

The General Secretary
Mar Thoma Evangelistic Association
Thiruvalla

REPORT ON INTERNAL AUDIT FOR SATNA MISSION

We have verified the books of accounts together with the documents for the following accounts maintained in Satna Mission.

- CHRISTIYA BANDHU KULAM (MISSION ACCOUNT)
- MAR THOMA GRAM JYOTHI HINDI MEDIUM SCHOOL
- CHRISTUKULA MISSION HIGHER SECONDARY SCHOOL
- CHRISTUKULA MISSION B. Ed College
- CHRISTUKULA MISSION WOMENTS ENGLISH MEDIUM COLLEGE

We have conducted our audit by concentrating on the Policies and Procedures, Internal Control System and the financial part therein on test basis. The procedures and policies existing are found to be satisfactory and accepted by all. It is to be appreciated that the CHRISTUKULA MISSION HIGHER SECONDARY SCHOOL secured the Best ICSE School Award with 100% First Class together with the Best Principal Award during the previous years.

We give below our observations we could found during the time of the Internal Audit.

1. Fees Income Reconciliation

A reconciliation with the fees received and the fees outstanding should be made every month end with the total number of students in each class or division basis and tallied with the Fees income in the financial statement at the year end.

It is suggested that the Software developers of the Fees system in the school may be contacted and ask them to provide an additional report for the reconciliation.

2. Vehicle Log Books

Some of the vehicles, the log books are not entered for all the usage of the vehicle.

Maintenance of the Log Book in each vehicle to made mandatory and the in-charge of the mission field has to entrust somebody to verify periodically to confirm the usage is only for the specified purpose. Personal use of vehicle if any, has to be marked separately and a decision to be taken by the concerned governing body for the same.

3. School Buses

The efficiency of fuel, oil, tyres can be checked by taking the kilometer reading at the beginning of every month and consumption of fuel, oil, and tyres can be calculated. Any of the buses are found to be not economical a decision can be taken for that vehicle to control the maintenance of that vehicle.

4. Insurance Cover –Cash

It is noticed that large sum of cash are kept in the school and taken to bank wit out any insurance cover. During the beginning of the school year (April, May) and beginning of each term the collection amount reached upto 26 lakhs per day. As there high risk is involved in keeping the cash in the school office and in transit. It is advised to take a Cash in Safe and Cash in Transit insurance policy immediately. The safe in the school is not as per the specifications to keep huge amount of cash in such places.

5. Insurance Cover - Teachers

There is an insurance policy to cover the students in the school. We suggest the teachers are also to be covered for any accident or any emergency.

6. Data Backup System.

The data in the system and the accounts are exorbitantly large and a proper backup system is not available now. Hard disc can be damaged any time as the office is using internet always. Any standard backup system may be installed immediately to avoid lossage of data.

7. LAC Approvals.

LAC approval obtained for construction of Pathways for 5.5 lakhs rupees. But the construction was done for pathway with shed costing 10.20 lakhs. This has to be ratified by the LAC or MTEA.

The following approvals given by the LAC are pending to be executed.

Staff Quarters 4 nos	Rs. 75 lakhs
Volley Ball Court	Rs 25 lakhs
Solar System 28 nos	Rs 3 lakhs

8. Canteen Account

Accounts for the canteen were not available for verification. If no accounts prepared till now, proper accounts are to be maintained and given for audit at the end of the year to the Auditors from current year onwards.

9. Chapel

We have not verified the accounts of the Chapel. We were informed that the Chapel is independent and belong to Mar Thoma Syrian Church.

10. Boys Hostel

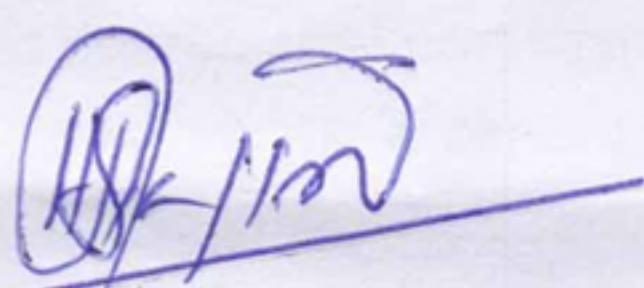
As there are only three inmates in the boys hostel now, no separate accounts are maintained.

We have seen the facility provided at the College and the Hostel for the students and teachers and are very much appreciable.

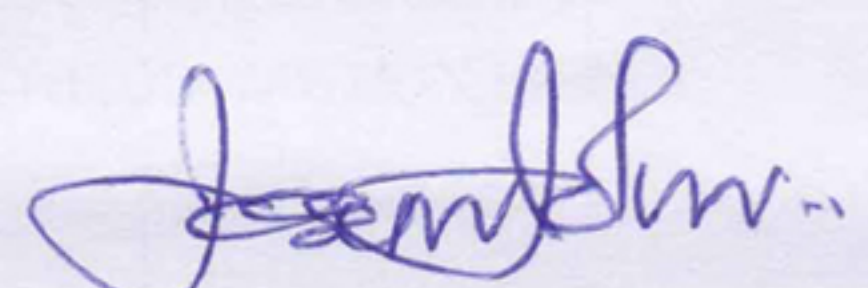
The new section in the Higher Secondary school under the banner HATS (Home At School) is also to be mentioned. The concept by giving additional facility for the higher IQ students and train them specially to build up their future in a better way for the benefit of the nation.

We appreciate all in Satna Mission who are directly and indirectly given support for our transport, stay, food and especially the office staff for their co-operation in providing the books and records for completing our work within the scheduled time.

We shall be ready to discuss in person for any further details on the Internal Audit.



P. A. Sajimon
Internal Auditor



Joseph John FCA
Internal Auditor