




NARAYANA PHARMACY COLLEGE

(Approved by PCI & AICTE, New Delhi) (Affiliated to JNTUA Ananthapuramu)
Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi,
Chinthareddypalem, Nellore-524003, A.P. India.
Phone & Fax No :0861-2317966; Cell No :+91-9100051603
Email: principal.npc@narayanagroup.com Visit us:www.narayanapharmacycollege.com

COLLEGE BUDGET PROPOSAL FOR THE YEAR2019-2020.....

S. No	ITEMS	PROPOSAL
	<i>Non-Recurring</i>	
1	Infrastructure build-up	150,00,000
2	Library	3,20,000
3	Laboratory equipment	1,00,000
	Total	154,20,000
	Recurring	
4	Laboratory consumable	30,000
5	Teaching and non-teaching staff salary	190,00,000
6	Maintenance & spares	60,00,000
7	R&D	6,00,000
8	Training and expenses	60,000
9	Celebrations and Functions	35,00,000
10	Miscellaneous expanses	1,20,000
11	Others	5,50,000
	Total	298,60,000
	Grand Total	452,80,000


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CHECK LIST FOR INTERNAL FINANCIAL AUDIT

Name of the college:	Narayana pharmacy College
Address of the college:	Chinthareddypalem, Nellore
Period of Audit:	2019 - 2020
Prepared by:	K. Varun Kumar
Revised by:	Prasanna Reddy

Note: Whether test checks are to be carried out, obtain instruction from audit in charge

	Particulars	Yes	No	NA	Remarks
1. General instructions					
1.1	Have you examined the software system in place with respect to books of account	Yes		-	MIS available
1.2	Have you checked the past year records like IT returns and financial statement	Yes		-	Good
1.3	Have you checked the number of years of maintenance of proper financial records	Yes		-	Good
2. Opening balance					
2.1	Have you checked opening balance of	Yes			} outside payments made club 1 cond-19.
	1. Cash book	✓			
	2. Bank book	✓			
	3. General ledger	✓			
	4. Other subsidiary, ledger with closing balance	✓			
3. Vouching					
	Vouching includes the following				
3.1	Receipt and payment of cash book and bank book	Yes			miscellaneous updt pending
3.2	Have you checked correctness receipt and payments with respect to	Yes			
	1. Account head	✓			- exist
	2. Date	✓			- exist

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	3.Amount	✓			Voucher
	4.Name of party	✓			Voucher
3.3	Are the vouchers properly authorized and supported by necessary external evidence and or internal documentation	Yes			Good
3.4	Does the transaction relate to the accounting under audit	Yes			Good
3.5	Have you checked total/sub total	Yes			Good
4. Cash book/bank book					
4.1	Have you checked whether transaction been recorded in cash book/bank book for collection with counter foils of receipts	Yes			Counter Receipt
4.2	Have you checked whether cash collected is deposited into bank within reasonable intervals	Yes			Frequent Found
4.3	Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's bank statements	Yes			Good
4.4	Have you ensured that whatever payment exceeds Rs.10000/- has been made through cheque /DD	Yes			Good
4.5	Have you checked contra entries for cash withdrawal and deposits and ensured that they appear on same date in cash book/ bank book	Yes			Good
4.6	Have you checked whether payments have been made only for charitable purpose or related projects/ programs	Yes			NSS/Socio-relevant program Voucher
5. Journals vouching					
5.1	Have you checked head of accounts on all journals.	Yes			Voucher
5.2	Are all journals vouchers supported by necessary evidence explanation	Yes			Voucher
5.3	Are all vouchers properly authorized	Yes			Voucher
6. Salaries /Wages /Honorarium					
6.1	Have you checked salary registered and summaries therefore in cash book/ bank book	Yes			Good
6.2	Have you checked statutory deductions for	Yes			
	1.Providend fund	✓			for some of the staff as per policy
	2. Income tax	✓			
	3. Any other items	✓			


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6.3	Have you checked stator deduction been pad in proper and time manner to respective departments	Yes			Clear
7. Ledger/ Posting and Security					
7.1	Have you checked posting from cash book/bank books/journal register and all other principal books	Yes			MS awarded No
7.2	Have you scrutinized			NA	
	1. loan staff loan ledger			NA	
	2. Advance			NA	
7.3	Have you scrutinized all assets accounts of the trust/ institution to ensure that assets relating to trust/society only recorded.	✓			on the name of Group.
7.4	Have you scrutinized all liabilities relating to trust/society only recorded	Yes			Yes
7.5	Have you scrutinized all expenses accounts in particular of a) Building repairs b) Machine repairs c) Other repairs To ensure that whether any expenditure of capital nature has been changed to revenue and vice versa	Yes			Maintenance Books verified. Expenditure is within Budget
8. Tax matters					
8.1	Have you checked TDS returns are filed quarterly and obtained the A/C number	Yes			As per policy
8.2	Have you enquired about any pending tax litigations			NA	
9. Others records					
9.1	Have you checked a) Register b) Register for fixed assets			NA	Not awarded will submit soon.


ACCOUNTS MANAGER
Finance Officer
Narayana Pharmacy College
NELLORE.


INTERNAL AUDITOR

(Parandama Rao)


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