

CHHAYGAON COLLEGE
CHHAYGAON, ASSAM

**INTERNAL AUDIT REPORT
FOR THE PERIOD FROM
APRIL 1, 2022 TO MARCH 31, 2023**

INTERNAL AUDITORS
M. SAQUEI & CO.,
CHARTERED ACCOUNTANTS
M. SAQUEI HOUSE, 48, DIGHALIPUKHURI EAST, GUWAHATI – 781 001
TEL: (361) 2545881
EMAIL: saqueiguw@dataone.in

INTERNAL AUDIT REPORT ON THE ACCOUNTS OF
CHHAYGAON COLLEGE, P.O: CHHAYGAON, DIST.: KAMRUP (ASSAM)
FOR THE PERIOD FROM 1st April , 2022 TO 31st MARCH, 2023

1. The accounts of the College for the period from 1st April, 2022 to 31st March, 2023 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. Naba Kumar Kalita during the period under audit.

3. **CLOSING BALANCE:**

The closing balance of the General Fund of the College as on 31st March, 2023 as per the cash book was ₹ 48,598.14 as detailed below:

<u>Particulars</u>	<u>Amount (₹)</u>
i) Cash in hand	4,644.00
ii) Cash with Bank of Baroda, Dhekenabari Branch, SB A/c No. 56050100000291	43,954.14
Total	<u>48,598.14</u>

The closing balance as per pass books/bank statements as on 31st March, 2023 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 31.03.2023 are stated below:

(i) Examination Fund:

a) Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000316	1,50,738.00
Total	<u>1,50,738.00</u>

(ii) Students' Aid Fund:

a) 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 56050100000295	4,16,332.00
Total	<u>4,39,251.00</u>

(iii) Scholarship Fund:

a) Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000324	76,732.00
	<u>76,732.00</u>

(iv) Students' Union Fund:

a) Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000297	20,04,157.50
Total	<u>20,04,157.50</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	6,95,800.00
		Total	<u>6,98,627.00</u>
(vi)	Building Fund:		
	a)	Cash with United Bank of India, Chhaygaon Branch in SB A/c No. 8983	11,403.00
	b)	No. 4603	12,397.90
	c)	Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000317	14,08,746.50
		Total	<u>14,32,547.40</u>
(vii)	UGC Fund:		
	a)	Cash with State Bank of India, Gumi Branch in SB A/c No. 11672001087	1,46,663.33
	b)	Hatigaon Branch in SB A/c No. 32326961173	19,842.00
		Total	<u>1,66,505.33</u>
(viii)	Miscellaneous Fund:		
	a)	Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000294	1,15,896.00
		Total	<u>1,15,896.00</u>
(ix)	Final Examination Fund:		
	a)	Cash in hand	2,063.00
	b)	Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000298	27,09,285.00
	c)	Cash with UBI	1917.00
	d)	Cash with Allahabad Bank	1696.00
		Total	<u>27,14,961.00</u>



(x)	Tuition Fee Fund:		
	a) Cash in hand		
	b) Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100000293		
	Total		1,20,617.00
			1,20,617.00
(xi)	Admission Fund:		
	a) Cash in hand		
	b) Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100008879		
	Total		7,67,276.00
			7,67,276.00
(xii)	PG Assamese Fund:		
	a) Cash in hand		
	b) Cash with Bank of Borada, Chhaygaon Dhekenabari Branch in SB A/c No 56050100013457		
	Total		1,40,431.23
			1,40,431.23

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 01.04.2022 to 31.03.2023 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:

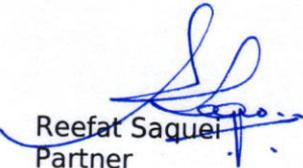
Cases of misappropriation and embezzlements have not been noticed in the accounts during the period under report.

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
(UDIN - 23058118BGWKUZ2604)

Guwahati; September 30, 2023

CHHAYGAON COLLEGE, P.O: CHHAYGAON, DIST.: KAMRUP (ASSAM)
STATEMENT OF RECEIPT AND PAYMENT ACCOUNT IN RESPECT OF SUBSIDIARY FUNDS
FOR THE PERIOD FROM 01.04.2022 TO 31.03.2023
ANNEXURE 'B'

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
1. EXAMINATION FUND			
<u>Opening Balance:</u>			
Cash in hand	-	Purchase of Maruti Suzuki Eeco	5,62,000.00
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000316	7,06,896.00		
	7,06,896.00		
Bank Interest	5,842.00	<u>Closing Balance:</u>	
		Cash in hand	-
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000316	1,50,738.00
			1,50,738.00
Total	<u>7,12,738.00</u>	Total	<u>7,12,738.00</u>

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
2. STUDENTS' AID FUND			
<u>Opening Balance:</u>		<u>Aid to:</u>	
Cash with State Bank Bank of India, Gumi Branch in SB A/c No.01100050218	22,919.00	Hemanta Thakuria	8,000.00
Cash with Bank of Baroda, Chhaygaon Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000295	3,61,276.00	Prerona Dewan	5,000.00
	3,84,195.00	Jupitara Kalita	5,000.00
		Durlav Rabha	4,000.00
		Dipti Moni Bora	4,000.00
		Niranjan Das	3,000.00
		Mamtaz Ali	2,900.00
			31,900.00
Fees Collection	76,100.00	<u>Closing Balance:</u>	
Bank Interest	10,856.00	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. 56050100000295	4,16,332.00
			4,39,251.00
Total	<u>4,71,151.00</u>	Total	<u>4,71,151.00</u>



RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
3. SCHOLARSHIP FUND			
<u>Opening Balance:</u>			
Cash with Bank of Baroda, Chhaygaon Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000324	74,657.00	<u>Closing Balance:</u>	
Bank Interest	2,075.00	Cash with Bank of Baroda, Chhaygaon Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000324	76,732.00
Total	<u>76,732.00</u>	Total	<u>76,732.00</u>

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
4. STUDENTS' UNION FUND			
<u>Opening Balance:</u>			
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000297	32,45,669.50	Function & Festival	2,89,300.00
Bank Interest	92,810.00	Repairs and and Renovation	2,60,400.00
Fees Collection	8,800.00	College Week	2,12,890.00
Receipt from Nomination Fees (Union Election)	3,000.00	Play Ground Beautification	1,97,800.00
Transfer from Building Fund	10,00,000.00	Freshers Social	1,77,800.00
		Skill Development	70,000.00
		Games & Sports	54,400.00
		Blazer	54,070.00
		Gymnasium Programme	39,400.00
		Purchase of Furniture (IQAC)	28,000.00
		Social Service	27,800.00
		Blood Donation Camp	27,170.00
		Youth Festival expenses	24,600.00
		Food and Refreshment	21,260.00
		Inter College Youth Festival	20,700.00
		Travelling expenses	18,440.00
		Printing expenses	18,000.00
		Yoga Camp expenses	13,500.00
		Union Election Expenses	12,000.00
		Earth Filling	11,000.00
		CM Programme expenses	10,190.00
		Wall Magazine	10,000.00
		Insurance Premium expenses	9,500.00
		Ex Student Meeting expenses	9,000.00
		Bank charges	6,312.00
		Net Connection expenses	4,540.00
		Financial Assistance	3,000.00
		Badge	2,750.00
		Purchase of Carrom Stand	2,190.00
		Miscellaneous expenses	10,110.00
		Transfer to Admission Fund	7,00,000.00
		<u>Closing Balance:</u>	
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000297	20,04,157.50
Total	<u>43,50,279.50</u>	Total	<u>43,50,279.50</u>



RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
5. LIBRARY FUND			
<u>Opening Balance:</u>		Software Installation	30,000.00
Cash in hand	2,827.00	Telephone connection	16,947.00
Cash with Bank of Baroda, Chhaygaon		Purchase of Printer	16,800.00
Dhekenabari Branch, SB A/c No. 56050100000296	<u>4,46,052.00</u>	Newspapers and Periodicals	12,700.00
	4,48,879.00	Journal expenses	8,700.00
Bank Interest	15,956.00	Computer Accessories	8,300.00
Transfer from Building Fund	3,50,000.00	Purchase of Books	7,535.00
		Printing expenses	6,600.00
		Stationeries	4,600.00
		Telephone Bill	3,790.00
		Bank charges	236.00
		<u>Closing Balance:</u>	
		Cash in hand	2,827.00
		Cash with Bank of Baroda, Chhaygaon	
		Dhekenabari Branch, SB A/c No. 56050100000296	<u>6,95,800.00</u>
Total	<u>8,14,835.00</u>	Total	<u>8,14,835.00</u>

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
6. BUILDING FUND			
<u>Opening Balance:</u>		Const. of Civil Works	8,46,425.00
Cash with United Bank of India,		Purchase of Furniture	21,000.00
Chhaygaon Branch in SB A/c No. 8983	11,403.00	Travelling expenses	18,920.00
Cash with United Bank of India,		AC Installation	14,000.00
Chhaygaon Branch in SB A/c No. 4603	12,397.90	Computer Accessories	9,850.00
Cash with Bank of Baroda, Chhaygaon		Food and Refreshment	8,700.00
Dhekenabari Branch, SB A/c No. 56050100000317	<u>11,479.00</u>	Stationeries	5,150.00
	35,279.90	Earth Filling	3,000.00
Grant- In- Aid:		Function and Festivals	1,650.00
From Director Higher Education, Assam		Bank charges	5,634.50
for Free Admission 2021/22	60,95,360.00	Transfer to General Fund	24,95,360.00
Bank Interest	81,597.00	Transfer to Student Union Fund	10,00,000.00
		Transfer to Library Fund	3,50,000.00
		<u>Closing Balance:</u>	
		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>14,08,746.50</u>
Total	<u>62,12,236.90</u>	Total	<u>62,12,236.90</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	1,42,769.33		
Cash with State Bank of India, Hatigaon Branch, S.B. A/c No. 32326961173	<u>19,842.00</u>	1,62,611.33	
Bank Interest	3,894.00		
			<u>Closing Balance:</u>
		Cash with State Bank Bank of India, Gumi Branch in SB A/c No.11672001087	1,46,663.33
		Cash with State Bank of India, Hatigaon Branch, S.B. A/c No. 32326961173	<u>19,842.00</u>
			1,66,505.33
Total	<u>1,66,505.33</u>	Total	<u>1,66,505.33</u>

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
8. MISCELLANEOUS FUND			
<u>Opening Balance:</u>			
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 5605010000294	7,37,636.00	Interview expenses	5,21,100.00
Receipt from State Level Recruitment Commission Examination Board	5,15,550.00	Repairs and Renovation	4,55,970.00
Receipt from State Level Police Recruitment Board	68,540.00	Examination Fees to H.S. Council	2,37,400.00
Fees Collection	39,000.00	Remuneration	97,290.00
Bank Interest	11,616.00	Food and Refreshment	42,500.00
Receipt from Certificate Fees	50.00	Bank charges	236.00
Transfer from General Fund	98,000.00	<u>Closing Balance:</u>	
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 5605010000294	1,15,896.00
Total	<u>14,70,392.00</u>	Total	<u>14,70,392.00</u>



RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
9. FINAL EXAMINATION FUND			
<u>Opening Balance:</u>		Examination Fees to Gauhati University	16,56,200.00
Cash in hand	6,860.00	Remuneration	13,60,900.00
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000298	5,97,471.00	Examination Fees to H.S. Council	1,83,600.00
Cash with UBI	1,917.00	Refreshment	1,08,760.00
Cash with Allahabad Bank	1,696.00	Stationeries	75,159.00
	6,07,944.00	Postage	70,758.00
		Fuel	27,120.00
Receipt from Examination Fees	56,08,110.00	Repairs and Maintenance	13,900.00
Bank Interest	14,245.00	Telephone and Communication	9,331.00
		Travelling expenses	7,250.00
		Bank charges	2,360.00
		<u>Closing Balance:</u>	
		Cash in hand	2,063.00
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000298	27,09,285.00
		Cash with UBI	1,917.00
		Cash with Allahabad Bank	1,696.00
Total	62,30,299.00	Total	62,30,299.00

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
10. TUITION FEES FUND			
<u>Opening Balance:</u>			
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000293	1,17,356.00		
Bank Interest	3,261.00		
		<u>Closing Balance:</u>	
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000293	1,20,617.00
Total	1,20,617.00	Total	1,20,617.00



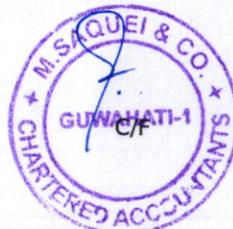
RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
11. ADMISSION FUND			
Fees Collection	32,53,820.00	Permission Fees to Gauhati University	12,28,560.00
Bank Interest	35,061.00	Enrollment Fees to Gauhati University	12,07,000.00
Miscellaneous Receipt	1,000.00	Examination Fees to Gauhati University	4,18,250.00
Transfer from Student Union Fund	7,00,000.00	Registration Fees to Gauhati University	2,21,020.00
		Permanente Fees to Gauhati University	1,45,260.00
		Bank charges	2,515.00
		<u>Closing Balance:</u>	
		Cash with Bank of Baroda, Chhaygaon	
		Dhekenabari Branch, SB A/c No. 56050100008879	7,67,276.00
Total	<u>39,89,881.00</u>	Total	<u>39,89,881.00</u>

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
12. PG ASSAMESE FUND			
Fees Collection	2,20,000.00	Remuneration	59,000.00
Receipt from Examination Form Fill-up	35,900.00	Enrolment Fees to Gauhati University	43,750.00
Bank Interest	2,314.00	Examinaton Fees to Gauhati University	14,560.00
		Bank charges	472.77
		<u>Closing Balance:</u>	
		Cash with Bank of Baroda, Chhaygaon	
		Dhekenabari Branch, SB A/c No. 56050100013457	1,40,431.23
Total	<u>2,58,214.00</u>	Total	<u>2,58,214.00</u>



CHHAYGAON COLLEGE, P.O: CHHAYGAON, DIST.: KAMRUP (ASSAM)
STATEMENT OF RECEIPT AND PAYMENT ACCOUNT IN RESPECT OF GENERAL FUND
FOR THE PERIOD FROM 01.04.2022 To 31.03.2023
ANNEXURE 'A'

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
<u>Opening Balance:</u>			
Cash In hand	1,04,644.00	Pay of Staff	34,87,610.00
Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000291	18,41,338.14	Repairs and Renovation	4,87,631.00
	19,45,982.14	Remuneration	3,78,750.00
Receipt from Advertisement		Registration Fees to H.S. Council	1,90,500.00
Application Fees	3,71,425.00	Electric Bill	1,51,364.00
Donation from GB Member Mr. Chandra Kalita	50,000.00	Affiliation Fees to Gauhati University	1,49,260.00
Receipt from Canteen Rent	58,000.00	Travelling expenses	1,18,485.00
Receipt from Indian institute of Entrepreneurship for Workshop	49,500.00	Stationeries	85,120.00
Receipt from Examination Fees	44,500.00	Advertisement	78,061.00
Receipt from Certificate Fees	26,850.00	Food and Refreshment	48,938.00
Sale proceeds	20,650.00	GB Meeting expenses	43,705.00
Receipt from Auditorium Rent	12,000.00	Fuel	35,960.00
Receipt from Dibyajyoti Dewan (Canteen Arrear Rent)	5,000.00	College Website expenses	35,400.00
Receipt from Registration Fees	3,000.00	Bank charges	31,993.00
Receipt from Electric Bill	2,590.00	IIQA Submission Fees to NAAC	31,000.00
Bank Interest	36,902.00	Purchase of Copier Machine	29,500.00
<u>Loan Refund from:</u>		Inspection Expenses	20,400.00
Naba kumar Kalita	2,00,000.00	Purchase of Grass Cutter Machine	14,700.00
Dhiren Das	70,000.00	Flex/Banner	12,800.00
Deepika Das	60,000.00	Printing expenses	11,135.00
Mr. Upen Deka	50,000.00	Meeting expenses	10,000.00
Arup Kumar Medhi	50,000.00	Examination expenses	8,900.00
Nirajan Das	30,000.00	Purchase of Book	7,920.00
Rajib Deka	20,000.00	Computer Accessories	7,800.00
Manab Choudhury	16,000.00	Games and Sports	7,000.00
Mukut Kalita	15,000.00	Infosystem Programme expenses	6,000.00
Jyotimoy Kalita	14,000.00	Purchase of Furniture	5,700.00
Nabajyoti Bhuyan	14,000.00	Purchase of Doormat	5,740.00
Son Kumar Das	14,000.00	Freshers Social expenses	5,000.00
Dibya Dewan	5,300.00	Admission expenses	4,670.00
Lohit Rajbongshi	4,000.00	Honorarium	4,500.00
Jitendra Rabha	2,000.00	Legal Fees	4,400.00
	5,64,300.00	Steel Photo	4,034.00
Transfer from Building Fund	24,95,360.00	Internet Recharge Charges	3,590.00
Miscellaneous Receipt	5,380.00	Hire Charges	3,000.00
	56,91,439.14	Postage	2,860.00
		Registration Penalty Fees to G.U.	2,800.00
		Farewell expenses	2,490.00
		Affiliation Certificate Application Fees	2,105.00
Total	56,91,439.14	Total	55,40,821.00



C/F

CHHAYGAON COLLEGE, P.O: CHHAYGAON, DIST.: KAMRUP (ASSAM)
 STATEMENT OF RECEIPT AND PAYMENT ACCOUNT IN RESPECT OF GENERAL FUND
 FOR THE PERIOD FROM 01.04.2022 To 31.03.2023
 ANNEXURE 'A'

RECEIPTS	AMOUNT (₹)	PAYMENTS	AMOUNT (₹)
B/F	56,91,439.14	B/F	55,40,821.00
		Health Checkup Camp	1,600.00
		Honarium for External Duty	1,500.00
		Miscellaneous expenses	920.00
		Transfer to Miscellaneous fund	98,000.00
		<u>Closing Balance:</u>	
		Cash In hand	4,644.00
		Cash with Bank of Baroda, Chhaygaon Dhekenabari Branch, SB A/c No. 56050100000291	43,954.14
Total	56,91,439.14	Total	56,91,439.14

