

# Arts, Commerce and Science College, Satral

A/P Satral, Tal. Rahuri, Dist. Ahmednagar

## Audit Procedure

The Arts, Commerce and Science college, Satralhas developed a full fledged mechanism for conducting internal and external financial audits every year to ensure the financial compliance.

Internal audit is conducted by the internal auditors appointed by Loknete Dr. BalasahebVikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society, Pravaranagar. Internal auditors thoroughly verifythe details of income and expenditure details. The compliance report of internal audit is submitted to themanagement of the institution through the principal. External audit is conducted annuallybyanexternalagency.

The following mechanism is adopted for the effective monitoring and use of financial resources:

- Principal, as a head of the institution submits a proposal to the management on budget allocation, based on the recommendations made by heads of all the academic and administrative departments of the college
- The budget includes recurring expenses including salary of the teaching and non-teaching staff, stationary, electricity charges, maintenance, consumable items and non-recurring charges including purchase of laboratory equipment, furniture, computers etc.
- As per the budget allocated by the management, the expenses are monitored by the accounts department.
- The depreciation costs of items purchased in the preceding years are also workedout.

### Processoftheinternalaudit:

Vouchers are audited by the internal auditors. The expensesincurred under different heads are thoroughly checked by verifying the bills and vouchers. Discrepancy found if any, the sameisbrought to the notice of the principal.

### Processofthe externalaudit:

The chartered accountant regularly audits the documents as per the governmentrules. He ensures that, all payments are duly authorized. After completion of audit, the report is senttothemanagementforits review.Anyquery if found,wouldbeattendedimmediatelyalongwiththesupportingdocumentswithinstipulated time.

Thesemechanismsdisplaythetransparencybeingmaintainedinfinancialmattersandadher encetofinancialdisciplinetoavoid diversion of funds or any sort of malpractice.Theauditedstatementisdulysignedbytheauthoritiesofthe managementandcharteredaccountant.