

Governing Body Resolutions Related to the Appointment of Internal Auditor

An excerpt from the Resolution of the Governing Body meeting held on 04-10-2016

Dr. Subal Chandra Biswas, President of the G. B. presided over the meeting.

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Item No. 14

To prepare Audit & Accounts of the college for the financial year 2013-14 & 2014-15. Principal informed the house regarding the latest position of Audit & Accounts of the college. It is resolved that an authentic, genuine and competent firm is to be deputed for this work. President Dr. S. C. Biswas opined that he may help by informing some suitable persons.

An excerpt from the Resolution of the Governing Body meeting held on 13-08-2016

Dr. Subal Chandra Biswas, President of the G. B. presided over the meeting.

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Item No. 8

To prepare Audit & Accounts of the college for the financial year 2013-14 & 2014-15. President Dr. Subal Chandra Biswas intimated the house that a genuine person, Sri Jagat Mohan Thakur, CA who is well known him and he is willing to do the internal audit work of the college.
It is resolved that principal will contact with that person to expedite the matter.

An excerpt from the Resolution of the Governing Body meeting held on 22-12-2016

Dr. Subal Chandra Biswas, President of the G. B. presided over the meeting.

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Item No. 11

To approve the appointment letter of internal auditor, Kalna College, issued in favor of Mr. Jagat Mohan Thakur.

Governing Body unanimously approved the appointment letter issued by the principal in favor of Mr. Jagat Mohan Thakur, as internal auditor of the college at a negotiable rate of remuneration.

An excerpt from the Resolution of the Governing Body meeting held on 24-06-2017

Dr. Subal Chandra Biswas, President of the G. B. presided over the meeting.

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Item No. 8

To report about the Audit Progress and new software-based accounting system.

Principal Dr. Tapas Samanta informed the house that the college deputed internal auditor, Mr. Jagat Mohan Thakur raised several anomalies in the college accounting system and requested to check and stop such practices. In the meeting principal placed the letter submitted by him for discussion. As per request of the honorable members, Auditor's letter is thoroughly read over in the meeting and following decisions are taken in this regard.

- (i) Software based accounting system is to be started immediately.
- (ii) Henceforth all vouchers are to be numbered and dated properly and also to be kept accordingly.
- (iii) Vouchers are to be entered into the software accounting system within the week when it was issued.

- (iv) On last date of every month, college Accountant and Cashier jointly will verify the total number of vouchers and cheques which were issued (by counting physically), also will correctly enter into the software-based accounting system. After that, they will submit all vouchers of that particular month to the principal for proper preservation and principal will also physically verify it.
- (v) Immediately a cash hand book (where daily income-expenditure will be shown) is to be started.
- (vi) Advance in the name of Teachers for students' programme should be adjusted by submitting proper vouchers immediately or by taking certain decision in this regard if necessary. Henceforth advance voucher will be of different color and no advance will be carry forwarded to the next month i.e. advance must have to be adjusted by submitting vouchers within the month.

However, Governing Body will take actions against the irregularities detected in the previous years' accounts by internal audit as per law.



Principal
Kaina Collage



KALNA COLLEGE

P.O. KALNA, DT. BURDWAN, WEST BENGAL, PIN-713409
(AFFILIATED TO THE UNIVERSITY OF BURDWAN)

Graded by NAAC : B ++

Ref. No.: 2016/December/11A

Date: 09/12/2016

To
Sri Jagat Mohan Thakur
560/387/4 G.T. Road
Above Mrityunjoy Sweet Shop
P.O- Baidyabati
Dist-Hooghly
Pin-712222

Sub: Letter of Appointment

Dear Sir/Madam,

I am directed by the Governing Body vide G.B. Resolution No -8 dated 13/08/2016 to appoint you as Internal Auditor of Kalna College to prepare the Accounts and Audit for the financial year **2013-2014** to upto date at a negotiable rate of remuneration.

Your appointment will be approved by the Governing Body in its subsequent meeting.

Thanking you,



Yours faithfully,

G. Yanai
9/12/16
Principal
Kalna College

**Principal
Kalna College**