

name of the company

**Internal Audit Report -  
DEC 2008**

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RPT DATED:

To  
**THE reporting authority**  
**Name of the company**

Sir,

**Sub:** Internal audit report for the period from 1<sup>st</sup> Dec 2008 to 31<sup>st</sup> Dec 2008.

We have conducted internal audit & came across certain internal control weaknesses and lapses during the course of the audit, which we are highlighting in this report. The Scope of the internal audit was checking the efficiency & effectiveness of the internal controls and verification of related records. Further we have given recommendations for rectifying / strengthening the same as follows:

***Kye issues department wise***

***We are awaiting for the explanations from all the departments.***

We believe that the given recommendations shall improve the existing controls. Further we hope that these recommendations are implemented as early as possible. We thank the management for their cooperation in conduct of this audit. Should there be any clarifications the management is free to revert to us.

Thanking you,

Regards,

**For xyz & ASSOCIATES.**  
**Chartered Accountants**

**CA. name of the partner,**  
**Partner**

**INTERNAL AUDIT REPORT FOR THE PERIOD 1<sup>st</sup> Dec TO 31<sup>st</sup> Dec 2008.**

**To**  
**THE reporting authority**  
**Name of the company**

We have audited the vouchers and records of **xyz LIMITED, at Head office, HYDERABAD (MAIN OFFICE) and OTHER OFFICES** for the period **01.12.2008 to 31.12.2008**. In carrying out the audit we have given emphasis on introducing systems and procedures to enable the Company carry on the operations in a smooth way with better internal control systems. However the clerical errors which were rectified then and there during the course of our audit and other matters, which in our opinion are not material, have not been dealt with in this report.

The following are various areas where more emphasis is laid out for the purpose of verification:

1. Departments verified

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**XYZ PRIVATE LIMITED**  
**INTERNAL AUDIT REPORT FOR THE MONTH OF DEC 2008.**

**X DEPARTMENT**

<b>S.No</b>	<b>Observation</b>	<b>Implication</b>	<b>Suggestion/remarks</b>
<b>1</b>			Refer annexure x1
<b>2</b>			Refer annexure x2
<b>3</b>			Refer annexure x3
<b>4</b>			
<b>5</b>			

**Y Department**

<b>S.No</b>	<b>Observation</b>	<b>Implication</b>	<b>Suggestion/remarks</b>
<b>1</b>			Refer annexure y1
<b>2</b>			Refer annexure y2
<b>3</b>			
<b>4</b>			
<b>5</b>			

**STATUTORY COMPLIANCES**

<b>Statement showing the PF and ESI contributions with delays if any in payment.</b>						
<b>S.No</b>	<b>Name of the company</b>	<b>Employer contribution</b>	<b>Employee contribution</b>	<b>Date of Payment</b>	<b>Due Date</b>	<b>Delay Days</b>
	<b><u>Provident fund</u></b>	-	-	-	-	-
<b><u>1</u></b>		<b><u>**</u></b>	<b><u>**</u></b>	-	<b><u>15/12/2008</u></b>	<b><u>0</u></b>
<b><u>2</u></b>		<b><u>**</u></b>	<b><u>**</u></b>	<b><u>**</u></b>	<b><u>21/12/2008</u></b>	<b><u>0</u></b>
<b><u>** indicates still challans not received from the Bank</u></b>						

**QUARTERLY RETURNS:**

Quarterly Returns filing relating to TDS for publications Pvt Ltd not yet filed. Due date for Filling the quarterly return is July 15<sup>th</sup>

<b>Form No</b>	<b>Particulars</b>	<b>Due date</b>	<b>Date of Return</b>
26Q -	TDS not filed	15/10/08	not filed -due to lack of PAN No's
24Q -	Salary not filed	15/10/08	16/10/08
27EQ -	TCS filed	15/10/08	16/10/08

**PHYSICAL VERIFICATION OF CASH AS ON 05.12.08**

Conducted cash verification at 5.40 P M on 05.12.08

S.NO	DENOMINATION	NO OF NOTES	TOTAL (in Rs)	REMARKS
1	1000	1	1000	
2	500	211	105500	
3	100	106	10600	
4	50	1	50	
5	20			
6	10	2	20	
7	CHANGE			
	As per physical verification		117179	
	As per records (IN 4C PLUS)		117176	
	<b>Difference in excess</b>		<b>3</b>	<b>When verified physically it is found that there is excess amount of Rs 3 is available.</b>

**Other brief observations department wise**

**Followup of the previous month reporting issues.**



**LIST OF ANNEXURES**

- X1- description of the annexure
- X2
- X3
- Y1
- Y2
- Y3

Prepare all the annexures in the excel file.

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