



SANSKRITHI SCHOOL OF BUSINESS, PUTTAPARTHI

Approved by AICTE, New Delhi. Affiliated to JNTUA, Anantapur.
Beedupalli Knowledge park, Prasanthi Gram, Puttaparthi, Anantapur - 515 134

INTERNAL AUDIT REPORT 2017-2018

Date of Audit: 04.08.2018

Auditor 1: Mr. A Ramakrishnaiah, Faculty, Sanskriti School of Business

Auditor 2: Mr. Lingamaiah, Faculty, Sanskriti School of Business

Auditor 3: Mr. Lakshmi Reddy, Finance Officer

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 checked the past year-records like	✓	-	-	-
1.2.IT returns and financial statement	✓	-	-	-
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. General Ledger	✓	-	-	-
4. Other subsidiary ledgers, with closing balances of	✓	-	-	-
3. Vouching	✓	-	-	-
Vouching includes the following:		-	-	-
3.1 Receipt and payments of cash book and Bank book	✓	-	-	-
3.2 Have you checked correctness receipts and payments with respect to	✓	-	-	-
1. Account Head	✓	-	-	-
2. Date	✓	-	-	-
3. Amount	✓	-	-	-
properly authorized and supported by	✓			
lence and/or internal documentation	✓			
n relate to the accounting Under audit?	✓			



Dr. Balakrishna
PRINCIPAL
Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

3.5 Have you checked total/subtotal	✓	-	-	-
4.Cash Book/Bank Book	✓	-	-	-
4.1 Have you checked whether transactions have been recorded in cash book/bank book for collection with counter foils of receipts	✓	-	-	-
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 ensured that wherever payments exceeds Rs. 10000- it has been made through cheque /DD	✓	-	-	-
4.5 Have you checked contra entries for cash) withdrawals and deposits and ensured that they appear on same date in cash L book/bank book	✓	-	-	-
4.6 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.Journal Vouching	✓	-	-	-
5.1 Have you checked head of account on alt journal vouchers	✓	-	-	-
5.2 Are all journal vouchers supported by necessary evidence explanation	✓	-	-	-
5.3 Are all vouchers properly authorized	✓	-	-	-
6.Salaries/ Wages/ Honorarium	✓	-	-	-
6.1 Have you checked statutory deductions for				
1.Income tax	✓	-	-	-
2.Professional tax				
3.Any other items				
6.2Have you checked statutory deductions for				
1.Income tax	✓	-	-	-
2.Professional tax				
3.Any other items				
6.3Have you checked stator deductions have been paid in				
er to departments				



Security

posting from cash book! back
and all other principal books


Dr. Balakrishnan

PRINCIPAL

Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

Have you scrutinized a) Loan Staff Loan ledger.	✓	-	-	-
b) Advance ledger.	✓	-	-	-
7.3 Have you scrutinized all assets accounts of the trust/ Institution to ensure that assets relating to trust/ society only recorded.	✓	-	-	-
7.4 Have you scrutinized all liabilities accounts of the trust/institution to ensure that liabilities relating to trust/society only recorded.	✓	-	-	-
Have scrutinized all expenses accounts in particular of a) Building Repairs. b) Machine Repairs. c) Others repairs. To ensure that whether any expenditure of capital nature has been charged to revenue account and vice versa	✓	-	-	-
8. Tax Matters	✓	-	-	-
8.1 Have you checked TDS returns are filed quarterly and obtained the A/C number	✓	-	-	-
8.2 Have you enquired about any pending tax litigations	✓	-	-	-
9. Other records	✓	-	-	-
Have you checked a. Register of fixed deposits b. Register for Fixed assets.	✓	-	-	-


Auditor 1


Auditor 2


Auditor 3




PRINCIPAL
Sanskriti School of Business,
Beedupalli Road, Prashanthigram,
PUTTAPARTHI - 515134.


PRINCIPAL
Sanskriti School of Business,
Beedupalli Road, Prashanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.



SANSKRITHI SCHOOL OF BUSINESS, PUTTAPARTHI

Approved by AICTE, New Delhi. Affiliated to JNTUA, Anantapur.
Beedupalli Knowledge park, Prasanthi Gram, Puttaparthi, Anantapur - 515 134

INTERNAL AUDIT REPORT 2018-2019

Date of Audit: 21.08.2019

Auditor 1: Mr. Dr. T Venkatesan, Faculty, Sanskriti School of Business

Auditor 2: Mr. Smd. Karimulla Basha, Faculty, Sanskriti School of Business

Auditor 3: Mr. Lakshmi Reddy, Finance Officer

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 checked the past year-records like	✓	-	-	-
1.2.IT returns and financial statement	✓	-	-	-
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. General Ledger	✓	-	-	-
4. Other subsidiary ledgers, with closing balances of	✓	-	-	-
3. Vouching	✓	-	-	-
Vouching includes the following:		-	-	-
3.1 Receipt and payments of cash book and Bank book	✓	-	-	-
3.2 Have you checked correctness receipts and payments with respect to	✓	-	-	-
1. Account Head	✓	-	-	-
2. Date	✓	-	-	-
3. Amount	✓	-	-	-



properly authorized and supported by
ence and/or internal documentation
relate to the accounting Under audit.

Dr. Balakrishna
PRINCIPAL
Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

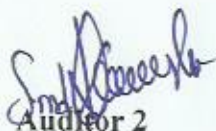
3.5 Have you checked total/subtotal	✓	-	-	-
4.Cash Book/Bank Book	✓	-	-	-
4.6 Have you checked whether transactions have been recorded in cash book/bank book for collection with counter foils of receipts	✓	-	-	-
4.7 Have you checked whether cash collected is deposited into bank within reasonable intervals	✓	-	-	-
4.8 Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's bank statements	✓	-	-	-
4.9 Have you ensured that wherever payments exceeds Rs. 10000- it has been made through cheque /DD	✓	-	-	-
4.10 Have you checked contra entries for cash) withdrawals and deposits and ensured that they appear on same date in cash L book/bank book	✓	-	-	-
4.6 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.Journal Vouching	✓	-	-	-
5.1 Have you checked head of account on alt journal vouchers	✓	-	-	-
5.2 Are all journal vouchers supported by necessary evidence explanation	✓	-	-	-
5.3 Are all vouchers properly authorized	✓	-	-	-
6.Salaries/ Wages/ Honorarium	✓	-	-	-
6.2 Have you checked statutory deductions for				
1.Income tax	✓	-	-	-
2.Professional tax				
3.Any other items				
6.2Have you checked statutory deductions for				
1.Income tax	✓	-	-	-
2.Professional tax				
3.Any other items				
6.3Have you checked stator deductions have been paid in to departments	✓	-	-	-
Security				
posting from cash book! back and all other principal books				



Dr. Balakrishnan
PRINCIPAL
 Sanskriti School of Business,
 Beedupalli Road, Prasanthigram,
 PUTTAPARTHI - 515134,
 Ananthapuramu (Dt.) A.P.

Have you scrutinized a) Loan Staff Loan ledger.	✓	-	-	-
b) Advance ledger.	✓	-	-	-
7.3 Have you scrutinized all assets accounts of the trust/ Institution to ensure that assets relating to trust/ society only recorded.	✓	-	-	-
7.4 Have you scrutinized all liabilities accounts of the trust/institution to ensure that liabilities relating to trust/society only recorded.	✓	-	-	-
Have scrutinized all expenses accounts in particular of d) Building Repairs. e) Machine Repairs. f) Others repairs. To ensure that whether any expenditure of capital nature has been charged to revenue account and vice versa	✓	-	-	-
8. Tax Matters	✓	-	-	-
8.1 Have you checked TDS returns are filed quarterly and obtained the A/C number	✓	-	-	-
8.2 Have you enquired about any pending tax litigations	✓	-	-	-
9. Other records	✓	-	-	-
Have you checked a. Register of fixed deposits b. Register for Fixed assets.	✓	-	-	-


Auditor 1


Auditor 2


Auditor 3


PRINCIPAL
PRINCIPAL

Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
A.P.




PRINCIPAL
Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.



SANSKRITHI SCHOOL OF BUSINESS, PUTTAPARTHI

Approved by AICTE, New Delhi. Affiliated to JNTUA, Anantapur.
Beedupalli Knowledge park, Prasanthi Gram, Puttaparthi, Anantapur - 515 134

INTERNAL AUDIT REPORT 2019-2020

Date of Audit: 11.08.2020

Auditor 1: Dr. K Rajendra Prasad, Faculty, Sanskriti School of Business

Auditor 2: Dr. R Lilambeswara Singh, Faculty, Sanskriti School of Business

Auditor 3: Mr. Lakshmi Reddy, Finance Officer

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 checked the past year-records like	✓	-	-	-
1.2. IT returns and financial statement	✓	-	-	-
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. General Ledger	✓	-	-	-
4. Other subsidiary ledgers, with closing balances of	✓	-	-	-
3. Vouching	✓	-	-	-
Vouching includes the following:		-	-	-
3.1 Receipt and payments of cash book and Bank book	✓	-	-	-
3.2 Have you checked correctness receipts and payments with respect to	✓	-	-	-
1. Account Head	✓	-	-	-
2. Date	✓	-	-	-
3. Amount	✓	-	-	-
N	✓			
3. Properly authorized and supported by	✓			
no and/or internal documentation	✓			
3. relate to the accounting Under audit.	✓			



Dr. Balakrishna
PRINCIPAL
Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

3.5 Have you checked total/subtotal	✓	-	-	-
4.Cash Book/Bank Book	✓	-	-	-
4.11 Have you checked whether transactions have been recorded in cash book/bank book for collection with counter foils of receipts	✓	-	-	-
4.12 Have you checked whether cash collected is deposited into bank within reasonable intervals	✓	-	-	-
4.13 Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's bank statements	✓	-	-	-
4.14 Have you ensured that wherever payments exceeds Rs. 10000- it has been made through cheque /DD	✓	-	-	-
4.15 Have you checked contra entries for cash) withdrawals and deposits and ensured that they appear on same date in cash L book/bank book	✓	-	-	-
4.6 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.Journal Vouching	✓	-	-	-
5.1 Have you checked head of account on alt journal vouchers	✓	-	-	-
5.2 Are all journal vouchers supported by necessary evidence explanation	✓	-	-	-
5.3 Are all vouchers properly authorized	✓	-	-	-
6.Salaries/ Wages/ Honorarium	✓	-	-	-
6.3 Have you checked statutory deductions for				
1.Income tax	✓	-	-	-
2.Professional tax				
3.Any other items				
6.2Have you checked statutory deductions for				
1.Income tax	✓	-	-	-
2.Professional tax				
3.Any other items				
6.3Have you checked stator deductions have been paid in	✓	-	-	-
er to departments				



nd Security

l posting from cash book! back
and all other principal books

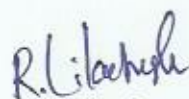
Dr. Balakrishnan


PRINCIPAL

Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

Have you scrutinized a) Loan Staff Loan ledger.	✓	-	-	-
b) Advance ledger.	✓	-	-	-
7.3 Have you scrutinized all assets accounts of the trust/ Institution to ensure that assets relating to trust/ society only recorded.	✓	-	-	-
7.4 Have you scrutinized all liabilities accounts of the trust/institution to ensure that liabilities relating to trust/society only recorded.	✓	-	-	-
Have scrutinized all expenses accounts in particular of g) Building Repairs. h) Machine Repairs. i) Others repairs. To ensure that whether any expenditure of capital nature has been charged to revenue account and vice versa	✓	-	-	-
8. Tax Matters	✓	-	-	-
8.1 Have you checked TDS returns are filed quarterly and obtained the A/C number	✓	-	-	-
8.2 Have you enquired about any pending tax litigations	✓	-	-	-
9. Other records	✓	-	-	-
Have you checked a. Register of fixed deposits b. Register for Fixed assets.	✓	-	-	-



Auditor 1


Auditor 2


Auditor 3


PRINCIPAL
PRINCIPAL

Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,


PRINCIPAL
Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.





SANSKRITHI SCHOOL OF BUSINESS, PUTTAPARTHI

Approved by AICTE, New Delhi. Affiliated to JNTUA, Anantapur.
Beedupalli Knowledge park, Prasanthi Gram, Puttaparthi, Anantapur - 515 134

INTERNAL AUDIT REPORT 2020-2021

Date of Audit: 20.08.2021

Auditor 1: Mrs. E Prashanthi, Faculty, Sanskriti School of Business

Auditor 2: Ms. D Pranavasree, Faculty, Sanskriti School of Business

Auditor 3: Mr. Lakshmi Reddy, Finance Officer

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 checked the past year-records like	✓	-	-	-
1.2.IT returns and financial statement	✓	-	-	-
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. General Ledger	✓	-	-	-
4. Other subsidiary ledgers, with closing balances of	✓	-	-	-
3. Vouching	✓	-	-	-
Vouching includes the following:		-	-	-
3.1 Receipt and payments of cash book and Bank book	✓	-	-	-
3.2 Have you checked correctness receipts and payments with respect to	✓	-	-	-
1. Account Head	✓	-	-	-
2. Date	✓	-	-	-
3. Amount	✓	-	-	-



properly authorized and supported by
evidence and/or internal documentation

in relate to the accounting Under audit.

Dr. Balakrishna

PRINCIPAL

Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

3.5 Have you checked total/subtotal	✓	-	-	-
4.Cash Book/Bank Book	✓	-	-	-
4.16 Have you checked whether transactions have been recorded in cash book/bank book for collection with counter foils of receipts	✓	-	-	-
4.17 Have you checked whether cash collected is deposited into bank within reasonable intervals	✓	-	-	-
4.18 Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's bank statements	✓	-	-	-
4.19 Have you ensured that wherever payments exceeds Rs. 10000- it has been made through cheque /DD	✓	-	-	-
4.20 Have you checked contra entries for cash) withdrawals and deposits and ensured that they appear on same date in cash L book/bank book	✓	-	-	-
4.6 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.Journal Vouching	✓	-	-	-
5.1 Have you checked head of account on alt journal vouchers	✓	-	-	-
5.2 Are all journal vouchers supported by necessary evidence explanation	✓	-	-	-
5.3 Are all vouchers properly authorized	✓	-	-	-
6.Salaries/ Wages/ Honorarium	✓	-	-	-
6.4 Have you checked statutory deductions for				
1.Income tax	✓	-	-	-
2.Professional tax				
3.Any other items				
6.2Have you checked statutory deductions for				
1.Income tax	✓	-	-	-
2.Professional tax				
3.Any other items				
6.3Have you checked stator deductions have been paid in	✓	-	-	-
to departments				
Security				
posting from cash book! back				
and all other principal books				



Dr. Balakrishnan

PRINCIPAL

Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

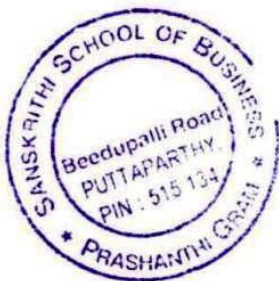
Have you scrutinized a) Loan Staff Loan ledger.	✓	-	-	-
b) Advance ledger.	✓	-	-	-
7.3 Have you scrutinized all assets accounts of the trust/ Institution to ensure that assets relating to trust/ society only recorded.	✓	-	-	-
7.4 Have you scrutinized all liabilities accounts of the trust/institution to ensure that liabilities relating to trust/society only recorded.	✓	-	-	-
Have scrutinized all expenses accounts in particular of j) Building Repairs. k) Machine Repairs. l) Others repairs. To ensure that whether any expenditure of capital nature has been charged to revenue account and vice versa	✓	-	-	-
8. Tax Matters	✓	-	-	-
8.1 Have you checked TDS returns are filed quarterly and obtained the A/C number	✓	-	-	-
8.2 Have you enquired about any pending tax litigations	✓	-	-	-
9. Other records	✓	-	-	-
Have you checked a. Register of fixed deposits b. Register for Fixed assets.	✓	-	-	-

[Signature]
Auditor 1

[Signature]
Auditor 2

[Signature]
Auditor 3

Dr. Balakrishna
PRINCIPAL
Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

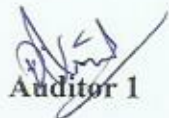


3.5 Have you checked total/subtotal	✓	-	-	-
4.Cash Book/Bank Book	✓	-	-	-
4.21 Have you checked whether transactions have been recorded in cash book/bank book for collection with counter foils of receipts	✓	-	-	-
4.22 Have you checked whether cash collected is deposited into bank within reasonable intervals	✓	-	-	-
4.23 Have you checked bank reconciliation statement and reconciliation entries with clearance in next month's bank statements	✓	-	-	-
4.24 Have you ensured that wherever payments exceeds Rs. 10000- it has been made through cheque /DD	✓	-	-	-
4.25 Have you checked contra entries for cash) withdrawals and deposits and ensured that they appear on same date in cash L book/bank book	✓	-	-	-
4.6 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.Journal Vouching	✓	-	-	-
5.1 Have you checked head of account on alt journal vouchers	✓	-	-	-
5.2 Are all journal vouchers supported by necessary evidence explanation	✓	-	-	-
5.3 Are all vouchers properly authorized	✓	-	-	-
6.Salaries/ Wages/ Honorarium	✓	-	-	-
6.5 Have you checked statutory deductions for				
1.Income tax	✓	-	-	-
2.Professional tax				
3.Any other items				
6.2Have you checked statutory deductions for				
1.Income tax	✓	-	-	-
2.Professional tax				
3.Any other items				
6.3Have you checked stator deductions have been paid in	✓	-	-	-
to departments				
Security				
posting from cash book! back				
d all other principal books				



Dr. Balakrishna
PRINCIPAL
 Sanskriti School of Business,
 Beedupalli Road, Prasanthigram,
 PUTTAPARTHI - 515134,
 Ananthapuramu (Dt.) A.P.


Have you scrutinized a) Loan Staff Loan ledger.	✓	-	-	-
b) Advance ledger.	✓	-	-	-
7.3 Have you scrutinized all assets accounts of the trust/ Institution to ensure that assets relating to trust/ society only recorded.	✓	-	-	-
7.4 Have you scrutinized all liabilities accounts of the trust/institution to ensure that liabilities relating to trust/society only recorded.	✓	-	-	-
Have scrutinized all expenses accounts in particular of m) Building Repairs. n) Machine Repairs. o) Others repairs. To ensure that whether any expenditure of capital nature has been charged to revenue account and vice versa	✓	-	-	-
8. Tax Matters	✓	-	-	-
8.1 Have you checked TDS returns are filed quarterly and obtained the A/C number	✓	-	-	-
8.2 Have you enquired about any pending tax litigations	✓	-	-	-
9. Other records	✓	-	-	-
Have you checked a. Register of fixed deposits b. Register for Fixed assets.	✓	-	-	-


Auditor 1


Auditor 2


Auditor 3




PRINCIPAL
Sanskriti School of Business,
Beedupalli Road, Prashanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.