



RMSA AUDIT – 02-06-2014 to 31-03-2015
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 Xerox copies for DEO office and one set of Xerox copies for School)

- a) Receipts and Payments(R&P) Format from 02-06-2015 to 31-03-2015
 - b) Utilization certificate as on 31-03-2015
 - c) Bank Statement / Bank Pass Book Xerox copy for the period 02-06-2014 to 31-03-2015
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
3. Last year RMSA Audit Report
4. Instructions for filling UCs and R&P formats:-
- a) UC as on 31-03-2015:- Total expenditure incurred from the time of release of grant till 31-03-2015 is to be shown against the name of the grant. The expenditure incurred after 31-03-2015 is not be shown in the UC as on 31-03-2015
 - b) Receipts & Payment Format from 02-06-2014 to 31-03-2015:- Funds received during this period is to be shown under RECEIPTS. But under PAYMENTS, the funds whatever incurred during the period 01-04-2014 to 01-06-2014 are to be shown irrespective of year of release.

For any Information/Queries contact –

- | | |
|-------------------------|------------|
| 1. A Sairam | 8297068163 |
| 2. CH Ramakrishna Reddy | 9849626672 |
| 3. Prudhvi Raj Reddy G | 8686988685 |
| 4. M Balakrishna | 9704039828 |

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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, T.S., Hyd.						
Sl.No	Amount received	Amount Received from other school	Total Amount received	Expenditure incurred	Balance	Amount transferred to other school
Phase - 1						
Phase - 2						
Phase - 3						
Phase - 4						
Phase - 5						
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		

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, T.S., Hyderabad.

Signature of the Headmaster With seal

TELANGANA STATE RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN (RMSA)

UDISE CODE :

Name of the School :

Mandal :

District :

RECEIPTS AND PAYMENTS OF ACCOUNTS FOR THE PERIOD FROM 02-06-2014 to 31-03-2015

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