

Shri Ram College, Muzaffarnagar

Policy Document of Finance Audit (Internal) Committee

Mission Statement

The Finance Audit (Internal) Committee is an advisory body of the College. **The finance committee monitors financial transactions; the audit committee makes sure things are done according to policy and with adequate controls.** The finance committee provides guidance about what can be done; the audit committee ensures that independent oversight occurs.

Policy Rationale

The primary policy of college's audit committee is to **provide oversight of the financial reporting process, the audit process, the system of internal controls and compliance with laws and regulations.**

Objectives

Internal audits **evaluate internal controls, including its governance and accounting processes.** The audits ensure compliance with laws and regulations and help to maintain accurate and timely financial reporting and data collection.

Policy Statement

The committee **has the responsibility to ensure compliance with law and regulations, the system of internal control and proper accounting process.**

The committee meets once or twice in a year and prepares plan to conduct internal audit.

Procedure

The committee will schedule meetings. The meeting will be chaired by Convenor who will be nominated by the management. The committee chair will report committee recommendation to the management for consideration.

Appointment of Committee members

The members of the committee will be appointed each year by the management committee. The committee will include following members;

1. One Convenor from the Faculty
2. One representative of the management
3. One Accounts / office superintendent

Principles

The fundamental principles include:

1. Gather Financial Documents. Review the systems put in place to transmit financial information to the accounting department
2. Look at Record-Keeping.
3. Review the Accounting System.
4. Review the Internal Control Policies.
5. Compare Internal and External Records.
6. Look at Tax Records.

