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1. AUDIT OF EDUCATIONAL INSTITUTION

Audit of Educational Institution

The special steps in audit are the following :

1. **Legal Status** : Ascertain the legal status of the institution i.e. whether it is a society or a trust.
2. **Trust Deed** : Examine the trust deed/regulations in the case of school or college and note all relevant provisions. In the case of university, refer to the act of legislature and regulations framed there under.
3. **Education Act** : Note the important provisions of applicable state education act, especially those affecting the accounts and audit.
4. **List of Books** : Obtain a list of books of accounts and that of other registers and records.
5. **Minutes** : Read through the minutes of meetings of managing committee/governing body, noting resolutions affecting accounts to see that these have been duly complied with, specially the decisions regards the operation of bank accounts and sanctioning of expenditure.
6. **Audit Report** : Examine the previous year's audit reports and note the qualifications and observations.
7. **Fees** :
Audit program for audit of fees :
 - a) **Students Fee Register** : Examine the names entered in the fees Register for each month or term with respective Attendance Register. Ensure that fees are collected from the students who are attending the classes.
 - b) **Internal check** : Ensure that demands against the students are properly raised.
 - c) **Fee Register** : Check the fee Register and see the amount of fees collected is entered in the cashbook.
 - d) **Fees in Arrears / Advance** : Check the various columns of the fees Register and see that arrears of fees and fees received in advance are properly accounted.
 - e) **Admission fees** : Check the admission fees received from admission slip and see that it is capitalized.
 - f) **Freeships** : Verify the cases of freeships and there is an authorization for it.
 - g) **Fines** : Verify that fines for late payment are collected and remitted under proper authority.
 - h) **Caution money** : Ensure that caution money is accounted as a liability.
 - i) **Refund** : Verify the cases of refund of fees.
 - j) **Old caution money refund** : Verify the cases of very old caution money refund.
 - k) **Increase in fees** : In case there is an increase in fees verify that increase in fees is properly collected and accounted.
 - l) **Trend in fees** : Verify the trend in fees of the last three years with reference to the number of students.
 - m) **Bank Reconciliation Statement** : Verify Bank Reconciliation Statement and see whether there are any cheques received are dishonoured.
 - n) **Endowment funds** : Ensure that Endowment funds representing investment are kept separately. See that any income is invested.
 - o) **Grants** : Verify the Grant Memo and see whether any grants are received from the Government or local authority.

Q. 6. How would you audit the educational institutions?

2. AUDITS OF HOTELS

Following are the points to be kept in mind and procedures that can be emphasized.

1. **Legal Status** : Ascertain the legal status of hotel.
2. **Conditions of Licence** : Verify whether the conditions of license for running the hotel have been complied with.
3. **Minute Books** : Examine the minute book of the meetings of BoD/Management Committee/Finance Committee and note the relevant points.

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