

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER: AND
EX.OFFICIO PROJECT CO-ORDINATOR, RMSA, KRISHNA: MACHILIPATNAM**

Present: Smt M.V. Rajya Lakshmi, M.A., M.Ed., M. Phil.,

Rc.No.6238/R2/RMSA/2018

Dt.28.05.2018

Sub :- RMSA – Audit of accounts of Govt/ Z.P/ Municipal/ Residential High schools/ Model Schools/KGVB, Tribal Schools, Ashram Schools, APTWREIS, APSWREIS, APREIS Schools - Funds released by RMSA state Office for the year 2017-2018 - Audit by the approved audit party in the District - Instructions-Issued.

Ref :- 1) Instructions of the Commissioner of School Education & Ex.Officio Project Director, RMSA, Andhra Pradesh, Ibrahimpatnam, Amaravathi vide Rc.No.485/RMSA/2018, Dt.16.05.2018.

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All the Principals/Headmasters (SMDCs) of the Govt/ Z.P/ Municipal/ Residential High schools/ Model Schools/KGVB, Tribal Schools, Ashram Schools, APTWREIS, APSWREIS, APREIS Schools in the district are informed that in the reference cited, the Director, RMSA, O/o. the Commissioner of School Education, AP Ibrahimpatnam, Amaravathi has informed that the auditors sent by him are being audit the expenditure particulars of various grants released by the Commissioner and Director of School Education & Ex.officio Project Director, RMSA, AP Ibrahimpatnam, Amaravathi for the year 2017-2018 i.e., 01.04.2017 to 31.03.2018.

Therefore, all the Principals/HMs (SMDCs) of the Govt/ Z.P/ Municipal/ Residential High schools/ Model Schools/KGVB, Tribal Schools, Ashram Schools, APTWREIS, APSWREIS, APREIS Schools in the district, are requested to attend audit and to produce the following documents and **submit 3 copies** of the formats attached to this mail duly filled.

1. Printed Bank Statements/ Pass Book from up to 31.03.2018.
2. Sanction Letters/Proceedings.
3. Copies of Quotation called for if any.
4. Bank Entry Register and Stock Registers.
5. Expenditure details supported by vouchers, bills etc., in Original.
6. Cash on hand, cash book and other registers.
7. Civil works – Supporting material with 'M' Books.
8. SMDC's Resolutions (Minutes Book).
9. Other related documents/ files (Audit)
10. Unspent Balance remitted, if any (Bank pay in slips or any other related letters)

They are further informed that the above all grants released by the Commissioner of School Education & Ex.Officio Project Director, RMSA, Andhra Pradesh, Ibrahimpatnam, Amaravathi as per the following schedule of Tour programme by the auditors without fail.

S.No.	Name of the Division	Date of Audit	Venue
1.	Machilipatnam	18.06.2018, 10.00AM	RCM High School, Police Line, Machilipatnam (Monday)
2	Gudiwada	19.06.2018, 10.00AM	SPS MC High School, Gudiwada (Tuesday)
3	Nuzvid	20.06.2018, 10.00AM	D.y.E.O, Office, Nuzvid (Wednesday)
4.	Vijayawada and Nandigama	21.06.2018, 10.00AM	Z.P. High school Girls Patamata Lanka, Vijayawada (Thursday)

The Principals/HMs (SMDCs) are further informed that if any one failed to audit their RMSA accounts on the above schedule of programme necessary disciplinary action will be initiated against them as per the CCA Rules 1991.

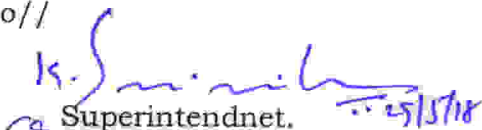
All Deputy Educational Officers in the District are further inform that to see that all Principals/ all Headmasters of High Schools in their respective divisions should attend their audit with the above dates without fail.

If any Principals/HMs (SMDCs) failed to attend the said date prescribed, he will attend at Commissioner of School Education & Ex.Officio Project Director, RMSA, State Office, Andhra Pradesh, Ibrahimpatnam, Amaravathi along with their records to complete their audit without fail.

Any deviation of the orders will be viewed seriously, action will be taken accordingly.

Encl: Proformas-3

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Superintendentnet. 25/5/18

Sd/- M.V. Rajya Lakshmi,
District Educational Officer,
& Ex.Officio Project Co-ordinator, RMSA,
Krishna, Machilipatnam

To

All the Principals/HMs (SMDCs) of Govt/ Z.P/ Municipal/ Residential High schools/ Model Schools/KGVB, Tribal Schools, Ashram Schools, APTWREIS, APSWREIS, APREIS Schools in the district.

Copy to all the Deputy Educational officers in the District for necessary action

Copy submitted to the Project Director, RMSA O/o. the C & DSE, AP., Ibrahimpatnam, Amaravathi for favour of kind information.

RMSA - Status of Funds Position - Year wise details upto March 2018

S.No	R/Exp	Particulars	Year wise amount particulars			
1	SCHOOL DETAILS	MandalName				
2		UDISE Code				
3		SchoolName				
4		BankAccountNumber				
5		IFSCCode				
6		BankName				
7		Name of the Head Master				
7(a)		Mobile Number <i>for mail address.</i>				
		YEAR	2014-15	2015-16	2016-17	2017-18
8	Releases	CivilWork_CivilReleased				
9		MajorRepair_CivilReleased				
10		MinorRepair_CivilReleased				
11		AnnualOtherRecurringGrants_CivilReleased				
12		Toilets_CivilReleased				
13		SelfDefenseTrainingGrants_CivilReleased				
14	Expenditure	CivilWork_CivilSpent				
15		MajorRepair_CivilSpent				
16		MinorRepair_CivilSpent				
17		AnnualOtherRecurringGrants_CivilSpent				
18		Toilets_CivilSpent				
19		SelfDefenseTrainingGrants_CivilSpent				
20	Released	Total Annual Grants Released:				
21	Expenditure	WaterElectricity_AnnualSpent				
22		BooksPurchased_AnnualSpent				
23		MinorRepairs_AnnualSpent				
24		SanitationICT_AnnualSpent				
25		NeedBasedWorks_AnnualSpent				
26	Released	Furniture_Released				
27		LabEquipment_Released				
28	Expenditure	Furniture_Spent				
29		LabEquipment_Spent				
30	Released	Excursion_RecurringReleased				
31		SelfDefense_RecurringReleased				
32		Other_RecurringReleased				
33	Expenditure	Excursion_RecurringSpent				
34		SelfDefense_RecurringSpent				
35		Other_RecurringSpent				
36	Released	ProvisionalLaboratory_AnnualReleased				
37	Expenditure	ProvisionalLaboratory_AnnualSpent				
38	Opening Balances	CivilWorks_Opening Balance				
39		MajorRepairs_Opening Balance				
40		MinorRepairs_Opening Balance				
41		AnnualOtherRecurringGrants_Opening Balance				
42		Toilets_Opening Balance				
43		SelfDefenseTrainingGrants_Opening Balance				
44		Interest_Opening Balance				
45	Expenditure on Opening Balance	CivilWorks_Expenditure on Opening Balance				
46		MajorRepairs_Expenditure on Opening Balance				
47		MinorRepairs_Expenditure on Opening Balance				
48		AnnualOtherRecurringGrants_Expenditure on Opening Balance				
49		Toilets_Expenditure on Opening Balance				
50		SelfDefenseETrainingGrants_Expenditure on Opening Balance				
51		Interest_Expenditure on Opening Balance				
52	Unspent/Closing Balances	Interest_Unspent Balance				
53		Released Amounts(if any)				
54		Total Unspent Balance:				
55		Amount Remitted to CSE,AP (if any)				
56		Closing Balance:				

Signature of the Head Master

RMSA - SCHOOL WISE STATEMENT 1-4-2017 TO 31-3-2018

	NAME OF THE DISTRICT	
	Name of the Mandal	
	Name of the School :	
	Name of the Bank :	
	U-Dise Code :	
	Account No :	
	RECEIPTS	
1	Opening Balance	
	(i) Cash in Hand	
	(ii) Cash at Bank	
2	School Grant from state	
3	Interest from Bank	
4	Other Grant (Civil works)	
5	Misc Income/Donations	
	(A) Total Receipts	
	Payments	
	Recurring Cost	
1	Teachers salary (RMSA Gross Salary/Per	
2	Minor repair	
4	Office contingencies	
5	Electricity Charges	
6	Water charges	
7	Internet Charges	
8	Conveyance	
9	Repair and maintenance	
10	Excursion trip for students	
11	Misc payments	
12	Library books	
13	Bank charges	
	(B) Total Recurring Expenses	
	Non-Recurring Expenses	
1	Civil works	
a	Class rooms/Additional Classrooms	
b	Toilets block - Boys	
c	Separate Girls Toilets	

2	Lab Equipment	
3	Drinking water facility	
4	Furniture and Fixtures	
5	Major repairing and renovations	
6	Any other Activity	
(C)	Total Non-recurring expenses	
(D)	Total Expenses [(B)+ (C)]	
(E)	CLOSING BALANCES [(A) - (D)]	
a	Cash-in-Hand	
b	Cash at Bank	
	Total C+D=E	
	Control	

Signature *do the HM.*