

TO

Date:.....

Sir,

Sub: Internal Audit 2019-20

We confirm the following:

1. We operated the following bank accounts during the Financial Year 2019-2020

S.No.	Particulars	Bank Name	Branch	Account Number	Balance as on 31-03-2020
1	SB Account				
2	SB Account (if any)				
3	PD Account				

2. There are no other Bank Accounts except as mentioned above.
3. Cash balance as on 31.03.2020 is Rs.....
4. We are not having PD account for the financial year 2019-20 and obtaining under progress.
5. Asset Stock Register is not available.

Seal /Rubber Stamp

Signature of the Principal/Head Master with Rubber Stamp

To
The District Project Officer,
SamagraSiksha,
Guntur District.

From
School / College Name:
DISE Code:
Mandal:
Division:
District:

Date:.....

Respected Sir,

Sub: Internal Audit 2019-20 Completion Certificate

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This is to confirm that the auditors M/s. R V S R & Co, Chartered Accountants, Visakhapatnam have completed the Audit by verifying the Vouchers, Cash Book and Bank Pass Books and have submitted the Receipts and Payments Account for the year ending 31stMarch, 2020.

Seal / OfficeStamp

Signature of the Principal / Headmaster with Rubber Stamp

DISTRICT: GUNTUR

Name of the RMS/ CRC/ BHAVITHA/ PMC (SMC / SMDC) :

DISE CODE:

RECEIPTS AND PAYMENTS ACCOUNT OF SSA FUNDS FOR THE PERIOD 01-04-2019 TO 31-03-2020

(Amount in Rupees)

	RECEIPTS	Receipts	Bank Account No.....	PD Account No.....		PAYMENTS	Payments	Bank Account No.....	PD Account No.....
To	Opening Balance				By	Opening Balance			
	Cash on Hand					Cash on Hand			
	Cash in Bank/ PD Account					Cash in Bank/ PD Account			
To	School Composite Grant/ Bhavitha Grant				By	School Composite Grant/ Bhavitha Grant			
To	Complex Grant				By	Complex Grant			
To	School Grant				By	School Grant			
	For 2018-19					For 2018-19			
	For 2019-20					For 2019-20			
To	Teaching Learning Material				By	Teaching Learning Material			
To	Civil Works				By	Civil Works			
To	Uniforms				By	Uniforms			
To	Cloth				By	Cloth			
To	Stiching Charges				By	Stiching Charges			
	For 2018-19					For 2018-19			
	For 2019-20					For 2019-20			
To	Transport Allowance				By	Transport Allowance			
To	Escort Allowance				By	Escort Allowance			
To	Annual Day Celebrations				By	Annual Day Celebrations			
	For 2018-19					For 2018-19			
	For 2019-20					For 2019-20			
To	Night Watchman Salary				By	Night Watchman Salary			
To	Toilet Repairs				By	Toilet Repairs			
To	Bank Interest				By	Bank Interest			
To	Other Receipts (if any)				By	Other Receipts (if any)			
	Receipt from HM					Receipt from HM			
	Part Time Instructor					Part Time Instructor			
	SSA Grant to SMC's Under SAP					SSA Grant to SMC's Under SAP			
	NGC					NGC			
To	Balance Tr from Old Account				By	Balance Tr from Old Account			
To	Cash Deposite if any extra withdrawn				By	Cash Deposite if any extra withdrawn			
To	Other Miscellaneous Receipts				By	Other Miscellaneous Receipts			
	TOTAL					TOTAL			

Place:

Date:

As per Our Report even date

Signature of the Principal/ Headmaster with Rubber Stamp

DISTRICT: GUNTUR

Name of the Mandal (MRC) :

DISE Code :

RECEIPTS AND PAYMENTS ACCOUNT OF SSA FUNDS FOR THE PERIOD 01-04-2019 TO 31-03-2020

(Amount in Rupees)

	RECEIPTS	Receipts	Bank Account No.....	PD Account No.....		PAYMENTS	Payments	Bank Account No.....	PD Account No.....
To	Opening Balance				By	Opening Balance			
	Cash on Hand					Cash on Hand			
	Cash in Bank/ PD Account					Cash in Bank/ PD Account			
To	School Composite Grant/ Bhavitha Grant				By	School Composite Grant/ Bhavitha Grant			
To	Complex Grant				By	Complex Grant			
To	School Grant				By	School Grant			
	For 2018-19					For 2018-19			
	For 2019-20					For 2019-20			
To	Teaching Learning Material				By	Teaching Learning Material			
To	Civil Works				By	Civil Works			
To	Uniforms				By	Uniforms			
To	Cloth				By	Cloth			
To	Stiching Charges				By	Stiching Charges			
	For 2018-19					For 2018-19			
	For 2019-20					For 2019-20			
To	Transport Allowance				By	Transport Allowance			
To	Escort Allowance				By	Escort Allowance			
To	Annual Day Celebrations				By	Annual Day Celebrations			
	For 2018-19					For 2018-19			
	For 2019-20					For 2019-20			
To	Night Watchman Salary				By	Night Watchman Salary			
To	Toilet Repairs				By	Toilet Repairs			
To	Bank Interest				By	Bank Interest			
To	Other Receipts (if any)				By	Other Receipts (if any)			
	Receipt from HM					Receipt from HM			
	Part Time Instructor					Part Time Instructor			
	SSA Grant to SMC's Under SAP					SSA Grant to SMC's Under SAP			
	NGC					NGC			
To	Balance Tr from Old Account				By	Balance Tr from Old Account			
To	Cash Deposite if any extra withdrawn				By	Cash Deposite if any extra withdrawn			
To	Other Miscellaneous Receipts				By	Other Miscellaneous Receipts			
	TOTAL					TOTAL			

Place:

Date:

As per Our Report even date

Signature of the Principal/ Headmaster with Rubber Stamp