

# PAWAN AGARWAL

## CHARTERED ACCOUNTANTS

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### AUDIT RULES

#### PLEASE FOLLOW WHO HAS TAX AUDIT

1. **No cash payment** for Purchas of Goods & Services above **Rs. 10000** in single Bill in single date
2. **Movement of Goods** to be followed by Proper **Delivery Note and freight** and expenses in book to be debited
3. **The electricity Charges to match our Business turnover**
4. The Petrol exp to match our Vehicle in books
5. Regular cash withdrawal to Meet expenses like salary,labour payments,Conveyance etc
6. Payment of all taxes like trade licence,P tax and other taxes
7. Maintain of proper inventory –Please take note there is no negative Balance
8. Party Confirmation every month
9. Every month Bank updating
10. **TDS Compliance-With payment every month by 7<sup>th</sup> and Filing**

#### Monthly Work

- Bank Updating
- Stock Taking
- Cash Withdrawal
- Party Confirmation
- Suspense Clear

#### APP KO KYA KARNA-----WHAT YOU NEED TO DO

1. **Give Bank statement Regular**
2. **Clear Suspense**
3. **Track you Stock In Hand**
4. **Verify your profit every month**
5. **Verify whether all the expenses is debited**

**[www.pawanagarwal.in](http://www.pawanagarwal.in)**

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