

Law (1921) Department.

(Education)

SERIES.

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[Despatch Abstract.]

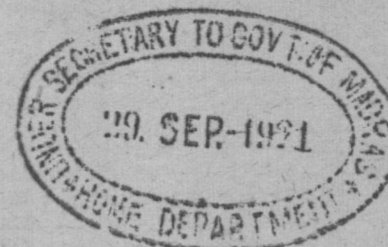
University of Madras.

Accounts of the library - Audit for 1920-21 - communicated

to the Syndicate, University of Madras.

OFFICE OF THE ACCOUNTANT-GENERAL, MADRAS,

Fort St. George, the 28th of September 1921.



No. O.A. 9

ENCLOSURES.

Report on the audit of the Accounts of the Madras University Library for the year 1920-21 by the Assistant Accounts Officer in charge of Outside Audits, Accountant-General's Office, Madras.

1. The Accounts of the Madras University Library were audited and found to be correct.

2. LIBRARY CAPITAL ACCOUNT--Statement A. The account opened on the 1st April 1920 with a balance of Rs 19,400/- in Government Securities and Rs 1,906-3-0 in cash with the Bank. During the year under report, 3½% Government paper of 1854-55 ^{of the} face value of Rs 2,000/- was purchased from out of the cash balance. A sum of Rs 1,000/- was also invested in 5% fixed deposits with the Imperial Bank of India, Madras. The interest realised on Government Securities and fixed deposits amounted to Rs 746-13-0 and Rs 30-12-8 respectively. As usual, the cost of the temporary establishment amounting to Rs 250-2-0 was debited to this account, and, there being no other item of expenditure debitable thereto, the account closed on the 31st March 1921 with a balance of Rs 21,400/- in Government Securities, Rs 1,000/- in 5% fixed deposits and Rs 199-1-6 in cash. These balances agreed with those acknowledged by the Bank.

3. LIBRARY REVENUE ACCOUNT. -Statement B shows the transactions relating to the Library Revenue Account. During the year under report, a net sum of Rs 10,500/- was invested in fixed deposits with the Bank. The receipts of the year included, as usual, the annual contribution of Rs 5,650/- from the University Fee Fund. A total sum of Rs 1,943-10-0 being the amount of interest realised on Government Securities,

fixed

fixed deposits with the Bank, and on the readers' advances deposited in the Post Office Savings Bank Account, was also credited to this account. The other receipts amounted to Rs 81-8-0. An expenditure aggregating Rs 3,540-0-3 was incurred during the year on account of purchase of books and periodicals, honorarium to the stock-verifying officer and on account of other contingencies. The permanent advance of Rs 50/- with the Chairman, Library Committee, has been increased to Rs 100/- to enable the Chairman to meet the frequent demands. Detailed accounts for the expenditure of the advances of £ 100/- each paid to Messrs. Henry Sotheran & Co., London, in the years 1918-19 and 1919-20 for the supply of periodicals to the University Library were produced for audit during the current year. The closing balances of the account on 31st March 1921 consisted of Rs 42,800/- in Government Securities, Rs 10,500/- in fixed deposits with the Bank and Rs 1,716-4-10 in cash (exclusive of Rs 100/- being the permanent advance with the Chairman.) These balances agreed with those acknowledged by the Bank, after allowing for a difference of Rs 41/- due to an uncashed cheque.

4. DEPOSIT ACCOUNT.--Statement C. Prior to the year under report, the transactions of the establishment account of the University Library were being exhibited in this statement, with a view to ascertaining any excess expenditure over the assignment sanctioned by Government from the Fee Fund for meeting Library Establishment charges. But the Syndicate of the Madras ~~XXXX~~ University having been invested with absolute powers of sanction in the matter of fixing the numerical strength of the clerical and menial establishments of the University and their salaries and allowances including leave allowances under G.O.No. 1246 Home (Education), Dated the 26th October 1920, the necessity for appending to this report a statement relating to the library establishment account has ceased to exist. The total charges incurred during the year from the Fee Fund on account of this establishment amounted to Rs 3,228-11-8 against the University Budget grant of Rs 3,600/- for the year 1920-21, and this expenditure will be as

as usual, included in statement A relating to Fee Fund transactions, to be appended to the Audit Report on the University Account for the year 1920-21. From the year under report onwards, statement C will show the transactions relating to the Deposits paid at Rs 20 by each of the readers of the University Library to whom books are temporarily lent. These deposits are intended to cover, partially or wholly, the cost of books lost by readers and are invested in the Savings Bank Account with the Sub Post Office, Egmore. An advance not exceeding Rs 200/- is kept by the Chairman of the Library Committee to meet repayments of deposits from time to time. The year 1920-21 opened with a balance of Rs 3,360-0-3 in Post Office Savings Bank Account and Rs 26-12-0 in cash with the Chairman. A total sum of Rs 1,630-9-10 (Rs 1,540/- as deposits from readers plus Rs 90-9-10 as interest on deposits) was credited to this account during the year under report. The charges on account of repayments of deposits to readers and transfer of interest to the library Revenue Account amounted to Rs 1,277-6-0, so that the account closed on the 31st March 1921 with a balance of Rs 3,700/- in the Post Office Savings Bank Account and Rs 40/- in cash with the Chairman. The number of depositors on the roll on the 31st March 1921 as per deposit register was 187. In order to enforce the regular return of books as far as possible, a system of fines has been introduced with effect from the 1st January 1921, according to which any reader who delays with the return of books lent to him beyond a fortnight from the date of issue is liable to pay to the Library a fine calculated at one anna per book per day for the number of days so delayed. A total sum of Rs 29-14-0 was realised in this way during the year, but the amount was credited to the Library Revenue Account only in the current year 1921-22.

5. At the request of the Chairman, Library Committee, a summary of the receipts and charges of the several accounts is shown in Statement D, which used to contain hitherto only a summary of charges.

6. All the books and periodicals purchased during the year were traced into the registers of books and periodicals respectively.

7. The verification of ~~xxxx~~ the stock of books and periodicals in the Library was made during the year under report by Mr. Mcpherson of the Madras Literary Society. The verification ^{repost} mentions that four books were not traceable and 29 Volumes badly damaged by white ants. It is understood that the Boards of Studies recommended the replacement of only some of the books so damaged. Necessary steps have also been taken for the replacement. Of the four books found missing, one has already been replaced, two are awaiting replacement, while the ~~remaining~~ one relating to medical studies, it appears, is not to be replaced in view of the fact that copies are available in the Madras Medical College Library. The Syndicate decided to have in future Biennial verification of stock instead of an annual one, and, for this purpose, the annual contribution of Rs 100/-, from the University Fee Fund to meet the cost of remuneration to the verifying officer has been changed to a biennial contribution of Rs 200/-... This contribution which is earmarked to meet the remuneration payable to the officer who is deputed to take stock is being only partially spent and the balance is allowed to remain in the Library Fund itself without being re-transferred to the University Fee Fund.

W. J. Davids
Assistant Accounts Officer
In Charge of Outside Audits.

OA. 9. 11237 d. 28. 9. 21

Forwarded to the Secretary to Government, Law (Education) Department.

W. J. Davids
For Accountant-General.

W. J. Davids

A-Statement showing the transactions of the University Library Capital Account for the year ending the 31st March 1921.

Particulars	In Government Securities with the Bank Rs	In 5% fixed deposits with the Bank Rs	In Cash with the Bank Rs a k
Opening balance on the 1 st April 1920	19,400	-	1906 3 -
Receipts during the year 1920-21			-1234 9 2
Purchase of 3 1/2% Government Securities at 1854-55	2,000	-	746 13 -
Interest realized on Government Securities (net)			-1000 - -
Amount transferred from Cash to 5% fixed deposits with the Bank		1,000	30 12 8
Interest realized on fixed deposits			449 3 6
Total	Rs 21,400	1,000	449 3 6
Charges			
Charges of the Temporary Establishment for the year 1920-21			250 2 -
Total			250 2 -
Closing balance on the 31st March 1921	Rs 21,400	1,000	199 1 6

W. J. Davids
28.9.21

W. J. Davids
Asst. Arch. Officer

B. Statement showing the transactions of the University Library Revenue Account for the year ending the 31st March 1921.

Particulars	In Govern- ment securities Rs	In fixed deposits with the Bank Rs	In Cash Rs as to
Opening balance on the 1 st April 1920 with the Bank	42,800	-	8,081 3 1
Do - - - the Chairman as permanent advance	-	-	50 - -
Receipts during the year 1920-21			
University grant from the Govt Fund to the Library towards the cost of books, stock-taking etc.	-	-	5,650 - -
Amount transferred from cash to fixed deposits with the Bank	-	10,500	-10,500 - -
Interest realized on Government securities	-	-	1494 1 -
Do - on fixed deposits with the Bank	-	-	358 15 -
Do - on readers' deposit accounts invested in Post-office	-	-	90 10 -
Sale proceeds of Library catalogues	-	-	21 - -
Miscellaneous recoveries	-	-	- 8 -
An disbursed amount of gratuity sanctioned by the Syndicate from the Govt Fund in favour of late Jee Munnawami of the Library office temporarily credited to the Library Revenue account pending final payment to the legal heirs of the deceased	-	-	60 - -
Total Rs	42,800	10,500	5,306 5 1

Charges	Rs	As to
Cost of books purchased	1318	7 4
Cost of periodicals purchased	763	5 9
Binding charges	454	15 9
Stationery charges	233	3 11
Printing charges	129	11 5
Purchase and Repair of furniture	41	- -
Honorarium paid to Mr. McPherson for verification of stock of books and periodicals in the Library	120	- -
Travelling allowance	156	7 -
Increase of permanent advance with the Chairman from Rs 50/- to Rs 100/-	50	- -
Other miscellaneous charges	273	3 1
Total	3540	- 3

Closing balance on the 31 st March 1921	Rs 42,800	10,500	1716 4 10
Permanent advance in cash with the Chairman	-	-	100 - -
Total Rs	42,800	10,500	1816 4 10
Balance			

(a) In 5% deposits - Rs 10,000
In 4 1/2% deposits 500
Total Rs 10,500

W. J. Daniels
Asst. Arch. Officer.

28.9.21

b. Statement showing the transactions of the
Deposit account opened out of deposits
paid by the readers of the University Library

Particulars	In Savings Bank Account with the Sub Post office Edmore			In Cash with the Chairman, Library Committee		
	Rs a p			Rs a p		
Opening balance on the 1 st April 1920	3,360	-	3	26	12	-
Receipts during the year 1920 - 21						
Deposits at Rs 20/- paid by 77 readers - -				1,540	-	-
Amount transferred from Cash to Post office Savings Bank account - -	800	-	-	800	-	-
Interest realized on deposits	90	9	10			
Total Rs	4,250	10	1	766	12	-
Charges						
Withdrawals for repay- ment of deposits -	460	-	-	726	12	-
Transfer of interest realized from Post office to Library Revenue Account	90	10	-	-	-	-
Total Rs	550	10	-	726	12	-
Balance on the 31 st March 1921	3,700	-	1	40	-	-

D. Summary of Receipts and charges of the Library Accounts for the year 1920-21

Name of Account	Summary of Receipts			Summary of charges		
	Particulars	In Govt. securities Rs	In Cash Rs a P	Particulars	In Cash Rs a P	
1. Library Capital Account	3½% Govt paper of 1854-55	2,000	-	Charges of Temporary Establishment	250	2 -
	Interest realized on Government securities and fixed deposits with the Bank		777 9 8	Cost of 3½% Govt paper 1854-55 for face value of Rs 2,000	1234	9 2
	Total Rs	2,000	777 9 8	Total Rs	1484	11 2
2. Library Revenue Contribution Account from the University Endowment	Interest realized on Govt securities, fixed deposits etc		1,943 10 -	Purchase of books	1,318	1 4
	Sale-proceeds of Library Catalogues		21 -	Purchase of periodicals	763	5 9
	Other miscellaneous receipts		60 8 -	Printing, Stationery and Binding charges	817	15 1
	Total Rs		2,652 8 -	Remuneration for verification of stock of books and periodicals in the University Library	120	- -
			7,675 2 -	Travelling allowance	156	7 -
				Increment of permanent advance with the chairman	50	- -
				Other charges	314	3 -
3. Deposit Account	Deposits paid by 77 readers in all during the year		1,540 -	Total Rs	3,540	- 3
	Interest realized from Savings Bank Account		90 9 10	Repayment of deposits to readers	1,186	12 -
	Total		1,630 9 10	Transfer of interest to Library Revenue Account	90	10 -
				Total Rs	1,277	6 -

28-9-21

W. J. Davis
Lib. Secy.

8 Law (Econ) DEPARTMENT.

University of Madras

Accounts of the
library - Audit for 1920-21

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~~is invited to the remarks~~
~~of the A.C. in paras 4~~
~~and 7 thereof. A.~~

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To

The Registrar, University of Madras

u A. G

4. D. P. I.

11 ~~Publicity officer~~