S.N.D.T. Women's University
1, Nathibai Thackersey Road,
New Marine Lines, Churchgate,
MUMBAI - 400 020.
Phone : + 91 22 2203 1879

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ
१, नाथीबाई ठाकरसी मार्ग, न्यु मरिन लाईन,
चर्चगेट, मुंबई - ४०० ०२०.
Website : sndt.ac.in

A+ Grade (CGPA 3.27)

Finance&Accounts/2026-27/58

Date: - 05.05.2026

URGENT

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: Submission of checklist for commencement of Internal Audit for FY 2024–25.

Sir/Madam,

With reference to the confirmation received from the Internal Auditor for the Financial Year 2024–25, please find below the checklist shared by the Internal Auditor.

You are requested to submit the same on priority.

Sr. No.	Particular
1	FD Working and all related details.
2	FD Balance Certificates received from the Bank.
3	FD Interest Certificate received from Bank.
4	FD TDS Certificate Received from Bank.
5	Fee Structure & Fee Reconciliations.
6	Fixed Assets & Working as per applicable Act and relevant schedules.
7	Salary Reconciliation, Salary Confirmation, Circulars and related statutory deduction workings.
8	Bank Balance Certificate Received from Bank as on 31.03.2025
9	Bank Reconciliation (Unisuite)
10	Cash in hand & Investment Certificate if any.
11	Expense Budget Allocation list.
12	Static Audit Report, if any
13	Statutory Audit Report for FY 2023-2024.
14	Signed Financial Statements for FY 2023-2024.
15	Trial Balances.
16	Vouchers to be verified for expenses.

You are requested to submit the same at the earliest possible time.

(Vikas Vinayak Desai)
Finance & Accounts Officer