

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

Audit Checklist for Accounts Department: (For the Year _____)

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.