

**A STUDY ON THE ROLE AND FUNCTIONS OF CA.M. JAYA
AUDIT OFFICE, HOSUR**

Report on Internship Training submitted to Periyar University, Salem in partial
fulfilment of requirement for the award of the degree of

BACHELOR OF COMMERCE

Submitted by

NAME: ABINAYA.N

REG NO: C21UG152COM002

Under the guidance of

Mrs.M. Priya, M.Com., M.Phil., B.Ed., PGDCA., (Ph.D.).

Assistant Professor



DEPARTMENT OF COMMERCE

**ST. JOSEPH'S COLLEGE. OF ART'S AND SCIENCE FOR WOMEN,
HOSUR**

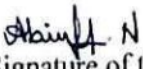
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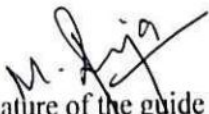
JULY 2023

PERIYAR UNIVERSITY

INTERNSHIP TRAINING REPORT FORMAT

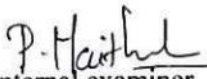
1	Name of the candidate	ABINAYA.N
2	University Examination Registration Number	C21UG152COM002
3	Name of the College	ST. JOSEPHS COLLEGE OF ARTS AND SCIENCE FOR WOMEN, HOSUR
4	Name of the Department / Degree	Commerce / B. Com
5	Name of the Industry/Institute in which for Internship Training Undergone	CA.M. JAYA
6	Guide/ Supervisor under whom the training undertaken	Mrs.M. Priya, M.Com., M.Phil., B.Ed., PGDCA., (Ph.D.)
7	Title of the Training	A Study on the Role and Functions of CA.M. JAYA Audit office, Hosur
8	Brief output of training (not more than 2 pages) – Attach Annexure – 1	(Enclosed)
9	Conclusion	Secured Practical Knowledge and experience in preparing audit report
10	Outcome of the Training	Knowledge and skills gained through the internship training program can be applied in real life business scenario.


Signature of the
Student


Signature of the guide


Head of the
Department


Principal


Internal examiner

INTERNSHIP REPORT ON AUDIT OFFICE

INTRODUCTION

University is known to be the highest platform for gaining knowledge. It helps to explore the field, a student wants to study and gives an opportunity to take the experience of that practical field. Practical field knowledge is also known as '**Internship Program**' of university. Internship is a very good way for a student to test the way she has chosen for future career. I have always wanted to pursue chartered accountant after completion of my graduation therefore, working in CA. M. JAYA, M. Com, F.C.A has helped me to explore the field before get into it. This internship report gave me an opportunity to observe and perform the audit procedures.

TYPES OF AUDITS FOLLOWED IN AUDIT OFFICE



LEARNINGS

- To verify the evidence of the company, small enterprises, sole trading business and even for bank etc... that includes payments, receipts and bank statement.
- The purchase and sales details of the firm are entered in the software known as tally prime which is used by the audit office to verify the details of the firm.
- The HSN code which was an important item used to identify the products.
- In the purchase and sale bill the invoice number and invoice date were mentioned clearly to help in tracking and managing invoices and to specify when the transaction occurred and when payment is due.

- The tax rate differs according to the purchase and sales of the product. Learnt in brief about the taxation methods which is used during purchase and sales of the product.
- The junior auditor or article ship/trainees enters the company activities such as purchase bill, sales bill and bank statement to know the company daily activity and this process of calculating helps to file GSTR 1, GSTR 2, GSTR 3B which is a filling process after GST registration of the company.
- Format of identifying the GST number is example:33ABCDE1234AF1Z5, where 33 represents the state Tamil Nadu and next 13 digit is the proprietors PAN number in a state. Z is the default alphabet and 1 is the checksum digit.
- A GST return is a document which is filled by the tax consultant which contains the details of all income, sales, expenses, purchase etc., that the GST registered tax payer is the owner of the company has to file with the tax administrative authorities, which helps to calculate net tax liability.

OUTCOMES OF THE INTERSHIP TRAINING

- Preparing accounts seems to be difficult, once if we learnt, it will be interesting.
- Auditing involves identifying issues and fraud, I developed strong problem-solving skills in my internship training.
- Audits often have strict deadlines I have learnt how to manage my time effectively to meet audit timelines.
- I have the opportunity to network with experienced professionals, which can lead to mentorship and potential job opportunities in the future.
- Learnt how to prepare purchase and sale voucher, bank statement to file GSTR-1 returns of the customers.
- Working in an audit office helps me to determine if auditing or related field, such as accounting, finance or risk management, align with me for career interests and goals.

CONCLUSION

Through internship training at CA.M. JAYA, M. Com, F.C.A, Hosur a clear knowledge has been obtained about the various accounting methods used during auditing. I have developed the practical knowledge of purchases, sales, bank statement and GST R1 during the process of training which would definitely help me in the future aspects of my career.

CA. M. JAYA, M.Com FCA,
Chartered Accountant

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jayamunisamy@gmail.com

Ref. :

Dato :

TO WHOM IT MAY CONCERN

This is to certify that Ms.ABINAYA.N (C21UG152COM002), Student of St.Joseph's College of Arts and Science for women Hosur , studying B.COM IIIrd Year has successfully completed 15 days (from 26.06.2023 to 13.07.2023) internship from under the guidance of Ms.CA. M. JAYA.

During the period of her internship program, she had been exposed to different work with respect to accounting for various clients and was found diligent, hardworking and inquisitive. I wish success in her life and career.

Place: Hosur

Date: 13-07-2023



Mjaya
For, CA M/JAYA