

From,

Cheniram Baidya, M.Com  
Internal Auditor  
Khagarijan College, Nagaon

16.06.2020  
Date - ~~31.03.2022~~

To

The Principal, Khagarijan College, Nagaon, Assam

Subject- Audit report on the Accounts of the Khagarijan College for the year ended 31<sup>st</sup> March/2020

Ref No- Yours letter no KC/IX/84392/2020-2021 Dt. 20.05.2020

Sir,

With reference to your letter number and dt. cited above, I have the honour to state that I have audited the Khagarijan College accounts with effect from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 and have submitted my report as follows.

**2. Incumbency:** The following persons were the Principals and Secretaries for the period mentioned against each.

- (i) **Principal :-** i) Selima Sultana Khandakar, M.A.  
w.e.f 01/04/2019 to 08.07.2019  
ii) Dr. Ramesh Nath, B.ED, P.Hd  
w.e.f 9.07.2019 to 31.03.2020

- (ii) **Secretary:** - i) Selima Sultana Khandakar, M.A.  
w.e.f 01/04/2019 to 08.07.2019  
ii) Dr. Ramesh Nath, B.ED, PhD  
w.e.f 9.07.2019 to 31.03.2020

**3. Closing Balance of College General Fund:** The Closing Balance of the College General fund was Rs. 11, 32,597.78 details of which is given below:

Cash in hand with the Secretary	-	NIL
Cash at Bank (in SB A/C No. 10965243090 of SBI Nagaon)	-	9, 68,889.78
<u>Fixed Deposit (With Central Bank Of India, Nagaon)</u>	-	<u>1, 63,708.00</u>
	-	11, 32,597.78

(Rupees Eleven Lakh Thirty Two Thousand Five Hundred Ninety Seven & Paise Seventy eight only)

**4. Reserve Fund :** The College authority has maintained a Reserve Fund of Rs 1,63,708.00 details of which are given below.

Sl No	FDR No.	Date of Opening	Date of Maturity	Amount
1	1481966240	08/10/2014	10/10/2017	1,14,468.00
2	1481966239	08/10/2014	08/10/2017	49,240.00
Total				1,63,708.00

**5. Government Grant:** The Drawal and utilization of Government non- recurring grants received by the College are shown in the statement a attached herewith

**6. Subsidiary Funds:** The Closing Balance as per Cash Book of the subsidiary funds maintained by the College 31/03/2020 are given below.

Sl No	Fund	Amount
1	UGC Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank ( in SB A/C No. 3021556916 of CBI)	23671.00
	Total	23671.00
2	Education Extension Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1482014096 of CBI)	176965.00
	Total	176965.00
3	Examination Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481915003 of CBI)	208922.95
	Total	208922.95
4	Common Room Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481915025 of CBI)	36481.00
	Total	36481.00
5	Cultural Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 3048808002 of CBI)	20609.00
	Total	20609.00
6	AID Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 0031013172414 of UBI)	2223.00
	Total	2223.00
7	Hostel Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No.2059010035060, UBI)	28551.00
	Total	28551.00
8	PG Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 2059010028769 of UBI)	277805.80
	Total	277805.80
9	XEROX Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 3176891696of CBI)	7002.80
	Total	7002.80
10	Magazine Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481914984of CBI)	282441.40
	Total	282441.40
11	Library Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481915014 of CBI)	231961.30
	Total	231961.30

12	Poor Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481914951of CBI)	78718.80
	Total	78718.80
13	Social Fund	
	Cash in Hand with the Secretary	
	Cash at Bank(in SB A/C No. 14818914962 of CBI)	44908.00
	Total	44908.00
14	Union Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481915036 of CBI)	17868.70
	Total	17868.70
15	Registration Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481914973 of CBI)	319542.50
	Total	319542.50
16	Building Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481917850 of CBI)	23216.56
	Total	23216.56
17	Games Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481914995 of CBI)	20887.20
	Total	20887.20
18	COC Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 31013099245 of UBI)	716823.75
	Total	716823.75
19	NSS Fund	
	Cash in Hand with the Secretary	
	Cash at Bank(in SB A/C No. 2059010042616)	33743.00
	Total	33743.00
20	RUSA Fund	
	Cash in Hand with the Secretary	
	Cash at Bank(in SB A/C No. 2059010045553)	8764471.00
	Total	8764471.00

**7. Scholarship:** No Scholarship money was received by the College and paid to the Student's during the period of Audit. The particulars of the scholarship fund are stated below

1.	Opening Balance on 1.04.2019	2,25,632.86
2.	Interest earned	8028.00
3.	Bank Charge	121.00
4.	Closing Balance on 30.11.2018	2,33,539.86

**8. Inter - transfer of Fund:** The following inter transfer of Fund notice during the course of Audit.

Sl No	Date	From	To	Amount	Date of Refund	Remarks
1	31.07.2019	Magazine Fund	UGC Fund	2,00,000.00	-	
2	01.07.2019	Poor Fund	UGC Fund	1,09,000.00	-	
3	31.07.2019	Exam Fund	UGC Fund	2,00,000.00	-	
4	31.07.2019	PG Fund	UGC Fund	2,00,000.00	-	

**9. Misappropriation/Embezzlement noticed:**

No Misappropriation of Cash and embezzlement of goods are noticed during the period of Audit.

**10. Diversion of Govt Grants:** No diversion of Govt Grants noticed during the period of Audit.

**11. Payment Vouchers:** Payment Vouchers are properly maintained

**12. Financial Position as on 31/03/2020**

The accounts are maintained under Single Entry System. Hence the Financial Position of the College as on 31/03/2020 could not be ascertained.

**13. Receipts and Payments Account:** The Receipts and Payments Account for the year ended 31<sup>st</sup> March, 2020 is enclosed herewith.

**14. Maintenance of Accounts:** The maintenance of the College accounts is fairly good.

Yours Faithfully

*Baidya*  
16.6.2020  
(Cheni Ram Baidya)

Internal Auditor  
Khagarijan College, Nagaon  
Internal Auditor  
Khagarijan College  
Nagaon (Assam)

**RECEIPTS AND PAYMENT ACCOUNT OF KHAGARIJAN COLLEGE  
FOR THE YEAR ENDED 31<sup>st</sup> March 2020**

Receipts		Amount	Payment	Amount
To, Opening Balance			By, Salaries to Non Sanctioned Staff	1746157.00
Cash in hand	NIL		By, Travelling Allowance	60525.00
Cash at Bank	2411675.28		By, Electricity Charge	215358.00
Reserve Fund	1,63,708.00		By, Telephone	24248.00
		2575383.28	By, Office Contingencies	20348.00
To, Fees Received :			By, ICT	29500.00
Tuition	370800.00		By, Equipments	118599.00
Admission	203200.00		By, Repairs	19595.00
Establishment	403000.00		By, Transfer of Fund	360490.00
Hot Weather	254000.00		By, Printing	36138.00
Development	254000.00		By, Fees paid to G.U	90070.00
Identity Card	25400.00		By, Bank Charge	649.00
Contingency	152400.00		By, Miscellaneous Exps	529134.50
ICT/ Youth Festival	138400.00		By, Fees paid to Govt	693084.00
Festival & Debate	113000.00		By, Excursion	74290.00
		1914200.00	By, Loan Paid	1487288.00
To, Sale of Forms		175000.00		
To, Bank Interest		46244.00		
To, Amount received from DHE		1855762.00		
To, Sale of Tree		48000.00	By, Closing Balance c/d	
			Cash in Hand	NIL
			Cash at Bank	9,45,407.78
			Reserve Fund	1,63,708.00
				1109115.78
		6614589.28		6614589.28

*Baidya*  
16.6.2020  
(Cheni Ram Baidya)

Internal Auditor  
Khagarian College, Nagaon  
**Khagarian College**  
**Nagaon (Assam)**

Statement showing the Drawal and utilization of Non recurring  
Grants received from Government and other agencies during the year ended 31<sup>st</sup> March/2020

Sl No	Sanctioning Letter No & Date	Purpose	Amount	Date of Credit in Cashbook	Whether Utilised	Remain Unutilised
1	PC/HE/Plan/16/2014/21 Dt. 26/4/2019	Excursion Fund	1,00,000.00	3/05/2019	utilised	
2	PC/HE/Plan/16/2014/21 Dt. 26.04.2019	Re-imbursment of Purchase of Book	77,288.00	3/05/2019	utilised	
3	ARUSA/FAA/3/2019/15/1899 Dt. 17.06.2019	Infrastructure Grant	1,00,00,000.00	17/06/2019	partly utilised	
4	PC/HE/SOPD/47/2019/14 Dt. 14.02.2020	For Girls Common Room	1,00,000.00	14/02/2020	utilised	
Total			1,02,77288.00			

*Cheni Ram Baidya*  
14.6.2020  
(Cheni Ram Baidya)

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