

S.N.D.T. Women's University

1, Nathibai Thackersey Road,
New Marine Lines, Churchgate,
MUMBAI - 400 020.

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A- Grade (CGPA 3.08)

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यु मरिन लाईन,
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN

Website : sndt.ac.in

Ac/Finance/2024-25/813

Date: January 10, 2025

URGENT

FINANCIAL YEAR END

CIRCULAR

To,

1. All Principals of the Colleges conducted by SNDTW University
2. All Directors/Heads/Co-ordinators/In-Charge of the University Departments at Churchgate, Juhu & Pune Campuses

Sub. - Closure of the Financial Year 2024-25 ending 31st March 2025.

Dear Sir/Madam,

In view of the closure of the Financial Year 2024-25, it is decided to complete the following work related to Annual Account on top priority:

1. Bank Reconciliation, Fees Reconciliation, depreciation calculation & passing entries in Unisuite-software, fixed assets register, Bank balance confirmations and fixed deposit confirmation, University Confirmation & intra departmental/intra unit confirmation up to 31 March, 2025 to be completed by 10/04/2025 & sent a copy with HoD's sign to Finance & Accounts Section by 15/04/2025.
2. All the depts/institutions should complete entries in Unisuite-software as on 31-03-2025 from 1st April, 2024 till 31st March 2025 before physical verification of cash, bank and investments by Auditors.
3. All Books of Accounts till 2024-25 to be updated & kept ready for internal & statutory audit by 15/05/2025 considering the deadline to complete Audit of Financial Year.
4. All Administrative Approval for the period 2024-25 to be forwarded duly compiled in all respect to the Finance & Accounts by 25/01/2025 and Financial Approval by 05/02/2025 All bills to be submitted by 28/02/2025. And advance settlements should be completed by 15th March 2025.
5. Details of all statutory Payment, pending if any
6. There will be physical verification of Cash balance & fixed deposit details as on 31st March, 2025 by our auditors in first week of April, 2024. So kindly close Cash A/c & deposit the balance in Bank on 28/03/2025.
7. It is hereby directed to take a note of the guidelines & to bring the same to the notice of the concerned Accountant or person looking after the work of Accounts under your control so as to ensure that the issues related are complied well within the stipulated

time frame, to ensure readiness for the Finalization & Audit of Annual Accounts up till date.

8. Dead Stock register to be updated by 30/04/2025 till Financial Year 2024-25 with the help of Professional Consultant appointed in the format already circulated
9. Please keep books of accounts along with all audit related documents ready for Audit 2024-25 by 15/05/2025.

Note: The Books of Accounts for the period up to 31st December 2024 must be completed. In the event of non-completion, no financial or administrative requests will be accepted by the Finance and Accounts Section. A separate circular, referenced by letter dated 26th October 2024, has already been issued concerning this matter.



(Shri. Vikas Vinayak Desai)
Finance & Accounts Officer

Copy for Information: -

1. Hon. Vice Chancellor's Secretariat S.N.D.T women's University, Mumbai 400 020
2. Hon. Pro. Vice Chancellor's Secretariat S.N.D.T women's University, Mumbai 400 020
3. The Registrar, S.N.D.T women's University, Mumbai 400 020
4. The Director Board of Examination & Evaluation, S.N.D.T women's University, Mumbai 400 020
5. The Director, Knowledge Resource Centre, S.N.D.T women's University, Mumbai 400 020

Copy of Finance and Accounts Section Record: -

1. Finance and accounts Section – Standing order