

# SNDT Women's University

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श्रीमती ना. दा. ठाकरसी विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Ac/Finance/2018-19/740

Date :- 24-12-2018

## 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 2018-19 ending 31-03-2019.**

Dear Sir/Madam,

In the view of the closure of the Financial Year 2018-19, 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 31<sup>st</sup> March, 2019 to be completed by 10<sup>th</sup> April, 2019 & sent a copy with HoD's sign to Finance & Accounts Section by **13<sup>th</sup> April, 2019.**
2. All the depts/institutions should complete entries in Unisuite-software as on 31-03-2019 and complete entries in new software from 1st April, 2018 till 31st March 2019 before physical verification of cash, bank and investments by Auditors.
3. All Books of Accounts for 2018-19 to be updated & kept ready for internal & statutory audit by 20<sup>th</sup> April, 2019, considering the deadline to complete Audit of Financial Year 2017-18 & 2018-19 is 31-07-2019.
4. All bills for Payments/Sanctions/Advances for the period 2018-19 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 **20<sup>th</sup> 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 31<sup>st</sup> March, 2019 by our auditors in first week of April, 2019. So kindly close Cash A/c & deposit the balance in Bank on **29<sup>th</sup> March, 2019.**
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 2018-19 by mid 20-04-2019.
8. Dead Stock register to be updated by 28<sup>th</sup> March, 2019 in the format already circulated (copy enclosed).



( CA Janhavi P. Bhole )  
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 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.