

## FORM No. 33

*Audit Memo ( Co-operative Education Societies )**Part-II*1. *Deposits :—*

- (a) Are provisions of bye-laws and rules regarding accepting deposits from members and non-members observed ?
- (b) Are they utilised for the purpose for which they are taken ?
- (c) Has the society maintained adequate fluid cover during the audit period as per standards laid down by the Registrar ?

2. *Borrowings :—*

- ( i ) State the loans and credits obtained by the society for various purposes as under :—

Sr. No	Agency	Type of loan or credit	Purpose	Amount sanctioned	Maximum amount drawn	Amount repaid	Outstandings	Over- dues
1	2	3	4	5	6	7	8	9

- ( ii ) Are operations of loans and credits satisfactory as per conditions laid down ?

- ( iii ) Are repayments punctual ?

3. *Government and other Financial Assistance :—*

- ( i ) State various types of financial assistance received from Govt. and other sources.
- ( ii ) Is the assistance used for the purpose for which it is granted ?
- ( iii ) Are the various conditions laid down for grant of such assistance observed ?

4. *Donations and Gifts :—*

- ( i ) State the total amounts of donations and gifts received by the society ?
- ( ii ) Are those amounts utilised for the purpose for which they are given ? Examine agreements if any.

- (iii) Give names of the Major Donors and gift givers with relevant amounts given by them.

5. *Tuition Fees* :—

- ( i ) Has the society fixed up tuition fees for students of different classes ?
- ( ii ) Is the rate of tuition fee approved by the Board/M. C. ?
- ( iii ) State the total amount of tuition fees recovered from the students during the audit period.
- ( iv ) Are proper receipts issued for recovery of tuition fees ?
- ( v ) Obtain details regarding scholarships, free student ship and other facilities given in tuition fees to students.

6. *Students' Hostels* :—

- ( i ) State the No. of hostels run by the society.
- ( ii ) State whether hostels are located in owned or hired buildings. If in hired buildings, state the amount of rent paid for each building.
- ( iii ) State the No. of students in each hostel.
- ( iv ) State the amount of hostel fees recovered from students.
- ( v ) Are any rules framed for conducting hostels ? Are they properly observed ?
- ( vi ) Are separate accounts maintained properly for hostels ?

7. *Liabrary* :—

- ( i ) State whether the society has maintained a liabrary. If so, state the total amount invested in the books, journals etc. of the liabrary.
- ( ii ) State the total No. of books etc. kept in the liabrary.
- ( iii ) Are any rules framed for use of the liabrary ? If so, are they observed ?
- ( iv ) Are various registers kept properly ?
- ( v ) Are books, journals and other publications received free entered into the liabrary register ?

8. *Laboratories :—*

- ( i ) Are any rules framed for running laboratories ? Are they observed ?
- ( ii ) Are breakages in laboratories certified by the head of the section and approved by the Managing Committee or Board of Directors ?
- ( iii ) Are various registers kept for receipt issue and balance of various machinery, tool, articles, chemicals, apparatus etc. required for use in the laboratory ?
- ( iv ) Are shortages in stocks duly approved by the Managing Committee or Board ?
- ( v ) Is a record of empties kept properly ?

9. *Purchases and Stocks of various materials :—*

- ( i ) Are stock registers for various articles for drawing, sports, stationery, printing etc. required by the society maintained up-to-date ?
- ( ii ) Are purchases made as per procedure laid down in the bye-laws or rules framed for the purposes ?
- ( iii ) Is the system of calling tenders or quotations followed ?
- ( iv ) Is a list of approved dealers maintained ?
- ( v ) Are specific sanctions obtained from the M. C. or Board for purchases especially in cases where purchases are made at higher rates than rates mentioned in the lowest tenders or quotations ? Are reasons recorded for doing so ?
- ( vi ) Is a proper watch kept on receipt of goods strictly according to orders placed ?
- ( vii ) Verify stocks during audit.
- ( viii ) Are shortages approved by the Managing Committee or Board ?

10. *Working of the Society :—*

- ( i ) State the No. of schools and colleges run by the society in its area of operation.
- ( ii ) Are they self-sufficient ?
- ( iii ) Are these institutions maintaining separate accounts ?
- ( iv ) State whether authorisations for conducting the institutions are received by the society either from the University or Govt. as is necessary.

( v ) State the information as under :—

Sr. No.	Type of Institution	Total No. of students	Total No. of students who appear for examination	Total No. of students who passed the examinations	Percentage of passing	Remark
1	2	3	4	5	6	7

- ( vi ) Is the society advancing loans to students for education ? If so, state the individual limits fixed in the bye-laws.
- ( vii ) (a) Are the loans used for the purposes for which they have been granted ?  
 (b) Are the loan bonds in order ?  
 (c) Are repayments punctual ?  
 (d) When extensions are given are they granted for valid reasons ?
- ( viii ) (a) State the total amount of loans outstanding at the end of the year.  
 (b) State the total amount of bad and doubtful debts.
- ( ix ) Give the following information relating to schools and colleges conducted by the society :—
- (a) Standards taught.  
 (b) No. of classes.  
 (c) No. of pupils.  
 (d) No. of pupils enjoying economically backward class concessions.  
 (e) No. of backward class pupils enjoying special concessions.  
 (f) No. of pupils enjoying concessions available to :  
 (a) Political sufferers.  
 (b) Ex-Servicemen.  
 (g) No. of students holding any other concessions and scholarships ( Give details ).

11. *Lands, Play Grounds and Buildings :-*

- ( i ) Are purchase of lease-deeds of lands in possession of the society executed and registered wherever necessary ? Has the permission for non-agricultural use of the lands obtained ?
- ( ii ) Are civil works undertaken after calling tenders and quotations ?
- ( iii ) Are estimates sanctioned by a competent authority of the society ?
- ( iv ) Are agreement bonds and earnest money taken from contractors ?
- ( v ) When the work is done departmentally state whether :-
  - (a) Job Registers and Measurement Books are maintained.
  - (b) Proper allocation of expenditure is made between items of capital and revenue nature.
  - (c) Valuation certificates are obtained from Architects or Engineers.
- ( vi ) State whether completion certificates have been obtained from Architects and Engineers.

*Expenditure :-*

- ( i ) Are expenditure statements kept before Board or Managing Committee for approval ?
- ( ii ) Are annual budgets prepared and approved by the Board / M. C. and General Meeting ? If expenditure is not within budget limits state whether re-appropriations are approved by the General Meeting.
- ( iii ) Has the society maintained a trunk call register ? Are charges for private calls recovered ?
- ( iv ) Is there any expenditure which does not relate to the business of the society ? If so, give comments in general remarks.
- ( v ) Give information as under :-
  - (a) Total direct receipts in the year.
  - (b) Total direct recurring expenditure incurred during the year.
  - (c) Expenditure disallowed by the authorities giving grants to the society.
  - (d) Expenditure held admissible by the authorities giving grants to the society.

13. *Vehicles* :—

- ( i ) Has the society maintained log books for the various vehicles purchased by the society ?
- ( ii ) Are any rules framed by the society for use of vehicles ?
- ( iii ) Are charges for private use recovered ?
- ( iv ) Are statements of expenditure like repairs, renewals, petrol etc. kept before the Board / M. C. for approval ?
- ( v ) Is adequate depreciation charged every year ?
- ( vi ) What is the total cost of the vehicles ?
- ( vii ) What is the total expenditure on running the vehicles ?

14. *Internal Check* :—

- ( i ) Has any arrangements made by the society for internal check ? Is it satisfactory ?
- ( ii ) Give your suggestions if any in the general remarks.
- ( iii ) Has the society appointed internal auditor ? What are audit fees paid by the society to internal auditor ?
- ( iv ) State the period covered during the last audit.

15. *Staff* :—

- ( i ) State whether society has framed service rules and leave rules for its staff ? Are they approved by the Authorities concerned ?
- ( ii ) Give information Reg. staff as under :

	Full time	Part time	Total
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- (a) Teaching staff.
- (b) Office staff and Clerks
- (c) Menial and other staff.

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Signature and Designation  
of Auditing Officer.