INDO-US SCIENCE AND TECHNOLOGY FORUM (IUSSTF)

12, Fulbright House, Hailey Road, New Delhi – 110001

SCOPE OF WORK FOR THE STATUTORY AUDITOR OF IUSSTF

BACKGROUND

The Indo-US Science & Technology Forum (IUSSTF) www.iusstf.org; established under an agreement between the Government of India and the United States of America in March 2000, is an autonomous, bilateral organisation jointly funded by both governments that promotes science, technology, engineering and biomedical research and innovation through substantive interaction among government, academia and industry. IUSSTF is established under the Indian Societies Registration Act, 1860.

SELECTION OF AUDITOR

As per the IUSSTF Bye-laws clause no. 6.3 (c) & (d) Accounts and Audit: The Executive Director shall get the annual accounts for each Financial Year compiled as soon as possible after the accounts are closed, but not later than 30th September of the following financial year. The financial set will be required for - IUSSTF Core, USISTEF, IUSSTF-EMP, FCRA and Consolidated, showing:

(a) Receipt and Payment Account.
(b) Income and Expenditure Account.
(c) Balance Sheet.

The accounts of IUSSTF shall be audited annually by a Chartered Accountant firm as defined in the Chartered Accountants Act 1949 (Act XXXVIII of 1949) appointed by the Governing Body as per the provisions of Rule 7 of the Rules.

As per our guidelines, IUSSTF selects the Statutory Auditors to Audit the Financial Statements of IUSSTF from the empanelled list registered in the Comptroller and Auditor General of India (CAG) panel.

Experience of statutory audit of –

- Binational entities
- Multinational not for profit societies, trusts or Section 8 companies
- Government established autonomous bodies
- Projects funded by multilateral agencies, World Bank, UN, Government funded autonomous bodies

OBJECTIVES

The Objective of the statutory audit is to seek a professional opinion on the financial statements of Indo-US Science & Technology Forum (IUSSTF) and to ensure that funds received and expenditure incurred are in accordance with the laid down financial regulations and other orders issued from time to time, as well as to ensure proper maintenance of books of accounts and other relevant documents at all levels.

SCOPE OF STATUTORY AUDIT

Besides the necessity for exercising utmost care and diligence while auditing the books of accounts to report on true and fair presentation of financial statements, auditors shall exercise additional checks as under and bring out significant findings in his report to the Governing Board members of IUSSTF. Auditors shall ensure absolute independence and strictly adhere to the guidelines of Institute of Chartered Accountants of India (ICAI) to avoid any conflict of situation which may influence the nature of reporting.

The major areas to be covered are as under:

1. **Statutory Audit to cover the following aspects:**
   (A) Adequacy and effectiveness of financial and operational controls;
   (B) Level of compliance with appropriate Accounting Standards and Guidelines.
   (C) Reliability of accounting systems, data and financial reports;
   (D) Verification of assets and liabilities;
   (E) Verification of investments made and evaluation of evidence available in support of such investments.
   (F) Verification of utilization certificate for assisted programs.
   (G) Necessary supporting documents, records and accounts have been kept in respect of the transactions entered in the books of accounts to present a true and fair view of the working results and financial statements of IUSSTF.
   (H) Assure proper records for the maintenance of the Assets of IUSSTF
   (I) Physical verification of cash and bank balances
   (J) Evaluate adequacy of internal audit and internal control systems.
   (K) Examine the utilisation of Funds as per the mandate of the program/ stakeholders
   (L) Issue Audit report as per the provisions of Section 12A and 10(23C) (iv) of the Income Tax Act, 1961.
   (M) Executive session with IUSSTF-Financial Review Committee
   (N) Internal Financial Control Report.
   (O) FCRA Audit compliance as per the FCRA Act.

2. **Reporting of Management's Discussion and Analysis:**
   The Statutory Auditor so appointed would be required to report/express any weaknesses in the financial reporting system, control system or any other matter he would like to bring to the notice of the IUSSTF management that are important for the management to consider and take necessary action for improvement of the financial reporting and control system.

Before finalization of audit, Draft Statutory Auditor's Report and Financial statements shall be placed before the IUSSTF Financial Review Committee (FRC). After the FRC reviews, comments and addresses the concerns, if any, raised by the FRC the audit report and financial statements would be finalized for presentation to the IUSSTF Board for its approval and for submission to statutory authorities as part of the statutory/regulatory requirements.