

# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

## Audit Checklist for Accounts Department: (For the Year 2021-22)

1. Maintenance of computerized Books of accounts :
  - a. Voucher entry
  - b. Expenditure & Income Ledgers.
  - c. Trail Balance & Balance sheet
  - d. Student Ledgers
2. Taxation
  - a. Payments of TDS on Contractors
  - b. Payments of TDS on Professionals
  - c. Filling of Quarterly returns
  - d. Payment & Filling of monthly GST returns
3. Administrative approvals & Payment approvals from Managements for payments above Rs.10,000/-
4. Budget preparations:
  - a. Calling for Budget proposals
  - b. Budget approvals
  - c. Finance committee Meeting
5. Preparation of Financial Statements & filling of Income Tax Returns.