

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/2021-22/511

Date: - February 24, 2022

**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 2021-22 ending 31-03-2022.

Dear Sir/Madam,

In view of the closure of the Financial Year 2021-22, 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, 2022 to be completed by 11th April, 2022 & sent a copy with HoD's sign to Finance & Accounts Section by **15th April, 2022.**
2. All the depts/institutions should complete entries in Unisuite-software as on 31-03-2022 from 1st April, 2021 till 31st March 2022 before physical verification of cash, bank and investments by Auditors.
3. All Books of Accounts till 2021-22 to be updated & kept ready for internal & statutory audit by 25-03-2022, considering the deadline to complete Audit of Financial Year.
4. All Administrative Approval for the period 2021-22 to be forwarded duly compiled in all respect to the Finance & Accounts by **10-03-2022** and Financial Approval by **17th March, 2022.** All bills to be submitted by **24-03-2022.**
5. Details of all statutory payment, pending if any.

6. There will be physical verification of Cash balance & fixed deposit details as on 31st March, 2022 by our auditors in first week of April, 2022. So kindly close Cash A/c & deposit the balance in Bank on **30th March, 2022.**
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 complied well within the stipulated time frame, to ensure readiness for the Finalization & Audit of Annual Accounts up till date.
8. Dead Stock register to be updated by 30th March, 2022 in the format already circulated (copy enclosed).
- 9. Please keep books of accounts along with all audit related documents ready for Audit 2019-20 by March 25, 2022.**



(Dr. Ruby Ojha)
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, Board of Examinations & Evaluation, S.N.D.T. Women's University, Mumbai - 400 020.
5. The Director, Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Finance & Accounts Section record :-

1. Finance & Accounts Section - Standing Order File.