



# **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,

ISO 9001:2015 Certified Institution

Chinthareddypalem, Nellore-524003, A.P. India.

Phone & Fax No :0861-2317966; Cell No :+91- 9392901053

Email: principalupc@narayanagroup.com Visit us:www.narayanapharmacycollege.com

## **COLLEGE BUDGET PROPOSAL FOR THE YEAR: 2021-22**

| S. No                | Particulars                            | PROPOSAL          |
|----------------------|--|-------------------|
| <b>Non-Recurring</b> |  |                   |
| 1.                   | Infrastructure build-up                | 9,00,000          |
| 2.                   | Laboratory equipment                   | 60,000            |
| 3.                   | Library                                | 1,50,000          |
|                      | <b>Total</b>                           | <b>11,10,000</b>  |
| <b>Recurring</b>     |  |                   |
| 4.                   | Laboratory consumable                  | 50,000            |
| 5.                   | Teaching and non-teaching staff salary | 201,00,000        |
| 6.                   | Celebrations & Functions/Meetings      | 12,50,000         |
| 7.                   | Maintenance & spares                   | 75,00,000         |
| 8.                   | R&D                                    | 50,000            |
| 9.                   | Training and expenses                  | 7,50,000          |
| 10.                  | Miscellaneous Expenses                 | 33,00,000         |
| 11.                  | Others                                 | 25,00,000         |
|                      | <b>Total</b>                           | <b>354,50,000</b> |
|                      | <b>Grand Total</b>                     | <b>365,60,000</b> |

✓  
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## INTERNAL FINANCIAL AUDIT

|                        |                           |
|------------------------|---------------------------|
| Name of the college    | Narayana Pharmacy College |
| Address of the college | Nellore, Andhra Pradesh   |
| Period of Audit        | 2021-22                   |
| Prepared by            | Mohith Kumar              |
| Revised by             | Harish Kumar              |

**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 |    |    | Verified with College MIS            |
| 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                                 |
| <b>2. Opening balance</b>      |   |     |    |    |                                      |
| 2.1                            | Have you checked opening balance of   | Yes |    |    |                                      |
|                                | 1.Cash book   | Yes |    |    | An Effective E-governance available. |
|                                | 2.Bank book   | Yes |    |    |                                      |
|                                | 3.General ledger  | Yes |    |    |                                      |
|                                | 4.Other subsidiary, ledger with closing balance                                 | Yes |    |    |                                      |
| <b>3. Vouching</b>             |   |     |    |    |                                      |
|                                | Vouching includes the following   | Yes |    |    |                                      |

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|                               |  |     |  |  |  |
|-------------------------------|--|-----|--|--|--|
| 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 |  |  | Good   |
|                               | 1. Account head  | Yes |  |  | Checked correctness of receipts/payments with All the parameters and found good. |
|                               | 2. Date  | Yes |  |  |  |
|                               | 3. Amount  | Yes |  |  |  |
|                               | 4. Name of party   | Yes |  |  |  |
| 3.3                           | Are the vouchers properly authorized and supported by necessary external evidence and or internal documentation                    | Yes |  |  | Supported documents are verified.  |
| 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 |  |  | Good   |
| 4.2                           | Have you checked whether cash collected is deposited into bank within reasonable intervals   | Yes |  |  | Online Payments.   |
| 4.3                           | Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's bank statements           | Yes |  |  | No Deviations.   |
| 4.4                           | Have you ensured that whatever payment exceeds Rs.10000/- has been made through cheque /DD   | Yes |  |  | As per the 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 |  |  | --   |

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|  |  |     |    |  |                                   |
|--|--|-----|----|--|-----------------------------------|
| 4.6                                    | Have you checked whether payments have been made only for charitable purpose or related projects/ programs | Yes |    |  | --                                |
| <b>5. Journals vouching</b>            |  |     |    |  |                                   |
| 5.1                                    | Have you checked head of accounts on journals  | Yes |    |  | Found.                            |
| 5.2                                    | Are all journals vouchers supported by necessary evidence explanation                                      | Yes |    |  | Vouchers                          |
| 5.3                                    | Are all vouchers properly authorized   | Yes |    |  | --                                |
| <b>6. Salaries /Wages /Honorarium</b>  |  |     |    |  |                                   |
| 6.1                                    | Have you checked salary registered and summaries therefore in cash book/ bank book                         | Yes |    |  | Bank Statements                   |
| 6.2                                    | Have you checked statutory deductions for  |     |    |  |                                   |
|  | 1.Providend fund   | Yes |    |  | Proofs available                  |
|  | 2. Income tax  | Yes |    |  | TDS statements                    |
|  | 3. Any other items   | Yes |    |  | ESI                               |
| 6.3                                    | Have you checked stator deduction been pad in proper and time manner to respective departments             | Yes |    |  |                                   |
| <b>7. Ledger/ Posting and Security</b> |  |     |    |  |                                   |
| 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 |    |  | --                                |
|  | 1.loan staff loan ledger   |     | NO |  | --                                |
|  | 2. Advance   |     | NO |  | --                                |
| 7.3                                    | Have you scrutinized all assets accounts of the trust/ institution to ensure that assets relating to       | Yes |    |  | Asset and Liabilities statements. |

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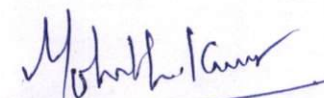
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| trust/society only recorded. |   |     |  |  |  |
|------------------------------|---|-----|--|--|--|
| 7.4                          | Have you scrutinized all liabilities relating to trust/society only recorded  | Yes |  |  | Asset and Liabilities statements.  |
| 7.5                          | Have you scrutinized all expenses accounts in particular of<br>a) Building repairs<br>b) Machine repairs<br>c) Other repairs<br><br>To ensure that whether any expenditure of capital nature has been changed to revenue and vice versa | Yes |  |  | Building repairs<br>Machine repairs<br>Misc etc are verified with Income and expenditure statements. |
| <b>8. Tax matters</b>        |   |     |  |  |  |
| 8.1                          | Have you checked TDS returns are filed quarterly and obtained the A/C number  | Yes |  |  | TDS monthly deductions .   |
| 8.2                          | Have you enquired about any pending tax litigations   | Yes |  |  | No pending tax litigations   |
| <b>9. Others records</b>     |   |     |  |  |  |
| 9.1                          | Have you checked<br>a) Register<br>b) Register for fixed assets   | Yes |  |  | Supported documents verified.  |

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

  
**INTERNAL AUDITOR**

  
**PRINCIPAL**  
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