



BISHOP BENZIGER COLLEGE

OF NURSING

Accredited by NAAC,

Member of United Nations Academic Impact Program

Approved Research Centre of Kerala University of Health Sciences



6.4.2 Internal Audit



BISHOP BENZIGER COLLEGE OF NURSING

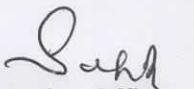
(Accredited by NAAC with B grade)

UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

Internal Audit

Receipts and payments of Bishop Benziger College of Nursing are approved by Administrative Officer on daily basis. Expenditure and Payments to the staff can be done only with the prior approval of Administrative Officer and Principal of the college. Receipts and Payments are audited on daily and monthly basis by the Administrative officer in the capacity of internal auditor. During the end of the month accounts of this college is meticulously reconciled with bank statement and matter of reconciliation recorded in the concerned file. At the end of every month Administrative officer verify the cash book and cash balance physically verified and matter of verification recorded in the cash book itself. Monthly as well as quarterly income and expenditure statement prepared and a copy of quarterly statement are submitted to the president of the college Governing Board without fail. At the end of financial year college accounts is audited by the Chartered Accountant entrusted for the approval by the Governing Board.


Administrative Officer

ADMINISTRATIVE OFFICE
Bishop Benziger College of Nursing
P.B. No. 46, Kollam - 691 001.

