

Internal Audit Report

For the Financial Year 2021 – 22

District :

Unit Name: (DPO/CLRC/SMC etc.)

Audit conducted by

DBK ASSOCIATES

PASCHIM BANGA SARVA SHIKSHA MISSION

Annexure – I

Internal Audit Report for the FY 2021-22

Name of the Unit:

CLRC:

District:

A. Status of Registers:

Sl. No.	Name of Register	Maintained or Not	Updated Till
1	Cash Book		
2	Ledgers		
3	Journal		
4	Register for Journals /Magazines/ Newspapers		
5	Advance Register		
6	Register of Bank draft received		
7	Cheque issue register		
8	Register of remittances made into the bank		
9	Register of bank draft dispatched		
10	Bill register		
11	Establishment Register		
12	Stock Register		
	- For Capital Goods		
	- For non-consumable articles		
	- For Consumable articles		
13	Register of Civil Works		
14	Register of Grants received/ Fund Receipts Register		
15	Register of Grants remitted to agencies/NGOs/Voluntary agencies for mobilization		
16	Fixed Assets Register		
17	Register of Investments (FD etc)		
18	Despatch Register		
19	File Register		
20	Minutes book or Resolution book / Proceeding Book		
21	Activity Register		
22	Muster Role & Attendance for labour payment/ Acquaintance cum payment register		
23	TLM Register		
24	Grant Utilisation register		

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25	Free Text Book Register		
26	Audit Compliance Register		
27	Donation Register		
28	Social Audit Register		
29	Bank Statement		
30	Bank Reconciliation Statement		

B. Observations Regarding Vouching

Date	Particulars	Amount (Rs.)	Remarks

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C. Photo copy documents required from CLRCs and Schools (Signed)

- i. Bank Pass book from 01.04.2021 to 31.03.2022 along with passbook front page
- ii. Bank Reconciliation Statement as on 31.03.2022
- iii. Fund utilization certificates submitted to higher authorities for the FY 2021-22
- iv. Receipts & Payments Account for the FY 2021-22
- v. Duly filled up **Annexure – I**
- vi. Cashbook copy for the month of March, 2021 and March, 2022

service problem solved