



Audyogik Shikshan Mandal's

(Society Regd. No. Maharashtra/1330/Pune 83; Public Trust No. F-2451/Pune 83)

INSTITUTE OF PROFESSIONAL STUDIES (IPS)

(Approved by AICTE, Govt. of India & affiliated to University of Pune)

AICTE CODE : 1-4240185 DTE CODE : MB6166 AISHE CODE : C-46639 PUN CODE : IMMP013940

Ref No. ASM/IPS/

Date:

To,
Mr. Sunil Kadam
IBMR, Chinchwad
Pune – 411 018

Dt. 01.10.2018

Sub:- Appointment as Internal Auditor.

Dear Sir,

With reference to above mentioned subject, you are hereby appointed as Internal Account Auditor for ASM's Institute of Professional Studies.

You are hereby requested to check the books of accounts for the period from 01-04-2018 to 30-09-2018 and submit the detailed Audit Report on or before 10-10-2018. The Internal Audit committee is as under.

Sr. No.	Name	Designation
1.	Mr. Sunil Kadam (Accountant ASM's IBMR)	Chairman
2.	Mr. Dhananjay (Accountant ASM's Geeta Mata Jr. College)	Member

With Thanks,

Director

Institute of Professional Studies
Nr. PCMC Bldg. Behind Sterling Honda Showroom
Pimpri, Pune 411 018, Ph. No. 65106999

Yours Faithfully,

Received

C.C. :

1. Mr. Dhananjay

Internal Audit Report
Institute of Professional Studies
01-04-2018 To 30-09-2018

Audit Remarks as below:

1. Accounting system is appropriate and is being run efficiently in Tally.
2. Cash book and receipt book checked and balance confirm.
3. Classification Exp. Checked
4. Books of Account maintained regularly
5. Verified Administrative Exp. Bill and Other Payment's checked.
6. Bank Reconciliation Verified
7. Proper P.O. given but proper comparison with quotation not seen.
8. Voucher Date miss match with the payments
9. Addition to fixed Assets has been verified with bills


Mr. Sunil Kadam
(Internal Auditor)