

SUMMER INTERNSHIP PROJECT

“A STUDY ON VARIOUS FINANCIAL ACCOUNTING SERVICES ATA & L ASSOCIATES”

Submitted to:

DMSR

**G.S College of Commerce and Economics, Nagpur
(An autonomous Institution)**

Affiliated to:

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Submitted by:

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G.S. COLLEGE COMMERCE & ECONOMICS, NAGPUR

NAAC ACCREDITED “A” GRADE INSTITUTION



ACADEMIC YEAR 2022-23



CERTIFICATE

This is to certify that the investigation describes in this report titled **“A Study on Various Financial Accounting Services Provided at A & L Associates”** has been carried out by **Ms. Nidhi Rakesh Jaiswal** during the summer internship project. The study was done in the organization, **“A & L Associates”**, in partial fulfilment of the requirement for the degree of Master of Business Administration of **R.T.M. Nagpur University, Nagpur.**

This work is the own work of the candidate, complete in all respects and is of sufficiently high standard to warrant its submission to the said degree. The assistance and resources used for this work are duly acknowledged.

Prof. Shubhangi Jepulkar
(Faculty Guide)

Dr. Sonali Gadekar
(MBA Co-ordinator)

A. L. AGRAWAL & ASSOCIATES
CHARTERED ACCOUNTANTS
DURGA SADAN, GURUNANAK WARD
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INTERNSHIP COMPLETION CERTIFICATE

This is to certify that **Miss. NIDHI RAKESH JAISWAL** student of MBA in (finance) at G.S COLLEGE OF COMMERCE AND ECONOMICS, NAGPUR, has successfully completed her 45 days Internship Programme in A. L. AGRAWAL AND ASSOCIATES (From 15th September 2022 to 31st October 2022).

During the period of her internship programme with us she was punctual, hardworking and inquisitive. Her performance exceeded expectations and was able to complete the task successfully on time.

We wish her success in life.

Date : 09.11.2022
Place: Gondia



For A. L. Agrawal & Associates
Chartered Accountants

A handwritten signature in blue ink, appearing to read "Anil L. Agrawal".

(CA Anil L. Agrawal)
Proprietor
Membership No. 043712

ACKNOWLEDGEMENT

It is a matter of pride and privilege for me to have done a summer internship project at “**A & L Associates**” and I am sincerely thankful to them for providing this opportunity to me.

I am thankful to **CA ANIL AGRAWAL** for guiding me throughout this project and continuously encouraging me. It would not have been possible to complete this project without his support.

I am also thankful to all the faculty members of Department of Management Sciences and Research, G.S. College of Commerce and Economics, Nagpur and particularly my mentor “**Prof. Shubhangi Jepulkar**” for helping me during this project.

I'm Thankful to the principal of G.S. College of Commerce and Economics, Nagpur, **Dr. Swati S. Kathaley** and to the Dean of DMSR, **Mr. Anand Kale** and to the Co-ordinator **Dr. Sonali Gadekar**.

Finally, I am grateful to my family and friends for their unending support.

Ms. Nidhi Rakesh Jaiswal

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INDUSTRY PROFILE

A chartered accountant is an internationally recognised financial professional who **manages budgets, auditing, taxes and business strategies for clients**

Accountancy and auditing

From basic bookkeeping to complex financial analysis, accounting is one of your responsibilities. Additionally, you may also work on audits. Given your CA expertise, auditing is one of the most valuable services you provide.

When you run an audit, you go through the accounts within financial statements presented to your clients. You check that they are based on the proper accounting guidelines and represent the actual state of the funds belonging to this client. Auditing is entrusted to CAs because this requires your specialised education, training, judgement and financial skills.

Management consultancy

Chartered accountants are often asked to serve in a consultative role, helping businesses utilise resources efficiently. As a management consultant, you can provide consulting services like:

- Designing, developing and implementing systems for budgetary control and cost accounting, and computer programs for accounting and commercial activities
- Developing Management Information Systems (MIS) and Accounting Information Systems (AIS)
- Consulting on complicated financial matters like international tax laws, collaborations and mergers, along with corporate law
- Evaluating the prospects of new business ventures like expansion, project launches and amalgamations
- Advising management teams on practical organisational skills, such as delegation strategies and planning of work

- Analysing existing systems for operational control, financial planning and resource utilisation and suggesting improvements
- Taking responsibility for the effective use of business capital and making sure that working capital has an effective return in terms of productivity
- Helping with decisions on matters like product ranges and pricing
- Assisting in interactions with government bodies
- Serving as registrars on matters of share transfers and other securities

Tax management

Businesses, individual clients and other institutions often need a chartered accountant's extensive knowledge and expertise when dealing with taxation. As a CA, you have extensive training on the various statutory taxes. Your clients need the services of someone who has a clear understanding of current tax information.

Tax assessment is an integral part of finance management. Chartered accountants help clients file their tax returns, represent their clients in interactions with income tax authorities and generally provide advice on all tax-related matters.

Cost accountancy

As a CA, your training means that you can offer professional advice to companies on matters related to production. Whether the company provides a product or a service, your guidance can help them calculate the production costs accurately during various stages of operation. You can guide the management team with cost control strategies and the right selling price for their products or services.

Settlements and estates

You might serve as executor of a will or trust to administrate a settlement or an estate. In a role like this, you may work closely with a solicitor or lawyer. Sometimes, a solicitor or lawyer working on trust or estate settlements might bring you in to assist with the accounting side of the work.

Serving on boards of directors

Most companies understand and value the advantages of having a chartered accountant occupy a seat on their board of directors. CAs with years of experience are often chosen for this role. Once you have built some experience in senior positions within the industry, you could be asked to serve as the director of a company.

Serving as secretary of an organisation

Well-structured companies may prefer to hire a CA in the role of secretary among the management. Often, groups of companies may also choose to appoint you in a secretarial role. Your main responsibility is to assist the board of directors in areas like finance, administration, accounting, and taxation.

Arbitration duties

You may also play the part of an arbitrator in issues of dispute settlement. For example, if a business fails and declares bankruptcy, you can help prepare statements of affairs. You can also serve as a company's trustee in case of bankruptcy or under a deed of arrangement.

Investigative duties

Your expertise can be a valuable asset to companies that want a clear picture of their financial position. For instance, companies may want to perform investigative duties when:

- Selling a business
- Acquiring a business
- Finding new financial opportunities for a business

Companies may also hire you to boost efficiency within management or analyse why profits are up or down.

COMPANY PROFILE

A.L.AGRAWAL& ASSOCIATES, Chartered Accountants

We are a sole proprietorship, **an unincorporated business that one person owns and manages**. As the business and the owner are not legally separate, it is the simplest form of business structure. It is also known as individual entrepreneurship, sole trader, or simply proprietorship.

The Firm has been set up in 1990 by Anil Agrawal and now his son Ankit Agrawal and he himself both are running it together.They are open minded, highly skilled and motivated professional.

VISION

Our vision is to be the most highly respected professional firm where we seek to build strong and lasting relationships with our clients by providing them quality services which are personalized, reliable and value driven. Where clients will be confident that their interests and business are being cared for by a trusted firm that enjoys working with them and one another. A firm that will offer comprehensive business and tax related services and assist enterprises to tackle complex situations in the fast changing scenarios of business with the power of rightful decision making.

- We will provide a commitment to be cost-effective and to always be continually accessible.
- We will be highly ethical and professional.
- We will be known for our committed, wholehearted and professional support for organisations working in the charitable and voluntary sectors and those companies and individuals closely associated with them.
- We will aim to grow by approximately 15% per year so that growth is controlled and qualitative.
- We will be conscious of our environmental responsibilities and try to minimise our negative impact on the environment and reduce carbon emission.

- We will support our community.
- We will be proactive.
- We will only work with clients that we enjoy working with and where we can bring added value.
- Our service will be of the highest of quality.

MISSION

- We will provide businesses, entrepreneurs and individuals with the highest quality accounting, auditing, tax planning and business advisory services delivered in a timely, efficient and innovative manner by a professional team that clearly enjoys working together to exceed their clients' needs and expectations.
- We will provide intelligent, dynamic and practical advice to our clients, to help them to attain their full potential, improve the profitability of their business and to meet the challenges of the business and economic world.
- We will aim to add value to the community.
- We will predominantly work with organisations in the charitable and voluntary sectors as partners to help them achieve their desired outcomes.
- We will use our extensive knowledge of law and regulations to help our clients comply in areas of charity and company financial reporting and taxation. Client's expectation will be that we will always get this right.
- We will partner with other like-minded professionals to bring our clients advice and guidance in areas where we are not qualified or experienced.
- We will at all times be mindful of our professional independence and our duty of confidentiality.
- We will embrace an ethical and environmental code which enhances the community in which we work.
- We will be generous.
- We will be clear about our billing policy and fees and leave no areas of doubt about our client's investment in us, their responsibilities and our responsibilities.
- We will strive on building relationships and social networks with clients & colleagues.

VALUES

- Honesty, integrity and ethics in all we do
- Teamwork in an atmosphere of mutual respect
- Employ talented, caring and responsible people
- Develop leaders for the growth and health of our Firm
- Provide an enjoyable work environment
- Give back to the communities we serve



OBJECTIVES OF THE STUDY

- To study the financial performance of A & L Associates.
- To study about various financial accounting services provided at A & L Associates.
- To measure how well the company has deployed its resources.
- To study the overall profitability trend of the A & L Associates.

SCOPE OF THE STUDY

I have been assigned in A & L Associates. That gave me tremendous scope to familiarize with the audit procedure of the organization. Major parts of scope are pointed out below:

- Background of the host organization and also their position
- Audit procedure, which is followed by the organization for performing any audit.

WORK DONE DURING SIP

Chartered accountants work in all fields of business and finance, including auditing, taxation, financial and general management. So in initial days of my internship I was asked to learn some basic things like where to put stamp on audit report and make a folder of it and learnt some basics of Balance Sheet, Trading Account, Ledger, profit & Loss Account.

After that I was asked to read a project report of a micro enterprise. In that project report I got to learn some legal terminologies and understand the same. I had gone through some internal documents of company like Articles of Association and Memorandum of Association and some documents like UDYAM Registration certificate, Maharashtra Pollution Control Board Certificate, Net Worth Report, Technical/financial Appraisal Report, Independent Auditors Report. This project report contains some personal documents of owner i.e; Aadhar card, PAN card, Birth Certificate.

I also did vouching in initial days without which an audit can not be performed. Vouching is verification of entries in the books of account by examination of documentary evidence or vouchers, such as invoices, debit and credit notes, statements, receipts, etc. In simple way the act of examining vouchers is referred to as vouching. Many a times frauds are committed by presenting fake and duplicate invoices so, It is done for authenticity of the transactions as recorded in primary books of account. It also helps in locating missing transactions or unrecorded transactions. Date, amount, name of the person and voucher number should be checked. Sometimes transactions are undertaken for personal reasons, although their payments are made in the name of the company. Such transactions should not be documented in business books. Lastly vouchers that have been checked by the auditor should be invalidated with rubber stamp to prevent them from being presented again.

Later on the actual work had started I started making Balance sheets which is followed by Trading account and Profit and Loss account. Balance Sheet is a written statement showing the amount of money and property that a company has, and how much has been received and paid out. It is a summary of the financial balances of an individual or organisation, whether it be a sole proprietorship, a business partnership, a corporation, private limited company or the other organisation such as government or non-for-profit entity. It provides information on a company's resources (asset) and its sources of capital (equity and liabilities/debt). The balance sheet adheres to the following accounting equation, with assets on one side,

and liabilities plus shareholder equity on the other, balance out: **Assets=Liabilities + Shareholders' Equity**. This formula is intuitive. That's because a company has to pay for all the things it owns (assets) by either borrowing money (taking on liabilities) or taking it from investors (issuing shareholder equity).

A business needs to prepare a trading and profit and loss account first before moving on to the balance sheet. Trading and profit and loss accounts are useful in identifying the gross profit and net profits that a business earns respectively. Trading account is the very first step for preparing profit & loss statement and balance sheet. Direct sales and direct expenses like wages, octroi which are related to production or procurement of a product are taken into account while preparing a Trading account. The closing stock and opening stock are also taken into account to arrive at the gross profit/loss. The gross profit or loss can be determined only from the trading account.

The formulae for calculating gross profit are as follows:

Gross profit = Net sales – Cost of goods sold

Where,

Net sales = Gross sales of the business minus sales returns, discounts and allowances.

The trading account considers only the direct expenses and direct revenues while calculating gross profit. This account is mainly prepared to understand the profit earned by the business on the purchase of goods.

Items that are seen in the debit side include purchases, opening stock and direct expenses while credit side includes closing stock and sales.

The profit and loss (P&L) statement is a **financial statement that summarizes the revenues, costs, and expenses incurred during a specified period**. The P&L statement is one of three financial statements that every public company issues quarterly and annually, along with the balance sheet and the cash flow statement. A profit and loss account will include your credit (which includes turnover and other income) and deduct your debits (which include allowances, cost of sales and overheads). These are used to find your bottom line figure – either your net profit or your net loss.

Profit and loss account gets initiated by entering the gross loss on the debit side or gross profit on the credit side. This value is obtained from the balance which is carried down from the Trading account.

A business will incur many other expenses in addition to the direct expenses. These expenses are deducted from the profit or are added to gross loss and the resulting value thus obtained will be net profit or net loss.

The examples of expenses that can be included in a Profit and Loss Account are:

1. Sales Tax
2. Maintenance
3. Depreciation
4. Administrative Expense
5. Selling and Distribution Expense
6. Provisions
7. Freight and carriage on sales
8. Wages and Salaries

These appear in the debit side of Profit and Loss Account while Commission received, Discount received, profit obtained on sale of assets appears on the credit side.

Net profit can be determined by deducting business expenses from the gross profit and adding other incomes obtained

Net profit = Gross profit – Expenses + Other income

Name of the Entity

Balance Sheet as on 31st March, _____

Liabilities	Amount	Assets	Amount
Current Liabilities		Current Assets	
Trade Creditors		Cash in hand	
Bills Payable		Cash at Bank	
Outstanding Expenses		Inventories	
Advance/Unearned Incomes		Bills payable	
Short term loans		Sundry Debtors	
		Prepaid Expenses	
Non-Current Liabilities		Accrued Incomes	
long terms loans			
Debentures		Fixed/Non-Current Assets	
		Building	
Capital		Land	
Add: Net profit		Plant & machine	
interest on Capital		Furniture & fixture	
Less: Drawings		Goodwill	
Net Loss			

TRADING ACCOUNT

Trading Account			
(For the year ended...)			
Dr.			Cr.
Particulars	Amount	Particulars	Amount
To Opening stock	Xxx	By Sales	xxx
To Purchases	xxx	Less: Return Inwards	(xxx)
Less: Return Outwards	(xxx)	By Closing stock	Xxx
To Wages	Xxx	By Gross Loss	Xxx
To Carriage Inwards	Xxx		
To Freight Inwards/cartage	Xxx		
To Gross Profit c/d	Xxx		
	xxx		xxx

PROFIT & LOSS ACCOUNT

Format of Profit and Loss Account

Profit and Loss Account			
(For the period ended)			
Dr.			Cr.
Particulars	Amount	Particulars	Amount
To Gross loss b/d		By Gross profit b/d	
To Salaries		By Interest received	
To Rent		By Commission received	
To Commission		By Discount received	
To Advertisements			
To Bad debts			
To Discount			
To Net profit transferred to Capital Account		To Net loss transferred to Capital Account	
Total		Total	

Work done Summary:

1stWeek:

In the Initial days of internship, I learn some basic things like

- Where to put stamp on audit report and
- make a folder of it and
- Leant some basics of Balance Sheet, Trading Account, Ledger, Profit & Loss Account.

2nd Week:

- Read Some project report of a micro enterprises.
- Gone through some internal document of company like Articles Of Association and Memorandum of Association and
- Some documents like UDYAM Registration certificate, Maharashtra Pollution Control Board Certificate, Net Worth Report, Technical/financial Appraisal Report, Independent Auditors Report.

3rd Week:

- Did vouching
- Learn how to find some missing transactions.
- Learn how to identify fake and duplicate invoices.

4th Week:

- Learn format of balance sheet
- Studied about different assets and liabilities of different companies
- Started making basic balance sheet which is followed by Trading account and profit and loss account.

5th Week:

- Learn different formulas
- Studied about various entries of profit and loss and trading account
- Learn how to make company's project report.

6th Week:

- Learn how to generate UDIN.
- Learn how to interact with Co-workers.
- Learn how to file GST return

FUNCTIONAL LEARNING

There were many functional learning during the internship like audit, communication skills, accounting, auditing standards, enhanced maintaining Microsoft office excel sheets.

1. AUDIT:-it's highly likely that the day I join my internship, I had been sent out for the first phase of an audit called as Vouching.

Audit As an intern, I had been sent to different companies for audit. Right from basic vouching to giving the right opinion on the Financial Statements, auditing involves all of these. Understand and learn how to apply the Standards of Auditing in real life.

2. COMMUNICATION SKILLS:- Office Ethics and Communication Skills We get to learn about the office culture, how to dress professionally, how to interact with clients, etc. The interaction can be face to face, or telephonic. We get this experience from the internship period itself.

3. ACCOUNTING:- Accounting is the process of measuring, processing, and sharing financial and other information about business and corporations. It is the system of recording and summarizing business and financial transactions and analysing, verifying, and reporting the results.

5. AUDITING STANDARDS:- Accounting Standards provide minimum guidance for the auditor that helps determine the extent of audit steps and procedures that should be applied to fulfil the audit objective. They are the criteria or yardsticks against which the quality of the audit results are evaluated.

6. MICROSOFT OFFICE EXCEL:- During my internship i was supposed to make balance sheet, profit & loss statement, trading account, depreciation chart and quantity chart. All this work had to be done on excel. Because of these i learned to run excel.

7. PROJECT REPORTS :- In starting days i had asked to work on project report. A project report is a document providing detail on the project's overall status or specific aspects of its performance. It contains data based on economic, financial, technical, managerial or production aspects.

8. BALANCE SHEET:-A balance sheet is a **financial statement that reports a company's assets, liabilities, and shareholder equity**. The balance sheet is one of the three core financial statements that are used to evaluate a business.

9. PROFIT & LOSS :- A profit and loss statement, also known as an income statement or a P and L statement, is a financial report that shows **a business's net income by subtracting total costs and expenses from total income and revenue**.

10. TRADING ACCOUNT:- A trading account can be **any investment account containing securities, cash or other holdings**. The trading account is distributed in two parts mainly debit and credit. The debit part indicates direct expenses and the credit part is direct incomes. The direct expenses include costs spent by the organization; the expenses include fuel, power, freight, insurance, carriage inward, consumption of stores, etc.

BEHAVIOURAL LEARNING

Punctuality

Punctuality refers to the habit of a human being completing their task on time. It is an etiquette which encourages us to complete our work in a timely fashion. It also makes us realize the importance of time. A person who is punctual will always know how to respect their time and others as well. And for an intern, punctuality is very important because it displays reliability, trustworthiness, commitment and discipline .During the internship I learnt punctuality in many ways, as an intern reaching office timely to completing the work in the given deadline.

Professionalism

Professionalism is the skill, good judgment, and polite behaviour that is expected from a person who is trained to do a job well. This goes beyond what an ordinary person would have or behaving in a more formal or business-like manner.

The eight core characteristics of professionalism are Competence, Knowledge, Conscientiousness, Integrity, Respect, Emotional intelligence, appropriateness, and confidence. I was taught by my superiors to respect each and every employee of institute.

Handling Responsibility

Whatever work we do, we have some or the other responsibility in it to handle. During the internship dealing with stamping on audit report, make sure that it is kept in proper place, make sure that it is signed by proprietor, preparation of balance sheet, profit and loss account, trading account and make sure that it is prepared on right time was my responsibility . As an intern or employee we don't have responsibilities only towards our work, it is also towards our workplace. Like if we are using any gadgets provided by the institute we should be responsible towards it also.

Interacting with co-workers

It is essential for an individual to behave in a socially acceptable way. Etiquette helps an individual to be different and stand apart from the crowd. One needs to be serious and a little sensible at the workplace. An individual can't behave the same way at office as he behaves at home. People who lack etiquette are never taken seriously by their fellow workers. An

individual all alone finds it difficult to survive at the workplace. One needs to be a good team player to make his mark at the workplace. He needs to interact with his fellow workers and share ideas to reach to better solutions. Employees must work in unison for faster and effective results. It is essential to maintain healthy relationships with fellow workers as an individual spends his maximum time at the workplace. Here are some dos and don'ts while interacting with co-workers:

Respect your fellow workers. Misbehaving with colleagues spoils the ambience and leads to negativity all around. Treat all co-workers as one irrespective of their race, caste, nationality, designation etc.

Be cordial to all. Greet everyone with a smile. It is bad manners to make faces at others. Learn to be a little more adjusting. Things don't always go your way. Do not take things to heart.

Help your colleagues in whatever way you can. Never give them any wrong suggestions. You will like your job more if you have a friend at the workplace.

Be polite to your fellow workers. If someone shouts on you, never shout back on him. Don't do what others do. You will not become small if you say "sorry".

Maintaining EQ: Too much of friendship at the workplace is bad. Being emotional at work is harmful. The other person might take undue advantage of your generous attitude.

Respond not React: Never overreact. It pays to be calm and composed at the workplace.

Unbiasedness : Avoid taking sides at the workplace. Don't ask for personal favours from any of your fellow workers.

Avoid being rude to anyone. You never know when you might need any of your fellow workers. Never lash out at others under pressure.

Never interfere in your colleague's work. It is bad manners to open anyone else's envelopes or check fellow worker's emails. Respect your colleague's privacy. Do not peep into anyone else's cubicles. Knock before entering your boss's cabin.

Never make fun of any one at the workplace.

It is bad manners to overhear anyone else's conversation.

Avoid criticizing others. One needs to be flexible at the workplace. Being rigid spoils relationships.

OBSERVATIONS

Initially as I started my Internship I was not confident enough to take responsibilities. How to do vouching, stamping on audit report as it was my job in initial days to make sure all this work had done on or before time. How to deal with the situation where pressure is on me to complete my work on time. Later on as my Supervisor guided me with all the rules and regulations. We need to tackle the situation accordingly and handle the situation.

- I had observed that the company is growing very fast because of its services which they provide.
- The services which are provided by the company to the clients are very quick.
- Company currently working for many rice mills. And the working is immensely good.
- Company not only deals in Gondia but also with nearby cities and villages.
- Company treats all the interns with extra care and attention.
- We gave full satisfaction to those clients who are collaborating with us.
- The environment of working there was very polite.
- All the team leaders always help to new interns.
- They give opportunity to every intern who performs well for work in core team.
- Other employees were also helpful.
- Every single employ was very punctual at their work.
- I had observed that if we did not understand our work, then our supervisor himself used to explain.

SUGGESTION

1. Would like to suggest the company to schedule regular check-ins.
2. Would also like the organization to expand its venture as it will be helpful for other people as well.
3. Would like the company to open its branches in other cities.
4. Would like to suggest that they should work on their company portal or website.
5. Also they should have to expand their work digitally and adapt new technologies

CONCLUSION

- After working on this project it's my immense pleasure to say that it has been most beneficial to me as it gave a lot of knowledge about the finance.
- As internship is a bridge between theoretical knowledge and practical knowledge in review this internship has been an excellent and rewarding experience.
- I have been able to meet and connect with so many people that I am sure will be able to help me with opportunities in the future.
- As an internee of A & L Associates, I have truly enjoyed my internship. I am confident that this 45 days internship at A & L Associates will definitely help me to realize my career in the job market.

BIBLIOGRAPHY

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ANNEXURE

Summer Internship – Student's Bi- Weekly Report

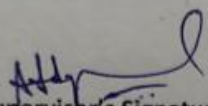
Weeks :

Tasks Performed :

Vouching, Non-Audited Balance sheet Preparation, Ledger scrutiny, Audited Balance sheet Preparation, Gone through the Project Report for Subsidy.

Remarks of Supervisor:

The intern is a very sincere girl and disciplined.


Supervisor's Signature

Summer Internship - Student Weekly Report Summary

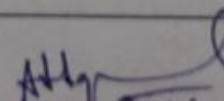
Weeks :

Tasks Performed :

Vouching, Audited Balance sheet Preparation, GST filing, Audit Report

Remarks of Supervisor :

She did the Balance sheet preparation work and learnt the procedure of the same. She was punctual as well.


Supervisor's Signature