

Telephone: 8281018999

Navy Children School
Naval Base
Kochi – 682 004

NCS/CA/Audit/B2/1

16 Oct 2024

The President
Institute of Chartered Accountants of India
Ernakulam Chapter
Ernakulam

**REQUEST FOR A PANEL OF STATUTORY AUDITORS FOR
AUDIT OF NAVY CHILDREN SCHOOL FUND**

1. The Navy Children School, Kochi was started in August 1986 by the Indian Navy to provide school education to wards of Naval personnel posted at Kochi. It is a CBSE-affiliated Senior Secondary School, having about 2200 students and 135 staff on its roll, functioning under the aegis of Navy Education Society, New Delhi. The school is being run on a no-profit basis through the fee collected from its students.
2. The school operates and maintains a non-public fund account to run the school named as 'Navy Children School Fund' at Navy Children School, Kochi. For the audit of this school fund which has a corpus of about Rs 15.00 Crore and annual budget of about Rs 12.00 Crore, there is a need to contract the services of a registered Chartered Accountant (CA), having the experience of auditing and preparing balance sheet of similar non-public funds, with following terms and conditions:-
 - (a) To carry out half yearly interim audit (Jan to Jun and Jul to Dec) and annual final audit of the school fund for the financial year (01 Apr to 31 Mar).
 - (b) To prepare receipt and payment accounts, income and expenditure statement, and balance sheet of the school fund.
 - (c) To be present in the meetings of the School Management Committee for approval of the audited documents mentioned at Para 2(b) *ibid*.
 - (d) To prepare and file income tax returns and provide requisite consultancy services on any matter related to the school fund.
 - (e) The present auditor has completed the audit till 30 Jun 24.



3. It is requested that publicity be given amongst the CAs groups, so that Chartered Accountants who are willing to undertake the tasks mentioned at Para 2 ibid can offer their quote . The last date for submission of quotation is 30 Oct 24.
4. The audit fee/ charges for the said tasks also to be indicated, which would be paid within ten days from the date of submission of the bill.
5. It is further requested that this may be accorded PRIORITY.




17/11/24.
Mrs. Ajeena AP
Principal
Navy Children School (Kochi)