

NOTES FOR COMMENT OF CENTRE'S AUDITORS FOR THE YEAR ENDED 31-3-2016

Centre's Auditors to see and comment under the following points and where applicable under Items 1 and 2 of the Audit Report

1.	(a)	Title deeds of land – whether seen or not.	— N.A —
	(b)	Alternative documents in absence of lease or title deed so as to prove the legal possession and authorization for use by the Centre – to be seen.	— N.A —
	(c)	Lease deeds whether still valid ?	— N.A —
	(d)	Present position of building under construction – whether still incomplete or not, duly certified by Chartered Engineer.	— N.A —
	(e)	Actual cost of acquisition of land including development charges, if any, included under building construction should be shown separately.	— N.A —
	(f)	Lease deeds of land/building whether free from encumbrances.	— N.A —
	(g)	Confirm whether the entire requirements arising out of lease/grant deeds are met, the entire property is in the possession of the Institution and no sub-letting or otherwise use of the property by any other organization has been made.	— N.A —
	(h)	Whether Fixed Assets Register maintained properly, i.e., total cost of assets as per Fixed Assets Register agreed with General Ledger Balance and all details, say location of assets, cost, nature of assets, rate of depreciation etc. are incorporated in the Register.	— YES —
	(i)	Whether fixed assets of the Centre were physically verified by the Management during the year.	— YES —
	(j)	We have physically verified the cash balance and original fixed deposits certificates, bank confirmations and no exception have been noted.	— YES —
	(k)	We have physically verified all investments and a copy of details of such investments attached herewith.	— N.A —
	(l)	Whether tax deducted at source from salary, contractors bill etc. are being deposited regularly as per Income Tax Rules. Also please ensure whether surcharge on Income Tax is also being deducted.	— N.A —
	(m)	Besides, the other matters, if any, cropped up in course of audit which might affect the truth and fairness of the state of affairs of the Centre and its results for the year 31 st March for relevant year.	— N.A —
2.	(a)	Progress/completion of construction work as on 31 st March in respect of addition made during the year to the existing building to be checked.	— N.A —
	(b)	Contingent liability in respect of suits filed against the Centre, if any, to be ascertained.	— N.A —
	(c)	We have obtained external confirmation for all the year end balances with bank (including current account, savings account, cash credit, overdraft, loans, fixed deposit and accrued interest) directly from the banks/financial institutions concerned at our office.	— YES —
3.	Matters which do not really distort the truth and fairness of the accounts should not form part of the report and report separately :		
	(a)	Balance in advance schedule lying unadjusted for quite some time to be scrutinized and adjustments, if any, to be given effect to or amount if material to be reported upon.	— N.A —
	(b)	Utilization of fund transfer from headquarters for construction of building and acquiring of other assets to be checked and reported upon.	— N.A —
	(c)	Statement of closing stock of stores/stationery to be certified by the management and to be attached along with audit report.	— YES —
4.	If in addition the auditors want to comment on certain matters, they should write a management letter which must not be referred to in the above report.		NO SUCH CASE.