# **AUDIT REPORT**

OF

# S.B.M.S.COLLEGE

SUALKUCHI, KAMRUP, ASSAM-781103

For the financial year 2018-19

Prepared by

# **BRIJ GOSWAMI & COMPANY**

CHARTERED ACCOUNTANTS
C/O NATH AND SARMA ASSOCIATES

Income tax, Sales tax & Project Consultants
CITY OFFICE:: 1st FLOOR, TRIBENI COMMERCIAL,
G.S.ROAD, ULUBARI, GUWAHATI, ASSAM-781007
A.O:: BINA BAIKUNTHA COMPLEX, BINA PANI BLOCK
HAJO ROAD, NALBARI,
ASSAM-781335

■ 0361-2463731 , 03624-221596,9435028388(M)

Email: nathandsarma@yahoo.co.



## BRIJ GOSWAMI & COMPANY

CHARTERED ACCOUNTANTS

CA. BRIJ RAJ GOSWAMI, B.COM(H),FCA

Membership No. 305186, F.R.N. 328157E

C/O NATH & SARMA ASSOCIATES TRIBENI'S COMMERCIAL COMPLEX FIRST FLOOR, B-11, G.S. ROAD ULUBARI, GUWAHATI - 781007

Mobile No.: 9864139390

e-mail ID: nathandsarma@yahoo.co.in

## **AUDIT REPORT**

Name of the Organization :: S.B.M.S.COLLEGE , SUALKUCHI

Address

VILL & P.O:: SUALKUCHI

DIST::KAMRUP ASSAM -781103

Period of Audit Statement enclosed :: 01-04-2018 TO 31-03-2019

RECEIPT AND PAYMENT ACCOUNTS OF

- 1) GENERAL FUND
- 2) WELFARE ACCOUNTS
- 3) UNION ACCOUNTS
- 4) SPORTS ACCOUNTS
- 5) SOCIAL SERVICE ACCOUNTS
- 6) SCIENCE ACCOUNTS
- 7) NSS ACCOUNTS
- 8) MAGAZINE ACCOUNTS
- 9) LIBRARY ACCOUNTS
- 10) GAMES ACCOUNTS
- 11) FESTIVAL ACCOUNTS
- 12) EXAMINATION FUND ACCOUNTS
- 13) DEBATING ACCOUNTS
- 14) CULTURAL FUND ACCOUNTS
- 15) COMPUTER ACCOUNTS
- 16) COMMON ROOM ACCOUNTS
- 17) BUILDING FUND ACCOUNTS

## **OBSERVATION S**

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A) <u>VOUCHERS</u>: The College maintains separate vouchers for each of its Cash Books maintained. The vouchers so maintained are serially numbered and are in agreement with Cash Books. In some cases vouchers of the College are found to be in "Kacha/Loose/Unprinted" format.



Contd.....

- B) BANK PASS BOOK: The College maintains separate Bank Account for each of its activities/schemes.
- C) <u>RECEIPT AND PAYMENT ACCOUNT:</u> Receipt and payment Account in respect of each of the Cash Book of the college have been prepared for the period under reference. The Receipt and Payment Accounts so maintained are found to be maintained in a consolidated manner. Receipt and Payment Accounts show a true and correct picture as to the receipt and payments of the college pertaining to that Account.

## D) OTHER OBSERVATION:

- In many cases , payments are found to be made by the college in 'CASH' Or in 'BEARER CHEQUES'.
- 2. No ledger book has been maintained by the College as a result we are face difficulties about the proper head of expenditure .
- 3. The College should maintain the Cash Books in such a manner that each entry in the Cash Books is followed by a proper and adequate narration.
- 4. Cash Book totaling and balancing are not done on daily basis regular basis as is required as per Law.
- No Bank Reconciliation Statement has been prepared for the Bank Accounts of the College. As such, it is not possible to comment upon the actual Bank Balances of the College as on the date.
- The College should avoid making payments against 'Kacha/Loose/Unprinted' format of vouchers as far as possible.
- Payment made or/and expenses incurred in 'CASH' should be minimized as far as possible.

## BASIS OF REPORT :

 Payment/expenses booked in Cash Book are as taken and considered on the basis of the classifications made by the College Authority.



Contd.....

#### SUGESSION::

- Emphasis should be given on the proper maintenance of Cash Book with adequate narration and daily balancing of it. If so required, the Accountant should be given necessary training. Ledger Book and a Journal Book for bills received also needs to be maintained. Alternatively, Tally package may also be installed at the College Computer for doing the Accounts.
- 2. Fund-wise Receipt and Payment Account/Income and Expenditure Account should be maintained for the College so that exact fund position for all the Accounts can be easily ascertained at any time. If required, the same should be resorted to on a monthly basis.
- 3. Monthly Bank Reconciliation Statements should be prepared for all the Bank Accounts of the College.
- 4. Collections for the College should be remitted for deposit into Bank Account only after the same is being verified and accounted for in the Cash Book by the Accountant of the College. Moreover, the collations for a day should be banked on immediate next banking day so that the risk of carrying cash balance can be minimized. Alternatively, the College may make an arrangement for direct deposit of College fees in to its Bank Account as is done by most of the colleges / educational institutions these days.
- Practice of issuing cheques in the name of bearer of the College should be immediately discontinued rather, a system of issuing cheque to actual 'Payee' needs to be followed.
- 6. Funds diversion needs to be restrained as far as possible. If at all it is required, the same should be resorted to only after proper approval in the GB meeting.

Contd.....

- 7. Making of payments against 'Kachcha/Loose/Unprinted' format of vouchers should be discouraged as far as possible.
- **8.** Payments/expenses in 'CASH' or 'BEARER' cheque should be restricted to less than Rs. 20,000/- per case per day.
- VAT and Income Tax should be deposited at source by the College on all applicable cases with immediate effect. For that, necessary VAT and TAN number should be applied for.

For, BRIJ GOSWAMI & COMPANY.

Chartered Accountants

FRN- 328157E

Bar Still 28

(CA. BRIJ RAJ GOSWAMI)

Proprietor

(Membership No.305186

Place: Guwahati

Date: 05/11/2020

RECEIPT AND PAYMENT ACCOUNTS OF GENERAL ACCOUNT FOR THE PERIOD 01-04-2018 TO 31-03-2019
BANK A/C No. 36693282422, STATE BANK OF INDIA, SUALKUCHI BRANCH

Bank A/C No. 2593/5 at ASSAM CO-OPERATIVE APEX BANK, SUALKUCHI BRANCH

RECEIPTS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE		Travelling & Conveyance	34,199.00
Cash in Hand		Salary to non-sanction Staff	290,420.00
Cash at Bank		Best Merit Student award	5,000.00
Apex Bank	5,428.98	Water Pump repearing Charges	5,150.00
State Bank Of India	1 543 995 00	Electricity Charges	273,430.00
State Burn of India	1,0 10,000.00	Telephone / Internet expenses	35,229.00
Intt. On Bank Deposits		GB Meeting expenses	45,638.00
Fee received for Certificates	10,300.00	Electrical goos & fittings	33,350.00
		Registration fee to GU	104,020.00
Fund received from Govt. of Assam	2	Pad/I card printing	52,200.00
as re imburshment of fee	2,424,755.00	Purchase of stationery	53,878.50
		Repearing of Xerox machine	11,000.00
		Professional fee paid	37,760.00
		Legal fee	25,000.00
		Renewal fee of College Webside	27,000.00
		Expenses of Solar meter	11,143.00
		Exp. In connection with Digital Library	15,000.00
		IQAC expenditure	1,555.00
	The same of the sa	Closing Balance	
		Cash in Hand	0
		Cash at Bank	
		Apex Bank	5643.98
San Delay of the Street, all point first		State Bank Of India	2,958,016.50
TOTAL	4,024,632.98	TOTAL	4,024,632.98

Signed in terms of our report of even date.

For,M/S BRIJ GOSWAMI & COMPANY

Chartered Accountants

F.R.NO. 328157E

[CA BRIJ RAJ GOSWAMI] PROPRIETOR

Dated :Guwahati

The 05th November, 2020

PROPRIETOR MEMBERSHIP NO. 305186

#### RECEIPT AND PAYMENT ACCOUNTS OF WELFARE ACCOUNTS

For the financial year 2018-19

Bank A/C No. 7295010004198 at A.G.V.BANK, SUALKUCHI BRANCH

RECEIPTS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE		Expenses in connection with Wall	
		Magazine, College	
Cash in Hand	-	Week , Certificate Course etc.	67,651.00
Cash at Bank	1,073,745.00		
	MACHINE AND DECEMBER	Publication , Semminer ,	143,814.00
		Workshop etc.	
Intt. On Bank Deposit	38436.00	100-100-100-100-100-100-100-100-100-100	
Therefore Commission and American Ameri	Armises (massessiones)	Health Unit expenses	7,850.00
Fund ft from Power Jyoti a/C		*	
SBI A/C No 34960919393 (Admission A/C)	301,770.00	Expenses in Connection with	
		ICPR Periodical lecture	10018.5
		Closing Balance	
		Cash in Hand	0
		Cash at Bank	1,184,617.50
TOTAL	1,413,951.00	TOTAL	1,413,951.00

Signed in terms of our report of even date.

For,M/S BRIJ GOSWAMI & COMPANY

Chartered Accountants

F.R.NO. 328157E

[CA BRIJ RAJ GOSWAMI]

PROPRIETOR

MEMBERSHIP NO. 305186

Dated :Guwahati

## RECEIPT AND PAYMENT ACCOUNTS OF UNION ACCOUNTS

For the financial year 2018-19

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DL	AIR	AL-	104201	1717
Hank	A/L.	NO	104/0	1//4/

RECEIPTS	AMOUNTS		AMOUNTS
OPENING BALANCE Cash in Hand		Exp. In connection with Freshers Social	138,650.00
Cash at Bank	66,534.77	Printing expenses	4,100.00
Intt. On Bank Deposit	2767.00	Bledzer purchase	46,800.00
Kaushik Kalkita	14000.00	College Weak expenses	35,500.00
Fund ft from Power Jyoti a/C SBI A/C No 34960919393 (Admission A/C)	148,540.00	Floring Street Lines	
		Closing Balance Cash in Hand Cash at Bank	0 6,791.77
TOTAL	231,841.77	TOTAL	231,841.77

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Chartered Accountants

F.R.NO. 328157E

[CA BRIJ RAJ GOSWAMI]

PROPRIETOR

**MEMBERSHIP NO. 305186** 

Dated :Guwahati

## RECEIPT AND PAYMENT ACCOUNTS OF SPORTS ACCOUNTS

For the financial year 2018-19

Bank A/C No. 2245813650 at CENTRAL BANK OF INDIA, SUALKUCHI BRANCH

RECEIPTS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE Cash in Hand Cash at Bank		Expenses in connection with Sports activities	18,430.00
Intt. On Bank Deposit	15339.00	Expenses in Connection with field study of EVS	22,980.00
Fund ft from Power Jyoti a/C		Board	4800
SBI A/C No 34960919393 (Admission A/C)	268,245.00	Cost of Eco Solven Painting Board	4000
		Bank Charges	70.8
Financial Assistance from IIT Delhi		Closing Balance	
for Sasha Bharat Mission	50,000.00	Cash in Hand	740,624.20
		Cash at Bank	740,624.20
TOTAL	786,905.00	TOTAL	786,905.00

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Chartered Accountants

F.R.NO. 328157E

[CA BRIJ RAJ GOSWAMI]

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MEMBERSHIP NO. 305186

Dated :Guwahati

## RECEIPT AND PAYMENT ACCOUNTS OF SOCIAL SERVICE ACCOUNTS

For the financial year 2018-19

RECEIPTS		x Bank Ltd., SUALKUCHI BRAN PAYMENTS	AMOUNTS
OPENING BALANCE Cash in Hand	- 0	ollege Week expenses	17,300.00
Cash at Bank	77,980.05	estival expenses	22,200.00
Intt. On Bank Deposit	2366,00		
		Closing Balance Cash in Hand Cash at Bank	40,846.05
TOTAL	80,346.05	TOTAL	80,346.0

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[CA BRIJ RAJ GOSWAMI] PROPRIETOR

MEMBERSHIP NO. 305186

Dated :Guwahati

## RECEIPT AND PAYMENT ACCOUNTS OF SCIENCE ACCOUNTS

For the financial year 2018-19

Bank A/C No. 2246123632 at CENTRAL BANK OF INDIA , SUALKUCHI BRANCH

RECEIPTS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE		Salary & Remuneration paid to	
		Non-sanction Teaching & Non	
Cash in Hand	-	Teaching Staff	738,510.00
Cash at Bank	592,276.50	Market Service Control Control	
		Expenses in connection with	
Intt. On Bank Deposit	10507.00	Field study of EVS	2,105.00
Fund transfer from		Maintainance expenses of	
SBI A/C No 34960919393	752,055.00	Botonical Garden	28,525 00
		Bank Charges & Commission	103.25
		Expenses in connection with	
		Purchase of hardware materials	
		paid to M/S Hardware. Sualkuchi	28 150 00
		Ol- in Balance	
		Closing Balance	
		Cash in Hand	0
		Cash at Bank	557,445,25
		TOTAL	1,354,838.50
TOTAL	1,354,838.50	TOTAL	1,354,636.50

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Chartered Accountants

F.R.NO. 328157E

[CA BRIJ RAJ GOSWAMI]

PROPRIETOR

MEMBERSHIP NO. 305186

Dated Guwahati

## RECEIPT AND PAYMENT ACCOUNTS OF NSS ACCOUNTS

For the financial year 2018-19

Bank A/C No. 091042010000999 at THE ASSAM CO OP APEX BANK LTD , SUALKUCHI BRANCH

RECEIPTS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE			
Cash in Hand	_		
Cash at Bank	91,325.40		
Intt. On Bank Deposit	4295.00		
Grants-in-aid received	44500.00		
		Closing Balance	
		Cash in Hand	١ ،
		Cash at Bank	140,120.40
TOTAL	140,120.40	TOTAL	140,120.40

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#### RECEIPT AND PAYMENT ACCOUNTS OF MAGAZINE ACCOUNTS

For the financial year 2018-19

Bank A/C No. 091042010000748, The Assam Co-Op Apex Bank Ltd., SUALKUCHI BRANCH

RECEIPTS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE			
Cash in Hand		Printing of College Magazine	41,000.00
Cash at Bank		Expenses in connection with	8,100.00
		College Week	
Intt. On Bank Deposit	16224.00		
Fund ft from Power Jyoti a/C	79575.00		
SBI A/C No 34960919393 (Admission A/C)			
		Closing Balance	
		Cash in Hand	0
		Cash at Bank	422 200 25
		Cash at Dalik	432,890.35
TOTAL	481,990.35	TOTAL	481,990.35

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Dated Guwahati

#### RECEIPT AND PAYMENT ACCOUNTS OF LIBRARY ACCOUNTS

For the financial year 2018-19

Bank A/C No. 091042010000749., The Assam Co Operative Apex Bank Ltd

RECEIPTS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE		Internet Bill	20,168
Cash in Hand		Books purchase	11,515
Cash at Bank		Printing & Stationery  News paper bill	16,7 <b>37</b> 1,200
Intt. On Bank Deposit Fund ft from Power Jyoti a/C		Repearing & maintainance Data entry expenses	5,500 1,500
SBI A/C No 34960919393 (Admission A/C)		Carriage Nitya Nanda Best Readers award	2,500
		Closing Balance Cash in Hand Cash at Bank	163,344
TOTAL	222,464	TOTAL	222,464

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Chartered Accountants

F.R.NO. 328157E

[CA BRIJ RAJ GOSWAMI]

PROPRIETOR

MEMBERSHIP NO. 305186

Dated :Guwahati

## S.B.M.S COLLEGE SUALKUCHI :: DIST: KAMRUP® <u>ASSAM-781103</u>

#### RECEIPT AND PAYMENT ACCOUNTS OF GAMES ACCOUNTS

For the financial year 2018-19

The Assam CO-Operatve Apex Bank Ltd Bank A/C No. 0910402010000746

RECEIPTS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE		ena vox vena vena vena vena vena vena vena vena	
Cash in Hand	-	Expenses in connection with	
Cash at Bank	173,289.30	Sports activities	67,500.00
Intt. On Bank Deposit	7684.00		
Fund ft from Power Jyoti a/C SBI A/C No 34960919393 (Admission A/C)	68965.00		
		Closing Balance	
		Cash in Hand	
		Cash at Bank	182,438.30
TOTAL	249.938.30	TOTAL	249,938.30

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#### S.B.M.S COLLEGE

## SUALKUCHI :: DIST: KAMRUP®

#### ASSAM-781103

RECEIPT AND PAYMENT ACCOUNTS OF FESTIVAL ACCOUNTS

For the financial year 2018-19

Bank A/C No. 09104201002845 at THE ASSAM CO-OPERATIVE APEX BANK LTD. SUALKUCHI BRANCH

RECEIPTS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE			
Cash in Hand		Expenses in connection with	
Cash at Bank	705,569.00	Debating Compition	10,805.00
Intt. On Bank Deposit	25465.00	Expenses in Connection with	77 700 00
		Swarasati Puja	77,760 00
		Expenses in connection	35,020.00
		withFoundation Day	
		Indipendance Day & Republic day	14,440.00
		expenses	
		Biswakarma Puja expenses	1,500 00
		Expenses in connection With	15,000.00
		Celebration of International	
		Womens day	
		Various Yoga Women Cell	7,870.00
		activities	
		Closing Balance	
		Cash in Hand	0
		Cash at Bank	568,639.00
	704 004 00	TOTAL	731.034.00
TOTAL	731,034.00	TOTAL	131,034.00

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For, M/S BRIJ GOSWAMI & COMPANY

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[CA BRIJ RAJ GOSWAMI]

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MEMBERSHIP NO. 305186

Dated Guwahati

## RECEIPT AND PAYMENT ACCOUNTS OF EXAMINATION FUND ACCOUNTS

For the financial year 2018-19

RECEIPIS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE Cash in Hand Cash at Bank Intt. On Bank Deposit	445,198.40	Exp. of stationery items for sessional examination Repearing of Xerox machine Desel for DG	26,065,00 19,800.00 2,000.00
		Closing Balance Cash in Hand Cash at Bank	0 414,343.40
TOTAL	462,208.40	TOTAL	462,208.40

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For,M/S BRIJ GOSWAMI & COMPANY

Chartered Accountants

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Dated :Guwahati

## S.B.M.S COLLEGE SUALKUCHI :: DIST: KAMRUP® <u>ASSAM-781103</u>

## RECEIPT AND PAYMENT ACCOUNTS OF DEBATING ACCOUNTS

For the financial year 2018-19

Bank A/C No. 104201/1737 .. The Assam Co Operative Apex Bank Ltd

AMOUNTS	PAYMENTS	AMOUNTS
711110011110	Bledzer purchase	2,200.00
-	7	
83,059.00	College Weak expenses	28,100.00
2877.00		
	Closing Balance	
	Cash in Hand	0
	Cash at Bank	55,636.00
85 936 00	TOTAL	85,936.00
	83,059.00 2877.00	Closing Balance Cash in Hand

Signed in terms of our report of even date.

For, M/S BRIJ GOSWAMI & COMPANY

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F.R.NO. 328157E

[CA BRIJ RAJ GOSWAMI]

PROPRIETOR

MEMBERSHIP NO. 305186

Dated Guwahati

## RECEIPT AND PAYMENT ACCOUNTS OF CULTURAL FUND ACCOUNTS

For the financial year 2018-19

Bank A/C No. 104201/1342 at THE ASSAM CO-OPERATIVE APEX BANK LTD , SUALKUCHI BRANCH

AMOUNTS	PAYMENTS	AMOUNTS
Amount	Youth Festival expenses	35,680.00
-	College week expenses	116,780.00
210,744.80		
8,151.00		
79,575.00		
	Closing Balance	
	Cash in Hand	
	Cash at Bank	146,010.80
298 470 80	TOTAL	298,470.80
	210,744.80 8,151.00 79,575.00	College week expenses  8,151.00 79,575.00  Closing Balance Cash in Hand

Signed in terms of our report of even date.

For,M/S BRIJ GOSWAMI & COMPANY

Chartered Accountants

F.R.NO. 328157E

[CA BRIJ RAJ GOSWAMI]

PROPRIETOR

MEMBERSHIP NO. 305186

Dated Guwahati

## RECEIPT AND PAYMENT ACCOUNTS OF COMPUTER ACCOUNTS

For the financial year 2018-19

Bank A/C No. 7295010003919 With A.G.V.Bank ., Sualkuchi Branch

RECEIPTS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE		Salary	279,000.00
Cash in Hand	-		
Cash at Bank	11,634.50	Bank Charges	1,654.50
Intt. On Bank Deposit	468.00		
Fund ft from Power Jyoti a/C SBI A/C No 34960919393 (Admission A/C)	429,360.00		
		Closing Balance Cash in Hand	0
		Cash at Bank	160,808.00
TOTAL	441,462.50	TOTAL	441,462.50

Signed in terms of our report of even date.

For,M/S BRIJ GOSWAMI & COMPANY

Chartered Accountants

F.R.NO. 328157E

[CA BRIJ RAJ GOSWAMI]

**PROPRIETOR** 

MEMBERSHIP NO. 305186

Dated :Guwahati

## RECEIPT AND PAYMENT ACCOUNTS OF COMMON ROOM ACCOUNTS

For the financial year 2018-19

Rank	A/C No	104201	/751

RECEIPTS	AMOUNTS	PAYMENTS	AMOUNTS
OPENING BALANCE		Exp. In connection with	
Cash in Hand	-	Freshers Social	7,000.00
Cash at Bank	243,978.90		
		Printing expenses	
Intt. On Bank Deposit	10316.00	20040000000000	
		Bledzer purchase	2,200.00
		College Weak expenses	54,700.00
Fund ft from Power Jyoti a/C	74,270.00	V-25	
SBI A/C No 34960919393 (Admission A/C)			
		Closing Balance	
		Cash in Hand	0
		Cash at Bank	264,664.90
TOTAL	328,564.90	TOTAL	328,564.90

Signed in terms of our report of even date.

For,M/S BRIJ GOSWAMI & COMPANY

Chartered Accountants

F.R.NO. 328157E

[CA BRIJ RAJ GOSWAMI]

**PROPRIETOR** 

MEMBERSHIP NO. 305186

Dated Guwahati

## RECEIPT AND PAYMENT ACCOUNTS OF BUILDING FUND ACCOUNTS

For the financial year 2018-19

Bank A/C No. 2246124013 , Central Bank Of India , Sualkuchi Branch

		PAYMENTS	AMOUNTS
and the second s	AMOUNTO	Labour payment	80,410.00
		Mason Charges	45,950.00
	1,475,977.20	The control of the co	138,320.00
Casil at Dalik	1,475,577.20	Construction material purchase	169,658.30
latt. On Bank Danasit	22 274 00	Painting materials & Charges	20,280.00
intt. On Bank Deposit	33,271.00		25,150.00
PENING BALANCE ash in Hand ash at Bank  It. On Bank Deposit  and transfer from Admission Accounts		Plumber Charges	15000.00
Fund transfer from Admission Accounts	1,035,350.00	Consultancey Charges	24.470.00
		Stationerv Elecial instalation & fitting	407,045.00
		Earth filling	196,000.00
		Advertise	8,406.00
			17,390.00
		Miscellaneous	17,000.00
		Closing Balance	
		Cash in Hand	0
		Cash at Bank	1,396,518.90
		Oddir at Bank	1,000,010.00
TOTAL	2,544,598.20	TOTAL	2,544,598.20

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For,M/S BRIJ GOSWAMI & COMPANY

Chartered Accountants

F.R.NO. 328157E

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