***School Audit Program***

1. Minute Book of Committee meetings.
2. Checking of Audit Report Contents in prescribed format of government Forms.
3. Number of Students to be checked with Attendance register of Students.
4. Estimated Valuation of the Building to be Checked with circle rate, …….. of Land as per Panchayat rate.
5. Registration of School Certificate.
6. Aquittance roll and Salary requisition Bills and disbursement in personal account.
7. Maintenance of books records and register to be checked with the schedule.
8. Levy of additional fees collected if any to be checked with money receipts issued to the students.
9. Additional fees for X and XII separately as per Minute book of executive Committee to be checked.
10. Money receipt checking with cash book.
11. Cash book checking with vouchers for payments made.
12. Fund register/Pass book and general saving Bank account , BRS if any.
13. Collection of yearly prescribed fees at general rate to be checked.
14. Checking of cash book with monthly salary and attendance records.
15. last Year’s Audit report and extent of compliance thereto to be reported..
16. List of School Properties to be checked with property register and get signed the same.
17. P.Tax /Income tax – deduction payment and return thereof whether filed, details and copy of challan.
18. utilization of funds for the designated purpose deviation thereof.
19. Outstanding fees if any, No. of Students \* fees collected= Total amount
20. Status of retiring teachers.
21. Vacancies to be reported and yet to be filed in.
22. P.F. Ledger of each subscriber to be checked.
23. Notes discrepancies and clarifications and reconciliations thereto is to be reported in observation of audit report.
24. Checking of addition to building, depreciation and rates to be checked.
25. Grants- SC Book Grant

Maintaince Grant

BPL Grant

Building Fund Grant

1. PF challan
2. Aquittance Roll attendance and salary bill
3. Check fund balances
4. Check schedule of salary.
5. Fund expenses vouching.