

**Pravara Rural Education Society's
College of Pharmacy (For Women), Chincholi
Tal: Sinnar, Dist: Nashik**



ACCOUNT POLICY

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Accounting policies are the specific principles and procedures implemented by a management team that are used to prepare its financial statements. These include any accounting methods, measurement systems, and procedures for presenting disclosures.

Accounting Office provides high quality and efficient accounting services to students, faculty, staff, and administration. The accounting office aims to provide:

- Clear, concise and timely dissemination of accounting policies and procedures
- Timely monthly and year end closings
- Professional and helpful interactions with the College community on all accounting matters

Job responsibilities of accountant are as follows

1. To prepare the budget as per the requirement of all department
2. To prepare balance sheet and audited statement every year
3. To maintain account records pertaining to construction work.
4. To prepare documents for submission of six monthly and annual audit.
5. To prepare budget estimate of the college under guidance of Principal & vice Principal & HO D/section heads take periodical review of the same.
6. To keep up to date all the requirements & records for submission to Shikshan Shulka Samiti.
7. To verify bills for payment
8. To check the monthly pay sheet
9. To check the cash book daily
10. To file E-TDS returns and to prepare TDS statement and submit to Chartered Accountant.
11. To maintain all statutory books of accounts such. as dead stock registers, ledgers, consumable register.
12. To hold custody of receipt books and vouchers
13. To prepare all the records as required by the statutory auditors and present the same regularly to the statutory auditors. '
14. To control and check the advance register and ensure timely recovery of advances. '
15. To hold one of the duplicate keys of the cash box.
16. To receive record of fees collection from bank counter & maintain its records .
17. To notify & collect dues from students & ensure that all fees are collected in same academic year under guidance of Vice Principal (Administrative).

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18. To reconciliation of bank statement and fees received.
19. To Verifying bills for payment
20. To Maintaining register for advance and ensure timely settlement of the advances. .
To Maintaining of all the files duly numbered updated in all respects.
21. To Preparing of monthly paysheet and payment to parties:
22. To Settlement of journey claims and advances
23. To type all the letters pertaining to section and at the time of emergency typing
other work assigned by Office Supdt. and Officers.
24. To maintain Fee Collection register.
25. To maintain cash book and attest the same by Accountant daily and Principal
26. once in a week. To ensure writing of ledger by the cashier.
27. Follow up with Social Welfare Office for balance fee payment receivable and transactions
with SBI treasury branch for cheque clearance.
28. To receive record of fee collection from bank counter & maintains record.



Prepared by



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Approved by

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