

SCOPE OF MAINTANANCE OF ACCOUNTS AND AUDIT WORK

- a) Scope of internal audit work includes 100% verification of cash payments, Bank Payments and all Expenditure, Establishment Expenditure, Receipts & Grants received from Govt . Of Karnataka and other line departments.
- b) Verifying the invoices / bills and entering the same to the systems tally and filing the copy of the same for Audit Purpose.
- c) Verifying the receipts and tracing them to relevant invoice and entering into the system and filing the same .
- d) Verifying the remittance to banks with relevance to the challan books and the receipts issued.
- e) Verifying the payments by way of cheques with relevance to the cheques counterfoils and tracing them to the payment vouchers and the bills of parties.
- f) Verifying the half Monthly Trail Balance on 10 of following month.
- g) Verifying of Monthly P & L and Balance Sheet on 10th of following month.
- h) Review of accounts individually once in a month and passing necessary entries wherever required.
- i) Verification of cash balance periodically.
- j) Preparation of Annual Accounts.
- k) Verification of personal income tax of the staff for TDS purpose.
- l) Maintain regular day to day accounts of KVTSDC and Liaison with statutory auditors to help in completing the audit in time.
- m) Monthly Bank Reconciliation Statement by 10 of next month.
- n) To provide account support service of accounts preparation prior to statutory audit for current and previous years.
- o) Discussion of Internal audit report by every quarter by 10th of next month with the management.



Executive Director -1

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