

**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**



MACFASTTM
Igniting wisdom since 2001

**INTERNAL AUDIT REPORTS
(2016 to 2021)**

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)

Tiruvalla, Pathanamthitta, Kerala 689 101



MACFASTTM

Igniting wisdom since 2001

Proceedings of the Principal, Mar Athanasios College For Advanced Studies Tiruvalla

Fr. Dr. Cherian J. Kottayil, Principal

Sub: Reconstitution of Internal Auditors - Orders Issued

Order No: 291 /2021/M1

Dated: 1st April 2021

Chairman:

Mr. Francis George, Finance Manager,
Corporate Educational Agency, Catholic Diocese of Tiruvalla

Members:

1. Dr. Sudeep .B.Chandramana,
Associate Professor, Department of Management Studies
2. Dr.Vijayamohan
Associate Professor, Department of Management Studies

The reconstituted committee will have to start function with immediate effect. The period of membership will be for one year.

Fr. Dr. Cherian J Kottayil
Principal, MACFAST



Mar Athanasios College for Advanced Studies Tiruvalla

Affiliated to MG University and Approved by AICTE
A Minority Institution of the Corporate Educational Agency of the Catholic Archdiocese of Tiruvalla

Courses at
Main Campus
MBA & MCA

Tiruvalla, Kerala, India-689101, Tel: 0469 2730300, 2730303, Email: macfast@macfast.org

Accredited by
NAAC 'A'
GRADE
DSIR Recognized

NIRF 2020 RANK
BAND 151-200

ISO 9001:2015
Certified Institution

THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

Regd. Under the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act

(No. 12/1955)

Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date:

01.10.2021

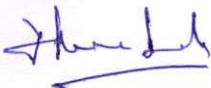
To,
The Principal
MACFAST
Thiruvalla

Sir

We hereby authorize our Finance Manager Mr. Francis George and Team to carry out the internal audit of MACFAST COLLEGE for the period from 01.04.2021 to 30.09.2021

Kindly assist them in performing their duties and make them available all the necessary details for functioning of the same.

Yours faithfully



Tiruvalla

Date: 01.10.2021

THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

Regd. Under the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act
(No. 12/1955)

Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date:

26.10.2021

INTERNAL AUDIT REPORT

Name of the College	Mar Athanasios College for Advanced Studies
Period Covered	01.04.2021 To 30.09.2021

Audit observations
1. Physical verification of Cash
The Physical verification of cash was carried out on 04.10.2021 at 10.30 AM in the presence of accountant Mr. Prasad, Accountant. The reconciliation of physical balance with book balance is verifies and found to be in order.
2. Bank Accounts
We verified the bank reconciliation statements as on 30.09.2021 and the same were found to be in order. Cash Deposits into bank and withdrawals from bank were verified with the respective Bank statement and corresponding entries in the ledger and the same were found to be in order.
3. Verification of Pay in slip
We verified the pay in slip of cheques with bank ledger and the same is found to be in order.
4. Verification of Loan Statement
Loan Statement and repayment schedule were verified with ledgers and found to be in order.

5. Statutory Payments
❖ Provident Fund PF payments were verified with the challahs and were found to be in order.
❖ TDS Tax deductions at source and the remittance of the same were verified and were found to be in order.
6. Fee reconciliation
Fee reconciliation prepared for the period was verified and no discrepancies were found.
7. Verification of receipts and expenses
We carried out 100% verification of all receipts and expenses with their corresponding vouchers and it was found to be in order.
8. Fixed Assets
Fixed Asset additions during the period were verified with the supporting and vouchers and were found to be in order.
9. Verification of opening balances
Opening balances were verified with ledger balances and no discrepancies were found.

For The Corporate Educational Agency of
The Catholic Diocese of Thiruvalla


Francis George
Finance Manager

Tiruvalla
26.10.2021



MACFAST
the trendsetter in education

**MAR ATHANASIOS COLLEGE FOR
ADVANCED STUDIES TIRUVALLA**
ACCREDITED BY NAAC WITH 'A' GRADE
RECOGNIZED BY DSIR, GOVT. OF INDIA

Proceedings of the Principal, Mar Athanasios College For Advanced Studies Tiruvalla

Fr. Dr. Cherian J. Kottayil, Principal

Sub: Reconstitution of Internal Auditors - Orders Issued

Order No: 170 /2020/M1

Dated: 1st April 2020

Chairman:

Mr. Francis George, Finance Manager,
Corporate Educational Agency, Catholic Diocese of Tiruvalla

Members:

1. Dr. Sudeep .B.Chandramana,
Associate Professor, Department of Management Studies
2. Dr.Vijayamohan
Associate Professor, Department of Management Studies

The reconstituted committee will have to start function with immediate effect. The period of membership will be for one year.

Fr. Dr. Cherian J Kottayil
Principal, MACFAST



THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

Regd. Under the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act (No. 12/1955)

Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 03.10.2020

To,
The Principal
MACFAST
Thiruvalla

Sir
We hereby authorize our Finance Manager Mr. Francis George and Team to carry out the internal audit of
MACFAST COLLEGE for the period from 01.04.2020 to 30.09.2020

Kindly assist them in performing their duties and make them available all the necessary details for functioning
of the same.

Yours faithfully



Tiruvalla

Date: 03.10.2020



THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

Regd. Under the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act (No. 12/1955)

Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 29.10.2020

INTERNAL AUDIT REPORT

Name of the College	Mar Athanasios College for Advanced Studies
Period Covered	01.04.2020 To 30.09.2020

Audit observations
1. Physical verification of Cash
The Physical verification of cash was carried out on 05.10.2020 at 10.30 AM in the presence of accountant Mr. Prasad, Accountant. The reconciliation of physical balance with book balance is verifies and found to be in order.
2. Bank Accounts
We verified the bank reconciliation statements as on 30.09.2020 and the same were found to be in order. Cash Deposits into bank and withdrawals from bank were verified with the respective Bank statement and corresponding entries in the ledger and the same were found to be in order.
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6. Fee reconciliation
Fee reconciliation prepared for the period was verified and no discrepancies were found.



7. Verification of receipts and expenses

We carried out 100% verification of all receipts and expenses with their corresponding vouchers and it was found to be in order.

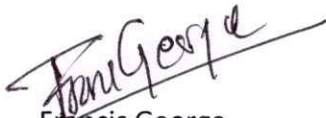
8. Fixed Assets

Fixed Asset additions during the period were verified with the supporting and vouchers and were found to be in order.

9. Verification of opening balances

Opening balances were verified with ledger balances and no discrepancies were found.

For The Corporate Educational Agency of
the Catholic Diocese of Thiruvalla



Francis George
Finance Manager

Tiruvalla
29.10.2020



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala

THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

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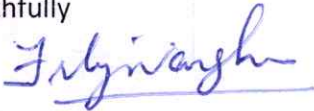
Date: 15.04.2021

To,
The Principal
MACFAST
Thiruvalla

Sir
We hereby authorize our Finance Manager Mr. Francis George and Team to carry out the internal audit of MACFAST COLLEGE for the period from 01.10.2020 to 31.03.2021

Kindly assist them in performing their duties and make them available all the necessary details for functioning of the same.

Yours faithfully



Tiruvalla

Date: 15.04.2021



THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

Regd. Under the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act (No. 12/1955)

Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 30.04.2021

INTERNAL AUDIT REPORT

Name of the College	Mar Athanasios College for Advanced Studies
Period Covered	1.10.2020 TO 31.03.2021

Audit observations
10. Physical verification of Cash
The Physical verification of cash was carried out on 18.04.2021 at 11.30AM in the presence of accountant Mr. Prasad, Accountant. The reconciliation of physical balance with book balance is verified and found to be in order.
11. Bank Accounts
We verified the bank reconciliation statements as on 31.03.2021 and the same were found to be in order. Cash Deposits into bank and withdrawals from bank were verified with the respective Bank statement and corresponding entries in the ledger and the same were found to be in order.
12. Verification of Pay in slip
We verified the pay in slip of cheques with bank ledger and the same is found to be in order.
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Loan Statement and repayment schedule were verified with ledgers and found to be in order.
14. Statutory Payments
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15. Fee reconciliation
Fee reconciliation prepared for the period was verified and no discrepancies were found.
16. Verification of receipts and expenses



We carried out 100% verification of all receipts and expenses with their corresponding vouchers and it was found to be in order.

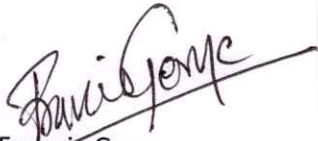
17. Fixed Assets

Fixed Asset additions during the period were verified with the supporting and vouchers and were found to be in order.

18. Verification of opening balances


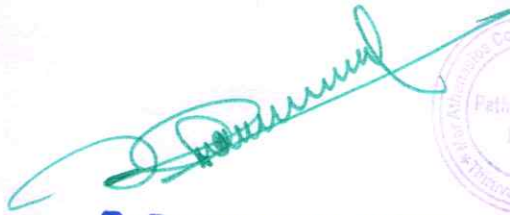
Opening balances were verified with ledger balances and no discrepancies were found.

For The Corporate Educational Agency of
The Catholic Diocese of Thiruvalla



Francis George
Finance Manager

Tiruvalla
30.04.2021



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Thiruvalla- 689101, Kerala



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the trendsetter in education

**MAR ATHANASIOS COLLEGE FOR
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ACCREDITED BY NAAC WITH 'A' GRADE
RECOGNIZED BY DSIR, GOVT. OF INDIA

Proceedings of the Principal, Mar Athanasios College for Advanced Studies, Tiruvalla

Fr. Dr. Cherian J. Kottayil, Principal

Sub: Reconstitution of Internal Auditors - Orders Issued

Order No: 185 /2019/M1

Dated: 1st April 2019

Chairman:

Mr. Francis George, Finance Manager,
Corporate Educational Agency, Catholic Diocese of Thiruvalla

Members:

1. Dr. Sudeep .B.Chandramana,
Associate Professor, Department of Management Studies
2. Dr.Vijayamohan
Associate Professor, Department of Management Studies

The reconstituted committee will have to start function with immediate effect. The period of membership will be for one year.

**Principal
MACFAST**

A Minority Institution of the
Corporate Educational Agency of the
Catholic Archdiocese of Tiruvalla

Courses @
Main Campus
MBA & MCA

Courses @ Bio campus
M.Sc Biochemistry, M.Sc Biotechnology
M.Sc Bioinformatics, M.Sc Plant Biotechnology
M.Sc Food Technology & Quality Assurance
M.Sc Phytomedicine Science & Technology

E-mail
principal@macfast.org
macfast@macfast.org

Website
www.macfast.org
www.macfast.in

THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

Regd. Under the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act (No. 12/1955)

Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 03.10.2019

To,
The Principal
MACFAST
Thiruvalla

Sir
We hereby authorize our Finance Manager Mr. Francis George and Team to carry out the internal audit of
MACFAST COLLEGE for the period from 01.04.2019 to 30.09.2019

Kindly assist them in performing their duties and make them available all the necessary details for functioning
of the same.

Yours faithfully



Tiruvalla

Date: 03.10.2019



THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

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Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 29.10.2019

INTERNAL AUDIT REPORT

Name of the College	Mar Athanasios College for Advanced Studies
Period Covered	01.04.2019 To 30.09.2019

Audit observations
1. Physical verification of Cash
The Physical verification of cash was carried out on 05.10.2019 at 10.30 AM in the presence of accountant Mr. Prasad, Accountant. The reconciliation of physical balance with book balance is verifies and found to be in order.
2. Bank Accounts
We verified the bank reconciliation statements as on 30.09.2019 and the same were found to be in order. Cash Deposits into bank and withdrawals from bank were verified with the respective Bank statement and corresponding entries in the ledger and the same were found to be in order.
3. Verification of Pay in slip
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7. Verification of receipts and expenses

We carried out 100% verification of all receipts and expenses with their corresponding vouchers and it was found to be in order.

8. Fixed Assets

Fixed Asset additions during the period were verified with the supporting and vouchers and were found to be in order.

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Opening balances were verified with ledger balances and no discrepancies were found.

For The Corporate Educational Agency of
The Catholic Diocese of Thiruvalla


Francis George
Finance Manager

Tiruvalla
29.10.2019



Fr. Dr. CHERIAN J KOTTAI
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala



THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

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Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India
Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 15.04.2020

To,
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MACFAST
Thiruvalla

Sir

We hereby authorize our Finance Manager Mr. Francis George and Team to carry out the internal audit of
MACFAST COLLEGE for the period from 01.10.2019 to 31.03.2020

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Tiruvalla

Date: 15.04.2020



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Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 30.04.2020

INTERNAL AUDIT REPORT

Name of the College	Mar Athanasios College for Advanced Studies
Period Covered	1.10.2019 TO 31.03.2020

Audit observations
10. Physical verification of Cash
The Physical verification of cash was carried out on 18.04.2020 at 11.30AM in the presence of accountant Mr. Prasad, Accountant. The reconciliation of physical balance with book balance is verifies and found to be in order.
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Opening balances were verified with ledger balances and no discrepancies were found.

For The Corporate Educational Agency of
The Catholic Diocese of Thiruvalla


Francis George
Finance Manager

Tiruvalla
30.04.2020



Fr. Dr. CHERIAN J KOTTAR
PRINCIPAL
Mar Athanasios College For Advanced Studies
Thiruvalla- 689101, Kerala

Proceedings of the Principal, Mar Athanasios College For Advanced Studies, Tiruvalla

Fr. Dr. Cherian J. Kottayil, Principal

Sub: Reconstitution of Internal Auditors - Orders Issued

Order No: 151 /2018/M1

Dated: 2nd April 2018

Chairman:

Mr. Francis George, Finance Manager,
Corporate Educational Agency, Catholic Diocese of Thiruvalla

Members:

1. Dr. Sudeep .B.Chandramana,
Associate Professor, Department of Management Studies
2. Dr.Vijayamohan
Associate Professor, Department of Management Studies

The reconstituted committee will have to start function with immediate effect. The period of membership will be for one year.



Fr. Dr. Cherian J. Kottayil
Principal,MACFAST



THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

Regd. Under the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act (No. 12/1955)

Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

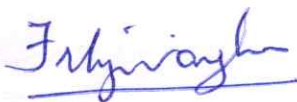
Date: 03.10.2018

To,
The Principal
MACFAST
Thiruvalla

Sir
We hereby authorize our Finance Manager Mr. Francis George and Team to carry out the internal audit of
MACFAST COLLEGE for the period from 01.04.2018 to 30.09.2018

Kindly assist them in performing their duties and make them available all the necessary details for functioning
of the same.

Yours faithfully



Tiruvalla

Date: 03.10.2018



THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

Regd. Under the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act (No. 12/1955)

Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 29.10.2018

INTERNAL AUDIT REPORT

Name of the College	Mar Athanasios College for Advanced Studies
Period Covered	01.04.2018 To 30.09.2018

Audit observations

1. Physical verification of Cash

The Physical verification of cash was carried out on 05.10.2018 at 10.30 AM in the presence of accountant Mr. Prasad, Accountant. The reconciliation of physical balance with book balance is verified and found to be in order.

2. Bank Accounts

We verified the bank reconciliation statements as on 30.09.2018 and the same were found to be in order.

Cash Deposits into bank and withdrawals from bank were verified with the respective Bank statement and corresponding entries in the ledger and the same were found to be in order.

3. Verification of Pay in slip

We verified the pay in slip of cheques with bank ledger and the same is found to be in order.

4. Verification of Loan Statement

Loan Statement and repayment schedule were verified with ledgers and found to be in order.

5. Statutory Payments

❖ Provident Fund

PF payments were verified with the challahs and were found to be in order.

❖ TDS

Tax deductions at source and the remittance of the same were verified and were found to be in

order.

6. Fee reconciliation

Fee reconciliation prepared for the period was verified and no discrepancies were found.

7. Verification of receipts and expenses

We carried out 100% verification of all receipts and expenses with their corresponding vouchers and it was found to be in order.

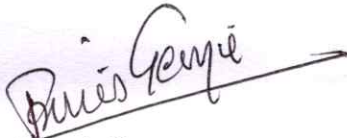
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For The Corporate Educational Agency of
The Catholic Diocese of Thiruvalla



Francis George
Finance Manager

Tiruvalla
29.10.2018



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasius College For Advanced Studies
Thiruvalla- 686101, Kerala

THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

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Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822


Date: 15.04.2019

To,
The Principal
MACFAST
Thiruvalla

Sir
We hereby authorize our Finance Manager Mr. Francis George and Team to carry out the internal audit of
MACFAST COLLEGE for the period from 01.10.2018 to 31.03.2019

Kindly assist them in performing their duties and make them available all the necessary details for functioning
of the same.

Ours faithfully



Tiruvalla

Date: 15.04.2019



THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

Regd. Under the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act (No. 12/1955)

Reg No. P 14/96

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Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 30.04.2019

INTERNAL AUDIT REPORT

Name of the College	Mar Athanasios College for Advanced Studies
Period Covered	1.10.2018 TO 31.03.2019

Audit observations
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For The Corporate Educational Agency of
The Catholic Diocese of Thiruvalla


Francis George
Finance Manager

Tiruvalla
30.04.2019



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Thiruvalla-689101, Kerala

Proceedings of the Principal, Mar Athanasios College For Advanced Studies, Tiruvalla

Fr. Pradeep Vazhatharamalayil, Principal

Sub: Reconstitution of Internal Auditors - Orders Issued

Order No: 137/2017/M1

Dated: 3rd April 2017

Chairman:

Mr. Francis George, Finance Manager,
Corporate Educational Agency, Catholic Diocese of Thiruvalla

Members:

1. Dr.K.R Sukumaran Nair ,
Professor, Department of Management Studies
2. Prof.Varghese Abraham
Professor, Department of Management Studies

The reconstituted committee will have to start function with immediate effect. The period of membership will be for one year.



Fr. Pradeep Vazhatharamalayil
Principal,MACFAST



THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

Regd. Under the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act (No. 12/1955)

Reg No. P 14/96

Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 03.10.2017

To,
The Principal
MACFAST
Thiruvalla

Sir

We hereby authorize our Finance Manager Mr. Francis George and Team to carry out the internal audit of MACFAST COLLEGE for the period from 01.04.2017 to 30.09.2017

Kindly assist them in performing their duties and make them available all the necessary details for functioning of the same.

Yours faithfully



Tiruvalla

Date: 03.10.2017

THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

Regd. Under the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act (No. 12/1955)
Reg No. P 14/96
Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India
Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 29.10.2017

INTERNAL AUDIT REPORT

Name of the College	Mar Athanasios College for Advanced Studies
Period Covered	01.04.2017 To 30.09.2017

Audit observations
1. Physical verification of Cash The Physical verification of cash was carried out on 05.10.2017 at 10.30 AM in the presence of accountant Mr. Prasad, Accountant. The reconciliation of physical balance with book balance is verifies and found to be in order.
2. Bank Accounts We verified the bank reconciliation statements as on 30.09.2017 and the same were found to be in order. Cash Deposits into bank and withdrawals from bank were verified with the respective Bank statement and corresponding entries in the ledger and the same were found to be in order.
3. Verification of Pay in slip We verified the pay in slip of cheques with bank ledger and the same is found to be in order.
4. Verification of Loan Statement Loan Statement and repayment schedule were verified with ledgers and found to be in order.
5. Statutory Payments <ul style="list-style-type: none">❖ Provident Fund PF payments were verified with the challahs and were found to be in order.❖ TDS Tax deductions at source and the remittance of the same were verified and were found to be in order.
6. Fee reconciliation Fee reconciliation prepared for the period was verified and no discrepancies were found.
7. Verification of receipts and expenses

We carried out 100% verification of all receipts and expenses with their corresponding vouchers and it was found to be in order.

8. Fixed Assets

Fixed Asset additions during the period were verified with the supporting and vouchers and were found to be in order.

9. Verification of opening balances

Opening balances were verified with ledger balances and no discrepancies were found.

For The Corporate Educational Agency of
The Catholic Diocese of Thiruvalla

Francis George

Francis George
Finance Manager

Tiruvalla
29.10.2017

Fr. Dr. Cherman J Kottayil

Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala



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Catholic Bishop House, Marygiri, P.B.No. 4, Thiruvalla – 689 101, Kerala, India

Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 15.04.2018

To,
The Principal
MACFAST
Thiruvalla

Sir
We hereby authorize our Finance Manager Mr. Francis George and Team to carry out the internal audit of
MACFAST COLLEGE for the period from 01.10.2017 to 31.03.2018

Kindly assist them in performing their duties and make them available all the necessary details for functioning
of the same.

Yours faithfully



Tiruvalla

Date: 15.04.2018



THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

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Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 30.04.2018

INTERNAL AUDIT REPORT

Name of the College	Mar Athanasios College for Advanced Studies
Period Covered	1.10.2017 TO 31.03.2018

Audit observations

10. Physical verification of Cash

The Physical verification of cash was carried out on 18.04.2018 at 11.30AM in the presence of accountant Mr. Prasad, Accountant. The reconciliation of physical balance with book balance is verifies and found to be in order.

11. Bank Accounts

We verified the bank reconciliation statements as on 31.03.2018 and the same were found to be in order.

Cash Deposits into bank and withdrawals from bank were verified with the respective Bank statement and corresponding entries in the ledger and the same were found to be in order.

12. Verification of Pay in slip

We verified the pay in slip of cheques with bank ledger and the same is found to be in order.

13. Verification of Loan Statement

Loan Statement and repayment schedule were verified with ledgers and found to be in order.

14. Statutory Payments

❖ Provident Fund

PF payments were verified with the challahs and were found to be in order.

❖ TDS

Tax deductions at source and the remittance of the same were verified and were found to be in order.

15. Fee reconciliation

Fee reconciliation prepared for the period was verified and no discrepancies were found.

16. Verification of receipts and expenses

We carried out 100% verification of all receipts and expenses with their corresponding vouchers and it was found to be in order.

17. Fixed Assets

Fixed Asset additions during the period were verified with the supporting and vouchers and were found to be in order.

18. Verification of opening balances

Opening balances were verified with ledger balances and no discrepancies were found.

For The Corporate Educational Agency of
The Catholic Diocese of Thiruvalla



Francis George
Finance Manager

Tiruvalla
30.04.2018



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala

Proceedings of the Principal, Mar Athanasios College For Advanced Studies, Tiruvalla

Fr. Pradeep Vazhatharamalayil, Principal

Sub: Reconstitution of Internal Auditors - Orders Issued

Order No: 248/2016/A1

Dated: 4th April 2016

Chairman:

Mr. Francis George, Finance Manager,
Corporate Educational Agency, Catholic Diocese of Thiruvalla

Members:

1. Dr.K.R Sukumaran Nair ,
Professor, Department of Management Studies
2. Prof.Varghese Abraham
Professor, Department of Management Studies

The reconstituted committee will have to start function with immediate effect. The period of membership will be for one year.



Fr. Pradeep Vazhatharamalayil
Principal,MACFAST



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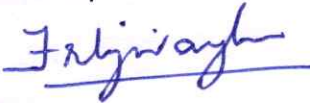
Date: 03.10.2016

To,
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We hereby authorize our Finance Manager Mr. Francis George and Team to carry out the internal audit of
MACFAST COLLEGE for the period from 01.04.2016 to 30.09.2016

Kindly assist them in performing their duties and make them available all the necessary details for functioning
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Yours faithfully



Tiruvalla

Date: 03.10.2016



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Phone: 0469-2730620, 2701319, Fax: (0469) 2600822

Date: 29.10.2016

INTERNAL AUDIT REPORT

Name of the College	Mar Athanasios College for Advanced Studies
Period Covered	01.04.2016 To 30.09.2016

Audit observations
1. Physical verification of Cash
The Physical verification of cash was carried out on 05.10.2016 at 2.30PM in the presence of accountant Mr. Prasad, Accountant. The reconciliation of physical balance with book balance is verified and found to be in order.
2. Bank Accounts
We verified the bank reconciliation statements as on 30.09.2016 and the same were found to be in order. Cash Deposits into bank and withdrawals from bank were verified with the respective Bank statement and corresponding entries in the ledger and the same were found to be in order.
3. Verification of Pay in slip
We verified the pay in slip of cheques with bank ledger and the same is found to be in order.
4. Verification of Loan Statement
Loan Statement and repayment schedule were verified with ledgers and found to be in order.
5. Statutory Payments
❖ Provident Fund PF payments were verified with the challahs and were found to be in order.
❖ TDS Tax deductions at source and the remittance of the same were verified and were found to be in order.
6. Fee reconciliation
Fee reconciliation prepared for the period was verified and no discrepancies were found.
7. Verification of receipts and expenses

We carried out 100% verification of all receipts and expenses with their corresponding vouchers and it was found to be in order.

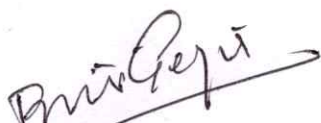
8. Fixed Assets

Fixed Asset additions during the period were verified with the supporting and vouchers and were found to be in order.

9. Verification of opening balances

Opening balances were verified with ledger balances and no discrepancies were found.

For The Corporate Educational Agency of
The Catholic Diocese of Thiruvalla



Francis George
Finance Manager

Tiruvalla
29.10.2016



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala

THE CORPORATE EDUCATIONAL AGENCY OF THE CATHOLIC DIOCESE OF TIRUVALLA

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Date: 15.04.2017

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Tiruvalla

Date: 15.04.2017



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Date: 30.04.2017

INTERNAL AUDIT REPORT

Name of the College	Mar Athanasios College for Advanced Studies
Period Covered	1.10.2016 TO 31.03.2017

Audit observations
10. Physical verification of Cash
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11. Bank Accounts
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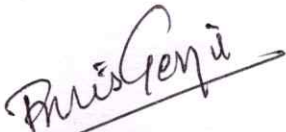
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For The Corporate Educational Agency of
The Catholic Diocese of Thiruvalla



Francis George
Finance Manager

Tiruvalla
30.04.2017



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 686101, Kerala

