SHRI VISHNU COLLEGE OF PHARMACY

Vishnupur, Bhimavaram – 534 202 (Autonomous)

FINANCE COMMITTEE MEETING – NOTICE

DATE: 17-11-2022

It is proposed to conduct a Finance Committee meeting for the Financial Year 2022-23 on 19-11-2022 at 2.00 p.m. in the Placement Cell. All members are requested to attend the meeting.

AGENDA

Items for Discussion

9. 1 Review and approval of the proposed annual budget for 2022-23.
10. 2. Discussion on capital expenditure and equipment requirements.
11. 3. Review of departmental operating expenditure, including unbudgeted requirements.
12. 4. Review of external audit observations and compliance, where applicable.

Thanking you,

K. S. Murthy

Principal

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MINUTES OF THE FINANCE COMMITTEE MEETING – 19-11-2022

DATE: 21-11-2022

Financial Year: 2022-23

Members Present

S. No.	Name	Position
1	Dr. K. S. Nataraj, Professor	Chairman
2	Mr. S. S. S. Varma	Member
3	Dr. P. V. Swamy, Professor	Member
4	Mr. Ch. Rajashekar	Finance Officer

The meeting commenced with introductory remarks by the Chairman. The agenda items were taken up for discussion by the committee.

Resolutions / Proceedings

1. Proposed annual budget for 2022-23

The proposed annual budget and departmental requirements were presented and discussed. The committee recommended the allocations for approval through the institutional process, with expenditure to be monitored against sanctioned limits.

2. Capital expenditure and equipment

The committee considered the proposed capital expenditure and equipment requirements. Procurement was recommended to be prioritised according to academic, laboratory and operational needs and processed in line with institutional p rocedures.

3. Operating and unbudgeted expenditure

Operating expenditure and reported unbudgeted requirements were reviewed. The committee advised that unbudgeted expenditure should be justified, documented and processed only with appropriate approval.

4. External audit observations

The status of external audit observations and related compliance was discussed to the extent of the records placed before the committee. The Finance Office was advised to maintain supporting records and follow up on pending comp liance points.

Principal

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Copy to all Finance Committee members