22-23-April, May, June

INTERNAL AUDIT Check List for Internal Audit of the College / Trust Accounts

Name of the College	KNOWLEDGE INSTITUTE OF TECHNOLOGY, Salem							
Name of the trust	KNOWLEDGE INSTITUTE OF TECHNOLOGY TRUST							
Address of the trust	KIOT CAMPUS, KAKAPALAYAM POST, SALEM - 637504							
Audit Team								
Financial Year		7	Period	Q1	Q2	Q3	Q4	Date: 23/07/2022

S.No.	Particulars	Yes	No	N.A.	Remarks
智慧	General instructions	数据效益	E PER A	TOTAL SE	HARLES STREET, ST.
1.1	Have you checked the past year records like I.T Returns and Financial Statement.		/		IT Filing due
1.2	Have you examined the software systems in place with respect to books of accounts.	1			IT Filing due date is sep- 2022
1.3	Have you checked the number of years of maintenance of proper financial records.	1			2022
2	Opening Balance	和第	465		10点次是对1980年1980年
	Have you checked opening balances of				
2.1	Cash Book	Ź			Yes, Check Opening Balance
2.2	Bank Book	~			Opening Rolans
2.3	General Ledger) Juliano
2.4	Other Subsidiary Ledgers, with closing balances of previous year	1			
3	Vouching	和東西	例可以	世界版的	全国企业
	Vouching includes the following:				V.
3.1	Receipts and payments of Cash book and Bank book	/			les, Venfied
3.2	Have you checked correctness receipts and payments with respect to	1			Yes, Verified as per the Chell list Format.
(a)	Account head				chere list
(b)	Date				
(c)	Amount	/	4		tolmat.
(d)	Name of party	1			
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 year under audit				
3,5	Have you checked totals/sub-totals.	1			1.50

4	Cash Book / Bank Book				
4.1	Have you checked whether transactions have been recorded in Cash Book/Bank Book for collections with counter foils of receipts.	/			10. 60
4.2	Have you checked whether cash collected is deposited into bank within reasonable intervals.	/			Val. cash ox
4.3	Have you checked Bank Reconciliation Statement and Reconciliation entries with clearance in next month's Bank statements.				Yes, cash or Bank transaction
4.4	Have you checked contra entries for cash with-drawls and deposits and ensured that they appear on same date in cash book/bank book.	/			Verifical
4.5	Have you checked whether payments have been made only for charitable purposes or related projects/programs i.e., relief of poor/medical relief/education and other objects of public utility.	1			- Wern co
4.6	Have you ensured that wherever payments exceed Rs.10000, it has been made through cheque /D.D.				
5	Journal Vouching				$(x,y) \in \mathcal{M}$
5.1	Have you checked head of account on all journal vouchers	2h	建筑 (大) (100)		Varion Hand
5.2	Are all journal vouchers supported by necessary evidence/explanation	/			Verified, Hiraugh Payment mode Corresponding
5.3	Are all vouchers properly authorized	1			Tournals
6	Salaries/Wages/Honorarium			16. 7.7	Journau
6.1	Have you checked Salary Register and summaries thereof in cash book / bank book.				Yes, checked deduttion's,
6.2	Have you checked statutory deductions for:				
(a)	Provident Fund	1			statuctory,
(b)	Income Tax	/			Payment was
(c)	Any of other items	/			Statuatory, Payment was clone within
6.3	Have you checked Statutory deductions have been paid in proper & timely manner to respective departments.	/			due date
7	Ledger Posting & Scrutiny				
7.1	Have you checked postings from cash book/bank book / journal register and all other principal books.				
7.2	Have you scrutinized			,	Yes, checked the advances,
(a)	Loan/Staff Loan Ledger	4		,	asserts, liabilité
(b)	Advance Ledger	1			Regnique
7.3	Have you scrutinized all Assets accounts of the Trust/Institution to ensure that all assets relating to Trust/society only recorded.	/		В	asserts, l'abilité Regaiges, maintanence.
7.4	Have you scrutinized all liabilities accounts of the Trust/Institution to ensure that liabilities relating to Trust/society only recorded.	/			
7.5	Have you scrutinized all expenses accounts in particulars of				
(a)	Building Repairs	/			

To	Mechanica Repairs						
(0)	Calar Kepan						
7.6	to ensure that whether any expenditure of Capital nature has been changed to revenue account and vice versa.						
8	Tax matters	3	2-15				
8.1	Have you checked TDS returns are filed quarterly and obtained the A/C number	/	We are the second	2.0	Filed within		
8.2	Have you enquired about any pending tax litigations	/			due date		
9	Other records						
9.1	Have you checked:	SERVICE SET ME			110.		
(a)	Register of fixed deposits				Chelled		
(b)	Register for fixed assets	/			Cheiled		
10	General observations and comments:-						
	We had concluded interna	1 au	idst	for	the person		
	from 01/04/22 to 30/06/22 (Qi) F.y: 2022-23. As per the						
	the details are ventred I checked. During External audit documents						
	information and explanation submitted						

Signature	M. Malo	Anelige	
Name	M. Malini	a referral	
	(1)	(2)	(3)

Signature	& .		
Name	T. Lunadin		
	(4)	(5)	(6)

<u>INTERNAL AUDIT</u> <u>Check List for Internal Audit of the College / Trust Accounts</u>

Name of the College	KNOWLEDGE INSTITUTE OF TECHNOLOGY, Salem							
Name of the trust	KNOWLEDGE INSTITUTE OF TECHNOLOGY TRUST							
Address of the trust	KIOT CAMPUS, KAKAPALAYAM POST, SALEM - 637504							
Audit Team								
Financial Year		Period	Q1	Q2	Q3	Q4	Date: 29.10.22	

S.No.	Particulars	Yes	No	N.A.	Remarks
1	General instructions	Majorda	REES	N.A.	ACINAL KO
1.1	Have you checked the past year records like I.T Returns and Financial Statement.	1	and the state of	Mary Visit	yes, IT
1.2	Have you examined the software systems in place with respect to books of accounts.	✓			Yes, IT Return file examined
1.3	Have you checked the number of years of maintenance of proper financial records.			1	Software system
2	Opening Balance	在福祉	100000		
	Have you checked opening balances of		Non-Contract	\$7.E-27.174	Va. Chashad
2.1	Cash Book	V			Yes, Checked when Q1 internal
2.2	Bank Book		,		internal
2.3	General Ledger				audit.
2.4	Other Subsidiary Ledgers, with closing balances of previous year				
3	Vouching		1933		The state of the s
	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			Б	
(a)	Account head	V			Yes
(b)	Date	/			Yes
(c)	Amount	/			Yes
(d)	Name of party	V			Yes Yes Yes Yes
3.3	Are the Vouchers properly authorized and supported by necessary external evidence and/or internal documentation	V			
3.4	Does the transaction relate to the accounting year under audit	~			y es Y es
3.5	Have you checked totals/sub-totals.		1		yes

					13
4	Cash Book / Bank Book	Miles Miles	TIME!		And the Manager of the
4.1	Have you checked whether transactions have been recorded in Cash Book/Bank Book for collections with counter foils of receipts.	/			Yes
4.2	Have you checked whether cash collected is deposited into bank within reasonable intervals.	✓).	Yes
4.3	Have you checked Bank Reconciliation Statement and Reconciliation entries with clearance in next month's Bank statements.	V			Yes
4.4	Have you checked contra entries for cash with- drawls and deposits and ensured that they appear on same date in cash book/bank book.	V			Yes
4.5	Have you checked whether payments have been made only for charitable purposes or related projects/programs i.e., relief of poor/medical relief/education and other objects of public utility.	V		34.	Yes Yes Yes Yes
4.6	Have you ensured that wherever payments exceed Rs.10000, it has been made through cheque /D.D.	/			yes
5	Journal Vouching	P-CATE		arca library	
5.1	Have you checked head of account on all journal vouchers	~			Ves
5.2	Are all journal vouchers supported by necessary evidence/explanation	/			Yes Yes Yes
5.3	Are all vouchers properly authorized	/			Yes
6	Salaries/Wages/Honorarium			To a second	
6.1	Have you checked Salary Register and summaries thereof in cash book / bank book.			NAME OF STREET	checked
6.2	Have you checked statutory deductions for:				amd
(a)	Provident Fund	/			Parmint
(b)	Income Tax (TDS)	/			made
(c	Any of other items		_	_	within
6	Have you checked Statutory deductions have been paid in proper & timely manner to respective departments.				Payment made within due date
	Ledger Posting & Scrutiny			100 mg 100 mg 100 mg 100 mg	April 4 April 19
7.	Have you checked postings from cash book/bank book / journal register and all other principal books.				
7.	2 Have you scrutinized :-				
(;	Loan/Staff Loan Ledger	V			yes
(Advance Ledger	V			yes
7	Have you scrutinized all Assets accounts of the Trust/Institution to ensure that all assets relating to Trust/society only recorded.	V			Yes Yes Yes
7	4 Have you scrutinized all liabilities accounts of the Trust/Institution to ensure that liabilities relating to Trust/society only recorded.	V			Yes
1	.5 Have you scrutinized all expenses accounts in particulars of				Yes
1	a) Building Repairs	V			Yes

1						
(b)	Machinery Repairs	/			Yer	
(c)	Other Repairs	/			Yes	
7.6	to ensure that whether any expenditure of Capital nature has been changed to revenue account and vice versa.				1000 Sec. 3 Sec.	
8	Tax matters				0.00	
8.1	Have you checked TDS returns are filed quarterly and obtained the A/C number	/			Return filed Quartely with in due date	
8.2	Have you enquired about any pending tax litigations				in due date	
9	Other records				A STATE OF THE STA	
9.1	Have you checked:					
(a)	Register of fixed deposits				, ·	
(b)	Register for fixed assets	V			Yes	
10	General observations and comments Q2 Interna	l AU	dit	Pro	gramme en	
	29/10/22 From 01/07/22 to 30	09/2	2. TA	re a	above	
	check list wise we had verified and Audited,					
	in our openion books of Acce	runt	s,Re	cor	ds are	
	produced and maintained	l co	vrec	tly		

Signature	M. Male	pulet	
Name	M. Malini	Inclet:	
1	(1)	(2)	(3)

Signature	2		
Name	op lemandeni.		
	(4)	(5)	(6)

INTERNAL AUDIT Check List for Internal Audit of the College / Trust Accounts

Name of the College	KNOWI FDGE INSTITUTE OF TECHNICIO CON CONTROL								
Name of the trust	KNOWLEDGE INSTITUTE OF TECHNOLOGY, Salem KNOWLEDGE INSTITUTE OF TECHNOLOGY SALEM								
Address of the trust	KNOWLEDGE INSTITUTE OF TECHNOLOGY TRUST KIOT CAMPUS, KAKAPALAYAM POST, SALEM - 637504								
Audit Team									
Financial Year		Period	Q1	Q2	Q3	Q4	Date:	85/0	1 /83

S.No.	Particulars Particulars	Yes	No	N.A.	Remarks
1	General instructions	A. San	A Property and	TE NAME OF	
1.1	Have you checked the past year records like I.T Returns and Financial Statement.	✓	AC ROUBLESTAN	g worten of templates	Yes, Checkod
1.2	Have you examined the software systems in place with respect to books of accounts.	<u> </u>			yes, chocked
1.3	Have you checked the number of years of maintenance of proper financial records.				Yes
2	Opening Balance				C
	Have you checked opening balances of	to the supplemental score of	and the second	And a second second	
2.1	Cash Book	~			No, different in opening Balance cas Bank etc
2.2	Bank Book	~			en opening
2.3	General Ledger	1			Balance cas
2.4	Other Subsidiary Ledgers, with closing balances of previous year	1			Bank etc.
3	Vouching	MARKE			
	Vouching includes the following:	,			1/6- 0 Ac
3.1	Receipts and payments of Cash book and Bank book	1			Y LS, CHUCKO
3.2	Have you checked correctness receipts and payments with respect to				yls, checko
(a)	Account head	V			related
(b)	Date	~			transactions
(c)	Amount '				(
(d)	Name of party	1			
3.3	Are the Vouchers properly authorized and supported by necessary external evidence and/or internal documentation	1			
3.4	Does the transaction relate to the accounting year under audit	~		1	
3.5	Have you checked totals/sub-totals.	~			

				M
4	Cash Book / Bank Book			(c)
4.1	Have you checked whether transactions have been recorded in Cash Book/Bank Book for collections with counter foils of receipts.			yos, cash, Bank and
4.2	Have you checked whether cash collected is deposited into bank within reasonable intervals.	\checkmark		Bank and
4,3	Have you checked Bank Reconciliation Statement and Reconciliation entries with clearance in next month's Bank statements.	\sim		its related transaction's
4.4	Have you checked contra entries for cash with-drawls and deposits and ensured that they appear on same date in cash book/bank book.	✓		and BRS are
4.5	Have you checked whether payments have been made only for charitable purposes or related projects/programs i.e., relief of poor/medical relief/education and other objects of public utility.			cheoked.
4.6	Have you ensured that wherever payments exceed Rs.10000, it has been made through cheque /D.D.	>		
5	Journal Vouching			
5.1	Have you checked head of account on all journal vouchers	1		one/tho vouch
5.2	Are all journal vouchers supported by necessary evidence/explanation	1	*	one/thio vouch ex's no supporting clocuments trat
5.3	Are all vouchers properly authorized	>		is Advacate payment
6	Salaries/Wages/Honorarium	A STATE OF		
6.1	Have you checked Salary Register and summaries thereof in cash book / bank book.			yos. poducted
6.2	Have you checked statutory deductions for:			and paid
(a)	Provident Fund			1 1
(b)	Income Tax	/		within a time
(c)	Any of other items		-	
6.3	Have you checked Statutory deductions have been paid in proper & timely manner to respective departments.	V		
7	Ledger Posting & Scrutiny		W.	
7.1	Have you checked postings from cash book/bank book / journal register and all other principal books.		,	- Low Chooked
7.2	Have you scrutinized	-		y us , checkey
(a)	Loan/Staff Loan Ledger			the Loager
(b)	Advance Ledger	/		posting and
7.3	Have you scrutinized all Assets accounts of the Trust/Institution to ensure that all assets relating to Trust/society only recorded.			Yos, checked the Lodger posting and others.
7.4	Have you scrutinized all liabilities accounts of the Trust/Institution to ensure that liabilities relating to Trust/society only recorded.	1		
7.5	Have you scrutinized all expenses accounts in particulars of			
(a)	Building Repairs	1		

/_					
(b)	Machinery Repairs				
(c)	Other Repairs				
7.6	to ensure that whether any expenditure of Capital nature has been changed to revenue account and vice versa.	V			
8	Tax matters				
8.1	Have you checked TDS returns are filed quarterly and obtained the A/C number	\sim	CONTRACTOR		TDS ROTURN filed and no pending
8.2	Have you enquired about any pending tax litigations)		and no percury
9	Other records				
9.1	Have you checked:	EPPEA CENTS	Control of the Contro		No-now deposit
(a)	Register of fixed deposits			1	No-now deposit during that period.
(b)	Register for fixed assets		7		period.
10	General observations and comments				
	Olg 2 Mernal Audilt was conde had verified as per checkle	uted	on	2 5/	101/83 We
	had vorified as per checkle	ist	and	011	to religion.

Signature	IN. NOW	Swahafen	
Name	M. Malini	Medich	
	(1)	(2)	(3)

Signature			
Name	T. unadini.		
	(4)	(5)	(6)

INTERNAL AUDIT Check List for Internal Audit of the College / Trust Accounts

Name of the College	KNOWLEDGE INSTITUTE OF TECHNOLOGY, Salem					
Name of the trust	KNOWLEDGE INSTITUTE OF TECHNOLOGY TRUST					
Address of the trust	KIOT CAMPUS, KAKAPALAYAM POST, SALEM - 637504					
Audit Team						
Financial Year	Period Q1 Q2 Q3 Q4 Date: 29.04.23					

,		Yes	No	N.A.	Remarks
S.No.	是一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个	Towns of			
1.1	General instructions Have you checked the past year records like I.T Returns and Financial Statement.	_	-	_	
1.2	Have you examined the software systems in place with respect to books of accounts.	/			Checked
1.3	Have you checked the number of years of maintenance of proper financial records.	somethodistick	AM SHAPE	3151,54	10
2	Opening Balance		170.25	MENDERS C	
	Have you checked opening balances of				checked
2.1	Cash Book	/			the closing and opening Balance
2.2	Bank Book	/			and opening
2.3	General Ledger	V			Balance
2.4	Other Subsidiary Ledgers, with closing balances of previous year			171-121-121-121-121-121-121-121-121-121-	
3	Vouching				
	Vouching includes the following:				1/20 had the
3.1	Receipts and payments of Cash book and Bank book	/			vesugrest the
3.2	Have you checked correctness receipts and payments with respect to	,			Verified the head, date, Amount, party name, etc.
(a)	Account head	/			Amount,
(b)	Date	/			party name.
(c)	Amount				etc.
(d)	Name of party	/			
	Are the Vouchers properly authorized and supported by necessary external evidence and/or internal documentation	V			
3.4	Does the transaction relate to the accounting year under audit	~			
3.5	Have you checked totals/sub-totals.	~			

		T (VIEW	をおき		
	Cash Book / Bank Book	A STATE OF THE STA	and the same of th		
4.1	Have you checked whether transactions have been recorded in Cash Book/Bank Book for collections with counter foils of receipts.	/			Verified the
	Have you checked whether cash collected is deposited into bank within reasonable intervals.	/			cash, bank,
4.3	Have you checked Bank Reconciliation Statement and Reconciliation entries with clearance in next month's Bank statements.	~			Verified the cash, bank, BRS, etc.
4.4	Have you checked contra entries for cash with- drawls and deposits and ensured that they appear on same date in cash book/bank book.	V			
4.5	Have you checked whether payments have been made only for charitable purposes or related projects/programs i.e., relief of poor/medical relief/education and other objects of public utility.				
4.6	Have you ensured that wherever payments exceed Rs.10000, it has been made through cheque /D.D.				
5	Journal Vouching	English Come &			
5.1	Have you checked head of account on all journal vouchers				checked the
5.2	Are all journal vouchers supported by necessary evidence/explanation	/			Checked the Vouchers and authorisation.
5.3	Are all vouchers properly authorized				authorisation
6	Salaries/Wages/Honorarium				
6.1	Have you checked Salary Register and summaries thereof in cash book / bank book.				Verified the
6.2	Have you checked statutory deductions for:				Obstuta.
(a)	Provident Fund	_/			Verified the Statutory
(b)	Income Tax				deduction's and payment
(c)	Any of other items	1	6		and payment
6.3	Have you checked Statutory deductions have been paid in proper & timely manner to respective departments.				
7	Ledger Posting & Scrutiny				
7.1	Have you checked postings from cash book/bank book / journal register and all other principal books.				Charle the
7.2	Have you scrutinized			-	- balance ine
(a)	Loan/Staff Loan Ledger				_ Posting
(b)	Advance Ledger		/		Advance Ledger
7.3	Have you scrutinized all Assets accounts of the Trust/Institution to ensure that all assets relating to Trust/society only recorded.				- Check the - ledger posting - Advance Ledger - Repairs .etc.
7.4	Have you scrutinized all liabilities accounts of the Trust/Institution to ensure that liabilities relating to Trust/society only recorded.	n			
7.5					
(a)					

1					
(b)	Machinery Repairs				
(c)	Other Repairs				1
7.6	to ensure that whether any expenditure of Capital nature has been changed to revenue account and vice versa.	/			
8	Tax matters				建筑建筑
8.1	Have you checked TDS returns are filed quarterly and obtained the A/C number	/			yes, Return filed within due date
8.2	Have you enquired about any pending tax litigations				due date
9	Other records		10		
9.1	Have you checked:				
(a)	Register of fixed deposits				checked
(b)	Register for fixed assets				
10	General observations and comments Internal Audit Program on 29.04.23. The above det produced before with us d	rame ails wrin	me ch g A	QA ecke udit	Conducted d and

Signature	ra, rale	Andolous	
Name	Mr. Malini	Amkalans	
	(1)	(2)	(3)

Signature	Que		
Name	T. UMADEVÍ		
	(4)	(5)	(6)