

SARAIGHAT COLLEGE

AUDIT REPORT

FOR THE PERIOD

01-04-2022 to 31-03-2023

RAHUL SAH & ASSOCIATES | CHARTERED ACCOUNTANT

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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 13-04-2019 by the University Grants Commission (UGC). Accredited with Grade 'A' (CGPA 3.04) by the NAAC (3rd Cycle), 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

: Dr. Mani Sarmah

Head AssTT.(Accounts)

: Mr. Dipak Nath


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 period 01-04-2022 to 31-03-2023 as per the scope of work.

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.

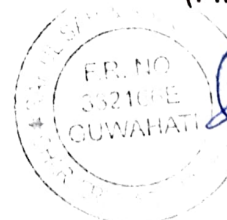
We conducted our internal audit in accordance with Auditing Standards generally accepted in India. These Standards require that we plan and perform the internal audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An internal audit includes examining, 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)

Date: 16-12-2023
UDIN No: 23315335BGVSZK6575



(CA Rahul Sah)
Proprietor
M. No: 315335

SARAIGHAT COLLEGE, CHANGSARI

Internal Audit Report on the Account of Saraighat College for the period from 01-04-2022 to 31-03-2023.

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 01-04-2022 to 31-03-2023.

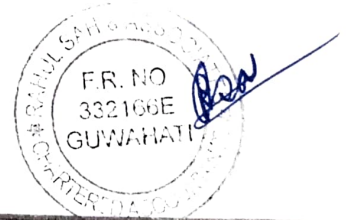
1. Incumbency
The following person was the Principal and Secretary of the College during the period as noted against each.

- Dr. Mani Sarmah, Principal & Secretary (From 01-04-2022 to 31-03-2023)

2. Closing Balance
The Closing Balance of the college Fund (General) as per Cash Book on 31-03-2023 was Rs. 20,38,148.74 (Rupees Twenty Lakh Thirty Eight Thousand One Hundred Forty Eight and Seventy 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 31-03-2023 | Closing as on 31-03-2022 |
|--------------------|----------|---------------|-----------------|--------------------------|--------------------------|
| 1 | AGB Bank | 7280010002790 | Main | 32249.44 | 1646697.44 |
| 2 | AGB Bank | 7280010005052 | Admission | 47699.00 | 1877503.00 |
| 3 | AGB Bank | 7280010005053 | Tuition | 43446.00 | 848941.00 |
| 4 | AGB Bank | 7280010005054 | Development | 8589.50 | 110457.50 |
| 5 | AGB Bank | 7280010005055 | Misc | 17385.60 | 118750.60 |
| 6 | AGB Bank | 7280010005585 | SAF | 163343.50 | 156396.50 |
| 7 | AGB Bank | 7280010005586 | NAAC | 0.00 | 134.00 |
| 8 | AGB Bank | 7280010014013 | Govt. Infra | 13988.50 | 13758.50 |
| 9 | AGB Bank | 7280010032993 | Digital Fixed | 35787.50 | 34988.50 |
| 10 | AGB Bank | 7280010032984 | Excursion/B.Voc | 793330.30 | 587606.50 |
| 11 | AGB Bank | 7280010051925 | Digital | 213535.00 | 208101.00 |
| 12 | AGB Bank | 7280010051916 | Salary | 8059.00 | 75582.00 |
| 13 | SBI | 31177958063 | UGC General | 364602.00 | 355008.50 |
| 14 | SBI | 31177971720 | UGC W/Hostel | 115209.00 | 112236.50 |
| 15 | SBI | 31712576394 | UGC Ind. Stad. | 176704.90 | 172100.40 |
| 16 | SBI | 3572799659 | RUSA | 4219.50 | 4107.50 |
| Grand Total | | | | 2038148.74 | 6322369.44 |



3. RESERVED FUND:

Union Bank Fixed Deposit A/C No. 300103030000440: Rs. 3,11,111.00

The College Authority has maintained a RESERVE FUND of Rs. 3,11,111.00 (value of Fixed Deposit at end of the period) The amount kept with Union Bank, Guwahati, in Fixed Deposit A/C No-440.

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 College has not received any UGC grants during the Audit period.

5. SUBSIDIARY FUNDS:

The closing balance of the Subsidiary Fund as on 31-03-2023 is Rs. 2,03,225.50 (Rupees Two Lakh Three thousand Two Hundred Twenty Five and Fifty Paise Only) 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) <u>Cash in Bank A/C</u> | <u>Rs. 23,533.00</u> |
| (AGVBank) Total: - | <u>Rs. 23,533.00</u> |

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

| | |
|-------------------------------------|-----------------------------|
| 1) Cash in hand with Secretary..... | NIL |
| 2) <u>Cash in Bank A/C</u> | <u>Rs. 67,371.00</u> |
| (AGVBank) Total: - | <u>Rs. 67,371.00</u> |

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

| | |
|-------------------------------------|-----------------------------|
| 1) Cash in hand with Secretary..... | NIL |
| 2) <u>Cash in Bank A/C</u> | <u>Rs. 18,808.50</u> |
| (AGVBank) Total: - | <u>Rs. 18,808.50</u> |



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

| | |
|-------------------------------------|----------------------------|
| 1) Cash in hand with Secretary..... | NIL |
| 2) Cash in Bank A/C | Rs. 6,265.00 |
| (AGVBank) Total: - | <u>Rs. 6,265.00</u> |

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

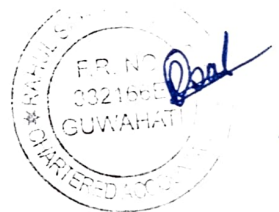
| | |
|-------------------------------------|-----------------------------|
| 1) Cash in hand with Secretary..... | NIL |
| 2) Cash in Bank A/C | Rs. 87,248.00 |
| (AGVBank) Total: - | <u>Rs. 87,248.00</u> |

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. 15,722.00 |
| (2) Bank : SBI A/C No. 34027595461 | |
| Balance as per Bank Statement | Rs. 64,009.88 |
| Total Opening Balance | Rs. 79,731.88 |
| Scholarship Received during 2021-22 | Nil |
| Fund Received for College | Rs. 1,02,13,917.00 |
| Fund Received for Exercusion/ B.Voc | Rs. 9,69,000.00 |
| Bank Interest during the period | Rs. 13,263.00 |
| Total | Rs. 1,12,75,911.88 |
| Amount Deducted by Bank as Charges | Rs. 138.00 |
| Less: Fund Transferred to ABVB- 2790 | Rs. 30,92,947.00 |
| Less: Fund Transferred to ABVB- 2984 | Rs. 9,69,000.00 |
| Balance as per Cash Book | Rs. 72,13,826.88 |
| Closing Balance | |
| (1) Bank: AGVB A/C No. 7280010004708: | Rs. 16,005.00 |
| (2) Bank : SBI A/C No. 34027595461 | Rs. 71,97,821.88 |
| Total Closing Balance | Rs. 72,13,826.88 |



The amount of Rs. 72,13,826.88 (Rupees Seventy Two Lakh Thirteen Thousand Eight Hundred Twenty Six and Eighty Eight Paise) only has been kept in AGVBank, 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".

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.

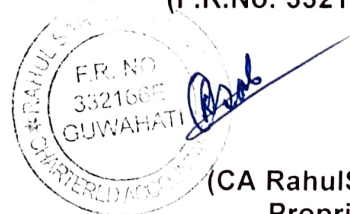
11) FINANCIAL POSITION AS ON 31-03-2023

| <u>Assets</u> | | <u>Liabilities</u> | |
|----------------------|------------------|--------------------------|-----------------|
| 1) Cash in hand | | 1) Pay and Allowance due | |
| General Fund | Rs. NIL | but not paid. | Rs. NIL |
| Subsidiary Fund | Rs. NIL | 2) Bill Payable | Rs. NIL |
| 2) Cash in Bank | Rs. 20,38,148.74 | 3) Loan are payable | Rs. 1,31,000.00 |
| (In General) | | | |
| 3) Cash in Bank | Rs. 2,03,225.50 | | |
| (In subsidiary Fund) | | | |
| 4) Reserve Fund | Rs. 3,11,111.00 | | |

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)



(CA Rahul Sah)
Proprietor
M. No: 315335

Date: 16-12-2023

Annexure-I
Receipts & Payments Account, Saraighat College
For the Period 01-04-2022 to 31-03-2023

| Sl | Receipts | Amount (inRs) | Sl | Payments | Amount (inRs) |
|----|---|--------------------|----|--|--------------------|
| 1 | Opening Balance | 6322369.44 | 1 | Salary(Sanctioned) (Annexure-III) | 57969144.00 |
| 2 | Govt.Grants for Salary | 57969144.00 | 2 | ArrearofSanctionedStaff (Annexure-III) | 1103464.00 |
| 3 | Govt.Grants for Arrear | 1103464.00 | 3 | SalaryofNon-sanctionedstaff/ Remuneration for Service | 1350550.00 |
| 4 | Admission Fees/Regd Fees(Reimbursed Amt) | 776600.00 | 4 | University/Council Regd/Enrl/Perm/AffilFees | 364490.00 |
| 5 | Govt.Grants(B.Voc.) | 818952.80 | 5 | B.Voc.DepttSalary | 410000.00 |
| 6 | Main Reimbursed Amt | 1305578.00 | 6 | Transfer to Subsidiary Fund | 943750.00 |
| 7 | Student Aid Fund | 49050.00 | 7 | Website Renewal | 8950.00 |
| 8 | Tuition Fees (Reimbursed Amt) | 765417.00 | 8 | Office Contingency | 219414.00 |
| 9 | MISC (Electricity/ Contingency/Co-curric) | 792634.00 | 9 | Stationery | 168458.00 |
| 10 | Other Receipts | 131000.00 | 10 | TA | 25809.00 |
| 11 | Salary(NT) Reimbursed Amt | 1114650.00 | 11 | Professional Fees | 139460.00 |
| 12 | Established Fund | 54000.00 | 12 | GB & Other Meeting | 25500.00 |
| 13 | Scrap Sale | 133490.00 | 13 | Furniture & Fittings | 379759.00 |
| 14 | Bank Intt (College) | 116641.00 | 14 | Electricity/Generator | 448626.00 |
| 15 | Bank Intt (UGC) | 17436.00 | 15 | IQAC | 13000.00 |
| 16 | Bank Intt (RUSA) | 112.00 | 16 | Financial Assistance to students | 46500.00 |
| | | | 17 | Conducting Cultural Programmes/ Festivals | 42730.00 |
| | | | 18 | Development/ Construction/ Repairing/ Renovation | 5638262.00 |
| | | | 19 | Admission Technical Support | 30800.00 |
| | | | 20 | Computer/ Software/ LAN Network/ Broadband Charges | 90701.00 |
| | | | 21 | Earth Filling | 9000.00 |
| | | | 22 | Bank Charge | 4022.50 |
| | | | 23 | Closing Balance | 2038148.74 |
| | Total | 71470538.24 | | Total | 71470538.24 |

Opening Balance: Rs. 6322369.44
Total Receipt: Rs. 65148168.80
Total Expenditure: Rs. 56691567.40
Closing Balance: Rs. 2038148.74




Annexure-II

Statement showing the Receipts and Payments of Subsidiary Fund for the period
01-04-2022 to 31-03-2023

| Fund | Opening Balance | Fees Receipt | Fees reimbursement from Govt. | Bank Intt Received | Grand Total In Rs. | Total Expenditure In Rs | Total Balance In Rs. |
|--|-----------------|--------------|-------------------------------|--------------------|--------------------|-------------------------|----------------------|
| Examination A/C No. 7280010005049 | 4,58,572.00 | NIL | 221600 | 9850 | 690022 | 622651 | 67,371.00 |
| Library A/C No. 7280010005051 | 31,262.00 | NIL | 262950 | 2740 | 296952 | 273419 | 23,533.00 |
| Union A/C No. 7280010005048 | 1,19,790.00 | NIL | 131200 | 4143 | 255133 | 248868 | 6,265.00 |
| Magazine A/C No. 7280010008093 | 7,55,357.50 | NIL | 196800 | 17477 | 969634.50 | 950826 | 18,808.50 |
| Games & Sports A/C No. 7280010005050 | 1,94,340.00 | NIL | 131200 | 5975 | 331515 | 244267 | 87,248.00 |
| Total | 15,59,321.50 | NIL | NIL | 40185 | 2543256.50 | 2340031 | 2,03,225.50 |

Internal Auditor
FR. NO. 332100E
GUWAHATI
[Signature]



Annexure- III

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

From 01-04-2022 to 31-03-2023

| Months | Basic Pay& AGP | DA | HRA | MA | Spl. Allow | Gross Salary |
|--------------|----------------------|----------------------|---------------------|-------------------|------------|----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Mar | 3,337,800.00 | 1,009,669.00 | 227,990.00 | 18,000.00 | - | 4,593,459.00 |
| April | 3,337,800.00 | 1,107,381.00 | 227,990.00 | 18,000.00 | - | 4,691,171.00 |
| May | 3,337,800.00 | 1,107,381.00 | 227,990.00 | 18,000.00 | - | 4,691,171.00 |
| June | 3,337,800.00 | 1,107,381.00 | 227,990.00 | 18,000.00 | - | 4,691,171.00 |
| July | 3,439,940.00 | 1,142,107.00 | 235,140.00 | 18,000.00 | - | 4,835,187.00 |
| Aug | 3,305,540.00 | 1,087,163.00 | 223,828.00 | 17,400.00 | - | 4,633,931.00 |
| Sept | 3,332,466.00 | 1,096,317.00 | 225,712.00 | 17,680.00 | - | 4,672,175.00 |
| Oct | 3,420,940.00 | 1,258,917.00 | 231,906.00 | 18,600.00 | - | 4,930,363.00 |
| Nov | 3,420,940.00 | 1,258,917.00 | 231,906.00 | 18,600.00 | - | 4,930,363.00 |
| Dec | 3,587,940.00 | 1,258,917.00 | 231,906.00 | 18,600.00 | - | 5,097,363.00 |
| Jan | 3,590,720.00 | 1,259,974.00 | 232,101.00 | 18,600.00 | - | 5,101,395.00 |
| Feb | 3,590,720.00 | 1,259,974.00 | 232,101.00 | 18,600.00 | - | 5,101,395.00 |
| Total | 41,040,406.00 | 13,954,098.00 | 2,756,560.00 | 218,080.00 | - | 57,969,144.00 |
| 1. Arrear:- | | | | | | 1,103,464.00 |
| | | | | | | 59,072,608.00 |

