

# **CONTENTS OF AUDIT REPORT PART - C**

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**CA. RAMESH S. PRABHU**

## **AUDIT REPORT PART - C**

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**(c) Part C:-** This part deals with the account irregularities and suggestions of the auditors, and the classification awarded by the auditor to the society.

**Part C of audit report shall include the following items;**

- a) Deficiencies in vouching, receipts, expenditure voucher.
- b) Unauthorized / not sanctioned expenditure.
- c) Expenditure which appears to be excessive to the auditor considering the size and volume of society.

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- d) General deficiencies observed in loan documents.
- e) Travelling expenditure of Board of Directors and Staff members beyond their powers and which appears to be excessive.
- f) Receipt entries (credit entries) not supported by receipts.
- g) Cash book, bank book, day book should be completed every day and signed by responsible officers. If not, necessary remarks should be given in Part C.

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- h) List of missing vouchers and loan bonds,
- i) List of vouchers on which payee's acknowledgement is wanting.
- j) List of defective vouchers and loan bonds.
- k) List of payments which are not supported by documents such as bills or invoices, etc., or for which sub-vouchers are wanting.
- l) List payments, which are not properly authorized.
- m) List of items where delegated authority has been exceeded.

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- n) List of remittances for which official receipts are not issued.
- o) Mistakes in interest calculations.
- p) Comments on bank reconciliation
- q) Comments on registers which are mandatory but not maintained as per rule 65.
- r) Other irregularities to be specified

