

# VGNC

**A Partner You Grow With**



A Partner You Grow With

- ▶ Corporate office: FF7, 1<sup>ST</sup> Floor, TDI Center, Jasola district center , Jasola New Delhi. Call @ 011-41751234
- ▶ Branch office : R-2 , 2<sup>nd</sup> Floor, Raj Kunj, Raj Nagar Ghaziabad. Call @ 0120-4233999
- ▶ Visit us @ [www.vgnc.in](http://www.vgnc.in), Mail us @ [vgnc@vgnc.in](mailto:vgnc@vgnc.in)

**ITS Dental College , Hospital and Research Centre**  
(Knowledge Park–III, G. Noida)

## **Internal Audit Report**

For the period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> October 2018

**Audit Team**  
**Sanya khatri**  
**Ridhi Bagai**

# Introduction

□ Vipin Garg & Co., Chartered Accountants, (hereinafter referred to as “VGNC”) has been engaged by ITS Group of Institutions (hereinafter referred to as the “College” or “ITS”) with the objectives to conduct the Internal Audit of I.T.S Dental College, Hospital & Research Centre situated at Greater Noida.

□ **The scope of Internal audit is as under:**

- a. Verification of Accounting records and vouchers;
- b. Expenses relating to operations and programs;
- c. Library Audit;
- d. Consumable Store Audit;
- e. Miscellaneous.

□ **Methodology**

The Internal Audit was conducted in accordance with Generally Accepted Accounting Standards and the terms of reference for Internal Audit set out by I.T.S. The Internal Audit includes examination of accounting and other related records and documents as were provided and considered necessary for the purpose of audit. The audit findings have been reported on an exception basis.

# Limiting Conditions

- The exercise has been carried out on the basis of various documents, information & explanations given to us during the audit period. The report may be used for the purpose for which mandate was given to VGNC. This report may not be presented and referred for any other purpose. This report is strictly confidential and not for circulation to public.
- The Audit has been carried out keeping in view the following:
- It has been assumed that the documents were genuine as in whole and the copy of the documents confirm to the originals.
- Information provided by the college's officials has been relied upon and no investigation has been carried out to verify the same.
- We have not gone beyond the information recorded, disclosed and made available to us.
- Analysis has been made based on the Data, Information and various checking done while conducting the audit.
- The report is compiled on the basis of information and explanations received at the time of audit inside the college premises.
- Checking and verification of the Records/ Documents has been done on sample basis.

I.T.S DENTAL COLLEGE,  
HOSPITAL & RESEARCH  
CENTRE

# Fixed Assets Voucher

No requisition slip were found on record in the following cases:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	28/05/2018	Dental Equipments	JOURNAL(FA)	10	2,50,000

Following Journal Fixed Assets Voucher were not found in record :-

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	05/05/2018	Furniture & Fixtures	JOURNAL(FA)	3	52,127

No Quotation were found on record in the following cases:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	27/04/2018	Dental Equipments	JOURNAL(FA)	1	24,000

# Fees from the Students

- ❑ There are some cases where course has been completed but fees is still to be received from the students (Debit Balance). Following are the cases:

S.No.	Batches	Particulars	Balance
1	BDS 08-12	ALPANA D/O POORAN EHAM	1,40,500.00
2		BALRAJ S/O HARI RAM	50,000.00
3		SONU KUMAR S/O SATISH CHAND	20,500.00
4		SUNIL KUMAR S/O ROOP CHAND	1,17,000.00
5	BDS 09-14	JAYA DUBEY D/O R.S. DUBEY	3,103.78
6	BDS 10-15	KAPIL BHATI S/O DHARM PAL BHATI	5,48,999.00
7		VIPUL KUMAR S/O KAMAL NARAYAN SINGH	3,38,102.78
8		SHASHISEKHAR SINGH S/O D.KR. SINGH	42,833.00
9		SHAZIA PRAVEEN D/O MOHD. HANIF BANDAY	15,200.00
10	BDS 11-16	BHUMIKA KOUL D/O ASHOK KOUL	2,10,000.00
11		PANKAJ ARYA S/O CHANDRA PRAKASH ARYA	1,33,000.00
12		JATIN SAMRA S/O CHAMANLAL	85,000.00

# Fees from the Students

S.No.	Batches	Particulars	Balance
13	BDS 11-16	JYOTIRMOI DAWKA S/O GHANSHYAM DAWKA	14,165.00
14		MONET PAUL S/O ASHIT PAUL	53,500.00
15		ARNAB GOGOI S/O BENUDHAR GOGOI	51,000.00
16		BHANU PRATAP SAHOO S/O B.C. SAHOO	42,500.00
17		DIVYA KIRAN D/O D.N. SHRIVASTVA	22,500.00
18		TABISH HAFIZ	10,500.00
19		FAYEEQ FAROOQ S/O FAROOQ AHMAD BHAT	10,000.00
20	BDS 12-16	SAKSHI RANA D/O JASWANT SINGH	5,61,500.00
21		ANAKHA ASHOK D/O ASOKA KUMAR	76,000.00
22		RAVI KUMAR S/O MANOJ KUMAR	60,500.00
23		NAGMANI RATHORE S/O RAM BALAK SINGH	57,500.00
24		ADNAN NASRULLAH WANI S/O M.M WANI	55,000.00
25		BIKRAM SINGH S/O HARAJAGINDRA SINGH	55,000.00
26		VIKRAM KUMAR S/O CHANDRA KUMAR	42,500.00



# Fees from the Students

S.No.	Batches	Particulars	Balance
27	BDS 12-16	UZMA FAROOQ D/O FAROOQ AHMAD BHAT	25,000.00
28		PURNIMA SANTOSH D/O SANTOSH KR. SINGH	25,000.00
29		PRITI KUMARI D/O RAJENDRA PASWAN	21,500.00
30	BDS 13-17	APPU KUMAR S/O SURENDRA MISHRA	35,000.00
31		ABHISHEK KUMAR S/O DINESH KUMAR SINGH	25,000.00
32		RIBHU KUMAR SAMANTA S.O TAPAN SAMANTA	25,000.00
33		NISHI BHATI D/O ANIL BHATI	17,000.00
34		NEEL LALMANI MAURYA S/O LALMANI MAURYA	13,500.00
35		AANCHAL NAGAR D/O RAVINDER NAGAR	11,000.00
36		FAYIQA FAROOQ RAJA D/O FAROOQ RAJA	11,000.00

# Fees from the Students

S.No.	Batches	Particulars	Balance
37	BDS 13-17	SAKSHI RAWAL D/O BHANU PRATAP SINGH	11,000.00
38		SYEDA ARWA YAQUB QADRI D/O S M. YAQUB	8,500.00
39		AKANKSHA D/O DEEPAK KUMAR	7,000.00
40		MOUMITA BARUAH D/O ALIP BARUAH	7,000.00
41	MDS 13-16	VAGISH MEHTA S/O VIVEK CHAND	10,000.00
42	MDS 14-17	ANNAPURNA PATEL D/O RADHEY SHYAM PATEL	16,80,000.00
43		RICHA CHOWDHARY D/O B.S.CHOWDHARY	4,00,000.00
44		UDAY PRATAP SINGH S/O S.K.SINGH	2,00,000.00
45		ANU YADAV D/O BALRAJ YADAV	1,45,000.00
46		KESARI SINGH S/O UDAI VEER SINGH	1,00,000.00

# Fees from the Students

- ❑ Students who are studying in Final semester BDS (2015-2019) and MDS (2016-2019) without depositing their pending fees. In our opinion necessary recovery action should be taken immediately. Otherwise it may leads to heavy revenue loss to the organization.

S.No.	Batches	No. of Students	Balance
1	BDS 2015-2019	9	10,32,000
2	MDS 2016-2019	31	1,81,20,237

# Cash Vouchers

- ❖ While checking the Cash Expenses Vouchers, No Material discrepancies have been noticed other than the following

Date	Vch. No.	Account Head	Amount	Remark
10/04/2018	13	Imprest A/c Mr.Ajeet Kumar	500	No imprest slip found on record
10/04/2018	14	Imprest A/c Mr. Hari Shanker	500	No imprest slip found on record
12/04/2018	18	Consumable Store-Medicine	1,970	No MRN found on record
12/05/2018	158	Temple Expenses	2,000	No supporting for extra charges
23/05/2018	191	Imprest A/c Mr. Parbhi Kothari	18,000	Purpose is not defined on requisition slip

- ❖ Voucher numbers are not allotted in ZOHO. Transactions simply appear date wise.

# Journal Vouchers

- ❑ Following discrepancies have been found in the process of purchase of Fixed Assets :

Date	Particulars	Vch No.	Gate Pass Date	MRN Date	Amount	Additional Remark
19/04/2018	Office Maintenance & upkeep expenses	89	11/04/2018	17/04/2018	2,478	No requisition slip found on record

- ❖ There were some voucher missing , the details of the same is shared here below:-

Date	Voucher Type	Vch. No.	Amount
09/04/2018	Journal Voucher	16	1,260
11/04/2018	Journal Voucher	46	3,329
23/05/2018	Journal Voucher	409	4,246
23/05/2018	Journal Voucher	410	54,552
28/05/2018	Journal Voucher	455	82,916
29/05/2018	Journal Voucher	498	769
31/05/2018	Journal Voucher	513	8,800

# Library Audit

- ❑ Some faculty had not returned the books after the due date. A list of same is attached at **Annexure “DEN-1”**.
  
- ❑ We have observed that college is not charging any fine amount from the faculty members for overdue of books, due to which faculty is keeping the books in their custody for a long time than they are authorised to keep. In our opinion fine should also be charged from faculty for books being due on them for long last.
  
- ❑ A list of overdue Books on Student is attached at **Annexure “DEN-2”**.
  
- ❑ A list of fine receivable as on 10/01/2019 is attached at **Annexure “DEN-3”**.
  
- ❑ We have conducted sample physical verification of Library on 10/01/2019. A total of 9 Book Titles were checked and out of this discrepancy had been found in some items refer **Annexure “DEN-4”**.

# Store Audit

- We have conducted sample physical verification of Store on 09/01/2019. A total of 121 line items were checked and out of this variances have been found in some items, which are as follows:-

S. No.	Description	Book Stock	Physical Stock	Variance
1	BIOPSY BOTTLE	138	135	3
2	COTTON ROLL	41	40	1
3	CRIMPABLE HOOK	11	10	1
4	ETCHANT	13	11	2
5	FoOLDER ( PLASTIC)	68	65	3
6	PAPER A4	125	121	4
7	STAPLER PIN	59	57	2
8	STAPLER PIN ( BIG)	4	2	2
9	TISSUE PAPER ROLL	83	82	1

# SURYA HOSPITAL



## **Cash Vouchers**

We have verified the cash vouchers and no material discrepancy observed.

## **Journal Vouchers- General Observation**

We have verified the journal- vouchers and no material discrepancy observed.

# CHEMIST SHOP

# Journal Voucher

□ While checking the Journal Vouchers, we noticed some discrepancies which are stated below:

❖ There were some missing voucher which are as follows:-

Date	Voucher Type	Vch. No.	Amount
16/04/2018	Journal	1	1,185
18/05/2018	Journal	29	1,080
18/05/2018	Journal	30	87
30/06/2018	Journal	80	8,130

## Cash Vouchers

- ❑ No material discrepancies were observed while checking cash vouchers.

## Stock Verification

□ A sample physical verification of Chemist shop was conducted on 11<sup>TH</sup> January 2019. A total of 42 items were physically verified, out of which discrepancies were noted in 4 items :

S . No.	ITEM NAME	AS PER BOOK	AS PER PHYSICAL	VARIANCE
1	ALLEGRA 120MG	42	38	4
2	EBAST TAB	37	35	2
3	EVA DEO	6	5	1
4	FAIR AND LOVELY ADVANCED	6	4	2

# Cash Verification

☐ A cash verification was done on 11th January,2019. The same has been summarized as under :

Denomination	No.	Amount
2000	84	1,68,000.00
500	702	3,51,000.00
200	14	2,800.00
100	41	4,100.00
50	100	5,000.00
<b>TOTAL PHYSICAL CASH</b>		<b>5,30,900.00</b>
<b>CASH AS PER BOOKS</b>		<b>5,30,901.00</b>
➤ ITS Dental College		4,49,447.00
➤ Chemist Shop		2,115.00
➤ Surya Hospital		47,570.00
➤ ITS Dental Hostel		31,769.00

Thank you

# VGNC

**A Partner You Grow With**





A Partner You Grow With

- ▶ Corporate office: FF7, 1<sup>ST</sup> Floor, TDI Center, Jasola district center , Jasola New Delhi. Call @ 011-41751234
- ▶ Branch office : R-2 , 2<sup>nd</sup> Floor, Raj Kunj, Raj Nagar Ghaziabad. Call @ 0120-4233999
- ▶ Visit us @ [www.vgnc.in](http://www.vgnc.in), Mail us @ [vgnc@vgnc.in](mailto:vgnc@vgnc.in)

I.T.S Dental College, Hospital & Research Centre , Surya Hospital and  
Chemist Shop  
(Knowledge Park–III, G. Noida)  
**Internal Audit Report**

For the period from 1<sup>st</sup> November 2018 to 31<sup>st</sup> March 2019

**Audit Team**  
**Naman Jain**  
**Vivek Singh**

# Introduction

□ Vipin Garg & Co., Chartered Accountants, (hereinafter referred to as “VGNC”) has been engaged by ITS Group of Institutions (hereinafter referred to as the “College” or “ITS”) with the objectives to conduct the Internal Audit of I.T.S Dental College, Hospital & Research Centre situated at Greater Noida.

□ **The scope of Internal audit is as under:**

- a. Verification of Accounting records and vouchers;
- b. Expenses relating to operations and programs;
- c. Library Audit;
- d. Consumable Store Audit;
- e. Miscellaneous.

□ **Methodology**

The Internal Audit was conducted in accordance with Generally Accepted Accounting Standards and the terms of reference for Internal Audit set out by I.T.S. The Internal Audit includes examination of accounting and other related records and documents as were provided and considered necessary for the purpose of audit. The audit findings have been reported on an exception basis.

# Limiting Conditions

- ▶ The exercise has been carried out on the basis of various documents, information & explanations given to us during the audit period. The report may be used for the purpose for which mandate was given to VGNC. This report may not be presented and referred for any other purpose. This report is strictly confidential and not for circulation to public.
- ▶ The Audit has been carried out keeping in view the following:
- ▶ It has been assumed that the documents were genuine as in whole and the copy of the documents confirm to the originals.
- ▶ Information provided by the college's officials has been relied upon and no investigation has been carried out to verify the same.
- ▶ We have not gone beyond the information recorded, disclosed and made available to us.
- ▶ Analysis has been made based on the Data, Information and various checking done while conducting the audit.
- ▶ The report is compiled on the basis of information and explanations received at the time of audit inside the college premises.
- ▶ Checking and verification of the Records/ Documents has been done on sample basis.

I.T.S DENTAL COLLEGE,  
HOSPITAL & RESEARCH  
CENTRE

# Fixed Assets Voucher

- In Some cases requisition slip was not found on record , following are the instances of the same:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	21/01/2019	Computer	JOURNAL(FA)	2737	69,597
2	21/01/2019	LED TV	JOURNAL(FA)	2741	37,798
3	22/01/2019	Mobile Phone	JOURNAL(FA)	2744	11,996
4	29/01/2019	Laptop	JOURNAL(FA)	3117	44,990
5	22/01/2019	Air Conditioner	JOURNAL(FA)	2743	11,996

- In Some cases Quotation was not found on record , following are the instances of the same:

S.No.	Date	Particulars	Vch Type	Vch No.	Amount
1	02.03.2019	Computer	JOURNAL(FA)	3118	91980
2	02.03.2019	Teaching Aids & Equipments	JOURNAL(FA)	3119	36,990
3	02.03.2019	Teaching Aids & Equipments	JOURNAL(FA)	3120	8,790

- ❑ Ideally MRN should be raised immediately after approval of Gate Pass. Following discrepancies have been found in the process of purchase of Fixed Assets :

Date	Particulars	Vch Type	Vch No.	Gate Pass Date	MRN Date	Amount
22/01/2019	Mobile Phone	JOURNAL (FA)	2744	12/10/2018	07/01/2019	11,996
21/01/2019	Laptop	JOURNAL (FA)	2739	13/10/2018	12/12/2019	1,10,450

# Fee From Students

- There are some cases where course has been completed but outstanding balance of students (Credit Balance) has not been adjusted till date. The details are as follows:

S.No.	Batches	Particulars	Balance
1	BDS 2007-2011	SAKSHI D/O PREM SAGAR	120,000.00
2	BDS 2010-2015	DEEPAK KONGARI S/O GEORGE KANGARI	4,250.00
3		SAMRIDHI D/O MAHABIR SINGH	13,500.00
4		TANISHA SINGH D/O NEPAL SINGH	1,229.00
5		BISHWAJIT TALUKDAR S/O BINOY TALUKDAR	7,600.00
6	BDS 2011-2016	AMLAN HAZARIKA S/O MRIDUL KUMAR HAZARIKA	85,000.00
7		HASINA YASMIN D/O BOZLUR RAHMAN	2,000.00
8		RITIKA RAJENDRA D/O RAJEMDRA KUMAR	1,750.00
9		JATIN KUMAR SHAKYA S/O TIKAM SINGH SHAKYA	41,800.00
10	BDS 2012-2016	ROSIA MAGRA D/O DUGIO MAGRA	13,400.00
11		TUSHAR SHARMA S/O MUKESH SHARMA	250.00

# Fees from the Students

S.No.	Batches	Particulars	Balance
12	BDS 2012-2016	QURATUL AIN D/O MUSTAQ AHMED	8,500.00
13		AASTHA RAWAT D/O MALTI RAWAT	2,000.00
14	BDS 2013-2017	Adnan Nasrullah Wani S/o M.M Wani	67.00
15		DEEPA KUMARI D/O GUMAN SINGH	1,800.00
16		MAHJUBA ZEHRA D/O MUNSHI IFTIKHAR HUSSAIN	1,800.00
17		PRATIVA HANGMA SUBBA D/O SUKH HANG SUBBA	1,800.00
18		SAZIDA BEGUM D/O SAGIR UDDIN	1,800.00
19		SHIPRA KUMARI D/O MR. PANKAJ KUMAR	1,800.00
20		SWATI KUMARI D/O NIRAJ KUMAR SINGH	1,800.00
21		Divya Jyoti D/o Shekhar Kumar	14,300
22		Paridhi Gupta D/o Ashok Gupta	42,800
23		Rahul Das S/o Dr. Jayanta Prasaad Das	73,200
24		Rebecca Jason D/o Joseph Israel Jason	12,200
25		Rimi Saikia D/o Dilip Saikia	25,000
26		Suven Roy Chaudhary S/o H.M. Roy Chaudha	42,500
27		Akshaj Gambhir S/o Dr. Gulshan Kumar	11,000
28		Andleeb Khalid D/o Khalid Muzaffar Madni	1,800



S.No.	Batches	Particulars	Balance
29	MDS 14-17	ROHIT AWANA S/O KARTAR AWANA	10,000.00
30		ISHAN S/O MAHABIR SINGH	800.00
31		SHAIBAL CHATTERJEE S/O S K CHATTERJEE	770.00
32		Aakriti Bhatnagar D/o Ajay Bhatnagar	3000.00
33		Tanu Mahajan D/o Rajeev Kr. Mahajan	75000.00
34		Rukh Baiz D/o Manzoor Anjum	2,42,999.00

# Fees from the Students

- ❑ There are some cases where course has been completed but fees is still to be received from the students (Debit Balance). Following are the cases:

S.No.	Batches	Particulars	Balance
1	BDS 08-12	ALPANA D/O POORAN EHAM	1,30,300.00
2		BALRAJ S/O HARI RAM	50,000.00
3		SONU KUMAR S/O SATISH CHAND	20,500.00
4		SUNIL KUMAR S/O ROOP CHAND	1,17,000.00
5	BDS 09-14	JAYA DUBEY D/O R.S. DUBEY	3,103.78
6	BDS 10-15	KAPIL BHATI S/O DHARM PAL BHATI	5,48,999.00
7		VIPUL KUMAR S/O KAMAL NARAYAN SINGH	3,38,102.78
8	BDS 11-16	BHUMIKA KOUL D/O ASHOK KOUL	2,60,833.00
9		PANKAJ ARYA S/O CHANDRA PRAKASH ARYA	3,500.00
10		MONET PAUL S/O ASHIT PAUL	25,000.00
11		ARNAB GOGOI S/O BENUDHAR GOGOI	51,000.00
12		FAYEEQ FAROOQ S/O FAROOQ AHMAD BHAT	10,000.00

# Fees from the Students

S.No.	Batches	Particulars	Balance	
13	BDS 12-16	SAKSHI RANA D/O JASWANT SINGH	5,61,500.00	
14		ANAKHA ASHOK D/O ASOKA KUMAR	76,000.00	
15		RAVI KUMAR S/O MANOJ KUMAR	24,917.00	
16		NAGMANI RATHORE S/O RAM BALAK SINGH	64,200.00	
17		VIKRAM KUMAR S/O CHANDRA KUMAR	31,599.00	
18		UZMA FAROOQ D/O FAROOQ AHMAD BHAT	25,000.00	
19		PURNIMA SANTOSH D/O SANTOSH KR. SINGH	25,000.00	
20		PRITI KUMARI D/O RAJENDRA PASWAN	21,500.00	
21		DEEKSHANSHI D/O RAMA SHANKAR JHA	2,30,000.00	
22		Deepika Singh D/o Vijay Singh	24,903.00	
23		Preeti Prakash D/o Surya Prakash Prasad	24,917.00	
24		Rajni D/o Surender Kumar	24,917.00	
25		BDS 13-17	APPU KUMAR S/O SURENDRA MISHRA	35,000.00
26			ABHISHEK KUMAR S/O DINESH KUMAR SINGH	25,000.00
27	RIBHU KUMAR SAMANTA S.O TAPAN SAMANTA		1,22,000.00	

# Fees from the Students

S.No.	Batches	Particulars	Balance
27	BDS 13-17	NISHI BHATI D/O ANIL BHATI	17,000.00
28		NEEL LALMANI MAURYA S/O LALMANI MAURYA	13,500.00
29		AANCHAL NAGAR D/O RAVINDER NAGAR	11,000.00
30		FAYIQA FAROOQ RAJA D/O FAROOQ RAJA	11,000.00
31		SYEDA ARWA YAQUB QADRI D/O S M. YAQUB	72,850.00
32		AKANKSHA D/O DEEPAK KUMAR	33,700.00
33		MOUMITA BARUAH D/O ALIP BARUAH	12,700.00
		Amount of Rs. 26,59,432/- pertaining to 40 student of BDS 2014-2018 Batches is also outstanding.	

# Fees from the Students

S.No.	Batches	Particulars	Balance
42	MDS 14-17	ANNAPURNA PATEL D/O RADHEY SHYAM PATEL	16,80,000.00
43		RICHA CHOWDHARY D/O B.S.CHOWDHARY	4,00,000.00
44		UDAY PRATAP SINGH S/O S.K.SINGH	2,00,000.00
45		ANU YADAV D/O BALRAJ YADAV	1,45,000.00
46		KESARI SINGH S/O UDAI VEER SINGH	1,00,000.00
Amount of Rs. 12,45,000/- pertaining to 5 student of MDS 2015-2018 Batches is also outstanding			

- ❑ Students who are studying in Final semester BDS (2015-2019) and MDS (2016-2019) without depositing their pending fees. In our opinion necessary recovery action should be taken immediately. Otherwise it may leads to heavy revenue loss to the organization.

S.No.	Batches	No. of Students	Balance
1	BDS 2015-2019	18	41,10,100
2	MDS 2016-2019	60	60,49,036

# Journal Vouchers

❑ Following discrepancies were observed while checking the journal vouchers :

Date	Vch. No.	Account Head	Amount	Remark
21/11/2018	2064	Travelling Expenses	6,321	The Travel date on attachment is 20.07.2018 further fare amount is not mentioned in the attachment only the names of person who travelled on that day is mentioned. Same Practice is being followed continuously.
26/02/2019	-	Incentive Expenses	10,000	The Payment is made for LTC on a request letter submitted by Mr. Bhuvandeep Gupta , as per the letter supporting docs (tickets) were attached with it but the same has not been found in Zoho futher there seems to be wrong posting in incentive account as the expense in LTC. No TDS was deducted on it even though the person in withdrawing monthly salary of Rs.68,837 in the month of March 2019.
22/01/2019	2744	Mobile Expenses	11,996	While Transferring the amount from revenue expenditure to Capital Expenditure , entry is posted in wrong ledger i.e. the entry should have been posted in Mobile Phone (fixed assets) ledger instead of mobile expense , further the phone is purchased from Amazon PO date is 25.10.2018 Invoice was issued on 10.10.2018 while date on GRN is 07.01.2019 while date on Entry Inward is 12.10.2018. Requisition is also not available.

# Library Audit

- ❑ Some faculty had not returned the books after the due date. A list of same is attached at **Annexure “DEN-1”**.
  
- ❑ We have observed that college is not charging any fine amount from the faculty members for overdue of books, due to which faculty is keeping the books in their custody for a long time than they are authorised to keep. In our opinion fine should also be charged from faculty for books being due on them for long last.
  
- ❑ A list of overdue Books on Student is attached at **Annexure “DEN-2A & 2B”**.
  
- ❑ A list of fine receivable as on 10/07/2019 is attached at **Annexure “DEN-3”**.
  
- ❑ We have conducted sample physical verification of Library on 13/07/2019. A total of 20 Book Titles were checked and no discrepancy was found in these Title **“DEN-4”**.

# Store Audit

- We have conducted sample physical verification of Central Store on 10/07/2019. A total of 189 line items were checked and out of this variances have been found in some items, which are as follows:-

S. No.	Description	Book Stock	Physical Stock	Variance
1	GLOVES DISPOSABLE (EXAMINATION )	405	404	1
2	BIOPSY BOTLLE	128	125	3



# SURYA HOSPITAL

# Cash Vouchers

We have verified the cash vouchers and no material discrepancy observed.

## Journal Vouchers- General Observation

- ❑ While checking the Journal Vouchers, we noticed some discrepancies which are stated below:
  - ❑ It was observed that Neither MRN nor Gate Pass was available in following cases-

Date	Particulars	Bill No.	Amount
30/03/2019	Lynor Health Care (Pvt.) Ltd.	-	3585.00
22/11/2018	Quick Wash	-	3198.00

- It was observed that Either Gate Pass or MRN or Both were not available in following cases -

Date	Particulars	Bill No.	Gate Pass Date	MRN Date	Amount
21/11/2018	R.K. Viklang Kendra & Surgical House	Bill #327	-	-	1,182.00
18/12/2018	Inox Air Products	Bill #UP1801020025	18/12/2018	-	1409.00
21/12/2018	Vats Glass Traders	Bill #420	-	-	5450.00
20/12/2018	V. S. Meditech Systems	Bill #222	-	-	3374.00

# CHEMIST SHOP

# Vouching

- ❑ While checking the Journal Vouchers, we noticed some discrepancies which are stated below:
  - ❑ It was observed that Neither MRN nor Gate Pass was available in following cases-

Date	Particulars	Bill No.	Gate Pass Date	MRN Date	Amount
01/11/2018	Sharma Pharma	Bill #T0012547	-	-	12,164
22/11/2018	UD Surgicals & Pharmaceuticals Co.	Bill #T0003996	-	-	17,857

# Cash Vouchers

No material discrepancies were observed while checking cash vouchers.

# Stock Verification

□ A sample physical verification of Chemist shop was conducted on 11<sup>TH</sup> January 2019. A total of 52 items were physically verified, out of which discrepancies were noted in 6 items :

S . No.	ITEM NAME	AS PER BOOK	AS PER PHYSICAL	VARIANCE
1	ENZOFLAM TAB	669	667	2
2	KETOROL-DT	819	799	20
3	MOXIKIND-CV 625	185	180	5
4	CHYMORAL PLUS TAB	227	217	10
5	FACE MASK	1000	991	9
6	SIGNOFLAM TAB	128	120	8

# Cash Verification

□ A cash verification of ITS Dental College & ITS Chemist Shop was done on 11th January,2019. The same has been summarized as under :

Denomination	No.	Amount
2000	20	40,000.00
500	203	1,01,500
200	33	6,600.00
100	160	16,000.00
50	33	1650
10	8	80
5	1	5
2	2	4
1	1	1
<b>TOTAL PHYSICAL CASH</b>		<b>1,65,840.00</b>
<b>CASH AS PER BOOKS</b>		<b>1,65,847.00</b>
➤ ITS Dental College		1,47,497.00
➤ Chemist Shop		18,350

Thank you