

**BHARAT VIKAS PARIDHAD-NORTH REGION**

**INSPECTION/VERIFICATION**

**NAME OF PRANT:**

**FINANCIAL YEAR:**

**CHECK LIST FOR INSPECTION**

1. FINANCIAL STATEMENTS-CHECK ALL COMPLETE
2. ANY QUALIFICATIONS MADE BY AUDITOR
3. CHECK AND TICK ALL VOUCHERS
4. CHECK BANK STATEMENTS WITH BANK RECONCILIATIONS,IF ANY
5. BOOKS OF ACCOUNTS MAINTAINED BY PRANT-MANUAL OR COMPUTERISED
6. CHECK ALL ASSETS AND LIABILITIES AS PER BALANCE SHEETS

7. CHECK AND TICK ALL RECEIPTS ISSUED

8. CHECK MINUTES BOOK

9. ANY TRUST WORKING UNDER DIRECT PRANT

10. NUMBER AND NAME OF BRANCHES

11. NAME OF BRANCHES SUBMITTED FINANCIAL STATEMENT FOR THE YEAR

12. NAME OF TRUSTS WORKING UNDER BRANCHES WITH NAME AND LOCATION OF BRANCH

13. PERMANENT PROJECTS WORKING IN PRANT

14. BITCO FORMS SUBMITTED BY BRANCHES

15. MEMBERSHIP UPDATION BY BRANCHES

16. BRANCHES HAVING NO BANK ACCOUNT