



RMSA AUDIT – 01-04-2015 to 31-03-2016
Instructions and Required Documents for Audit

1. Three sets of the following documents have to be provided for audit

(One set of original copies for Audit party, one set of copy for DEO office and one set of copy for School)

- a) Receipts and Payments(R&P) Format from **01-04-2015 to 31-03-2016**
 - b) Utilization certificate as on 31-03-2016
 - c) Bank Statement / Bank Pass Book Xerox copy for the period **01-04-2015 to 31-03-2016**
2. Along with the above documents, the following records are to be produced
- a) Sanction Letters
 - b) Copies of Quotation called for if any
 - c) Bank Entries Registers (Cheque issue Register)
 - d) Expenditure details supported by vouchers, Bills, etc. in originals
 - e) Cash on hand / Cash Book and other registers
 - f) SMDCs Resolutions
 - g) Other related Documents / files
 - h) For Civil Grants UC/Order of release from The Executive Engineer is must**

3. Last year RMSA Audit Report, especially for KGBV's ,Residential and Schools with no separate bank account for RMSA

4. Instructions for filling UCs and R&P formats:-
- a) UC as on 31-03-2016:- Total expenditure incurred from the time of release of grant till 31-03-2016 is to be shown against the name of the grant. The expenditure incurred after 31-03-2016 is not be shown in the UC as on 31-03-2016, if the amount is frawn from the bank and the expenses are not incurred before 31-03-2016 such balances to be shown in **cash in hand**
 - b) Receipts & Payment Format from 01-04-2015 to 31-03-2016:- Funds received during this period is to be shown under RECEIPTS. But under PAYMENTS, the funds whatever incurred during the period 01-04-2015 to 31-03-2016 are to be shown irrespective of year of release.

For any Information/Queries contact –

1. Prudhvi Raj Reddy G 8686988685
2. Ramakrishna Reddy Ch 9849626672
3. Praveen Kumar Basam 9000259997
4. Srinivas Rao 9705855499

3. Major Repairs

Sl. No.	Financial year	Amount Received	Expenditure incurred	Balance	Remarks
1					
2					

4. Civil Works:

Amount received from the C & DSE and Ex-Officio Project Director, RMSA, A.P., Hyd.						
Financial year	Amount received	Amount Received from other school	Total Amount received	Expenditure incurred	Balance	Amount transferred to other school
Total						

5. Interest / Bank Charges details

Year	Interest	Bank Charges
2009-10		
2010-11		
2011-12		
2012-13		
2013-14		
01-04-14 to 01-06-2014		
02-06-14 to 31-03-2015		
2015-16		

Certified that the said amounts were utilized for the purpose for which they had been sanctioned as per guidelines communicated by the Commissioner of School Education & Ex Officio Project Director, RMSA, A.P., Hyderabad.

Signature of the Headmaster With seal

ANDHRA PRADESH STATE RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN (RMSA)

UDISE CODE :
District :
Mandal :
Name of the School :

**RECEIPTS AND PAYMENTS OF ACCOUNTS FOR THE PERIOD FROM
01-04-2015 to 31-03-2016**

		Rs.			Rs.
To	<u>Opening Balances :</u>		By	<u>Recurring Grants :</u>	
	Cash in hand			Laboratory	
	Cash at bank			Library & Sports	
				Stationary	
To	Recurring Grants			Water & Electricity	
				Minor Repairs	
To	<u>Non - Recurring Grants</u>			Furniture & Fixtures	
	Civil Works			Toilets & Scavengers Salary	
	Major Repairs				
			By	<u>Non - Recurring Grants :</u>	
To	Interest			Civil Works	
				Major Repairs	
To	<u>Other Receipts (if any) :</u>				
	Receipt from HM				
	Receipt from DEO		By	<u>Other Payments (if any) :</u>	
	Receipt from RVM and other GOAP A/c's			Repayments to HM	
	Receipt from PCGOAP (Rent)			Repayments to DEO	
	Receipt from Other Schools			Contra to RVM and other GOAP A/c's	
	Scholarship			Interest Reversals by Bank	
	Other Miscellaneous Receipts			Rent Payment	
	- Cash Deposits			Bank Charges	
	- Other Receipts			Payment to Other Schools	
				Other Miscellaneous Payments	
			By	<u>Closing Balance:</u>	
				Cash in hand	
				Cash at bank	
	Total			Total	

Auditors Working

a) General Auditors Comments -

On the accounting records				Weakness in systems		
a1	a2	a3	a4	b1	b2	b3

Degree of compliance				Other Comments		
c1	c2	c3	c4	d1	d2	d3

b) Serious observations if any -