



# Shri Madhwa Vadiraja Institute of Technology and Management

(A Unit of Shri Sode Vadiraja Mutt Education Trust®)

Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

Prof. Dr. Thirumaleshwara Bhat

Principal

08/10/2018

R H Channabasappa

Chartered Accountant

Respected sir,

Subject: Invitation for Internal Audit

I hope this letter finds you well. We are reaching out to formally invite you to conduct an internal audit of College. As we continuously strive for excellence in our educational practices and administrative processes, we believe that an internal audit will provide valuable insights to enhance our overall efficiency.

Details of the internal audit are as follows:

- Date : 15-16 October 2018
- Time : 10:30 AM
- Location: SMVITM, Bantakal

Your expertise in auditing will be instrumental in helping us identify areas of improvement and ensuring that our college operates at the highest standards. We kindly request you to confirm your availability for the specified date and time. Additionally, please inform us of any specific requirements or documents you may need in advance to facilitate a smooth and thorough audit process.

Your commitment to excellence aligns with our vision for SMVITM, Bantakal and we eagerly anticipate the positive impact your insights will have on our institution. Your participation in this internal audit is highly valued, and we look forward to working closely with you.

Thank you for considering our invitation. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

Principal

CC to:

1. Principal
  2. Office Superintendent (Accounts) – for necessary action
  3. Trust office – for information
- Vishwothama Nagar, Udupi Dist.  
BANTAKAL - 574 115

Principal

SHRI MADHWA VADIRAJA  
INSTITUTE OF TECHNOLOGY & MANAGEMENT  
Vishwothama Nagar, Udupi Dist.  
BANTAKAL - 574 115



**R.H. Channabasappa,**  
B. A. B. Com., F.C.A.  
Chartered Accountant

# 119, 4th Cross, 19th Main,  
1st 'N' Block, Rajajinagar,  
Bangalore - 560 010.  
Ph : 23478066 Mob. : 9980405245  
channabasappa1937@gmail.com

Ref.

Date : 16/10/2018

INTERNAL AUDIT REPORT

The internal audit of Shri Madhwa Vadiraja Institute of Technology and Management, Bantakal, Udupi for the first half of the financial year 2018-19 was carried out by Mr. Jeethan Phyade of R H Channabasappa Chartered Accountant.

PART-A


Brief Details of the Auditee and the Audit

- a) Name of the Auditee : Shri Madhwa Vadiraja Institute of Technology and Management
- b) Name of Auditors : R H Channabasappa Chartered Accountant
- c) Days of audit : Two days
- d) Period covered in the current audit : 01 April 2018 to 30 September 2018

PART-B

**Executive Summary:**

- a) Objective of audit: The overall objective of internal audit is to ensure the financial discipline of the Institute. The internal auditor appointed by the college management also verifies the accounts, bank statement, cash transaction, procurement, payment, etc. from time to time and suggest the college authorities about the policies/procedures to be revised to maintain financial health of the institute.
- b) Methodology of Audit: The audit for the above period was conducted based on the supporting documents such as vouchers, records and books, statement of books etc, maintained in the college office. The internal audit was conducted focusing on the following points:
  - i. Whether the financial statements have been prepared in accordance with the standards of ICAI.
  - ii. Whether the college has adopted the methods and procedures for purchase of equipment, goods and services.
  - iii. Whether the procedures are followed by the college authorities while processing the payments such as salary, scholarships, payment for suppliers and service providers, mandatory payments like Provident Fund, TDS, and Professional Tax etc.
  - iv. Whether the identified expenditures are covered in the budget allocation.
- c) Status of implementation of the Financial Management System During the audit we noted that Financial Management System has been implemented for the financial year 2018-19

  
Principal  
**SHRI MADHWA VADIRAJA**  
**INSTITUTE OF TECHNOLOGY & MANAGEMENT**  
Vishwothama Nagar, Udupi Dist.  
BANTAKAL - 574 115



**d) Status of compliance of previous audit report**

The compliance report for the previous Quarters was satisfactory.

**e) Key areas of weakness**

During audit we noted the following key areas of weakness regarding procedural lapse.

PART-C

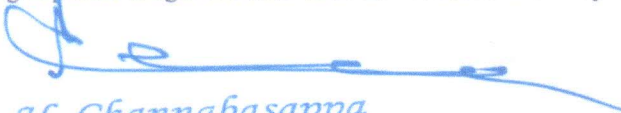
**Observations:**

- a) No duplicate of Receipts are maintained at the College
- b) The details of Consultancy invoices made are not communicating to Account Section
- c) Website Development charges a separate head opened for Advertisement.
- d) Cash balance inspected and matching with the books of account.


PART-D

**Executive summary and suggestions/recommendations:**

- a) The cashier has been given instructions to maintain the duplicate copy of the Cash receipts
- b) The instructions have been given to Civil department to send the copy of Invoice to the Account section (raised against Consultancy charges)
- c) All the expenses pertaining to one head should be included under main heading rather than creating separate ledger account such as "Website Development Charges"

  
**R. H. Channabasappa**  
Chartered Accountant.  
No.119, 4th Cross, 19th Main,  
1st 'N' Block, Rajajinagar,  
BANGALORE - 560 010

UDIN:- 24016330BKCP0Y6610

  
Principal  
**SHRI MADHYA VADIRAJA**  
**INSTITUTE OF TECHNOLOGY & MANAGEMENT**  
Vishwothama Nagar, Udupi Dist.  
BANTALAL - 574 115



# Shri Madhwa Vadiraja Institute of Technology and Management

(A Unit of Shri Sode Vadiraja Mutt Education Trust®)

Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

Dr. Thirumaleshwara Bhat

Principal

25 October 2018

Office Superintendent (Accounts)

SMVITM, Bantakal

Dear Sir,

Subject: Compliance for the internal audit for the first half of the financial year 2018-19  
held on 15, 16 October 2018

With reference to above, Mr. Jeethan Phyade of R H Channabasappa Chartered Accountant has carried out internal audit for the first half of the financial year 2018-19 on 15, 16 October 2018 and the following were the observations during the audit.

## Observations:

- No duplicate of Receipts are maintained at the College
- The details of Consultancy invoices made are not communicating to Account Section
- Website Development charges a separate head opened for Advertisement.
- Cash balance inspected and matching with the books of account.

I am herewith instructing you to comply with all the above observations at the earliest.

Principal

SHRI MADHWA VADIRAJA  
INSTITUTE OF TECHNOLOGY & MANAGEMENT  
Vishwothama Nagar, Udupi Dist.  
BANTAKAL - 574 115

Secretary, SSVMET – for information

Trust Office – for information

Principal

SHRI MADHWA VADIRAJA  
INSTITUTE OF TECHNOLOGY & MANAGEMENT  
Vishwothama Nagar, Udupi Dist.  
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# Shri Madhwa Vadiraja Institute of Technology and Management

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Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

Prof. Dr. Thirumaleshwara Bhat

Principal

11/04/2019

R H Channabasappa

Chartered Accountant

Respected sir,

Subject: Invitation for Internal Audit

I hope this letter finds you well. We are reaching out to formally invite you to conduct an internal audit of College. As we continuously strive for excellence in our educational practices and administrative processes, we believe that an internal audit will provide valuable insights to enhance our overall efficiency.

Details of the internal audit are as follows:

- Date : 18 - 19 April 2019
- Time : 10:30 AM
- Location: SMVITM, Bantakal

Your expertise in auditing will be instrumental in helping us identify areas of improvement and ensuring that our college operates at the highest standards. We kindly request you to confirm your availability for the specified date and time. Additionally, please inform us of any specific requirements or documents you may need in advance to facilitate a smooth and thorough audit process.

Your commitment to excellence aligns with our vision for SMVITM, Bantakal and we eagerly anticipate the positive impact your insights will have on our institution. Your participation in this internal audit is highly valued, and we look forward to working closely with you.

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Sincerely,

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BANTAKAL - 574 115

Principal

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**R.H. Channabasappa,**  
B. A. B. Com., F.C.A.  
Chartered Accountant

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1st 'N' Block, Rajajinagar,  
Bangalore - 560 010.  
Ph : 23478066 Mob. : 9980405245  
channabasappa1937@gmail.com

Ref.

Date : 19/04/2019

INTERNAL AUDIT REPORT

The internal audit of Shri Madhwa Vadiraja Institute of Technology and Management, Bantakal, Udupi for the second half of the financial year 2018-19 was carried out by Mr. Jeethan Phyade of R H Channabasappa Chartered Accountant.

PART-A

Brief Details of the Auditee and the Audit

- a) Name of the Auditee : Shri Madhwa Vadiraja Institute of Technology and Management
- b) Name of Auditors : R H Channabasappa Chartered Accountant
- c) Days of audit : Two days
- d) Period covered in the current audit : 01 October 2018 to 31 March 2019

PART-B

**Executive Summary:**

- a) Objective of audit: Objective of audit: The overall objective of internal audit is to ensure the financial discipline of the Institute. The internal auditor appointed by the college management also verifies the accounts, bank statement, cash transaction, procurement, payment, etc. from time to time and suggest the college authorities about the policies/procedures to be revised to maintain financial health of the institute.
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- c) Status of implementation of the Financial Management System During the audit we noted that Financial Management System has been implemented for the financial year 2018-19
- d) Status of compliance of previous audit report. The compliance report for the previous Quarters was satisfactory.

  
Principal  
SHRI MADHWA VADIRAJA  
INSTITUTE OF TECHNOLOGY & MANAGEMENT  
Vishwothama Nagar, Udupi Dist.  
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e) Key areas of weakness During audit we noted the following key areas of weakness regarding procedural lapse.

PART-C

**Observations:**

- a) The Bank Reconciliation was not updated
- b) Certain cash payments were found
- c) Cash balance inspected and matching with the books of account
- d) The petty expenses like Postages /Conveyance to Bank and other places to be recorded in a separate book

PART-D

**Executive summary and suggestions/recommendations:**

- a) We recommend that payment should be made through cross account payee cheque so that cash transactions and retention of the cash in hand will be minimized.
- b) The accountant has been given instructions to finalize the Reconciliation
- c) The weekly vouchers to be prepared for Postages /Conveyance to Bank and other places with Principal's/ Accountant's Signature.

  
R. H. Channabasappa  
Chartered Accountant.  
No.119, 4th Cross, 19th Main,  
1st 'N' Block, Rajajinagar,  
BANGALORE - 560 010

UDIN:- 24016330BKCPDZ5806

  
Principal  
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Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

Dr. Thirumaleshwara Bhat

Principal

20 April 2019

Office Superintendent (Accounts)

SMVITM, Bantakal

Dear Sir,

Subject: Compliance for the internal audit for the second half of the financial year 2018-19  
held on 18, 19 April 2019

With reference to above, Mr. Jeethan Phyade of R H Channabasappa Chartered Accountant has carried out internal audit for the second half of the financial year 2018-19 on 18, 19 April 2019 and the following were the observations during the audit.

**Observations:**

- a) The Bank Reconciliation was not updated
- b) Certain cash payments were found
- c) Cash balance inspected and matching with the books of account
- d) The petty expenses like Postages /Conveyance to Bank and other places to be recorded in a separate book

I am herewith instructing you to comply with all the above observations at the earliest.

Principal

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INSTITUTE OF TECHNOLOGY & MANAGEMENT  
Vishwothama Nagar, Udupi Dist.  
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Secretary, SSVMET– for information

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Vishwothama Nagar Udupi Dist.  
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