

SNDT Women's University

1, Nathibai Thackersey Road,
Mumbai 400 020

Phone: +91 22 2203 1879

Fax: +91 22 2201 8226



श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Ac/Finance/2015-16/718

Date :- 29-02-2016

**URGENT
FINANCIAL YEAR END**

C I R C U L A R

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

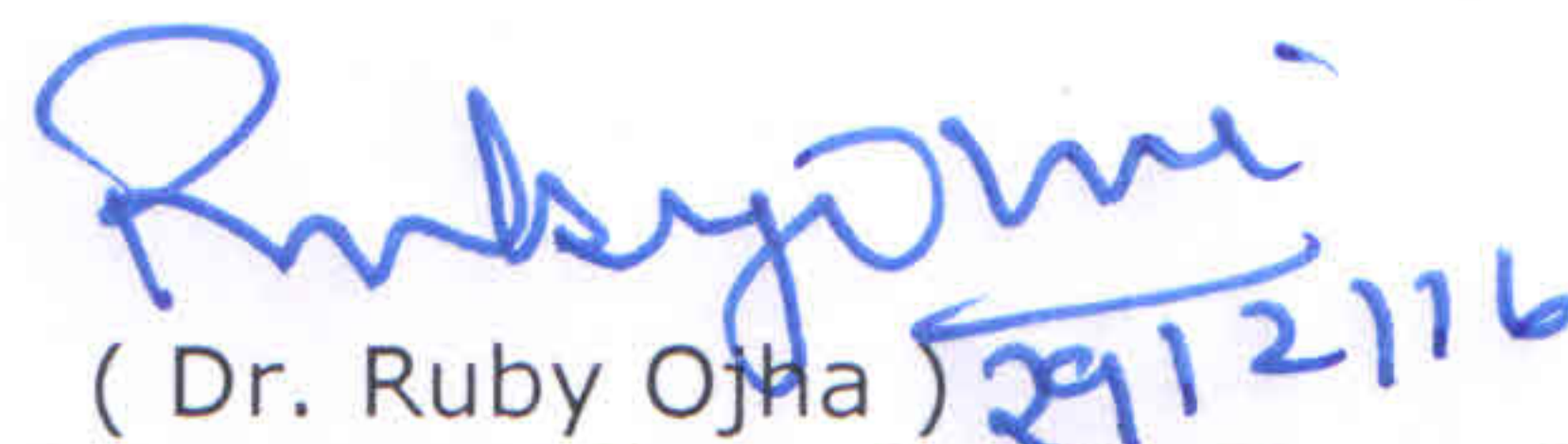
Sub. :- Closure of the Financial Year 2015-16 ending 31-03-2016.

Dear Sir/Madam,

In the view of the closure of the Financial Year 2015-16, it is decided to complete the following work related to Annual Account on top priority :

1. Bank Reconciliation, Fees Reconciliation, depreciation calculation & passing entries in Tally, fixed assets register, Bank balance confirmations and fixed deposit confirmation, University Confirmation & intra departmental/intra unit confirmation upto 31st March, 2016 to be completed by 10th April, 2016 & sent a copy with HoD's sign to Finance & Accounts Section by 13th April, 2016.
2. All the depts/institutions should complete entries in Tally from 1st April 2015 to 30th September 2015 and transfer the closing balance of Tally in new software and complete entries in new software from 1st October 2015 till 31st March 2016 before physical verification of cash, bank and investments by Statutory Auditors.
3. All Books of Accounts for 2015-16 to be updated & kept ready for internal audit by 20th April, 2016.
4. All bills for Payments/Sanctions/Advances for the period 2015-16 to be forwarded duly compiled in all respect to the Finance & Accounts & deposits University Share of fees to the University A/c on or before 23rd March, 2016.
5. Details of all statutory payment, pending if any be given.
6. There will be physical verification of Cash balance & fixed deposit details as on 31st March, 2016 by our auditors in first week of April, 2016. So kindly close Cash A/c & deposit the balance in Bank on 27th March, 2016.

7. It is hereby directed to take a note of the guidelines & to bring the same to the notice of the concerned Accountant or person looking after the work of Accounts under your control so as to ensure that the issues related are compiled well within the stipulated time frame, to ensure readiness for the Finalization & Audit of Annual Accounts up to 2014-15 by mid March 2016.


(Dr. Ruby Ojha) 29/12/16

Finance & Accounts Officer (Addl. Charge)

Copy for information :-

1. Hon. Vice-Chancellor's secretariat, S.N.D.T. Women's University, Mumbai - 400 020.
2. Hon. Pro. Vice-Chancellor's Secretariat, S.N.D.T. Women's University, Mumbai - 400 020.
3. The Registrar, S.N.D.T. Women's University, Mumbai - 400 020.
4. The Director, B.C.U.D., S.N.D.T. Women's University, Mumbai - 400 020.
5. The Controller of Examination, S.N.D.T. Women's University, Mumbai - 400 020.
6. The University Librarian, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Finance & Accounts Section record :-

1. Finance & Accounts Section - Standing Order File.