

CHHAYGAON COLLEGE
CHHAYGAON, ASSAM

AUDIT REPORT
FOR THE PERIOD FROM
APRIL 2016 TO MARCH 2017

Approved.
A. Saquei
31/03/2018

AUDITORS
M. SAQUEI & CO.,
CHARTERED ACCOUNTANTS
M. SAQUEI HOUSE, 48, DIGHALIPUKHURI EAST, GUWAHATI - 781 001
TEL: (361) 2600106/2631277/2131239
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AUDIT REPORT ON THE ACCOUNTS OF
CHHAYGAON COLLEGE, P.O: CHHAYGAON, DIST.: KAMRUP (ASSAM)
FOR THE PERIOD FROM 01st APRIL, 2016 TO 31st MARCH, 2017

1. The accounts of the College for the period from 1st April, 2016 to 31st March, 2017 was audited by us under the direction of the Governing Body of the College.

2. **INCUMBENCY:**

The office of the principal and secretary of the College was held by Dr. Raju Bordoloi during the period under audit.

3. **CLOSING BALANCE:**

The closing balance of the General Fund of the College as on 31st March, 2017 as per the cash book was ₹ 4,26,609.64 as detailed below:

Particulars	Amount (₹)
i) Cash in hand	6,425.00
ii) Cash with Bank of Baroda , Dhekenabari Branch, SB A/c No. 56050100000291	4,20,184.64
Total	4,26,609.64

The closing balance as per pass books/bank statements as on 31st March, 2017 in respect of the above account has been duly reconciled with the balance as reflected in the cash book.

4. **RESERVE FUND:**

As per records placed before audit, the College maintained a Reserve Fund of ₹ 3,58,955.00 in fixed deposit with United Bank of India, Chhaygaon Branch.



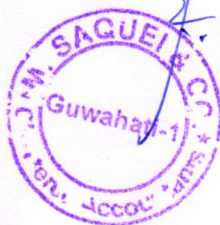
5. SUBSIDIARY FUNDS:

In addition to the General Fund, the College maintained the following subsidiary funds in separate bank accounts during the year under report. The closing balance of the subsidiary funds as on 31.03.2017 are stated below:

(i)	Examination Fund:		
	a) Cash in hand		-
	b) Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000316		2,97,877.00
	Total		<u>2,97,877.00</u>
(ii)	Students' Aid Fund:		
	a) Cash in hand		-
	b) Cash with State Bank of India, Gumi Branch in SB A/c No. 01100050218		22,919.00
	Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000324		19,653.00
	Total		<u>42,572.00</u>
(iii)	Scholarship Fund:		
	a) Cash in hand		-
	b) Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000295		87,227.00
	Total		<u>87,227.00</u>
(iv)	Students' Union Fund:		
	a) Cash in hand		-
	b) Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000297		1,255.50
	Total		<u>1,255.50</u>
(v)	Library Fund:		2,827.00
	a) Cash in hand		
	b) Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000296		52,360.00
	Total		<u>55,187.00</u>



(vi)	Building Fund:		
	a)	Cash in hand	-
	b)	Cash with United Bank of India, Chhaygaon Branch in SB A/c No. 8983	11,403.00
		No. 4603	12,397.90
		Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000317	2,302.00
		Total	26,102.90
(vii)	UGC Fund:		
	a)	Cash in hand	-
	b)	Cash with State Bank of India, Gumi Branch in SB A/c No. 11672001087	62,966.57
		Hatigaon Branch in SB A/c No. 32326961173	19,842.00
		Total	82,808.57
(viii)	MISCELLNEOUS Fund:		
	a)	Cash in hand	-
	b)	Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000294	6,33,582.00
		Total	6,33,582.00
(ix)	FINAL EXAMINATION FUND:		
	a)	Cash in hand	1,60,483.00
	b)	Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000298	2,80,564.00
	c)	Cash with UBI	1917.00
	d)	Cash with Allahabad Bank	1696.00
		Total	4,44,660.00



(x) TUITION FEE Fund:		
a) Cash in hand		-
b) Cash with Bank		99,385.00
Total		<u>99,385.00</u>

Subsidiary accounts other than those mentioned above have not been audited us.

6. RECEIPT AND EXPENDITURE ACCOUNT:

The Receipt and Expenditure Account for the period from 01.04.2016 to 31.03.2017 is stated as per Annexure 'A' and Annexure 'B' to this report.

7. CASH BOOK:

The Cash Book of the General Fund and other Subsidiary Funds for the period under audit were properly maintained in double entry system with contra entries. We have not come across any major irregularities.

8. TRANSFER OF FUNDS:

The inter-fund transfers during the period under audit were done with the approval of competent authority.

9. DIVERSION OF GOVERNMENT GRANT FOR OTHER PURPOSES:

Government grants have not been directed for purposes other than those for which the grants were sanctioned.

10. PAYMENT VOUCHERS:

While checking the payment vouchers no major irregularities have been noticed during the course of audit.



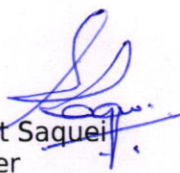
11. MISAPPROPRIATION AND EMBEZZLEMENT:

Cases of misappropriation and embezzlements have not been noticed in the accounts during the period under report.

12. GENERAL:

Subject to the observations stated in the preceding paragraphs, the accounts of the College in general have been properly maintained.

For M. Saquei & Co.,
Chartered Accountants
Firm Regn No.303126E

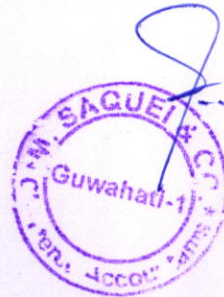

Reefat Saquei
Partner

Membership No.058118
Guwahati; December 31, 2018



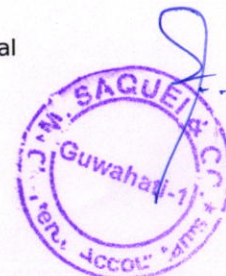
CHHAYGAON COLLEGE, P.O: CHHAYGAON, DIST.: KAMRUP (ASSAM)
STATEMENT OF RECEIPT AND PAYMENT ACCOUNT IN RESPECT OF SUBSIDIARY FUNDS
FOR THE PERIOD FROM 01.04.2016 TO 31.03.2017
ANNEXURE 'B'

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
1. EXAMINATION FUND			
<u>Opening Balance:</u>			
Cash in hand	-		
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000316	25,315.00	25,315.00	
Bank Interest	2,962.00		
Transfer from General Fund	269,600.00		
		<u>Closing Balance:</u>	
		Cash in hand	-
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000316	297,877.00
Total	<u>297,877.00</u>	Total	<u>297,877.00</u>
2. STUDENTS' AID FUND			
<u>Opening Balance:</u>			
Cash in hand	-	Transfer to Student Union Fund	20,000.00
Cash with State Bank Bank of India, Gumi Branch in SB A/c No.01100050218	22,919.00		
Cash with Bank of Baroda, Chhaygaon Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000324	25,445.00	48,364.00	
Bank Interest	728.00		
Transfer from General Fund	13,480.00		
		<u>Closing Balance:</u>	
		Cash in hand	-
		Cash with State Bank Bank of India, Gumi Branch in SB A/c No.01100050218	22,919.00
		Cash with Bank of Baroda, Chhaygaon Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000324	19,653.00
Total	<u>62,572.00</u>	Total	<u>62,572.00</u>



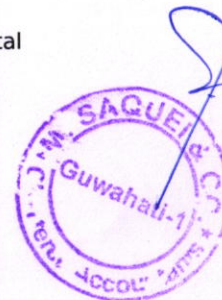
RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
3. SCHOLARSHIP FUND			
<u>Opening Balance:</u>		Scholarships Disbursed	31,380.00
Cash with Bank of Baroda, Chhaygaon Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000295	348,180.00	Bank charges	7,505.00
Bank Interest	19,872.00	Transfer to Building Fund	250,000.00
Miscellaneous Receipt	8,060.00		
		<u>Closing Balance:</u>	
		Cash with Bank of Baroda, Chhaygaon Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000295	87,227.00
Total	<u>376,112.00</u>	Total	<u>376,112.00</u>

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
4. STUDENTS' UNION FUND			
<u>Opening Balance:</u>		Printing expenses	152,600.00
Cash in hand	-	Fresher's Social	84,123.00
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000297	<u>9,801.50</u>	College Week	63,655.00
Bank Interest	6,163.00	Entertainment expenses	50,000.00
		Blazer	36,300.00
<u>Transfer from:</u>		Function and Festivals	35,550.00
Student Aid Fund	20,000.00	Refreshment	33,150.00
General Fund	<u>505,500.00</u>	Games and Sports	29,600.00
Miscellaneous Receipt	5.00	Cultural Activities	24,600.00
		Tent Hire charges	18,000.00
		Youth Festivals	8,400.00
		Debate expenditure	2,200.00
		Purchase of Fuel	800.00
		Gymnasium expenses	200.00
		Bank Charges	1,036.00
		<u>Closing Balance:</u>	
		Cash in hand	-
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000297	<u>1,255.50</u>
Total	<u>541,469.50</u>	Total	<u>541,469.50</u>



RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
5. LIBRARY FUND			
<u>Opening Balance:</u>			
Cash in hand	2,827.00	Purchase of Books	79,400.00
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000296	<u>771.00</u>		
	3,598.00		
Examination Fees	2,200.00		
Bank Interest	729.00		
Transfer from General Fund	128,060.00	<u>Closing Balance:</u>	
		Cash in hand	2,827.00
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000296	<u>52,360.00</u>
			55,187.00
Total	<u>134,587.00</u>	Total	<u>134,587.00</u>

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
6. BUILDING FUND			
<u>Opening Balance:</u>			
Cash in hand	-	Construction of Civil Works	1,167,160.00
Cash with United Bank of India, Chhaygaon Branch in SB A/c No. 8983	11,403.00	Purchase of Computer and Accessories	150,000.00
Cash with United Bank of India, Chhaygaon Branch in SB A/c No. 4603	12,397.90	Bank charges	173.00
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000317	<u>1,191.00</u>		
	24,991.90	<u>Closing Balance:</u>	
Received from College Permission	267,000.00	Cash in hand	-
Bank Interest	1,444.00	Cash with United Bank of India, Chhaygaon Branch in SB A/c No. 8983	11,403.00
Transfer from General Fund	800,000.00	Cash with United Bank of India, Chhaygaon Branch in SB A/c No. 4603	12,397.90
Transfer from Scholarship Fund	250,000.00	Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000317	<u>2,302.00</u>
			26,102.90
Total	<u>1,343,435.90</u>	Total	<u>1,343,435.90</u>



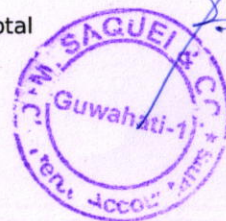
RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
7. UGC FUND			
<u>Opening Balance:</u>			
Cash with State Bank Bank of India, Gumi Branch in SB A/c No.11672001087	53,379.57		
Cash with State Bank of India, Hatigaon Branch, S.B. A/c No. 32326961173	19,842.00		
		73,221.57	
<u>Closing Balance:</u>			
Received from College Teachers Unit		6,700.00	
Bank Interest		2,887.00	
			62,966.57
			19,842.00
			82,808.57
Total	82,808.57	Total	82,808.57

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
8. MISCELLANEOUS FUND			
<u>Opening Balance:</u>			
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000294		73,589.00	
<u>Receipt from :</u>			
PGDCA Admission Fees	1,010,220.00		
H.S. 1st Year	592,850.00		
Form Fill up	50,220.00		
P.G Examination Fees	19,600.00		
Computer Special Course	4,800.00		
		1,677,690.00	
Bank Interest		23,782.00	
			578,880.00
			34,550.00
			123,407.00
			72,809.00
			12,171.00
			18,728.00
			26,937.00
			10,869.00
			81,450.00
			30,000.00
			20,000.00
			20,000.00
			16,695.00
			15,000.00
			11,220.00
			4,200.00
			7,000.00
			12,740.00
			8,320.00
			10,000.00
			1,100.00
			403.00
			25,000.00
<u>Closing Balance:</u>			
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000294			633,582.00
Total	1,775,061.00	Total	1,775,061.00



RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
8. FINAL EXAMINATION FUND			
<u>Opening Balance:</u>		Examination Fees Paid to GU	2,596,406.00
Cash in hand	418.00	Remuneration	374,330.00
Cash with Bank of Baroda, Chhaygaon		Affiliation Fees	328,247.00
Dhekenabari Branch, SB A/c No. 56050100000294	281,868.00	Postage and Telegram	81,385.00
Cash with UBI	1,917.00	Refreshment	47,765.00
Cash with Allahabad Bank	<u>1,696.00</u>	Stationeries	35,055.00
	285,899.00	Generator charges	10,380.00
		Travelling expenses	12,880.00
Receipt from Examination Fees	3,707,540.00	Purchase of Cloth	2,425.00
Received from Centre Fees	2,400.00	Bank charges	848.00
Received from MA IDOL	24,000.00	Transfer to General Fund	200,000.00
Bank Interest	14,542.00		
Transfer from General Fund	100,000.00		
		<u>Closing Balance:</u>	
		Cash in hand	160,483.00
		Cash with Bank of Baroda, Chhaygaon	
		Dhekenabari Branch, SB A/c No. 56050100000298	280,564.00
		Cash with UBI	1,917.00
		Cash with Allahabad Bank	<u>1,696.00</u>
			444,660.00
Total	<u>4,134,381.00</u>	Total	<u>4,134,381.00</u>

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
9. TUITION FEES FUND			
<u>Opening Balance:</u>			
Cash in Bank	78,276.00	Tuition Fees paid to Assam Government	2,240,199.00
Bank Interest	6,456.00		
Transfer from General Fund	2,254,852.00		
		<u>Closing Balance:</u>	
		Cash with Bank of Baroda, Chhaygaon	99,385.00
		Dhekenabari Branch, SB A/c No. 56050100000300	
Total	<u>2,339,584.00</u>	Total	<u>2,339,584.00</u>



CHHAYGAON COLLEGE, P.O: CHHAYGAON, DIST.: KAMRUP (ASSAM)
STATEMENT OF RECEIPT AND PAYMENT ACCOUNT IN RESPECT OF GENERAL FUND
FOR THE PERIOD FROM 01.04.2016 To 31.03.2017
ANNEXURE 'A'

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<u>Opening Balance:</u>		Pay of Staff	2,798,341.00
Cash In hand	6,425.00	Registration and Enrolment Fees BA ,Bcom	559,942.00
Cash with Bank of Baroda, Chhaygaon		Registration and Enrolment Fees H.S. 1st year	103,190.00
Dhekenabari Branch, SB A/c No. 56050100000291	<u>50,731.64</u>	Printing expenses	348,350.00
	57,156.64	Electric Bill	157,454.00
Fees Collection		Contingencies	170,000.00
		Repairs and Maintenance	111,675.00
		Stationeries	58,995.00
<u>Receipt from:</u>		Travelling expenses	35,360.00
Admission Fees	5,608,612.00	Purchase of Land	40,000.00
Character Certificate	9,650.00	Identity Card	33,500.00
Duplicate Mark Sheet	550.00	Furniture	41,000.00
Late fine	220.00	Legal Fees	25,000.00
Canteen Rent	8,000.00	Admission expenses	20,000.00
Government of Assam for Free Admission	<u>3,153,154.00</u>	Computer Accessories	16,900.00
	8,780,186.00	Registration forms BA and Bcom	14,260.00
		Food and Refreshment	11,602.00
<u>Sale Proceeds from:</u>		Wages to Sweeper	10,000.00
Damage Computer	3,800.00	Newspapers	9,424.00
Wood	1,000.00	Sanitation	7,400.00
Prospectus	<u>269,800.00</u>	Purchase of Library Books and Journals	6,270.00
	274,600.00	World Blood Donation Camp	8,000.00
		Registration Fees to G.U.	6,430.00
<u>Loan Refund from:</u>		Function and Festivals	5,700.00
P. Kalita	10,000.00	Telephone Bill	3,585.00
Pinumi Kalita	17,000.00	Environmental and Communication	2,270.00
John Saloi	1,000.00	General Election expenses	1,500.00
Sanjeeb Kumar Choudhury	<u>3,000.00</u>	Meeting expenses	1,350.00
	31,000.00	Free Health Camp	600.00
Bank Interest		Bank charges	5,060.00
		67,317.00	
Loan Received from CMKSK Achoni	300,000.00	<u>Transfer to:</u>	
Transfer from Final Examination Fund	<u>200,000.00</u>	Tuition Fund	2,254,852.00
	500,000.00	Building Fund	800,000.00
		Student Union Fund	505,500.00
		Examination Fund	269,600.00
		Library Fund	128,060.00
		Final Examination Fund	100,000.00
		Student Aid Fund	13,480.00
		Loan Refund to CMKSK	<u>4,071,492.00</u>
			304,000.00
			8,988,650.00
	<u>9,710,259.64</u>	B/F	



CHHAYGAON COLLEGE, P.O: CHHAYGAON, DIST.: KAMRUP (ASSAM)
STATEMENT OF RECEIPT AND PAYMENT ACCOUNT IN RESPECT OF GENERAL FUND
FOR THE PERIOD FROM 01.04.2016 To 31.03.2017
ANNEXURE 'A'

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
C/F	9,710,259.64	C/F	8,988,650.00
		<u>Loan to:</u>	
		Principal	200,000.00
		Prafulla Kalita	50,000.00
		Dilip Kalita	15,000.00
		John Saloi	12,000.00
		Niranjani Das	10,000.00
		Biplab Das	8,000.00
			<u>295,000.00</u>
		<u>Closing Balance:</u>	
		Cash In hand	6,425.00
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000291	420,184.64
			<u>426,609.64</u>
Total	<u>9,710,259.64</u>	Total	<u>9,710,259.64</u>

