



ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,
Recognized Under Section 2(f) of UGC Act 1956-New Delhi)

Amaravathi Road, Gorantla, Guntur – 522034 (A.P)

Email: st_anns_coll@yahoo.co.in Website: www.stannscollegeforwomen.org

Criterion: VI

Metric – 6.4.1



Criterion-VI Governance, Leadership & Management

6.4.1 Institution has Strategies for Mobilization and Optimal Utilization of Resources and funds from various sources (Government/ Non-Government Organizations) and it conducts Financial Audits regularly (Internal and External)

Internal Audits

2018-19 to 2022-23

CHECK LIST FOR INTERNAL AUDIT

Name of the College : St. Ann's College for Women
Address of the College: No. 10-209/2 , Amaravathi Road, Gorantla - 34
Period of Audit : 2022 - 2023
Prepared by : IQAC
Reviewed by: 1) Sr. Sandhya 2) Sr. Vyakula Mary 3) Mrs. Vijaya Lakshmi

Note : Wherever test checks are to be carried out uptime instructions from audit in charge

Particulars	Yes	No	N.A	Remarks
1.General Istructions				
1.1 Have you examined the software system in place with respect to book of account	✓			
1.2 Have you checked the past year record like Financial statements	✓			
1.3 Have you checked the number of years of maintenance of proper financial records	✓			
2.Opening Balance				
2.1 We have checked Opening balance of				
1. Cash Book	✓			
2. Bank Book	✓			
3.Vouching – includes the following				
3.1 Receipts and Payments of Cash Book and Bank Book	✓			
3.2 Have you checked correctness receipts and payments with respect to				
1. Account Head	✓			
2. Date	✓			
3. Amount	✓			
4. Name of the party	✓			
3.3 Are the Vouchers properly Authorized and Supported by Necessary external evidence or internal documentation	✓			
3.4 Does the transaction relate to the accounting under audit	✓			
3.5 Have you checked total / sub- total	✓			
4.Cash Book / Bank Book				
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 weather payments exceeds rupees 10,000 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 book / Bank book	✓			
4.6 Are all vouchers properly authorized	✓			
5. Salaries / Wages				
5.1 Have you checked Salary register and summaries thereof in cash book/ Bank book	✓			
5.2 Have you checked statutory deductions for				
1. Provident Fund	✓			
2. ESI	✓			
3. Professional Tax	✓			
4. Any other items				
5.3 Have you checked statutory deductions have been paid in proper and time manner to respective departments	✓			
6. Related to repairs				
6.1 Have you scrutinized all expenses accounts in particular of A. Building repairs B. Other repairs To ensure that whether any expenditure of capital nature has been charged to revenue account and vice-versa	✓ ✓ ✓			
7. Tax Matters				
7.1 Have you checked TDS returns are filled quarterly and obtained the A/C Number	✓			
7.2 Have you enquired about any pending tax litigations	✓			
8. Other Records				
8.1 Have you checked a. Register of Fixed Deposits b. Register of Fixed Assets	✓ ✓			

Prepared by
R. dhann
(R. SHARON ROSE)
IQAC Coordinator

Reviewed by
Sr. Sandhya 11/09/2022
x Sr. yakula Ray
x y. vijayakumar

Do. So. F. Estima Rann
11/09/2022
PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR-522 034



CHECK LIST FOR INTERNAL AUDIT

Name of the College : St. Ann's College for Women
Address of the College: No. 10-209/2 , Amaravathi Road, Gorantla - 34
Period of Audit : 2021 - 2022
Prepared by : IQAC
Reviewed by: 1) Sr. Sandhya 2) Sr. Vyakula Mary 3) Mrs. Vijaya Lakshmi

Note : Wherever test checks are to be carried out uptime instructions from audit in charge

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7.Tax Matters				
7.1 Have you checked TDS returns are filled quarterly and obtained the A/C Number	✓			
7.2 Have you enquired about any pending tax litigations	✓			
8.Other Records				
8.1 Have you checked a. Register of Fixed Deposits b. Register of Fixed Assets	✓ ✓			

Prepared by

R. Sharon

(R. SHARON ROSE)
IPAC Coordinator

Reviewed by

Sr. Sandhya Thum 10/9/2021

x Sr. Lakshmi Rao

x y. vijayalaxmi

Dr. S. Fatima Rani P
10/9/2021

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Name of the College : St. Ann's College for Women
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Period of Audit : 2020 - 2021
Prepared by : IQAC
Reviewed by: 1) Sr. Sandhya 2) Sr. Vyakula Mary 3) Mrs. Vijaya Lakshmi

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8.1 Have you checked a. Register of Fixed Deposits b. Register of Fixed Assets	✓ ✓			

Prepared by

Bor

(B Joyee N J Kumar)
IQAC Coordinator

Dr. S. Fatima Rana P
12/9/2020

PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR-522 034

Reviewed by

Sr. Sandhya Thumma

12/09/2020

x So. Sankar Reddy

x Y. Vijay Kumar



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Reviewed by: 1) Sr. Sandhya 2) Sr. Vyakula Mary 3) Mrs. Vijaya Lakshmi

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a. Register of Fixed Deposits	✓			
b. Register of Fixed Assets				

Prepared by

Brr

(B Joyce NTKumari)

IQAC Coordinator

Dr. S. F. S. Ramesh P
13/9/2019

PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR-522 024

Reviewed by
Dr. Sandhya Thuru
13/9/2019
x Sr. Sydeela Das
x y. vijayarami



CHECK LIST FOR INTERNAL AUDIT

Name of the College : St. Ann's College for Women
Address of the College: No. 10-209/2 , Amaravathi Road, Gorantla - 34
Period of Audit : 2018 - 2019
Prepared by : TAAC
Reviewed by: 1) Sr. Sandhya 2) Sr. Vyakula Mary 3) Mrs. Vijaya Lakshmi

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Prepared by

Bor

(B. Joye NT Keimari)

IQAC Coordinator

D. S. Fostema Ram P
11/9/2018
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St. Ann's College for Women
GORANTLA, GUNTUR-522 034

Reviewed by

Sa sandhya Th

11/9/2018

x Sr. Yakula Rao

x y. vijayashree

