiality. The college therefore envisions to make its students explore their innate potentialities through knowledge and become the change that they wish to see in their society. It seeks to mould its students to develop as responsible and conscious individuals abreast with rational thinking and a sense of duty towards betterment of the world.

OFFICE BEARERS

Principal : Mr. Dwijen Kumar Saikia

Head of Finance : Mr. Dipak Nath

Approved By The Governing Body
Meeting Held on 07/10/2020
Vide Resolution No. 08



Principal
Saraighat College

INTERNAL AUDIT REPORT

To,
The Principal
Saraighat College, Changsari-781101,
Kamrup (R), Assam

We have carried out the Internal Audit of SARAIGHAT COLLEGE, Changsari-781101, Kamrup (R), Assam for the Financial Year 2019-2020 as per the scope of work vide appointment letter No. SC/INT AUD/2019-20/01 dated 12.08.2020.

Our scope of work involves opinion on preparation of Receipt and Payment of General Accounts and Subsidiary Funds of the College and undertakes verification on test check basis, statutory compliances.

We have conducted the Internal Audit as per the scope of work and the auditing standards generally accepted in India of the attached Receipt and Payment Account thereto for the year ended on that date. Preparation of these financial statements is the responsibility of the management of the Council. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our internal audit in accordance with Auditing Standards generally accepted in India. These Standards require that we plan and perform the internal audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An internal audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An internal audit also includes assessing the accounting principles used and significant estimates made by managements, as well as evaluating the overall financial statement presentation. We believe that our internal audit provides a reasonable basis for our opinion.

We report that:

1. We have obtained all the information and explanation, which, to the best of our knowledge and belief were necessary for the purpose of the Internal Audit.
2. In our opinion, the Council has kept proper Books of Accounts as required by the law so far, as appears from our examination of these books.
3. The Receipt & Payment Account dealt with by this report are in agreement with the books of account.

For M/s. Rahul Sah & Associates
Chartered Accountant
(F.R.No: 332166E)



Rahul Sah

(CA Rahul Sah)
Proprietor
M. No: 315335

Page 3

Approved By The Accounting Body
Meeting Held on 07/10/2020
Vide Resolution No. 08

Principal
Saraighat College

Date: 21-09-2020
UDIN No: 20315335AAAAAC7060

SARAIGHAT COLLEGE, CHANGSARI

Internal Audit Report on the Account of Saraighat College for the period from 01-04-2019 to 31-03-2020.

As per direction of the Governing Body of Saraighat College, I the undersigned have Audited the account of Saraighat College for the period of from 01-04-2019 to 31-03-2020

1. Incumbency

The following person was the Principal and Secretary of the College during the period as noted against each.

D. K. Saikia, Principal & Secretary (From 01-04-2019 to 31-03-2020)

2. Closing Balance

The Closing Balance of the college Fund (General) as per Cash Book on 31-03-2020 was Rs.1, 14, 75,322.84 (Rupees One Crore fourteen lakh seventy five thousand three hundred twenty two and eighty four paise only).

1. Cash in hand with Secretary : Nil
2. Cash in Bank as per Bank

Sl	Bank	A/C No.	Head	Closing as on 31-03-2020	Closing as on 31-03-2019
1	AGB Bank	7280010002790	Main	2,80,935.44	2,21,738.50
2	AGB Bank	7280010005052	Admission	14,93,507.00	9,22,197.00
3	AGB Bank	7280010005053	Tuition	16,84,220.50	15,01,481.50
4	AGB Bank	7280010005054	Development	6,11,288.50	10,84,023.50
5	AGB Bank	7280010005055	Misc	6,90,632.50	3,75,159.50
6	AGB Bank	7280010005585	SAF	1,40,253.00	84,427.00
7	AGB Bank	7280010005586	NAAC	371.00	474.00
8	AGB Bank	7280010014013	Govt. Infra	13,160.50	12,711.00
9	AGB Bank	7280010032993	Digital Fixed	33,085.50	32,073.50
10	AGB Bank	7280010032984	Excursion/B.Voc	10,53,261.50	30,085.50
11	AGB Bank	7280010051925	Digital	1,95,569.00	1,92,315.00
12	AGB Bank	7280010051916	Salary	6,26,437.00	6,59,282.00
13	SBI	31177958063	UGC General	3,36,341.50	3,25,827.50
14	SBI	31177971720	UGC W/Hostel	1,06,333.50	1,02,808.50
15	SBI	31712576394	UGC Ind Stad	1,63,051.40	1,57,803.40
16	SBI	3572799659	RUSA	40,46,875.00	4,29,929.50
Grand Total				1,14,75,322.84	61,41,039.40

Approved By The Governing Body
Meeting Held on 07/10/2020
Vide Resolution No. 08

Principal
Saraighat College



Rahul Sah

3. RESERVED FUND:

Union Bank Fixed Deposit A/C No. 300103030000440: Rs. 2,54,885.00

The College Authority has maintained a RESERVE FUND of Rs.2,54,885.00 (value of Fixed Deposit at end of the year) The amount kept with Union Bank, Guwahati, in Fixed Deposit A/C No-440 and interest earned for the year 2019-20 are Rs. 17,242.00

4. GOVT.FUND:

a) Recurring Grants: The drawal and utilization of Govt. Recurring Grants in receipt of the College are detailed in the "Annexure-I"

b) Non-Recurring Grants: The College has not received any grants from state Govt. as Non-Recurring Grants during the Audit Period.

c) The drawal and utilization of UGC grants received by the College during the Audit period are detailed in the "Annexure-I"

5. SUBSIDIARY FUNDS:

The closing balance of the Subsidiary Fund for the year 2019-20 is Rs.16,94,524.00 (Rupees Sixteen lakh Ninety four thousand five hundred Twenty Four) Only up to 31-3-2020 as per Cash Book. The Subsidiary Funds are stated below:-

a) Library Fund: Bank: AGVB A/C No. 7280010005051

1) Cash in hand with Secretary.....	NIL
2) Cash in Bank A/C	<u>Rs 3,19,978.00</u>
(AGV Bank) Total: -	<u>Rs 3,19,978.00</u>

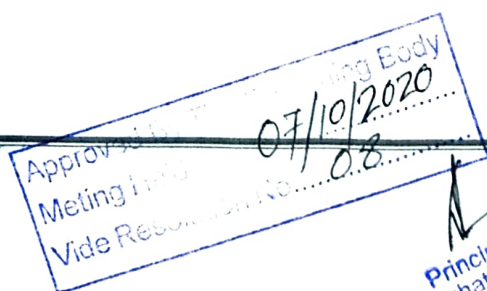
b) Examination Fund: Bank: AGVB A/C No. 7280010005049

1) Cash in hand with Secretary.....	NIL
2) Cash in Bank A/C	<u>Rs.6,25,050.00</u>
(AGV Bank) Total: -	<u>Rs. 6,25,050.00</u>

(3)

c) Magazine Fund: Bank: AGVB A/C No. 7280010008093

1) Cash in hand with Secretary.....	NIL
2) Cash in Bank A/C	<u>Rs. 5,51,734.50</u>
(AGV Bank) Total: -	<u>Rs. 5,51,734.50</u>



Principal
Saraighat College



d) **Union Fund:** Bank: AGVB A/C No. 7280010005048

1) Cash in hand with Secretary.....	NIL
2) Cash in Bank A/C	Rs 1,23,490.00
(AGV Bank) Total: -	Rs.1,23,490.00

e) **Games and Sports Fund:** Bank: AGVB A/C No. 7280010005050

1) Cash in hand with Secretary.....	NIL
2) Cash in Bank A/C	Rs.74,271.50
(AGV Bank) Total: -	Rs.74,271.50

Hence the Closing Balance for the period 2019-20 was Rs. 16, 94,524.00 (Rupees sixteen lakh ninety four thousand five hundred twenty four) only.

The Subsidiary Account of the College have been shown in the "Annexure-II"

6) **SCHOLARSHIP:**

Opening Balance

(1) Bank: AGVB A/C No. 7280010004708:	Rs. 14,607.00
(2) Bank : SBI A/C No. 34027595461	
Balance as per Bank Statement	Rs. 20,13,300.00
Less: Fund Received for Exercusion/ B.Voc	Rs. <u>20,00,000.00</u>
Balance as per Cash Book	Rs. 13,300.00
Total Opening Balance	Rs. 27,907.00
Scholarship Received during	Nil
Bank Interest during 2019-20	Rs. 13, 943.00
Total	Rs. 41,850.00
Amount Deducted by Bank as Charges	Rs. 171.92
Balance as per Cash Book	Rs. 41,678.00

Closing Balance

(1) Bank: AGVB A/C No. 7280010004708:	Rs. 15,002.00
(2) Bank : SBI A/C No. 34027595461	Rs. 16,26,617.08
Less: Fund Received for Exercusion/ B.Voc	Rs. <u>16,00,000.00</u>
Balance as per Cash Book	Rs. 26,617.08
Total Closing Balance	Rs. 41,678.08.00

The amount of Rs. 41,678.08 (Rupees forty one thousand six hundred seventy eight and eight paise) only has been kept in AGV Bank, Changsari Branch, A/C No- 7280010004708 and SBI, Changsari A/C- 34027595461.

7) **RECEIPT AND EXPENDITURE STATEMENTS:**

The Receipt and Expenditure statement for the period of Audit are given in the "Annexure-I".

Approved by The Governing Body
Meeting Held on 07/10/2020
Vide Resolution No. 08

Principal
Saraighat College



Rahul Sah

8) CASH BOOK:

- 1) The cash books are maintained in proper way.
- 2) Bank transactions are exhibited in the cash books.

9) PAYMENT VOUCHERS:

Any Discrepancies or Irregularities are not notified in the Accounts of the College.

11) FINANCIAL POSITION AS ON 31-3-2020

<u>Assets</u>		<u>Liabilities</u>	
1) Cash in hand		1) Pay and Allowance due	NIL
General Fund	Rs. NIL	but not paid.	
Subsidiary Fund	Rs. NIL	2) Bill Payable	NIL
2) Cash in Bank	Rs. 1, 14, 75,322.84	3) Taxes are payable	NIL
(In General)			
3) Cash in Bank	Rs. 16, 94,524.00		
(In subsidiary Fund)			
4) Reserve Fund	Rs. 2, 54,885.00		

GENERAL REMARKS:

On the maintenance of the College Accounts are found good. Discrepancies and irregularities have not been found. I wish the rapid progress of the College.

For M/s. Rahul Sah & Associates
Chartered Accountant
(F.R.No: 332166E)



Rahul Sah

(CA Rahul Sah)
Proprietor
M. No: 315335

Date: 21-09-2020
UDIN No: 20315335AAAAAC7060

Approved By The Governing Body
Meeting Held on 07/10/2020
Vide Resolution No. 00

Principal
Saraighat College

Annexure-I
Receipts & Payments Account, Saraighat College
For the Financial Year 2019-20

Sl. No.	Receipts	Amount (in Rs)	Sl	Payments	Amount (in Rs)
1	Opening Balance	61,37,740.00	1	Salary(Sanctioned) (Annexure-III)	5,20,97,394.00
2	Govt. Grants for Salary	5,20,97,394.00	2	Arrear of Sanctioned Staff (Annexure-III)	9,01,408.00
3	Govt. Grants for Arrear	9,01,408.00	3	Salary of Non-sanctioned staff	7,96,097.00
4	Admission Fees	1,86,863.00	4	University/Council Regd/Enrl/Perm/Affil Fees	5,10,215.00
5	Tuition Fees	2,52,840.00	5	Tuition fees payment	5,23,488.00
6	Dev. Fees	3,37,350.00	6	Salary (B.Voc)	10,25,286.00
7	Main	17,445.94	7	11 Department Development	55,000.00
8	Admission Form	2,34,250.00	8	Construction of Class Room	6,94,549.00
9	Certificate Fees	43,800.00	9	Construction of Open Stage	2,06,630.00
10	I/Cards Fees	21,100.00	10	Earth Filling of College Ground	1,96,600.00
11	NSS/NCC	12,660.00	11	Installation of CC Camera	1,73,443.00
12	MISC (Electricity / Contingency/Co-curric)	3,81,800.00	12	Garden Iron Net Fencing with Earth filling	3,96,400.00
13	SAF	21,100.00	13	Class Room Board	39,200.00
14	Salary(NT)	2,83,920.00	14	Repairing of Transformer Room	23,525.00
15	Govt. Grants (B. Voc.)	20,00,000.00	15	Electricity/Generator	2,84,900.00
16	Govt. Grant (Excursion	1,00,000.00	16	IQAC	42,000.00
17	Govt. Grants (Girls Common Room)	1,00,000.00	17	BSNL Bill	1,34,931.00
18	Book Grants reimbursed by Govt.	2,00,000.00	18	GB & other Meeting	81,725.00
19	RUSA Grants	50,00,000.00	19	NSS/YOGA/NCC/SBEB/Health	46,205.00
20	Fees (BPL Students) reimbursement from Govt.	31,89,236.00	20	Court Case	93,000.00
	Tuition	1,97,136.00	21	TA	33,250.00
	Admission	10,05,840.00	22	TDS Filling Fees	1,84,870.00
	Salary(NT)	4,66,740.00	23	Stationery	55,528.00
	Dev	8,91,960.00	24	Internal Audit	10,000.00
	SAF	54,100.00	25	On-Adm/ Advt/ Prospectus/ I Cards / Printing etc	83,180.00
	MISC**	5,73,460.00	26	Girls Common Room	99,027.00
	Total	31,89,236.00	27	Excursion	1,00,000.00
21	Bank Intt (College)	2,31,160.00	28	Students Aid	22,000.00
22	Bank Intt (UGC)	19,287.00	29	RUSA Scheme	14,81,465.00
23	Bank Intt (RUSA)	98,411.00	30	Bank Charge	1,126.10
	Total	7,18,67,764.94		Total	6,03,92,442.10

** includes fund for electricity, contingency, i-card, NSS, etc.

Total Receipt: Rs. 7, 18, 67,764.94
Total Expenditure: Rs. 6, 03, 92,442.10
Total Balance: Rs. 1, 14, 75,322.84

Approved By
Meeting Held
Wide Resolved
09/10/2020
08

Principal
Saraighat College



Annexure-II

Statement showing the Receipts and Payments of Subsidiary Fund for the Financial Year 2019-20

Fund	Opening Balance	Fees Receipt	Fees (BPL Students) reimbursement from Govt.	Bank Intt Received	Grand Total	Total Expenditure	Total Balance
Examination A/C No. 7280010005049	4,57,653.00	78,560.00	1,89,280.00	13,120.00	7,38,613.00	1,13,563.00	6,25,050.00
Library A/C No. 7280010005051	3,26,634.00	84,400.00	2,16,400.00	8,062.00	6,35,496.00	3,15,518.00	3,19,978.00
Union A/C No. 7280010005048	1,50,097.00	78,000.00	1,08,200.00	2,857.00	3,39,154.00	2,15,664.00	1,23,490.00
Magazine A/C No. 7280010008093	3,52,830.00	11,700.00	1,62,300.00	12,906.00	6,45,036.00	93,301.50	5,51,734.50
Games & Sports A/C No. 7280010005050	47,342.00	78,000.00	1,08,200.00	1,973.00	2,35,515.50	1,61,244.00	74,271.50
Total	13,34,556.00	4,35,960.00	7,84,380.00	38,918.00	25,93,814.50	8,99,290.50	16,94,524.00

Approved By The Governing Body
Meeting Held on 07/10/20
08



Rahul Sah
Internal Auditor

[Signature]
Principal
Saraichhat College

OFFICE OF THE PRINCIPAL, SARAIGHAT COLLEGE, CHANGSARI, DIST:- KAMRUP

No.:- SC/IT/2019-20

**Annexure-III
From 01-03-2019 to 28-02-2020**

Months	Basic Pay& AGP	DA	HRA	MA	Spl. Allow	Gross Salary	Ded-I P. Tex	Ded-II GIS	Ded-III I/ Tex	Ded-IV GPF	Ded-v NPS	Net Salary
1	2	3	4	5	6	7	8	9	10	11	12	13
Mar	3570470	421354	245790	21000	2000	4260614	7640	12200	471500	241500	62094	3465680
April	3570470	421354	245790	21000	2000	4260614	7640	12200	471500	241500	62094	3465680
May	3570470	421354	245790	21000	2000	4260614	7640	12200	471500	241500	62094	3465680
June	3570470	421354	245790	21000	2000	4260614	7640	12200	471500	241500	64715	3596246
July	3682390	434785	253626	21000	2000	4393801	7640	12200	471500	241500	64715	3617047
Aug	3703363	434792	253627	21000	2000	4414782	7820	12200	471500	241500	64715	3617744
Sept	3704060	434792	253627	21000	2000	4415479	7820	12200	471500	241500	64715	3617744
Oct	3556160	590810	243274	20400	2000	4412644	7612	11800	441500	213500	67602	3670630
Nov	3509800	582929	240029	19800	2000	4354558	7404	11600	441500	213500	67602	3670630
Dec	3509800	582929	240029	19800	2000	4354558	7404	11600	441500	209000	67602	3617452
Jan	3509800	582929	240029	19800	2000	4354558	7404	11600	416500	209000	67602	3642452
Feb	3509800	582929	240029	19800	2000	4354558	7404	11600	2328638	209000	67602	1730314
Total	42967053	5912311	2947430	246600	24000	52097394	91068	143600	7370138	2744500	780531	41025235
1. Arrear:- 01-01-19 to 28-02-19						160161						160161
2. Arrear:- 01-01-09 to 28-02-09						19874						19874
3. Arrear:- 01-01-09 to 28-02-09						33264					3326	29938
4. Arrear:- 01-03-19 to 30-06-19						30940					3095	27845
5. Arrear:- 01-07-09 to 30-09-19						405645			82200			323445
6. Arrear:- 01-07-19 to 30-09-19						86670			8400		8669	69601
7. Arrear:- 01-07-19 to 30-09-19						51168			1000			50168
Total	85934108	5912311	2947430	246600	24000	52885116	91068	143600	7461738	2744500	795621	41706267
8. Non-Budget, Arrear:- 01-04-16 to 30-06-18						113686			3723			109963
G.T.	85934108	5912311	2947430	246600	24000	52998802	91068	143600	7465461	2744500	795621	41816230

7/10/20
 President
 Governing Body
 Saraighat College, Changsari

Approved By The Governing Body
 Meeting Held on 07/10/2020
 Vide Resolution No. 08



Rahul Sah