

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
COLLEGE OF COMPUTER APPLICATION
FOR WOMEN, SATARA
[Faculty: B.C.A., B.A. & B.Com.]
Affiliated to SNDTWU, Mumbai

Criterion 6 – Governance, Leadership & Management

6.4.1. Institution conducts internal & external financial audits regularly. (6)

Audit Reports (Year 2016-17 To Year 2020-21)

Audit Reports – Year 2020-21

Internal Audit Queries for F.Y. 2020-2021

UNIT NAME : College of Computer Application for Women, Satara

No.	Date	Voucher No.	Account Head	Amount (₹)	Particulars	Compliance
1	19/03/2021	Bank Vcr. 205	Library Expenses	Rs. 118,000	ITC of CGST 9000 + SGST 9000 not claimed Account head should be Computers	Compliance
2	01/03/2021 03/03/2021 04/03/2021	Cash Vcr. 125 Cash Vcr. 127 Cash Vcr. 128	Advertisement Expenses Advertisement Expenses Advertisement Expenses	Rs. 400 Rs. 370 Rs. 375	Supporting Document is not on record Supporting Document is not on record Supporting Document is not on record	Rectified Rectified Rectified
3	09/02/2021 10/02/2021 18/02/2021 18/02/2021 18/02/2021 07/11/2020 10/11/2020 01/12/2020 01/12/2020 04/12/2020 08/12/2020 15/12/2020 16/12/2020 29/12/2020 13/01/2021 22/01/2021 11/02/2021 12/02/2021 12/02/2021 12/02/2021 12/02/2021 12/02/2021 12/02/2021 12/02/2021 12/02/2021	4053 4194 4490 4198 4486 SS439 S6814 K1717 K1728 KK1754 KK1750 K1783 K1795 S5743 K1842 K1846 S6724 K2446 K2526 K2516 K2515 K2504 K2445 KK2524	TY Bcom Fees TY Bcom Fees SY Bcom Fees SY Bcom Fees SY Bcom Fees Computer Course Fees FY Fees Receivable from Students FY Tution Fees FY Tution Fees TY Tution Fees FY Tution Fees SY Tution Fees FY Tution Fees Computer Course Fees FY Tution Fees FY Tution Fees Computer Course Fees SY Tution Fees SY Tution Fees SY Tution Fees SY Tution Fees SY Tution Fees SY Tution Fees SY Tution Fees TY Tution Fees	Rs. 650 Rs. 650 Rs. 650 Rs. 650 Rs. 650 Rs. 2,000 Rs. 2,000 Rs. 3,010 Rs. 3,010 Rs. 2,390 Rs. 16,730 Rs. 2,200 Rs. 3,010 Rs. 4,000 Rs. 5,000 Rs. 3,010 Rs. 650 Rs. 2,560 Rs. 1,560 Rs. 2,390 Rs. 2,390 Rs. 2,390 Rs. 2,390 Rs. 2,390	Fee Challans not made available for our verification Fee Challans not made available for our verification	

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	15/02/2021	K2466	TY Tuition Fees	Rs. 1,560	Fee Challans not made available for our verification	
	15/02/2021	K2460	SY Tuition Fees	Rs. 2,560	Fee Challans not made available for our verification	
	15/02/2021	K2453	SY Tuition Fees	Rs. 1,560	Fee Challans not made available for our verification	
	15/02/2021	K2452	SY Tuition Fees	Rs. 1,500	Fee Challans not made available for our verification	
	15/02/2021	K2451	FY Fees Receivable from Students	Rs. 4,565	Fee Challans not made available for our verification	
	15/02/2021	S6822	Computer Course Fees	Rs. 4,000	Fee Challans not made available for our verification	
	16/02/2021	K2575	TY Tuition Fees	Rs. 10,000	Fee Challans not made available for our verification	
4	11/12/2021	61122	SY/TY Fees Receivable	Rs. 14,000	Date as per Pass Book 14/12/2020	Rectified
5	06/01/2021	Bank Vcr. 150	Subscription for Journal	Rs. 1,250	No supporting was made available for our verification	
6	21/01/2021	Bank Vcr. 157	Advance to Supplier	Rs. 1,000	No Supporting and No explanation was given for the	
7	01/01/2021	Cash Vcr. 86	Office Expenses	Rs. 283	Account head should be Function Expenses	Rectified
	24/10/2020	Cash Vcr. 58	Office Expenses	Rs. 450	Account head should be Function Expenses	Rectified
	14/12/2020	Cash Vcr. 78	Office Expenses	Rs. 156	Account head should be Function Expenses	Rectified
	02/01/2021	Cash Vcr. 87	Office Expenses	Rs. 140	Account head should be Function Expenses	Rectified
8	21/01/2021	Cash Vcr. 96	Office Expenses	Rs. 642	Account head should be R&M - Others	Rectified
	28/01/2021	Cash Vcr. 101	Office Expenses	Rs. 100	Account head should be R&M - Others	Rectified
	10/02/2021	Cash Vcr. 111	Office Expenses	Rs. 750	Account head should be R&M - Others	Rectified
9	24/02/2021	Cash Vcr. 121	Office Expenses	Rs. 45	Account head should be Stationery Expenses	Rectified
10	Dec 2020	—	Rajashri Nikam		2 Casual Leaves taken during the month but total in	
11			Samiksha Nikam		Leave Card is not signed for any of the leaves taken	
12	Feb 2021		Shivaji Pawar		Half Day Leave on 27th Feb is not marked in Leave	

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13. B.C.A., ARTS & COMMERCE COLLEGE, SATARA:-

a. Cash in hand:-

We have physically verified the Cash-in-hand at the closing hours as on 31/01/2020 which was Rs. 6,795/-. It is found to be correct and is found to be tallying with the Cash Book.

b. Cash Vouchers:-

- | | | | | |
|--|------------|-----|-------------------------------|-------------|
| i. | 10/10/2019 | 263 | Stationery Expenses | Rs. 100/- |
| ➤ It should be debited to Exam Expenses A/c. | | | | |
| ii. | 04/12/2019 | 331 | Function Expenses | Rs. 643/- |
| ➤ It should be debited to Sports Expenses A/c. | | | | |
| <u>The queries mentioned in points i and ii were rectified during the course of audit.</u> | | | | |
| iii. | 07/11/2019 | 291 | Advance for expenses to staff | Rs. 5,500/- |
| ➤ Revenue stamp is not affixed on voucher. | | | | |
| iv. | 18/12/2019 | 362 | Office Expenses | Rs. 840/- |
| ➤ GSTIN of Samstha is not mentioned on the bill. Hence, ITC could not be claimed. | | | | |

General Remark:-

- Principal has not signed on the cash book printouts at the month end.
- Frequency of Principal's signature on cash docket should be increased.

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Audit Reports – Year 2019-20

c. Bank Pass Book to Bank Book:-

- | | | | |
|---|------------|-----------------------|--------------|
| i. | 13/02/2020 | Misc. Receipts | Rs. 760/- |
| ➤ Date as per Bank Pass Book is 18/01/2020. | | | |
| ii. | 12/03/2020 | 100 MSCIT Course Fees | Rs. 25,000/- |
| ➤ Date as per Bank Pass Book is 16/03/2020. | | | |
| iii. | 18/03/2020 | 104 R & M Computer | Rs. 23,606/- |
| ➤ Date as per Bank Pass Book is 19/03/2020. | | | |

All the above queries from i to iii were rectified during the course of audit.

d. Bank Vouchers:-

- | | | | | |
|--|------------|-----|--------------------|-------------|
| i. | 03/01/2020 | 65 | TDS on Contractors | Rs.300/- |
| | 10/02/2020 | 76 | TDS on Contractors | Rs.150/- |
| | 10/02/2020 | 78 | TDS on Contractors | Rs.150/- |
| ➤ It should be debited to TDS on Professional Fees A/c. These were rectified during the course of audit. | | | | |
| ii. | 18/03/2020 | 104 | R & M - Computer | Rs.24,013/- |
| ➤ CGST and SGST are separately accounted. | | | | |

e. TDS:-

- | | | | |
|--|------------|--------------------------|----------|
| i. | 09/08/2019 | TDS on Professional Fees | Rs.200/- |
| ➤ TDS is wrongly deposited under head 194C instead of 194J. Hence, TDS return of Q2 needs to be revised. | | | |

13. B.C.A., ARTS & COMMERCE COLLEGE, SATARA:-

a. Cash in hand:-

We have physically verified the Cash-in-hand at the closing hours as on 19/05/2020 which was Rs. 5,911/-. It is found to be correct and is found to be tallying with the Cash Book.

b. Cash Vouchers:-

- | | | | | |
|---|------------|-----|---------------------------|-----------|
| i. | 25/01/2020 | 429 | Student facility expenses | Rs. 260/- |
| ➤ It should be debited to Educational Tour Expenses A/c. It was rectified during the course of audit. | | | | |

c. Bank Vouchers:-

- | | | | | |
|---|------------|-----|--------|---------------|
| i. | 05/03/2020 | 283 | Salary | Rs.6,14,883/- |
| ➤ Many teachers, non-teaching staff and CHB teachers have not signed the Salary Paysheet. | | | | |

d. Cash Receipts:-

- | | | | | |
|--|------------|----|----------------------------------|-----------|
| i. | 18/01/2020 | U1 | Other fees payable to University | Rs. 375/- |
| ➤ Receipt was not made available for our verification. | | | | |


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14. B.C.A., ARTS & COMMERCE COLLEGE, SATARA:-

a. Cash in hand:-

We have physically verified the Cash-in-hand at the opening hours as on 22/10/2019 which was Rs. 1,792/-. It is found to be correct and is found to be tallying with the Cash Book.

b. Cash Vouchers:-

- | | | | | |
|------|------------|-----|--|-------------|
| i. | 26/04/2019 | 33 | Entertainment Expenses | Rs. 262/- |
| | | | > It should be debited to Travelling Expenses A/c. | |
| ii. | 18/07/2019 | 123 | R & M - Computer | Rs. 2,124/- |
| | | | > It should be debited to Stationery Expenses A/c. | |
| iii. | 29/07/2019 | 144 | Office Expenses | Rs. 90/- |
| | | | > It should be debited to Function Expenses A/c. | |
| iv. | 20/09/2019 | 215 | Student Activity Expenses | Rs. 200/- |
| | | | > It should be debited to Stationery Expenses A/c. | |

All the queries mentioned in points i to iv were rectified during the course of audit.

c. Bank Vouchers:-

- | | | | | |
|-----|------------|----|--|--------------|
| i. | 13/05/2019 | 23 | R & M - Computer | Rs. 13,552/- |
| | | | > Out of the above, Rs. 1,416/- should be debited to Stationery Expenses. This was rectified during the course of audit. | |
| ii. | 17/05/2019 | 25 | Electricity Expenses | Rs. 9,800/- |
| | | | > Electricity Bills are of Rs. 9,680/- only, hence Rs. 120/- excess paid. | |

d. Cash payment in Excess of Rs.10,000/-:-

Following Cash Payments were made in excess of Rs. 10,000/- :-

- | | | | | |
|------|------------|-----|-------------------------------|--------------|
| i. | 20/09/2019 | 211 | Advance for Expenses to Staff | Rs. 21,000/- |
| ii. | 22/09/2019 | 217 | Student Activity Expenses | Rs. 21,000/- |
| iii. | 25/09/2019 | 223 | Student Activity Expenses | Rs. 39,000/- |
| iv. | 27/09/2019 | 232 | Advance for Expenses to Staff | Rs. 15,000/- |
| v. | 27/09/2019 | 233 | Sports Expenses | Rs. 22,204/- |

e. Bank Reconciliation:-

Balance confirmation certificate of IDBI Bank as on 30/09/2019 was not made available for our verification.

f. Salary Muster and Leave Application Forms Checking:-

April:

- | | |
|-----|--|
| i. | Mr. Dhananjay Vidhate: Leave application is not found for casual Leave dated 04/04/2019. |
| ii. | Mrs. Kishori Pawar: Leave application is not found for casual Leave dated 05/04/2019. |

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Audit Reports – Year 2018-19

15. B.C.A., ARTS & COMMERCE COLLEGE, SATARA :-**a. Cash in hand :-**

We have physically verified the Cash-in-hand as on 30/03/2019, which was Rs. 732.00/- and is found to be correct and is found to be tallying with the Cash Book.

b. 31/08/2018 Fees forfeited Rs. 8800/-

• No proper details are given for calculation of this amount

c. Computer worth Rs. 17,545/- has been transferred to Ambavade for NSS activities. LMC Sanction has not been taken for the same

d. 27/12/2018 : 175 Internal F.Y. Exam Rs. 15,225/-

• No proper supporting from University is obtained.

e. Following Cash Payments were made in excess of Rs. 10,000/- :-

i.	16/07/2018	123	Student Welfare Charges	Rs. 18,000/-
ii.	21/07/2018	134	Student Welfare Charges	Rs. 18,000/-
iii.	08/08/2018	164	Advance for Expenses to Staff	Rs. 12,000/-
iv.	25/09/2018	220	Advance for Expenses to Staff	Rs. 15,000/-
v.	13/10/2018	240	Student Welfare Charges	Rs. 20,000/-
vi.	20/10/2018	255	Student Welfare Charges	Rs. 20,000/-
vii.	07/01/2019	357	Advance for Expenses to Staff	Rs. 40,000/-
viii.	18/01/2019	381	Advance for Expenses to Staff	Rs. 12,000/-
ix.	19/01/2019	383	Student Welfare Charges	Rs. 12,000/-
x.	19/01/2019	384	Student Welfare Charges	Rs. 12,000/-

f. TDS not deducted :-

Student welfare charges paid during the year to Mr. Prem Apte are Rs. 80,446/- and to Mr. Kiran Laturkar are Rs. 39,390/- TDS is not deducted for the same. TDS should be deducted and deposited at 10%.

g. Professional charges of visiting faculties paid during the year are Rs. 5,53,850/- Person wise documentation is not maintained and therefore it is not possible to verify/confirm, from TDS perspective, whether any person has been paid in excess of Rs. 30,000/-

h. Depreciation Working :-

Following irregularities were observed in the checking of depreciation workings:-

Computer, own purchase :-

- Deletion of the computers worth Rs. 1,04,000/- is shown in the F.Y. 2013-14, but the actual deletion as per Balance Sheet is in the F.Y. 2014-15.
- Deletion of the computers worth Rs. 8,145/- is shown in the F.Y. 2017-18, but the actual deletion as per Balance Sheet for the same year is NIL.
- Deletion of the computers worth Rs. 9,400/- is shown in the F.Y. 2018-19, but the actual deletion as per Books of Account is Rs. 17,545/-.

MEETINGS & PROCEEDINGS :-

Only 2 LMC meetings were held during the Financial Year 2018-19 of BCA College on 05/06/2018 and 25/10/2018. Frequency of the meetings must be increased and it should be seen that 4 meetings are held during the Financial Year.

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Audit Reports – Year 2017-18



r/N	Particulars	Debit	Credit	Observation	Suggestions
1	Cash Balance:				
	Cash in hand	8,825		The physically cash verified on 07.02.2018 and found correct. Daily Cash Docket are maintained by Unit.	
2	Bank Reconciliation:				
	The bank reconciliation statement for the month of April 2017 to January 2018 are prepared and found correct.				
3	Bank Payment :				
	Karad Urban Bank :-				
	Furniture & Fixtures (Own) -(BV No.52 dt 19.07.17)	21,240		36 Plastic chairs purchased.	LMC sanction required.
2	Advance to Supplier- (BV No.160 dt 18.01.18)	23,653		50% advance given to TCPC for 2 Tables & 12 Chairs. As per Samstha Policy no advance should be given to supplier without LMC sanction.	It is advisable to shift the expense to WIP if not completed within March 2018 and if it is complete it is to entered in Furniture and Fixtures(Own). LMC sanction required.
3	Computer lab Computers (Own) -(Karad Bank No.52 dt 05.07.17)	433,825		10 Assembled Computers purchased. Purchase procedure and quotations not found.	Explanation required.
	Office and Other Equipments(Own) Karad Bank No.108 dt 11.10.2017	26,550		RO water Purifier purchased. Purchase procedure and quotation procedure not found.	Explanation required.
4	Ledger Scrutiny :				
1	Registration Fees - Rec No.45 dt.18.11.17		16,100	It is MA and M.Com registration fee taken from students. It was shown under expenses giving credit balance.	It was corrected during audit period shifting the same to Misc income. It is advisable not to show incomes under expenses. This fee is not sanctioned by LMC. Whether this fee will be adjusted towards course fee or to be refunded; not decided by Unit. Details required.



Maharshi Karve Stree Shikshan Samstha

B.C.A. Arts & Commerce College, Satara

Internal Audit Report for the period 01.04.2017 to 31.01.2018



r N	Particulars	Debit	Credit	Observation	Suggestions
2	Internet Expenses Receipt- sim 20 dt.17.07.2017		10,000	It is Internet and lab usage charges given by Vidhydeep foundation. It was shown under expenses giving credit balance. Also LMC approval was not taken.	It was corrected during audit period shifting the same to Misc income. It is advisable not to show incomes under expenses. LMC approval is to be taken.
3	Sale of Forms All Receipts		80,100	It was observed that post GST, there was no bifurcation made in Sale of Admission forms and sale of prospectus as these two are having different rates for GST.	It was corrected during audit period. GST Department guidance required.
4	Misc Income		63,320	It was observed that course fees received for IBPS (Banking Course) are shown under Misc income.	It was corrected during audit period shifting the same to Auto. other Short Courses. Usage of appropriate ledgers to be made.
5	Computer Course fees		15,000	Fees received for Data entry and Typing course are entered in Computer Course Fees.	It is advisable to shift the same to Marathi and English Typing. Usage of appropriate ledgers to be made.
6	Printing Expenses		27,360	Amount received from various vendors for advertisement in our college magazine named 'Maharshi 2017-18'	This is needs to be tranferred to Misc Income.
7	NSS Expenses Receivable		14,761	Credit Balance?	Explanation required
8	University Exam Expenses Receivable - last year		126,760	Credit Balance?	Explanation required
9	TDS	1,167		Debit Balance?	Explanation required
10	GST	10,041		GST related accounting should be done with consultation of tax department.	Uniform Accounting policy for all units of MKSSS should be implemented for GST.
11	Service Tax		3	Credit Balance.	Explanation required



B.C.A. Arts & Commerce College ,Satara

Internal Audit Report for the period 01.04.2017 to 31.01.2018

N	Particulars	Debit	Credit	Observation	Suggestions
12	University Events	88,781		It is totally our expenditure incurred in Youth festival.	This needs to be transferred to Students Activity Expenses.
13	Allumne Association	1,000		Opening Balance.	Explanation require.d
14	Scholarship		129,425	Opening Balance of Rs.4,63,915/-cr bifurcation required towards castewise breakup.	Do the needful.
	SKNT Freeship	5,540		Scholarship Ledgers are not showing correct picture. Opening Balances to be bifurcated castewise. Account to be reconciled with Scholarship distributed.	
	SKNT Scholarship		15,190		
	SK OBC Freeship	8,600			
	SK OBC Scholarship	41,505			
	SK SBC Freeship	2,990			
	SK SBC Scholarship	3,060			
	SK SC Freeship	14,665			
	SK SC Scholarship		190,595		
	Total	76,360	205,785		
15	SD Utilised Non Recurring		20,000	Specific donation received utilised towards fees.	This needs to be transferred to Specific Donation Unutilised-Recurring
16	Auto other short courses	44,000		Professional charges are debited to these fee ledgers.	Expenses are not allowe to be clubbed against Income.This results in suppression of income.
17	Computer course	203,500			
18	Vocational Computer Courses	6,000			
19	Foreign Language course	24,500			
20	FY University Fee	12,281		University Fee payment debited to fees ledger.	Expenses are not allowe to be clubbed against Income.This results in suppression of income.
	SY University Fee	264,015			
	TY University Fee	309,320			
21	Payable F.Y.Exam Fees		417,335	Break up of this opening balance as of FY SY and TY is required.	Do the needful
22	Payable S.Y.Exam Fees		12,975	It is payable to University?	Explanation requiried.
23	Payable T.Y. Exam Fees		15,875	It is payable to University?	Explanation requiried.
24	Other Fees Payable to University	66,756		Is it excess paid to University?	Explanation requiried.



Maharshi Karve Stree Shikshan Samstha



B.C.A. Arts & Commerce College, Satara

Internal Audit Report for the period 01.04.2017 to 31.01.2018

r N	Particulars	Debit	Credit	Observation	Suggestions
25	Caution Money Deposit		535,800	Deposit not refunded during the year.	Explanation required.
26	Bank Interest received		34,410	Interest received from IDBI, SBI and Karad Urban banks. Such large amount of interest implies that unit is maintaining huge amount of funds instead of transferring to H.O. Pune.	Explanation required
27	Fee Receivable			Fee receivable for current year was not known as Fee reconciliation was not prepared.	It is advisable to prepare the reconciliation ; Coursewise and yearwise for BA, B.Com and BCA mentioning fees received and receivable at the end of year.
	Outstanding fee received		1,307,050	Last year pending fee received this year.	It is recommended to keep minimum outstanding at yearend.
28	Distance Learning			It is also advisable to maintain fee reconciliation for Newly started distance learning courses for MA and M.Com.	
29	MKCL Klick Course			Fee reconciliation was not prepared.	Fee reconciliation for MKCL was not prepared. It is highly recommended to prepare and update it on regular basis as we are conducting and introducing various courses.
30	Scrap Sale		4,350	Whether GST paid on Scra Sale? GST ledger not credited.	Details required.
31	Rent received		3,750	Whether GST paid on Scra Sale? GST ledger not credited.	Details required.
5	Salary Verification :				



	Particulars	Debit	Credit	Observation	Suggestions
1	Casual leaves deducted for late marks deductions are not found updated on leave cards. It is advisable to update the same and take signature of principle.				
6	Common Observations :				
1	Tally printed vouchers or printed vouchers for cash and bank are not found.				
2	TDS returns are done from outside, which is not allowed.				

For Maharshi Karve Stree Shikshan Samstha

CA. Chaitrali U. Puranik
Internal Auditor

Place: Pune

Date:

Audit Reports – Year 2016-17

To Unit head

Int. Audit Dept
Date: 27/04/2017
Outward No - 204

To,
The Unit Head,
Satara Units,

BCA College
Nursing College

Pune.

Sub:-Observations during finalization accounts for the period **Apr-2016 to Jan-17.**

We are enclosing herewith Internal Audit report for the above unit for the above period with our comments etc. for the compliance. The compliance report should be submitted to the Secretary on immediate basis. Separate copy of compliance must be submitted to us.

We are thankful for the co-operation rendered to us during audit.

Thanking you,
Yours faithfully,


Internal auditor

Encl: As above

Copy Submitted to:-

- a. The Secretary, MKSSS.
- b. The LMC Chairman-Ajit Kuber

The report along with observations, comments, suggestions etc. is enclosed for your perusal & further action.

BCA College -Satara Branch Audit Report for the period -April 2016-January 2017

Sr.No	Particulars	Debit	Credit	Observations	Suggestions
1	Cash Balance	12,841		Cash balance was physically verified as on 16.02.2017 and found correct as per cash book balance shown as on that date.	
2	Bank Reconciliation	-	-	Bank Reconciliation statement for the period under audit was verified and no discrepancies were found.	
3	Bank Payments				
	IDBI Bank				
1	Advertisement(BV 60/26.10.2016)	19,928		Brouchers printing made from Kishor Screens; Quotation procedure not followed.	Explanation required.
2	Security Charges (Monthly Charges)	16,000		Paid to Tushar Security charges; related documents of quotation procedure not made available during audit period.	Supporting should be rear before commencement of audit.
3	Non-Teaching (Monthly Charges)	7,000		Paid to Mulla Anisa for taking MKCL courses; attendance not found, leaves related issues not considered.	Explanation required. Policy for Leaves of Mulla Anisa should be defined in LMC.
4	Advertisement (BV 20/01.06.2016)	15,900		Paid to Sakal Exhibition 2016 towards Stall Charges on behalf of Vision English medium school.	LMC sanction required.Wt these expenses not debite to Vision ?
	KARAD URBAN BANK				
5	Repairs & Maintenance			It was observed that most of Computer repairing charges paid to Hi-tech systems without Quotation procedure when pointed out, it was reported to us that Hi tech systems already provided low rate products and services.	Rate chart to be obtained from party and same to b approved in LMC. And payment should be made to party as per Rate chart finalized in LMC.
6	Office Exp (BV 11/15.06.2016)	9,495		Paid to Orange Advertising for printing of Acrylic board related to Placement & recruitments activities; Quotation procedure not followed.	Explanation required.
7	Repairs & Maintenance (B19/16.12.2016)	4,800		Paid towards Repairing charges of Time bell; amount of expense seems very high; paid to Shree electronics Wal.	Explanation required.
8	Development Fees	6,568		It was observed that unit had paid extra charges towards refreshments other than approved charges in LMC Rs.5000 per day to Mr. Prem apte and Mr. Kiran Laturkar.	LMC sanction required.

BCA College -Satara Branch Audit Report for the period -April 2016-January 2017

Sr No	Particulars	Debit	Credit	Observations	Suggestions
9	English Speaking Course (BV 24/26.12.2016)	5,000	1,000	It was observed that unit had paid extra charges other than whatever amount approved in LMC i.e. Rs.4000 per batch to Mrs. Rohini Chavan.	Rs.1000 to be recovered. Details required.
10	TDS (BV 6/11.05.16 and 9/15.06.2016)	20,098	201	TDS was not deducted on payment made to Kishor screen towards printing bills(Rs.3165+ Rs.16933)	Rs.201 to be recovered from concern party with Int @1% p.m. on it.
11	Gathering Expenses	44,397		LMC sanction not taken for Gathering expenses actually incurred.	Do the needful.
12	Identity Card (BV.21/16.12.2016)	10,020		Paid to Shreyash Screens for printing of Identity Cards; quotation procedure not followed. Same point was also raised in last audit report.	Explanation required.
13	Admission Cancellation			Admission cancellation policy defined by university not followed at unit. It was further observed that S.N.D.T had provided guidelines but found very complicated.	Policy should be defined in LMC.
14	Specific Donation Recurring (IDBI-87/88-04.02.2017)	6,000		Paid to students who had obtained 70% marks in FYBCA; marksheet of student not attached to voucher. Account shown to Direct Income.	Proper supporting should be attached to voucher. Grouping of this account should be Indirect Receipt & Payment A/c (Current Liability)
4	Receipts				
1	Library Fine		290	Mistake was found in calculating days of fine while collecting Library fine from Students in August to Oct.16	Rs.290 to be recovered
2	It was observed that unit had recovered charges(Absentism, Breakage Charges, Deposit Fine, Late Fee etc.) from college students without giving receipt to each student.Total Amount is Rs.31935/- (Shown to Misc Receipts). Collective one receipt was made in accounts department. It was further observed that there is no proper system of collecting Absentism charges, same should be approved by Principal. Breakage charges collected from final year students on the name of Marksheet charges where as mark sheet charges are already included in Fee structure. Register was maintained for mark sheet charges collection but found not updated.				
3	Other than academics fees some income is generated from other sources also which includes MPSC Competition charges(Rs.25 each student=Rs.2500), MKCL IT genius exam charges(Rs.800), workshop charges(Rs.5800) etc. without proper supporting.				

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Sr No	Particulars	Debit	Credit	Observations	Suggestions
4	Printing		15,605	It was observed that Files, Index, Line pages, Stationery was provided to students by charging nominal amount; stock of these items remained with college. Details are not available during audit period.	Details should be updated and ready at the time of audit.
5	Service tax		1,370	Verified during audit; Rs.1370 short paid for Jan.17. Opening balance Rs.25510 was expensed out during audit period.	Do the needful.
6	Canteen Rent		3,500	It was observed that monthly canteen rent Rs.500 recovered from concern party without collecting service tax. It was further observed that such clause was absent in contract made with party.(For making contract Unit had paid Rs.3500)	Rs.525 to be recovered towards service tax and paid to Head office.
				Deposit from party not taken. Same clause was absent in contract.	Amount of Deposit should be decided in LMC.
7	Misc. Receipts		4,360	Quotation procedure was followed but Prashant raddi and shankar traders are related.	Care should be taken.
5	Cash Payments				
1	Development Fees (CV 249/14.09.2016)	4,000		Paid to Visiting faculty Kshirsagar A.P.; LMC sanction not found for expenses incurred.	Do the needful.
2	Development Fees (CV 259/17.09.2016)	5,000		Paid to Visiting faculty Gujar A.N.; LMC sanction not found for expenses incurred.	
6	Salary & Leave Record				
1	Seema Patil		311	Half day LWP not considered in month of March.16; to be recover.(Gross Salary Rs.19286)	Rs.311 to be recovered
2	Asha Uthale		761	She had taken EL for more than 31 days.(31.08.2016 to 27.10.2016)	Rs.761 to be recovered
3	Yogita Jadhav- Lab Assistant		1,212	It was observed that 16 CL wrongly taken by staff instead of 8 CL; out of it 5 days LWP already deducted. 3 days remaining short deducted.	Rs.1212 to be recovered.

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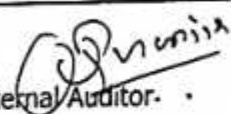
Sr No	Particulars	Debit	Credit	Observations	Suggestions
4	CHB Staff- Chavan Jyoti		125	She had taken lecture for 27 times but unit had paid for 28; 1 to be lectures recovered.	Rs.125 to be recovered
1	CHB(BV 25/04.06.16)	3,000	250	She had taken lecture for 22 times but unit had paid for 24; 2 to be lectures recovered.	Rs.250 to be recovered
5	Biometric Report			Oct.16 to Dec.16 biometric report not found on record.	Care should be taken.
7	Ledger Scrutiny				
1	Ashwamedh Fee	8,197		These account head had some opening balance where as some amount had already paid to university but not collected from students; when pointed out it was reported to us that amount will be recovered once scholarship received by unit. Fees related part was remained unaudited due to absence of information. These account heads should be reconciled.	Reconcile the balances remained in account. Scrutinized in detail.
2	Alumni Fee	1,000			
3	Disaster Management Fee	8,543			
4	Enrollment Fee(BCOM)	687			
5	Passing certificate	26,250			
6	Sports Fee	10,375			
7	Student welfare Fund	7,719			
8	E-Suvidha	80,827		It was observed that in 2014-15 unit had paid this fee to university but not collected from students. Remaining fees required to be reconcile.	Do the needful.
9	Convocation Fee		9,125	To be paid to university as early as possible.	
10	Enrollment Fee(BA,BCA)		675	Balance remained in account needs to be reconcile.	To be scrutinized in detail.
11	University Diary Fee		37,677	To be paid to university as early as possible.	Do the needful.
12	Mediclaime Policy		4,032	Deduction made from Salary account.	It should be transfer to Head Office before 31.03.2017
13	Dannidhi		9,159	To be utilised as early as possible.	Necessary journal entries to be passed.
14	DCC Bank	350		Inoperative bank account.	LMC guidance required.
15	TDS	1,167		Balance carry forward from 2007 onwards; same point was also raised in last audit report. TDS was deducted by SBI on Fixed deposit; should be shown separately to TDS receivable account.	Consult the same with Head office.

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Sr.No	Particulars	Debit	Credit	Observations	Suggestions
16	Advance	42,000		Advance given for Paper submission work/ university submission work was not cleared within 8 days.	These expenses are reimbursed by University directly. After reimbursement by university advance cleared by concern staff. Advance should be cleared within 1 days.
Sr.No	Name Of Staff	Adv Date	Cleared	Amount	Delay (Days)
1	Lohar B.S	24-11-16	25-01-17	Rs.2500(Paper Submission)	6
2	Lohar B.S	28-11-16	25-01-17	Rs.1500(Paper Submission)	5
3	Santosh Jadhav	05-12-16	03-01-17	Rs.1000(Paper Submission)	2
4	Nitin Lawate	17-11-16	16-02-17	Rs.2500(Paper Submission)	9
5	Nitin Lawate	21-11-16	16-02-17	Rs.2500(Paper Submission)	8
6	P.S.Phadtare	16-01-17	16-02-17	Rs.15000(NSS Special Camp)	3
7	P.S.Phadtare	21-01-17	16-02-17	Rs.15000(NSS Special Camp)	2
8	P.S.Phadtare	28-01-17	16-02-17	Rs.5000(NSS Special Camp)	1
9	Apurva Shinde	23-01-17	16-02-17	Rs.2000(Kabaddi Coaching Camp)	
17	MKSSS			Tallied up to Dec.16; Talmel of Jan.17 not yet submitted to Head Office.	Do the needful.
18	Admission Fee			At the time of cancellation of admission; Fee other than Admission fee should be refunded to student.	Presently admission fee also refunded to students on cancellation of admission. Admission cancellation norms should be decided in LMC.
19	Electricity Charges	14,150		Electricity charges for May-16 seems to be on higher side with compare to on an average bill.	Explanation required.
		15,330		Electricity charges for August-16 seems to be on higher side with compare to on an average bill.	
20	Deposit		602,000	Reconciliation of deposit should be ready for finalisation purpose.	Do the needful.
21	MKCL Course			It was observed that MKCL new courses had introduced at unit; streamline procedure not followed at unit. Information was provided by unit but found unsatisfactory.	Fee structure decided in LMC has not been followed at the time of admission. Details required.
22	Uni.Exam Fee(BCA)		50,350	Amount reflected in account as payable.	Scrutinise this account in detail.

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Sr No	Particulars	Debit	Credit	Observations	Suggestions
23	Unl.Exam charges (NET)		46,670	Shown to Indirect Income.	Why two ledgers prepare Grouping should be Indirect Receipt & payme account.(Current Liability)
24	GM Chiplunkar Scholarship		15,000	Shown to Indirect Income.	Grouping should be Indirect Receipt & payme account.(Current Liability)
25	Bank Interest		29,986	Higher Bank Interest shows funds have been blocked In Saving Bank Account.	Funds should be utilised properly.
26	Scholarship			It was observed that University approved fee was more than actual fee charged by college. It was further observed that fees claimed to samajkalyan are on the basis of College fee instead of university approved fee.	Decision regarding this should be taken in LMC.
				Most of the cases Samajkalyan had paid Full tuition fee and part of other fee.	
			55	Amount reflected in account as payable.	To be paid to concern sta as remuneration.
27	Fees Reconciliation			Fees reconciliation was not updated for current year. Fees related part remain unaudited due to absence of information.	Explanation required.
28	Dead stock	723,025		To be bifurcate in different heads.	Do the needful.


Internal Auditor.