



**SHREEMATI NATHIBAI DAMODAR THACKERSEY**  
**WOMEN'S UNIVERSITY**  
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Ref. No.

**URGENT**  
**FINANCIAL YEAR END**

Ac/Finance /2012-13/675

Date: - 22.03.2013

**CIRCULAR**

To,

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

**Subject :- Closure of the Financial Year 2012 – 13.**

In the view of the closure of the Financial Year 2012-13 end, it was decided in the meeting of the Accountants held on 5<sup>th</sup> March, 2013 to complete the following work related to Annual Account priority:

1. Submission of the soft & hard copy of Annual Accounts for the period 2004-05 to 2009-10 (Phase I) by 25<sup>th</sup> March 2013.
2. To complete the work of Finalization of Accounts for the period 2010-11 & 2011-12 (Phase II) by 25<sup>th</sup> March 2013.
3. Bank Reconciliation upto 31<sup>st</sup> March 2013 to be completed by 10<sup>th</sup> April 2013.
4. To complete the work of statutory Audit for the period 2010-11 & 2011-12 (Phase II) on or before 15<sup>th</sup> April 2013, where the Annual Accounts of the Institutions are ready.
5. All Books of Accounts for 2012-13 to be updated & keep ready for internal Audit by 10<sup>th</sup> April 2013.
6. All bills for payment for the period 2012-13 to be forwarded duly complied in all respect to the Finance & Accounts on or before 28<sup>th</sup> March 2013.

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Circular for Closure of the Financial Year 2012-13.

7. The Financial Year 2012-13 related financial transactions including sanctions / payments of bills will be finally closed on 30<sup>th</sup> March 2013 in view of public holiday on 31<sup>st</sup> March 2013 & there after no matter pertaining to Financial Year 2012-13 shall be delt with.

It is therefore kindly requested to take a note of guidelines & bring the same to the notice of the concerned Accountant or person looking after the work of Accounts under control so as to ensure that the issues related are compiled well within the timeline, to ensure readiness for the Finalization & Audit of Annual Accounts up to 2012-13 by mid April 2013.



Vipendra Jadhavrao  
Finance & Account Officer  
S.N.D.T. Women's University