

**CHHAYGAON COLLEGE**  
CHHAYGAON, ASSAM

**AUDIT REPORT  
FOR THE PERIOD FROM  
APRIL 2017 TO MARCH 2018**

*Approved.*  
*AB*  
*3/12/2018*

**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 01<sup>st</sup> APRIL, 2017 TO 31<sup>st</sup> MARCH, 2018**

1. The accounts of the College for the period from 1<sup>st</sup> April, 2017 to 31<sup>st</sup> March, 2018 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:**

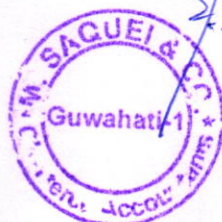
The closing balance of the General Fund of the College as on 31<sup>st</sup> March, 2018 as per the cash book was ₹ 10,99,273.64 as detailed below:

Particulars	Amount (₹)
i) Cash in hand	6,425.00
ii) Cash with Bank of Baroda , Dhekenabari Branch, SB A/c No. 56050100000291	10,92,848.64
Total	<u>10,99,273.64</u>

The closing balance as per pass books/bank statements as on 31<sup>st</sup> March, 2018 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 31.03.2018 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		3,09,646.00
	Total		<u>3,09,646.00</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		42,109.00
	Total		<u>65,028.00</u>
(iii)	Scholarship Fund:		
	a) Cash in hand		-
	b) Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000295		84,727.00
	Total		<u>84,727.00</u>
(iv)	Students' Union Fund:		
	a) Cash in hand		-
	b) Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000297		7,87,113.50
	Total		<u>7,87,113.50</u>
(v)	Library Fund:		
	a) Cash in hand		2,827.00
	b) Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000296		2,14,608.00
	Total		<u>2,17,435.00</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	5,42,210.00
		Total	<u>5,66,010.90</u>
(vii)	UGC Fund:		
	a)	Cash in hand	-
	b)	Cash with State Bank of India, Gumi Branch in SB A/c No. 11672001087	1,10,012.57
		Hatigaon Branch in SB A/c No. 32326961173	19,842.00
		Total	<u>1,29,854.57</u>
(viii)	MISCELLNEOUS Fund:		
	a)	Cash in hand	-
	b)	Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000294	12,83,437.00
		Total	<u>12,83,437.00</u>
(ix)	FINAL EXAMINATION FUND:		
	a)	Cash in hand	6,346.00
	b)	Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000298	7,28,567.00
	C)	Cash with UBI	1917.00
	D)	Cash with Allahabad Bank	1696.00
		Total	<u>7,38,526.00</u>



(x) TUITION FEE Fund:	
a) Cash in hand	-
b) Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000300	1,03,211.00
Total	<u>1,03,211.00</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 01.04.2017 to 31.03.2018 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.





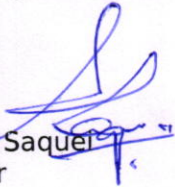
11. MISAPPROPRIATION AND EMBEZZLEMENT:

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

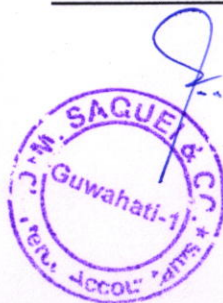


Guwahati; December 31, 2018

**CHHAYGAON COLLEGE, P.O: CHHAYGAON, DIST.: KAMRUP (ASSAM)**  
**STATEMENT OF RECEIPT AND PAYMENT ACCOUNT IN RESPECT OF SUBSIDIARY FUNDS**  
**FOR THE PERIOD FROM 01.04.2017 TO 31.03.2018**  
**ANNEXURE 'B'**

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<b>1. EXAMINATION FUND</b>			
<u>Opening Balance:</u>			
Cash in hand			
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000316	297,877.00	297,877.00	
Bank Interest	11,469.00		
		<u>Closing Balance:</u>	
		Cash in hand	
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000316	309,346.00
<b>Total</b>	<b>309,346.00</b>	<b>Total</b>	<b>309,346.00</b>

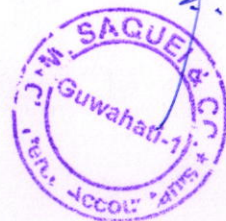
RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<b>2. STUDENTS' AID FUND</b>			
<u>Opening Balance:</u>			
Cash in hand			
Cash with State Bank Bank of India, Gumi Branch in SB A/c No.01100050218	22,919.00		
Cash with Bank of Baroda, Chhaygaon Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000324	19,653.00	42,572.00	
Bank Interest	756.00		
Transfer from General Fund	21,700.00		
		<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	42,109.00
<b>Total</b>	<b>65,028.00</b>	<b>Total</b>	<b>65,028.00</b>





RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<b>3. SCHOLARSHIP FUND</b>			
<u>Opening Balance:</u>			
Cash with Bank of Baroda, Chhaygaon Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000295	87,227.00	Travelling expenses	2,500.00
<u>Closing Balance:</u>			
Cash with Bank of Baroda, Chhaygaon Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000295			84,727.00
<b>Total</b>	<u>87,227.00</u>	<b>Total</b>	<u>87,227.00</u>

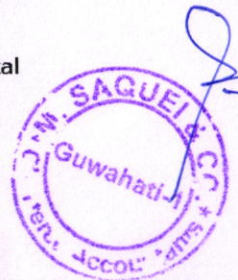
RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<b>4. STUDENTS' UNION FUND</b>			
<u>Opening Balance:</u>			
Cash in hand	-	Printing expenses	187,990.00
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000297	1,255.50	Fresher's Social	153,000.00
		College Week	154,440.00
Bank Interest	3,137.00	Function and Festivals	159,000.00
Transfer from General Fund	1,627,500.00	Cultural Activities	65,890.00
		Games and Sports	64,050.00
		Youth Festivals	42,600.00
		Travelling expenses	9,910.00
		Refreshment	6,799.00
		Debate expenditure	1,100.00
<u>Closing Balance:</u>			
Cash in hand	-		
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000297			787,113.50
<b>Total</b>	<u>1,631,892.50</u>	<b>Total</b>	<u>1,631,892.50</u>





RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<b>5. LIBRARY FUND</b>			
<u>Opening Balance:</u>			
Cash in hand	2,827.00	Purchase of Books	46,083.00
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000296	<u>52,360.00</u>		
			55,187.00
Bank Interest	2,181.00		
Transfer from General Fund	206,150.00	<u>Closing Balance:</u>	
		Cash in hand	2,827.00
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000296	<u>214,608.00</u>
			217,435.00
<b>Total</b>	<u><b>263,518.00</b></u>	<b>Total</b>	<u><b>263,518.00</b></u>

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<b>6. BUILDING FUND</b>			
<u>Opening Balance:</u>			
Cash in hand	-	Construction of Civil Works	1,673,250.00
Cash with United Bank of India, Chhaygaon Branch in SB A/c No. 8983	11,403.00	Architecture Fees	50,000.00
Cash with United Bank of India, Chhaygaon Branch in SB A/c No. 4603	12,397.90	Travelling expenses	40,000.00
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000317	<u>2,302.00</u>	Printing expenses	16,300.00
		Education Tour	2,000.00
		Transfer to General Fund	5,796,630.00
Received from DPI	7,016,630.00	<u>Closing Balance:</u>	
Bank Interest	16,458.00	Cash in hand	-
Transfer from General Fund	1,085,000.00	Cash with United Bank of India, Chhaygaon Branch in SB A/c No. 8983	11,403.00
		Cash with United Bank of India, Chhaygaon Branch in SB A/c No. 4603	12,397.90
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000317	<u>542,210.00</u>
			566,010.90
<b>Total</b>	<u><b>8,144,190.90</b></u>	<b>Total</b>	<u><b>8,144,190.90</b></u>





RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<b>7. UGC FUND</b>			
<b>Opening Balance:</b>			
Cash with State Bank Bank of India, Gumi Branch in SB A/c No.11672001087	62,966.57		
Cash with State Bank of India, Hatigaon Branch, S.B. A/c No. 32326961173	<u>19,842.00</u>	82,808.57	
Received from Gauhati University for N.S.S		44,500.00	
Bank Interest		2,546.00	
<b>Total</b>	<u>129,854.57</u>	<b>Total</b>	<u>129,854.57</u>
<b>Closing Balance:</b>			
		Cash with State Bank Bank of India, Gumi Branch in SB A/c No.11672001087	110,012.57
		Cash with State Bank of India, Hatigaon Branch, S.B. A/c No. 32326961173	<u>19,842.00</u>
		<b>Total</b>	<u>129,854.57</u>

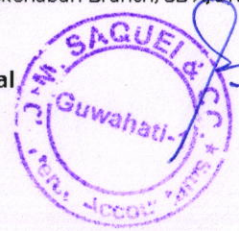
RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<b>8. MISCELLANEOUS FUND</b>			
<b>Opening Balance:</b>			
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000294	633,582.00	PG Examination Fees to G.U. Remuneration	306,082.00 170,150.00
Received from Examination Fees	398,350.00	Repairs and Maintenance Centre Fees	75,070.00 30,940.00
Received from PGDCA Admission Fees	937,110.00	Blazer	30,000.00
Bank Interest	36,067.00	Software Repairs	30,000.00
		Travelling expenses	30,000.00
		Refreshment	23,130.00
		N.C. Fees to G.U.	9,880.00
		Examination expenses	7,039.00
		Printing expenses	6,500.00
		Bank charges	2,881.00
<b>Total</b>	<u>2,005,109.00</u>	<b>Total</b>	<u>2,005,109.00</u>
<b>Closing Balance:</b>			
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000294	1,283,437.00





RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<b>9. FINAL EXAMINATION FUND</b>			
<u>Opening Balance:</u>		Examination Fees to GU	2,102,120.00
Cash in hand	160,483.00	Examination Fees to AHSEC	204,750.00
Cash with Bank of Baroda, Chhaygaon		Affiliation Fees to GU	244,529.00
Dhekenabari Branch, SB A/c No. 56050100000294	280,564.00	Remuneration	166,000.00
Cash with UBI	1,917.00	Food and Refreshment	178,795.00
Cash with Allahabad Bank	1,696.00	Refund to Arts and Commerce	137,800.00
		Stationeries	72,605.00
Received from Form Fill up	2,519,910.00	Purchase of CCTV Camera	62,000.00
Receipt from Examination Fees	506,600.00	Postage and Telegram	57,095.00
Received from Permission Fees	500.00	Repairs and Maintenance	33,000.00
Received from Gauhati University	60,000.00	Travelling expenses	28,820.00
Received from Gauhati University Zone	295,000.00	Printing expenses	18,700.00
Received from H.S. Final Examination	206,850.00	Bank charges	1,333.00
Bank Interest	12,755.00	Miscellaneous expenses	202.00
		<u>Closing Balance:</u>	
		Cash in hand	6,346.00
		Cash with Bank of Baroda, Chhaygaon	
		Dhekenabari Branch, SB A/c No. 56050100000298	728,567.00
		Cash with UBI	1,917.00
		Cash with Allahabad Bank	1,696.00
			738,526.00
<b>Total</b>	<b>4,046,275.00</b>	<b>Total</b>	<b>4,046,275.00</b>

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<b>10. TUITION FEES FUND</b>			
<u>Opening Balance:</u>			
Cash at Bank	99,385.00		
Bank Interest	3,826.00		
		<u>Closing Balance:</u>	
		Cash with Bank of Baroda, Chhaygaon	103,211.00
		Dhekenabari Branch, SB A/c No. 56050100000300	
<b>Total</b>	<b>103,211.00</b>	<b>Total</b>	<b>103,211.00</b>



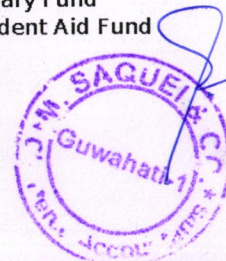


**CHHAYGAON COLLEGE, P.O: CHHAYGAON, DIST.: KAMRUP (ASSAM)**  
**STATEMENT OF RECEIPT AND PAYMENT ACCOUNT IN RESPECT OF GENERAL FUND**  
**FOR THE PERIOD FROM 01.04.2017 To 31.03.2018**  
**ANNEXURE 'A'**

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<u>Opening Balance:</u>		Pay of Staff	2,590,078.00
Cash In hand	6,425.00	Registration and Enrolment Fees to GU	356,850.00
Cash with Bank of Baroda, Chhaygaon		Registration Fees to GU	135,250.00
Dhekenabari Branch, SB A/c No. 56050100000291	<u>420,184.64</u>	Printing expenses	318,660.00
	426,609.64	Repairs and Maintenance	256,985.00
		Electric Bill	222,600.00
<u>Receipt from:</u>		Purchase of Library Books and Journals	201,680.00
Admission Fees	3,905,006.00	Furniture	187,760.00
Certificate	220,150.00	Contingencies	100,000.00
Character Certificate	1,520.00	Travelling expenses	52,510.00
Forest Department	50,004.00	Written Test Examination of Forest Department	50,000.00
Free Admission	<u>2,000.00</u>	Stationeries	36,080.00
	4,178,680.00	Legal Fees	25,000.00
Sale Proceeds from Prospectus	135,100.00	NNS Camp	20,000.00
Salary Refund from Lakshyadhar Sarma	16,330.00	Sanitation	20,000.00
Salary Refund from Gagan Boro	16,330.00	Food and Refreshment	19,576.00
Transfer from Building Fund	5,796,630.00	Bonus for Durgapuja	16,000.00
Loan Refund from Prafulla Kalita	20,000.00	Income Tax	10,000.00
		RUSA	10,000.00
Bank Interest	54,643.00	Telephone Bill	9,146.00
		Purchase of Sorai	7,200.00
		Fresher's social	6,100.00
		Function and Festivals	6,075.00
		Computer Accessories	5,486.00
		Wages to Sweeper	5,000.00
		Newspapers	5,030.00
		General Election expenses	3,600.00
		Purchase of Uniform	1,850.00
		Bank charges	4,601.00
		Refund to UGC	1,800,000.00
		<u>Transfer to:</u>	
		Student Union Fund	1,627,500.00
		Building Fund	1,085,000.00
		Library Fund	206,150.00
		Student Aid Fund	<u>21,700.00</u>
			2,940,350.00
	<u>10,644,322.64</u>		<u>9,423,467.00</u>

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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 01.04.2017 To 31.03.2018**  
**ANNEXURE 'A'**

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
C/F	10,644,322.64	C/F	9,423,467.00
		<u>Loan to:</u>	
		Aarup Kumar Medhi	100,000.00
		John Saloi	<u>5,000.00</u>
			105,000.00
		Miscellaneous expenses	16,582.00
		<u>Closing Balance:</u>	
		Cash In hand	6,425.00
		Cash with Bank of Baroda, Chhaygaon	
		Dhekenabari Branch, SB A/c No. 56050100000291	<u>1,092,848.64</u>
			1,099,273.64
<b>Total</b>	<u>10,644,322.64</u>	<b>Total</b>	<u>10,644,322.64</u>

