



# **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 YEAR : 2020-21**

S. No	ITEMS	PROPOSAL
<b>NON-RECURRING</b>		
1.	Infrastructure build-up	15,00,000
2.	Library	2,00,000
3.	Laboratory equipment	10,000
	<b>Total</b>	<b>17,10,000</b>
<b>RECURRING</b>		
4.	Laboratory consumable	55,000
5.	Maintenance & spares	60,00,000
6.	R&D	55,000
7.	Teaching and non-teaching staff salary	200,00,000
8.	Training and expanses	50,000
9.	Functions and Celebrations	3,50,000
10.	Miscellaneous expanses	25,00,000
11.	Others	60,000
	<b>Total</b>	<b>290,70,000</b>
	<b>Grand Total</b>	<b>307,80,000</b>

  
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## CHECK LIST FOR INTERNAL FINANCIAL AUDIT

Name of the college:	Narayana Pharmacy College
Address of the college:	Nellore
Period of Audit:	2020-2021
Prepared by:	R. Varun Kumar for Varun & Tejas.
Revised by:	Parvathamma LxO.

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

	Particulars	Yes	No	NA	Remarks
<b>1. General instructions</b>					
1.1	Have you examined the software system in place with respect to books of account	Yes			online system
1.2	Have you checked the past year records like IT returns and financial statement	Yes			verified
1.3	Have you checked the number of years of maintenance of proper financial records	Yes			well maintained.
<b>2. Opening balance</b>					
2.1	Have you checked opening balance of	Yes			
	1.Cash book	Yes			effectively online system.
	2.Bank book	Yes			
	3.General ledger	Yes			
	4.Other subsidiary, ledger with closing balance	Yes			
<b>3. Vouching</b>					
Vouching includes the following					
3.1	Receipt and payment of cash book and bank book	Yes			good.
3.2	Have you checked correctness receipt and payments with respect to	Yes			thoroughly checked.
	1.Account head	Yes			
	2.Date	Yes			

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4. Name of party		Yes			
3.3	Are the vouchers properly authorized and supported by necessary external evidence and or internal documentation	Yes		} document verified & confirmed	
3.4	Does the transaction relate to the accounting under audit	Yes			
3.5	Have you checked total/sub total	Yes			
<b>4. Cash book/bank book</b>					
4.1	Have you checked whether transaction been recorded in cash book/bank book for collection with counter foils of receipts	Yes			verified
4.2	Have you checked whether cash collected is deposited into bank within reasonable intervals	Yes			deposits confirmed
4.3	Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's bank statements	Yes			good on reconciliations
4.4	Have you ensured that whatever payment exceeds Rs.10000/- has been made through cheque/DD	Yes			As per policy.
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			Contra entries noted
4.6	Have you checked whether payments have been made only for charitable purpose or related projects/ programs	Yes			verified
<b>5. Journals vouching</b>					
5.1	Have you checked head of accounts on all journals NT	Yes			Payment made to journal.
5.2	Are all journals vouchers supported by necessary evidence explanation	Yes			well documented
5.3	Are all vouchers properly authorized	Yes			well documented
<b>6. Salaries /Wages /Honorarium</b>					
6.1	Have you checked salary registered and summaries therefore in cash book/ bank book	Yes			salary register maintain good.
6.2	Have you checked statutory deductions for				
	1. Provident fund	Yes	}		proof are verified.
	2. Income tax	Yes			
	3. Any other items	Yes			
6.3	Have you checked stator deduction been paid in proper and time manner to respective departments	Yes			payments confirmed.

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7. Ledger/ Posting and Security				
7.1	Have you checked posting from cash book/bank books/journal register and all other principal books	Yes		
7.2	Have you scrutinized	Yes		posting are accurate
	1. loan staff loan ledger	Yes		
	2. Advance		NO	
7.3	Have you scrutinized all assets accounts of the trust/ institution to ensure that assets relating to trust/society only recorded.		NO	yes otherwise
			NO	subbing
7.4	Have you scrutinized all liabilities relating to trust/society only recorded	Yes	A	Assets recorded appropriately.
7.5	Have you scrutinized all expenses accounts in particular of	Yes		documented.
	a) Building repairs			
	b) Machine repairs			
	c) Other repairs			Good
	To ensure that whether any expenditure of capital nature has been changed to revenue and vice versa			
8. Tax matters				
8.1	Have you checked TDS returns are filed quarterly and obtained the A/C number	Yes		TDS filed.
8.2	Have you enquired about any pending tax litigations	Yes		No Pending.
9. Others records				
9.1	Have you checked			
	a) Register			
	b) Register for fixed assets	Yes		verified.

**ACCOUNTS MANAGER**  
 Finance Officer  
 Narayana Pharmacy College  
**NELLORE.**

**INTERNAL AUDITOR**  
 (Vaasandevi Reddy)

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