

BASUNDHARA TEACHERS' TRAINING COLLEGE

(A UNIT OF NORTH BIHAR EDUCATIONAL TRUST)

RECOGNISED BY NCTE-ERC, BHUBANESHWAR

AFFILIATED B.R.A BIHAR UNIVERSITY, MUZAFFARPUR

DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,

MUZAFFARPUR (BIHAR) PIN-843119

Internal Audit Report for the Period from 01.04.2022 to 31.03.2023

EXECUTIVE SUMMARY

(a) Objective of Audit

The responsibility of the Committee was to verify the Bills, Vouchers and their entries in the books following the standard procedures and to check that proper documentation and internal control was maintained during the period of audit. The report of deficiencies and deviation, if any, existing in the operation was also verified. We have conducted the Internal Audit of **Basundhara Teachers' Training College, Muzaffarpur** (A Unit of North Bihar Educational Trust) for the period from **1st April' 2022 to 31st March' 2023**.

(b) Methodology of Audit

The Audit work was distributed and the concerned staff performed their job and reported to undersigned on daily basis. Internal Audit was mainly focused on following areas: -

1. An assessment of the adequacy of the ERP-9 Tally Software whether it includes methods and records established to identify and maintain accountability for the related financial transactions.
2. Whether all necessary supporting documents, records and books/ statements of accounts have been maintained and all necessary supporting documents such as bills, vouchers etc. and books of accounts have been maintained in respect of all expenditures.
3. Whether the clear linkages exist between the books of accounts and whether expenditures are maintained and reports presented for the expenditure incurred.

(c) Status of implementation of the Financial Management System

During audit we noted that ERP-9 Tally Software has been implemented for the Financial Year **2022-23**.

(d) Status of Compliance of previous audit report

Internal audit for the FY **2021-22** was found compliance.

(e) Executive Summary and Suggestions/ Recommendations:

1. (Excise Expenditure) Bills not verified by Authorized Officer

During course of audit, we noted that some payments were made without being verified by the authorized officer:

Date	Bill. No.	Amount	Observation
23.04.2022	053	5500	Excise Expenditure For Plant and Machinery
06.03.2023	946	1570	Excise Expenditure (Bill was not Verify by Competent Authority)

Other recommendations:

Following mistakes in practices were observed in some cases, which need corrective action and further precautions:

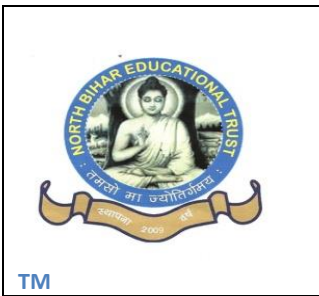
1. Discount in Fee was not found approved in some cases.
2. Entry in ERP has been made but Bill has not been raised.
3. In some cases, discount has been given on Admission Fes, but it was not entered on ERP.
4. Without No Dues, T.C. and Mark sheets have been returned.

Date: 16-05-2023


Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar

Convener


Accountant
Basundhara Teachers' Training College
Silout, Muzaffarpur, Bihar



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Internal Audit Report for the Period from 01.04.2021 to 31.03.2022

EXECUTIVE SUMMARY

(a) Objective of Audit

The responsibility of the Committee was to verify the Bills, Vouchers and their entries in the books following the standard procedures and to check that proper documentation and internal control was maintained during the period of audit. The report of deficiencies and deviation, if any, existing in the operation was also verified. We have conducted the Internal Audit of **Basundhara Teachers' Training College, Muzaffarpur** (A Unit of North Bihar Educational Trust) for the period from **1st April' 2021 to 31st March' 2022**.

(b) Methodology of Audit

The Audit work was distributed and the concerned staff performed their job and reported to undersigned on daily basis. Internal Audit was mainly focused on following areas: -

1. An assessment of the adequacy of the ERP-9 Tally Software whether it includes methods and records established to identify and maintain accountability for the related financial transactions.
2. Whether all necessary supporting documents, records and books/ statements of accounts have been maintained and all necessary supporting documents such as bills, vouchers etc. and books of accounts have been maintained in respect of all expenditures.
3. Whether the clear linkages exist between the books of accounts and whether expenditures are maintained and reports presented for the expenditure incurred.

(c) Status of implementation of the Financial Management System

During audit we noted that ERP-9 Tally Software has been implemented for the Financial Year **2021-22**.

(d) Status of Compliance of previous audit report

Internal audit for the FY **2020-21** was found compliance.

(e) Executive Summary and Suggestions/ Recommendations:

1. (Excise Expenditure) Bills not verified by Authorized Officer

During course of audit, we noted that some payments were made without being verified by the authorized officer:

Date	Bill. No.	Amount	Observation
04.12.2021	719	7450	Bill was not Verify by Competent Authority

Other recommendations:

Following mistakes in practices were observed in some cases, which need corrective action and further precautions:

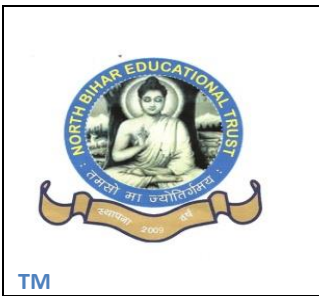
1. Discount in Fee was not found approved in some cases.
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4. Without No Dues, T.C. and Mark sheets have been returned.

Date: 30-04-2022

Convener


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Internal Audit Report for the Period from 01.04.2020 to 31.03.2021

EXECUTIVE SUMMARY

(a) Objective of Audit

The responsibility of the Committee was to verify the Bills, Vouchers and their entries in the books following the standard procedures and to check that proper documentation and internal control was maintained during the period of audit. The report of deficiencies and deviation, if any, existing in the operation was also verified. We have conducted the Internal Audit of **Basundhara Teachers' Training College, Muzaffarpur** (A Unit of North Bihar Educational Trust) for the period from **1st April' 2020 to 31st March' 2021**.

(b) Methodology of Audit

The Audit work was distributed and the concerned staff performed their job and reported to undersigned on daily basis. Internal Audit was mainly focused on following areas: -

1. An assessment of the adequacy of the ERP-9 Tally Software whether it includes methods and records established to identify and maintain accountability for the related financial transactions.
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(c) Status of implementation of the Financial Management System

During audit we noted that ERP-9 Tally Software has been implemented for the Financial Year **2020-21**.

(d) Status of Compliance of previous audit report

Internal audit for the FY **2019-20** was found compliance.

(e) Executive Summary and Suggestions/ Recommendations:

1. (Excise Receipt) Bills not verified by Authorized Officer

During course of audit, we noted that some payments were made without being verified by the authorized officer:

Date	Bill. No.	Amount	Observation
18.11.2020	168	27430.24	Bill was not Verify by Competent Authority Because Excise Receipt of Sold Maruti Dezire Car
16.05.2020	006	5500	Un-Authorized Credit in Cash Receipt Fee

Other recommendations:

Following mistakes in practices were observed in some cases, which need corrective action and further precautions:

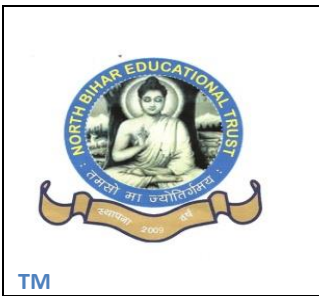
1. Discount in Fee was not found approved in some cases.
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Date: 15-05-2021


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DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,
MUZAFFARPUR (BIHAR) PIN-843119

Internal Audit Report for the Period from 01.04.2019 to 31.03.2020

EXECUTIVE SUMMARY

(a) Objective of Audit

The responsibility of the Committee was to verify the Bills, Vouchers and their entries in the books following the standard procedures and to check that proper documentation and internal control was maintained during the period of audit. The report of deficiencies and deviation, if any, existing in the operation was also verified. We have conducted the Internal Audit of **Basundhara Teachers' Training College, Muzaffarpur** (A Unit of North Bihar Educational Trust) for the period from **1st April' 2019 to 31st March' 2020**.

(b) Methodology of Audit

The Audit work was distributed and the concerned staff performed their job and reported to undersigned on daily basis. Internal Audit was mainly focused on following areas:-

1. An assessment of the adequacy of the ERP-9 Tally Software whether it includes methods and records established to identify and maintain accountability for the related financial transactions.
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3. Whether the clear linkages exist between the books of accounts and whether expenditures are maintained and reports presented for the expenditure incurred.

(c) Status of implementation of the Financial Management System

During audit we noted that ERP-9 Tally Software has been implemented for the Financial Year **2019-20**.

(d) Status of Compliance of previous audit report

Internal audit for the FY **2018-19** was found compliance.

(e) Executive Summary and Suggestions/ Recommendations:

1. Bills not verified by Authorized Officer

During course of audit we noted that some payments were made without being verified by the authorized officer:

Date	Bill. No.	Amount	Observation
17.05.2019	049	5340	R.O System Repairing Bill was not Verify by Competent Authority
30.08.2019	217	5000	Un-Authorized Credit in Bank Account (Bill not verify by Competent Authority.)

Other recommendations:

Following mistakes in practices were observed in some cases, which need corrective action and further precautions:

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4. Without No Dues, T.C. and Mark sheets have been returned.

Date: 13-04-2020


Principal
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DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,

MUZAFFARPUR (BIHAR) PIN-843119

Internal Audit Report for the Period from 01.04.2018 to 31.03.2019

EXECUTIVE SUMMARY

(a) Objective of Audit

The responsibility of the Committee was to verify the Bills, Vouchers and their entries in the books following the standard procedures and to check that proper documentation and internal control was maintained during the period of audit. The report of deficiencies and deviation, if any, existing in the operation was also verified. We have conducted the Internal Audit of **Basundhara Teachers' Training College, Muzaffarpur** (A Unit of North Bihar Educational Trust) for the period from **1st April' 2018 to 31st March' 2019**.

(b) Methodology of Audit

The Audit work was distributed and the concerned staff performed their job and reported to undersigned on daily basis. Internal Audit was mainly focused on following areas:-

1. An assessment of the adequacy of the ERP-9 Tally Software whether it includes methods and records established to identify and maintain accountability for the related financial transactions.
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3. Whether the clear linkages exist between the books of accounts and whether expenditures are maintained and reports presented for the expenditure incurred.

(c) Status of implementation of the Financial Management System

During audit we noted that ERP-9 Tally Software has been implemented for the Financial Year **2018-19**.

(d) Status of Compliance of previous audit report

Internal audit for the FY **2017-18** was found no any compliance.

(e) Executive Summary and Suggestions/ Recommendations:

1. Bills not verified by Authorized Officer

During course of audit we noted that some payments were made without being verified by the authorized officer:

Date	Bill. No.	Amount	Observation
04.08.2018	59	5950	Mr. R. Lal Books Bill was not verified Approved by Authorized Officer
27.02.2019	483	7700	Execs Deposit D.D. in University Registration fee

2. Item cost was lesser than the billing amount. Balance Billing amount not returned by shopkeepers:-

Some electrical items were purchased for Rs 1300 bills had been submitted for an amount of Rs 1100, bill rest of Rs 200 were not submitted.

Date	Bill. No.	Amount	Observation
16.08.2018	188	1100	Mr. Sanjay Kumar Pannel Repair Motors vide Bill No-34

Other recommendations:

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Date: 05-04-2019

Convener


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