

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 विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Ac/Finance/2017-18/746

Date :- 17-03-2018

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 2017-18 ending 31-03-2018.

Dear Sir/Madam,

In the view of the closure of the Financial Year 2017-18, 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 Unisuite-software, fixed assets register, Bank balance confirmations and fixed deposit confirmation, University Confirmation & intra departmental/intra unit confirmation upto 31st March, 2018 to be completed by 10th April, 2018 & sent a copy with HoD's sign to Finance & Accounts Section by **13th April, 2018** .
2. All the depts/institutions should complete entries in Unisuite-software as on 31-03-2018 and complete entries in new software from 1st April, 2017 till 31st March 2018 before physical verification of cash, bank and investments by Auditors.
3. All Books of Accounts for 2017-18 to be updated & kept ready for internal audit by 20th April, 2018.
4. All bills for Payments/Sanctions/Advances for the period 2017-18 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, 2018**.
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, 2018 by our auditors in first week of April, 2018. So kindly close Cash A/c & deposit the balance in Bank on **28th March, 2018**.

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 2017-18 by mid May - 2018.
8. Auditor M/s Ray & Ray will visit Juhu and Churchgate Campus on 2/3 April, 2018 for verification of cash investments & Dead Stock Register and Pune visit will be confirmed by mail.
9. Dead Stock register to be updated by 28th March, 2018 in the format already circulated (copy enclosed).


19/3/18

(K. T. Shinde)
Finance & Accounts Officer

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 Controller of Examination, S.N.D.T. Women's University, Mumbai - 400 020.
5. 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.