

**Dr. B C Roy College of Pharmacy & A.H.S, Durgapur**

**INTERNAL AUDIT REPORT**

**For the period from 01-04-2022 to 31-03-2023**

**M/s. Rai Abhishek & Associates**

**Chartered Accountants**

3/17, Suhatta Mall,

City Center, Durgapur - 713216, Dist - Burdwan

Email : [ca.akrai@hotmail.com](mailto:ca.akrai@hotmail.com)



# Rai Abhishek & Associates

Chartered Accountants

Dr. B C Roy College of Pharmacy & A.H.S, Durgapur

## INTERNAL AUDIT REPORT

For the period from 01/04/2022 to 31/03/2023

### PART: A Brief Details of the Audit

- i. Name & Address of the Auditee : Dr. B C Roy College of Pharmacy & AHS,  
Durgapur -713206 West Bengal
- ii. Names of the office bearers : Dr. Subhabrata Ray, Principal,  
Dr. B C Roy College of Pharmacy & AHS
- iii. Names of Audit Team member : CA Abhishek Kr. Rai  
Mr. MD Zubair Khan & Mr. Indranil Roy
- iv. Duration of audit : 03 days
- v. Period covered in the current audit : 01.04.2022 - 31.03.2023



For Rai Abhishek & Associates  
Chartered Accountants  
Firm Regn. No.- 327301E

CA Abhishek Kumar Rai  
Partner  
Mem. No.- 064814

Prof. (Dr.) Samir Kumar Samanta  
M. Pharm., Ph.D (J.U.)  
Principal  
Dr. B. C. Roy College of Pharmacy & AHS  
Durgapur, West Bengal-713206

3/17, Suhatta Mall, City Centre, Durgapur-713218

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## **PART: B Executive Summary**


### **a. Objective of audit:**

Internal audit is concerned with evaluating and improving the effectiveness of risk management, control and governance processes in an organization. The objective of this audit was to ensure that adequate Policies and procedures are in place to control the Institution's income and expenditure and evaluate the compliance with Financial Regulations and Standing Orders of the authorities concerned. We conducted our audit in accordance with auditing standards generally accepted in the India.

### **b. Methodology of audit:**

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion. The audit was conducted on the basis of finalized Audit program. After distribution of the audit work and responsibilities, the concerned staff performed their job and directly reported to the Team Manager on daily basis. Internal audit program was mainly focused on following areas: -

- i. The audit team was going through the University Act. Trust deeds and should note the rules and regulations relating to accounts. The governing body may pass resolutions from time to time in respect to accounts. A copy of minutes' books should be made available to him so that he may be able to confirm whether the decision of the government body have been compiled with.
- ii. Obtain a copy of budget or financial statements to study of different heads of income and expenditure.

  
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- iii. Thoroughly assess the strength of internal check.
- iv. To verify the receipts of semester fees from students reconciled with software and Tally ERP. Other charges from the students such as transport fees, late fines etc. was verified carefully and also checked any fees received in advance should be properly adjusted.
- v. To verify the concession of fees and other charges duly authorized by the proper authority. Any charges becoming irrecoverable to be written off only after proper authority has recommended.
- vi. Any grant-in-aid or funds received for a particular purpose must be utilized for the same.
- vii. To check the amount of salaries paid with the Salary Register and any increment given to an employees was duly sanctioned.
- viii. While making payment of staff salaries, income tax should be deducted at source and was deposited with the Income Tax Department. The staff provident fund, ESIC, Profession tax account to be verified and it was seen that it has duly deposited and filed as per the rules.
- ix. The establishment expenses must be carefully vouched and it was seen that capital expenditure has not been treated as revenue expenditure or vice versa.
- x. The payment of scholarship was verified with the receipt from students and Scholarship Register.
- xi. All the assets and liabilities were properly exhibited in the balance sheet.
- xii. The stock of equipment, stationary, furniture was carefully verified.

**c. Status of implementation of Financial Management:**

During audit we noted that Financial Management System has been implemented for the financial year 2022-2023.

  
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**d. Key area of weakness**

During audit we noted no major key area of weakness regarding procedural lapse:

**AUDIT OBSERVATION & AUDITEE'S COMMENTS: -**

**(A) Employee Advance**

Due to the employee advance matter has been discussed and brought into the knowledge of Accounts Department, so that all the advances to staff members are recorded within the prescribed time and booking expenses in time. This will avoid pendency of books of accounts and improve accounting & information efficiency.

**(B) Cash count is not being done by any other personnel other than the Accountant.**

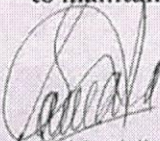
Auditee Comment: Surprise physical count of cash is done by Internal Auditors from last five years. We would take necessary action to fulfil the point from our end.

**(C) Review of Bank Reconciliations, cash and bank vouchers**

We have scrutinized bank reconciliation statement of saving bank account of Axis Bank Ltd as at each year and have observed no major discrepancies.

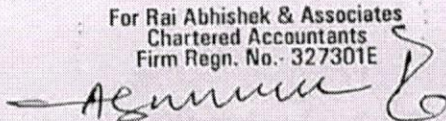
- (i) Cash and Bank vouchers have been test verified and cash/ bank book review for each financial year. We noted that more than 521 nos receipt and 528 nos payment was made in cash. We recommended that the payment through NEFT / RTGS /cross account payee Cheque so that cash transaction and retention of cash in hand will be minimized.

During the Audit we found that the payment through cash has been minimised and tried to maintain the cash payment in limit compared to previous year.

  
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**(D) Review of Statutory payments**

We have verified the payment challans to check whether Provident Fund Contribution, Profession Tax, ESICI and Tax deducted at sources – Salary and other than salary i.e. Vendors have been paid on or prior to the due dates and whether the returns have been filed on time. We have also verified whether the dues have been computed correctly. The period covered are 01.04.2022- 31.03.2023. T.D.S. Receivable for the F.Y. 2021 – 2022 Rs 58,1167.00 is still remains unadjusted.

**(E) Review of Salaries**

Earnings as per pay-slips have been checked with increment/ appointment letters. Deductions such as Provident Fund, Profession Tax, ESIC and other deductions have also been test checked. The transaction testing has been done for the period from 01.04.2022-31.03.2023.

**(F) Review of General ledger**

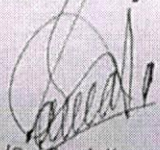
We have scrutinized the general ledger accounts for the period from 01.04.2022 to 31.03.2023 and verified whether the accounting entries are correct and have supporting.

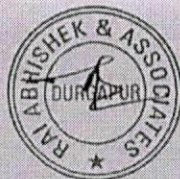
**(i) Fee receivable from the University against M.Pharmacy students -**

It was noticed that an amount of Rs. 3,00,000.00 was outstanding from the MAKAUT against counselling fees of M Pharmacy students at the time of admission. The breakups of outstanding fees are as under: -

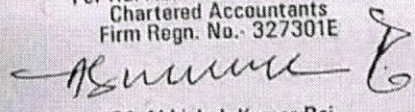
SL no	Year	Opening Balance	Addition during the year	Amount received during the year	Student Nos	Closing Balance
01.	2018-2019	0	1,35,000.00	15,000.00	24	1,20,000.00
02.	2019-2020	1,20,000.00	1,80,000.00	0.00	36	3,00,000.00

It is requested to take follow up action in the matter and see that the fees receivable is received. Progress of recovery may be intimated to the audit.

  
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**(ii) Fee receivable from the Social Welfare Scheme (SWC) department of University-**

It was noticed that an amount of Rs.2,87,400.00 was outstanding from the SWC department towards fees of the categories students. The breakups of outstanding fees are as under: -

SL no	Year	Opening Balance	Amount received during the year	Student Nos	Addition during the year	Closing Balance
01.	2022-2023	43,000.00	0.00	06	2,44,400.00	2,87,400.00

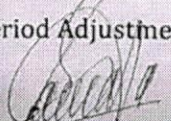
It is requested to take follow up action in the matter and see that the fees receivable is received. Progress of recovery may be intimated to the audit.

**(iii)** Under the head of Current liabilities -Govt Grant Receipt of Rs. 50,000.00 was sanctioned against 3 days Entrepreneurship Awareness Programme on "AS A PART OF SCIENCE POPULARISATION IN WB" in the name of Dr. Souvik Basak, Programme Co-Ordinator from DST, WB. The above unspent fund from Feb'2020 has been utilised this year.

**(iv) Outstanding Advance to suppliers/vendors as on 31.03.2023:** - During the course of audit we observed that the following advances were outstanding as on 31.03. 2023.The details is as follows: -

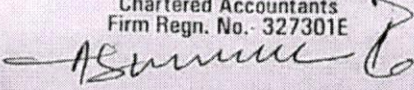
DATE	JV NO/Doc No	NAME OF THE SUPPLIERS/VENDORS	AMOUNT	Remarks
10.04.2019	BCRCP/April/2019 /P/36	W.B.S.E.D.C.L.	1,30,670.00	Advance for outstanding electricity bill , but final bill were not settled till 31 <sup>st</sup> March'2021
21.03.2023	PAY-21032023-1	Durgapur Technology Incubation and Entrepreneurship Development Society	1,06,500.00	Towards Software Development
		TOTAL	2,37,170.00	

**(v)** During the year after scrutinized the ledger account, it has been found that excess payment made against PF admin charges and EDLI charges for the period June2018 to April 2019 for Rs. 13,300.00 and Fees received in Advance of Rs 1,400.00, now it has been advised to adjust against Prior Period Adjustment.

  
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(vi) During the year after scrutinized the ledger account, it has been advised to Liability written back some transaction which are as under: -

SL No	Doc No	Details	Amount
1	JRN-31032023-82	On a/c of ESIC Contribution (Employee), deducted from Sept' 2022 Salary as the same could not be deposited through ESIC Portal.	4.00
2	JRN-31032023-361	The registration fee of 2 no students (Animesh Ganguly & Sritanu Hazra) transfer into income.	1,000.00
		<b>Total</b>	<b>1,004.00</b>

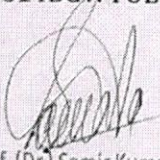
**(G) Review of Minutes & Bye laws**

We have been going through the University Act. Trust deeds and should note the rules and regulations relating to accounts. The governing body may pass resolutions from time to time in respect to accounts. A copy of minutes' books should be made available to him so that he may be able to confirm whether the decision of the government body have been compiled with.

In our opinion, the accounting records, registers and other documents maintained for the period from 01.04.2022 to 31.03.2023 present fair and true view of the transactions recorded therein in all material respects of DR. B C Roy Engineering College Durgapur, an entity registered under The West Bengal Society Registration Act' 1961 vide Registration No. S/93521 of 1998-99.

Date: 08<sup>th</sup> September, 2023.

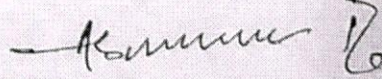
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