



Finance&Accounts/2025-26/ 728

Date: March 07, 2026

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

Subject: - Cash/Investment Verification as on 30th March 2026.

Dear Sir/Madam,

You are hereby requested to keep the following records ready for verification by the Statutory Auditors, M/s. Sankpal Kulkarni and Associates, who will visit your College/Department at the Churchgate, Juhu and Pune campuses on 30th March 2026 & Virtually Shrivardhan & Chandrapur.

All Cash Books and Petty Cash Books, duly completed in all respects, should be closed on 27th March 2026 (Friday). If any petty cash amount is pending in hand, it should be deposited on or before 27th March 2026. The Cash Account in Unisuite must reflect a zero balance; therefore, all necessary rectification entries for the current financial year should be completed before the verification. List of all Fixed Deposits should be prepared, and a Cash Balance Certificate, duly certified by the concerned Principal/HoD, should also be kept ready.

The Investment Confirmation Certificate as on **31st March 2026** from the respective banks, along with Bank Balance Confirmation Certificates, should be obtained and submitted to the Auditors on or before **03rd April 2026**.

The following documents are required to be produced before the auditors at the time of verification:

1. Cash Book and supporting cash registers as on 30th March 2026
2. Investment Register containing details of all investments
3. Fixed Deposit Receipts / Investment Certificates
4. Bank Confirmation Certificates for Investments
5. Extract of relevant ledgers from Unisuite system, duly signed and stamped by the concerned Principal/HoD/Director.

Additionally, it has been observed that concerned HoDs / Directors / Principals are sometimes not available during the physical verification, which delays the process of signing documents required by the auditors. Hence, all concerned HoDs, Principals, and Directors are requested to remain available in the office on the designated dates for signing of closure certificates.

It is **mandatory** to complete the said task on designated days or else this will not be undertaken later and this audit compliance further will have to be addressed by concerned Principal/HoD/Director.

Centralised Accounts Unit will coordinate with the respective departments and auditors on the scheduled dates.

You are requested to extend your full co-operation in this matter.

Thanking you,


(Mr. Vikas Vinayak Desai)
Finance & Accounts Officer

C.C. to: - The Campus Incharge, Churchgate, Juhu and Pune for information