

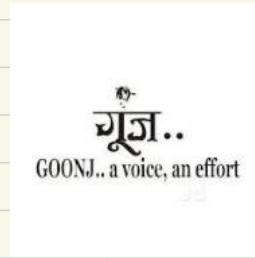
NGOs



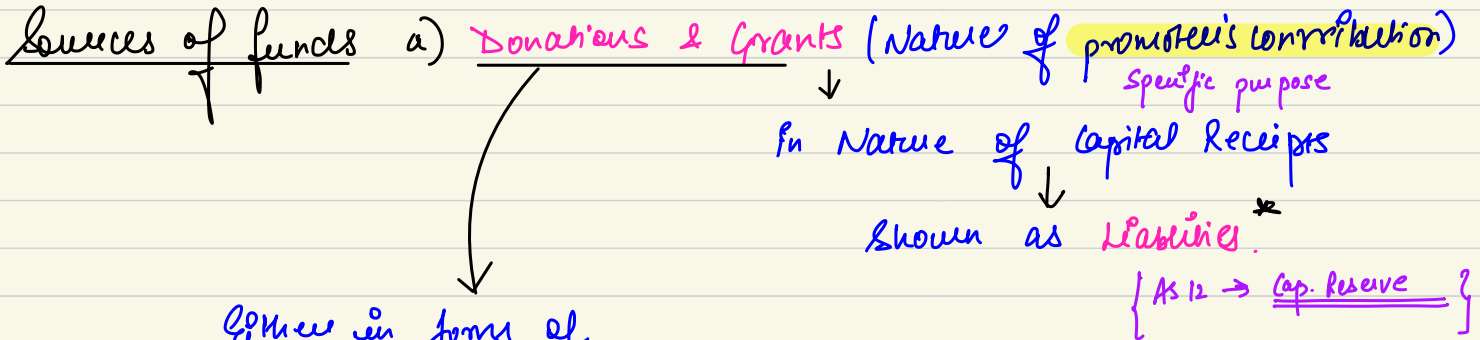
Education



Orphanage



Disaster relief



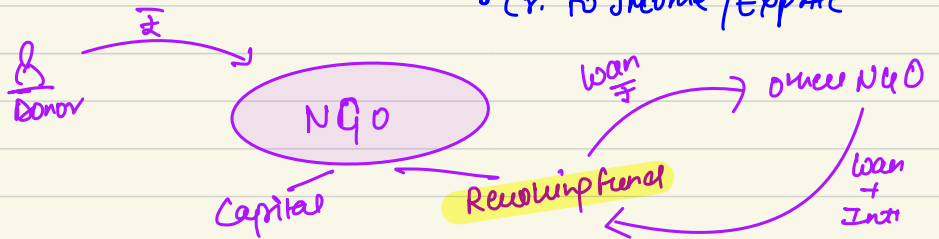
Others in form of

Corpus' contribution or (towards capital)

Revolving fund (Rotate asset by giving temporary loans to other NGOs/beneficiary

then recover loan* to give temp. loan again.)

* Int. earned can be either added to fund or Cr. to Income/Exp. Acc

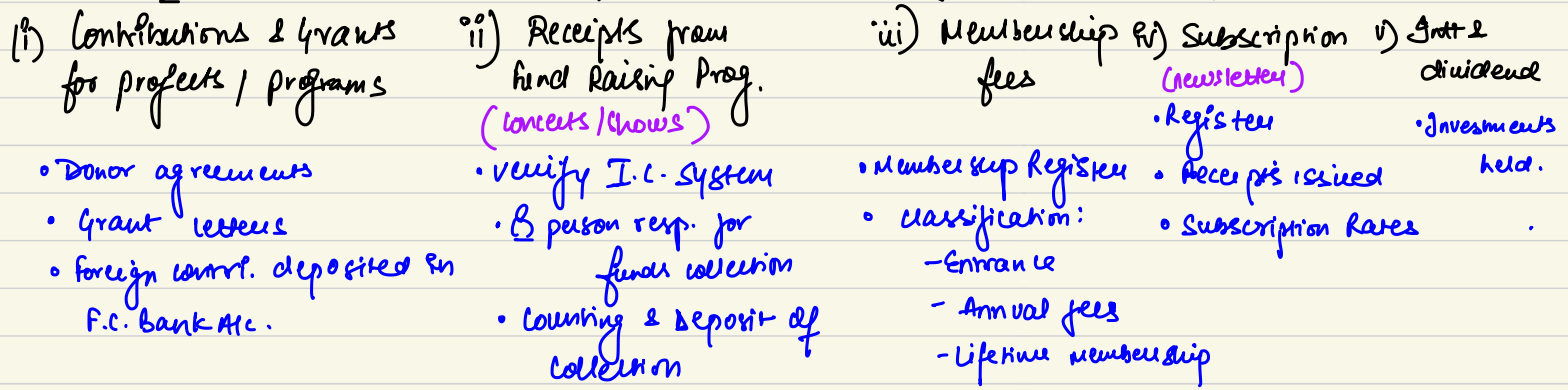


* (d) Donations/Grants for acquisition of specific fixed Assets. (Building)

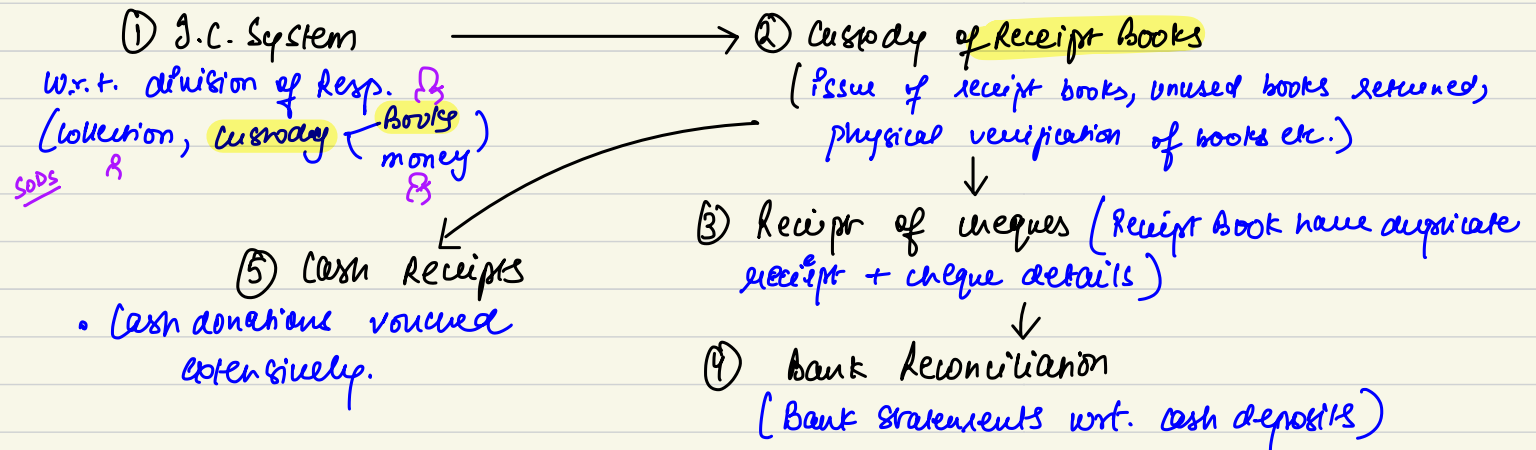
have condition that NGO should purchase/construct Asset.

(e) Contributions in kind eg. Assets (LBS, vehicles etc) & articles (food, books, clothes etc).

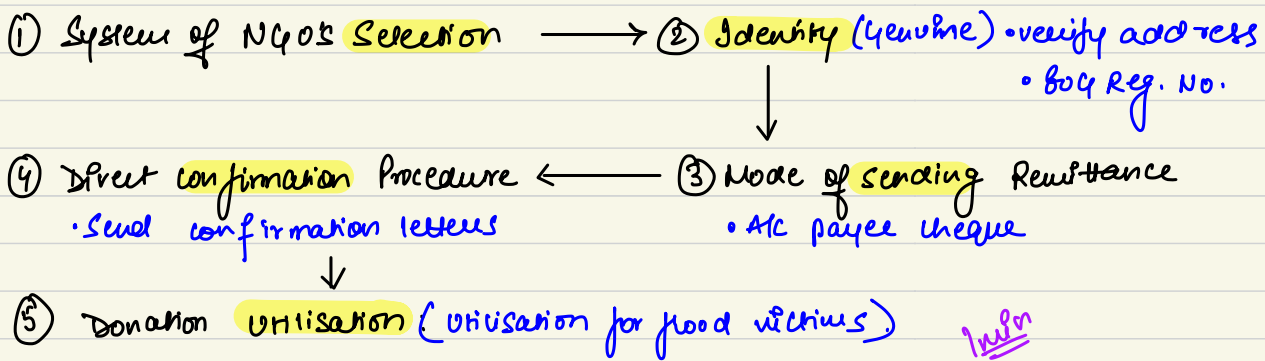
Inflow of NCO



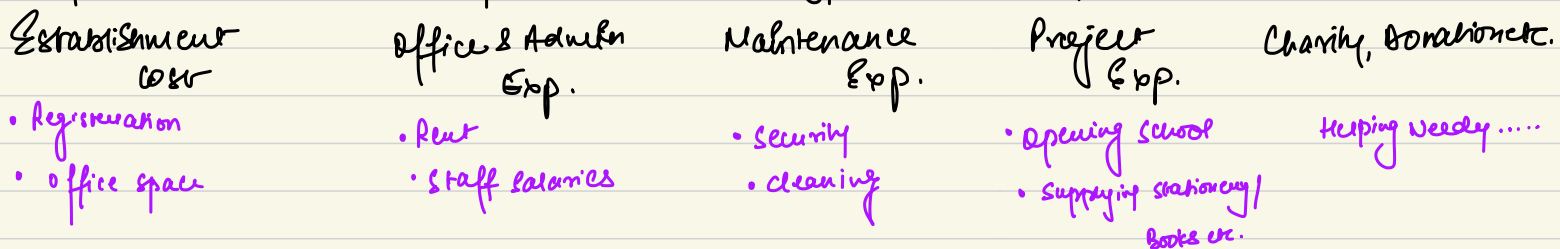
Audit Receipt of Donations



Remittance of Donations to NCOs



Application of funds



Audit Provisions

NGO → Regd. under Societies Registration Act 1860 / Indian Trust Act 1882 → mgt
US B of Cos. Act 2013 → Members of Co.

NOTE: FCRA 2010 [Foreign Contribution (Regulation) Act] → ATR furnished to Ministry Home Affairs
 ↓
 within 60 days from end of FY Ministry
 (i.e. by 30th May)

Planning the Audit

① (Knowledge of statutes)
② legal form, NOA, AOA etc
LEGAL
KNOWLEDGE
③ (work, mission, vision etc)

↓
NGO

④ organisation chart, project guidelines, funding agency requirements etc.

⑤ minutes of Board / Managing Committee to see decisions Impact on financial records

⑥ Study IT system, procedures, Acs. etc.

↓
 (Report)

⑦ Review previous year's ATR.

Impn ☺

Education Instruction (School, College, University)



* Fees from Students * **Check:**

- ① **Fees Register**
Test → Names — Fee class Register
④ fees **changed**
- ② **fees received**
comparing counterfoil with cash book
- ③ **Admission fees**
with admission slips signed by Head of Inst. + credited to capital.
- ④ **Free studentship & concessions**
granted by authorised person.
- ⑤ **Fines** for late payment / absence etc.
- ⑥ **Hostel dues** recovered & **caution money** refunded.

Other Receipts

- ① **Rental Income** from let out property
canteen / uniform shop / book shop.
- ② **Income** from endowment / legacies, **Intt & dividends** from investments.
- ③ **Govt / local authority grant** with letter.
• Expense disallowed → Reasons.

Expenditure (voucher?)

- ① **Establishment exp.**
& enquire any heavy exp. in this head.
• Excess exp > Budget
↓
Sanction by mgt. committee.
↓
Report to committee
- ② **Capital exp.**
& verify sanction of comm. in minutes.
- Teacher**
↓
Present ③
• Increase in **salaries** of staff sanctioned & in minutes of meeting.
- ④ **future**
• P.F. money of staff invested in apt. securities.
- ⑤ **Donations** with IPst Pn Annual Report

Assets & liabilities

- Assets**
 - 1. Report **old heavy arrears** of fees, rent etc to mgt. committee.
 - 2. **Investments** of endowment funds for prizes
 - 3. **Inventories** of furniture, stationery, clothing, equipment etc w.r.t register / P.Y.
- Liability**
 - ⑤ **Caution money & other deposits** shown as liability (not revenue).
Chalks, duster etc.
- ④ **Verify system** of ordering, inspection, issue of provisions, food stuffs, & other equipment.

Hospitals

