

**CHECKLIST: VERIFY THE FOLLOWING DOCUMENT CERTIFICATES / DISCREPENCIES BEFORE SUBMITTING AUDIT REPORT**

➤ **The following document /certificates have been enclosed wit Audit Report:**

	<b>Details of document / Certificates</b>	<b>Yes</b>	<b>No</b>
➤	Auditor's Observation Report.		
➤	Management Letter.		
➤	Utilization Certificate (UC).		
➤	Consolidated Annual Financial Statement.		
➤	Consolidated Balance Sheet as on 31 <sup>st</sup> March...		
➤	Consolidated Income & Expenditure Account as on 31 <sup>st</sup> March...		
➤	Consolidated Receipt & Payment Accounts as on 31 <sup>st</sup> March...		
➤	Bank Reconciliation Statement.		
➤	Procurement Letter (If any item is procured).		
➤	Schedule/ details of Cash & Bank Balance. Outstanding Advances / liabilities forming part of Balance sheet or Activity wise expenditure (having both physical & financial approval and progress) under any component has been annexed with annual account.		
➤	Summary of Budget analysis.		
➤	The amount mentioned in UC is correctly matching with the amount reported in the audited accounts.		
➤	Membership No. and Firm Registration No. Have Been Specified.		
➤	Comments and observation have been given on the accounting records. Systems and internal control that are examined during the course of the audit.		
➤	Separate account statement for RMSA / Girls Hostel / Model School / Preparatory fund.		
➤	Settlements of audit objection of previous years.		

**Note:** Please tick mark on the correct option