

CHECKLIST FOR INTERNAL AUDIT OF THE COLLEGE / TRUST ACCOUNTS

Name of the College	JKKMMRF-s Annai JKK Sampoorani Ammal College of Pharmacy
Address of the College	JKKMMRF-s Annai JKK Sampoorani Ammal College of Pharmacy, Ethirmedi, Komarapalayam, Namakkal Dist. Tamilandu
Period of Audit	2021-2022
Prepared by	Mr. R. CHANDIRAN, Accounts Officer
Review by	Mr. N. SENTHILKUMAR, Principal

Note: Wherever test checks are to be carried out, obtain instruction from Audit In-charge.

Particulars	Yes	No	N.A	Remarks
1. General Instruction				
1.1 Have you examined the software system in place with respect to book of account	✓			
1.2 Have you checked the past year-records like I.T. returns and financial statement.	✓			
13. Have you checked the number of years of maintenance of proper financial records	✓			
2. Opening Balance				
2.1 Have you checked opening balance of	✓			
1. Cash Book	✓			
2. Bank Book	✓			
3. General Ledger			✓	
4. Other subsidiary ledger, with closing balances of				
3. Vouching				
Vouching includes the following:				
3.1 Receipt and payments of cash book and Bank book	✓			
3.2 Have you checked correctness receipts and payment with respect to	✓			
1. Account Head	✓			
2. Date	✓			
3. Amount	✓			
4. Name of Party	✓			
3.3. Are the vouchers properly authorized and supported by necessary external evidence and / or internal documentation.	✓			
3.5 Have you checked total/subtotal	✓			
4. Cash book/ Bank book	✓			

Particulars	Yes	No	N.A	Remarks
4.1 Have you checked whether transactions have been recorded in cash book/ bank book for collection with counter foils of receipts.	✓			
4.2 Have you checked whether cash collected is deposited into bank within reasonable intervals	✓			
4.3 Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's bank statements	✓			
4.4 Have you ensured that wherever payments exceeds Rs. 10000/- it has been made through cheque / DD	✓			
4.5. Have you checked contra entries for cash withdrawals and deposits and ensured that they appear on same date in cash L book / bank book	✓			
4.6 Have you checked whether payments have been made only for charitable purpose or related project/ programs i.e. relief of poor/ education/ medical relief	✓			
5. Journal Vouching				
5.1 Have you checked head of account on all journal vouchers- NT	✓			
5.2 Are all journal vouchers supported by necessary evidence/ explanation	✓			
5.3. Are all vouchers properly authorized	✓			
6. Salaries / Wages / Honorarium				
6.1. Have you checked salary register and summaries thereof in cash book/ bank book	✓			
6.2 Have you checked statutory deductions for				
1. Provident fund	✓			
2. Income Tax	✓			
3. Any other items	✓			
6.3 Have you checked stator deductions have been paid in proper and time manner to respective departments.	✓			
7. Ledger I Posting and Security				
7.1 Have you checked positing from cash book/bank book/ journal register and all other principal books	✓			
Have you scrutinized:			✓	
a. Loan Staff Loan ledger			✓	
b. Advance ledger			✓	

Particulars	Yes	No	N.A	Remarks
7.3 Have you scrutinized all assets accounts of the trust/ institution to ensure that assets relating to trust / society only recorded	✓			
7.4 Have you scrutinized all liabilities accounts of the trust/ institution to ensure that liabilities relating to trust / society only recorded	✓			
Have scrutinized all expenses accounts in particular of a. Building Repairs b. Machine Repairs c. Other Repairs To ensure that whether any expenditure of capital nature has been charged to revenue account and vice versa.	✓			
8. Tax Matters				
8.1 Have you checked TDS returns are filed quarterly and obtained the A/c number	✓			
8.2 Have you enquired about any pending tax litigations				
9. Other Records	✓			
Have you checked a. Register of fixed deposits b. Register for Fixed assets			✓	

PREPARED BY

For Annai JKK Sampoorani Ammal
Charitable Trust

R. Chinn
Accounts Officer

VERIFIED BY

Dr. N. SENTHILKUMAR,
PRINCIPAL,

JKK MUNIRAJAH MEDICAL RESEARCH FOUNDATION
ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY
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