



PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu

Mobile : 9842102628, 7373002628

Email: info@psyec.edu.in

Website : www.psyec.edu.in

City Office : 10, Pandian Saraswathi St, Sivagami Nagar, Narayanapuram, Madurai - 625 014. Telefax- 0452 2682338, Mobile : 98423-02628

INTERNAL AUDIT



PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

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CHECK LIST FOR INTERNAL AUDIT OF THE COLLEGE

Name of the College	PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE			
Address of the College	Arasanoor, Thirumansolai Post, Sivagangai-630561			
Period of Audit	2022 - 2023			
Note: Wherever test checks are to be carried out, obtain 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 books of Accounts	✓			
1.2 Have you checked the past year - record like IT returns and Financial Statements	✓			
1.3 Have you checked the number of years of maintenance of proper financial records	✓			
2. Opening balance				
2.1 Have you checked opening balance of				
1. Cash Book	✓			
2. Bank Book	✓			
3. Other subsidiary ledgers, with closing balance			X	
3. Vouching includes the following:				
3.1 Receipt and Payment of Cash book and Hand book	✓			
3.2 Have you checked correctness receipt and payments with respect to				
1. Account Head	✓			
2. Date	✓			
3. Account	✓			
3.3 Are the vouchers properly authorized and supported by necessary external evidence and/or internal documentation	✓			
3.4 Does the transaction relate to the Accounting under audit	✓			
3.5 Have you checked total/subtotal	✓			
4.Cash Book/Bank Book				
4.1 Have you checked whether transaction have been recorded in Cash Book/Bank Book for collection with counter files of receipts	✓			



Dr. R. RAJA MEENAKSHI, Ph.D.
PRINCIPAL

PANDIAN SARASWATHI YADAV
ENGINEERING COLLEGE
Arasanoor, Thirumansolai P.O-630 561
Sivagangai Dist, Tamil Nadu



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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 checked contra entries for cash withdrawals and deposits and ensured that they appear on same date in Cash book/Bank book	✓			
4.5 Have you checked whether payments have been made only for charitable purpose or related projects/programs i.e., relief of poor/Education/Medical relief			×	
5. Journals Vouching:				
5.1 Have you checked head of account on all journal vouchers-NT	✓			
5.2 Are all journal vouchers supported by necessary evident explanation	✓			
5.3 Are all vouchers properly authorized	✓			
6. Salaries/Wages/Honorarium				
6.1 Have you checked salary register and summaries thereof in Cash/book/Bank book	✓			
6.2 Have you checked statutory deductions for				
1. Income Tax	✓			
2. Any other items	✓			
7. Ledger Posting and Security				
7.1 Have you scrutinized				
(a) Staff Loan Ledger	✓			
(b) Advance Ledger	✓			
7.2 Have you scrutinized all expenses accounts in particular of				
(a) Building Repairs	✓			
(b) Machine Repairs	✓			
(c) Other Repairs	✓			
To ensure that whether any expenditure of capital nature has been changed to revenue account and vice versa				
8. Tax Matters				
8.1 Have you checked TDS returns are filled quarterly and obtained the A/c number	✓			
8.2 Have you enquired about any pending tax litigations	✓			

S. Anur
Prepared by



Dr. K. R. K. R.
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Sivagangai Dist. Tamil Nadu

P. L. M.
Verified by