

Internal Audit Report- 2023 – 2024

Institute Name :Jnan Vikas Mandal's Mehta Degree College - Airoli

Date : 20/03/2024

Financial Check list:	Yes	No	Remark if any
1. Statement of accounts is reviewed on a monthly basis	✓		
2. All bank accounts are reconciled with the statement of accounts on a monthly basis	✓		
3. All cash is deposited in full and not used to pay bills	✓		
4. The function of collecting , receipting and depositing of cash in bank	✓		
5. Disbursements are supported by an original invoice, 3 quotation & comparative statement	✓		
6. Bank deposits are equal receipts	✓		
7. Control sheet is accompanied by all cash collections& deposits	✓		
8. Receipts are pre numbered and the numbers documented in the voucher	✓		
9. All disbursements are paid by pre-numbered cheques	✓		
10. Invoices are approved and initialed for payment and that all invoices record the appropriate cheque number for the payment in the voucher.	✓		
11. Funds which are provided by the trust are being expended in an appropriate and timely fashion	✓		
12. Monthly Financial Reports are reviewed, initialed and dated by the Principal	✓		
13. Timely payment of staff salary, statutory bills, TDS profession tax payment.	✓		

Name of internal auditor: Mr./Mrs. Gayatri Kulkarni

G. S. Kulkarni
Signature

