



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

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

Particulars	Yes	No	N.A	Remarks
1.General Instructions				
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. Sharon
(R. SHARON ROSE)
IQC Coordinator

Reviewed by
Sr. Sandhya 11/09/2022
X Sr. Yashoda Rayy
X Mr. Vijayalakshmi

Do. So. Finance Ramu
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. Nyakule 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 Instructions				
1.1 Have you examined the software system in place with respect to book of account	✓			
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2.Opening Balance				
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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	✓			
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5. Salaries / Wages			
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5.2 Have you checked statutory deductions for			
1. Provident Fund	✓		
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3. Professional Tax	✓		
4. Any other items			
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6. Related to repairs			
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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. Jharon

(R. JHARON RASE)
IQAC Coordinator

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

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

Reviewed by

Sr. Sandhya Thum 10/9/2021

Sr. Yakkala Ragy

S. Vijayalakshmi



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 : 2020 - 2021
Prepared by : JQAC
Reviewed by: 1) Sr. Sandhya 2) Sr. Vyakula Mary 3) Mrs. Vijaya Lekshmi

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2. Opening Balance				
2.1 We have checked Opening balance of				
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2. Bank Book	✓			
3. Vouching – includes the following				
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8. Other Records				
8.1 Have you checked				
a. Register of Fixed Deposits	✓			
b. Register of Fixed Assets	✓			

Prepared by

(B. Joyce N. T. Kumar)
IQAC Coordinator

Do. S. Fatima Ram p
12/9/2020

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

Reviewed by
Sr. Sandhya Thumma

x Soylekha Ray

x Y. Vijayalakshmi

12/9/2020



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b. Register of Fixed Assets	✓			

Prepared by

(B Joyce N T Kumari)

TQAC Coordinator

Do. Dr. Fatima Ram P
13/9/2019

PRINCIPAL

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

Reviewed by

Dr. Sandhya Thumur

13/9/2019

× Sr. Syndicate Chair

× M. Vijayarami



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Name of the College : St. Ann's College for Women
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Period of Audit : 2018 - 2019
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Prepared by

Ram P

(B.Joyce N T Keimari)
IQAC Coordinator

Reviewed by

S. Sandhya Th

11/9/2018

x Sr. Yalchika Rao

x Y. Vijayalakshmi

Dr. Su. Fatima Ram P
11/9/2018
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