



Cooperative Education Report

Audit Practices at S.K. Agrawal & co.

Written by

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**This Report Submitted in Partial Fulfillment of the
Requirements for Cooperative Education
Faculty of Business Administration
Academic Semester 1/2020
Siam University**

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We have approved this cooperative report as a partial fulfillment of the cooperative education program semester 1/2020

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Project Title: Audit Practices at S.K. Agrawal & Co.

Credits: 6

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Degree: Bachelor of Business Administration

Major: Finance and Banking

Faculty: Business Administration

Semester / Academic year: 2/2020

Abstract

This Cooperative Report entitled "Audit Practices at S.K. Agrawal & co." is a report based on the learning and findings during the internship tenure. This report is prepared on the basis of information gathered during the training programs in the firm. I was assigned to work as an audit assistant intern in an audit firm.

Objectives of the internship includes: (1) to have an overall idea about external audit (2) to gain practical knowledge and experience on how auditors perform an audit and how auditing work is performed in companies (3) to identify the type of documents required to make an audit report (4) to compare theoretical knowledge with my practical experience (5) to learn book keeping practices. The main responsibilities were to learn about the auditing process in different sector of an organization, vouching, verification, preparing vat returns and working papers. This report reflects the various tasks carried out during internship, experiences, problems encountered during the internship, learning and knowledge gained, limitations I have faced and self- assessment as a future professional.

Upon the completion of the internship, it was found that problems I faced was resolved by self-learning, reviewing and feedbacks from my job supervisor and colleagues.

Keywords: Auditing process, External audit, Book keeping, Audit report.

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Acknowledgement

I would like to express my sincere gratitude towards Siam University and KCM for including internship program in IBBA course and for giving me an opportunity to explore my abilities via this internship program. This internship program has given a platform to work and to explore the practical implication of our course.

I would like to record my sincere appreciation and gratitude towards my job supervisor and all the employees of S.K. Agrawal & co., Birtamode, Jhapa, who accepted me as an intern and without whose kind assistance, my internship program would not have succeeded. With their constant support I have been able to learn many things in audit and about the organization as well.

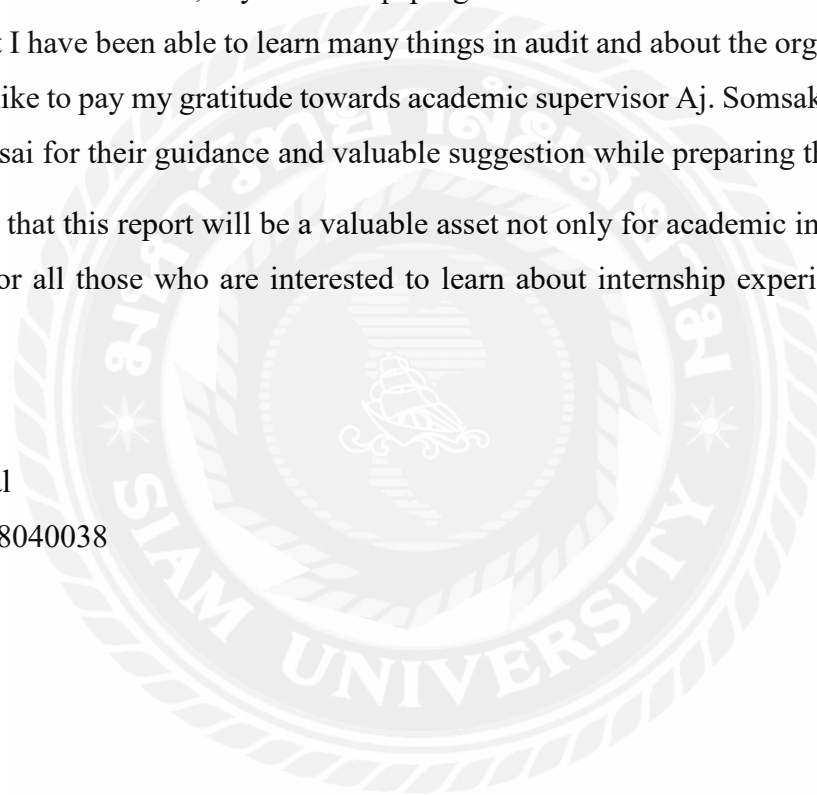
I would like to pay my gratitude towards academic supervisor Aj. Somsak Nontaganok and Mr. Dhabup Prasai for their guidance and valuable suggestion while preparing this report.

I believe that this report will be a valuable asset not only for academic institution, but will also be useful for all those who are interested to learn about internship experiences in auditing firm.

Sincerely,

Reeyekta Khanal

Student ID: 6008040038



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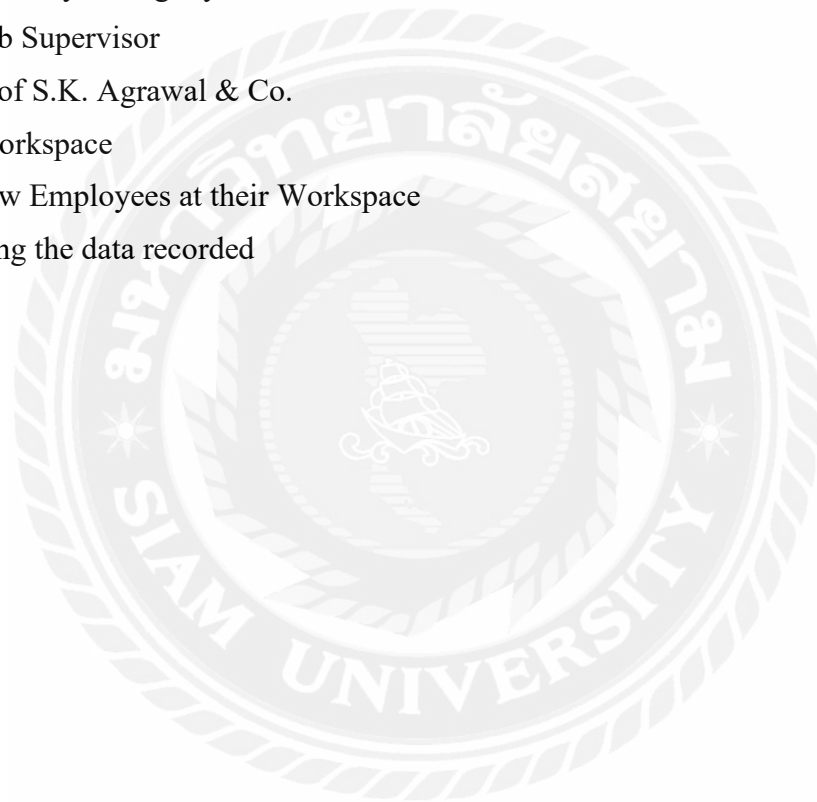
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List of Abbreviations

CA: Chartered Accountant

IBBA: International Bachelor's in Business Administration

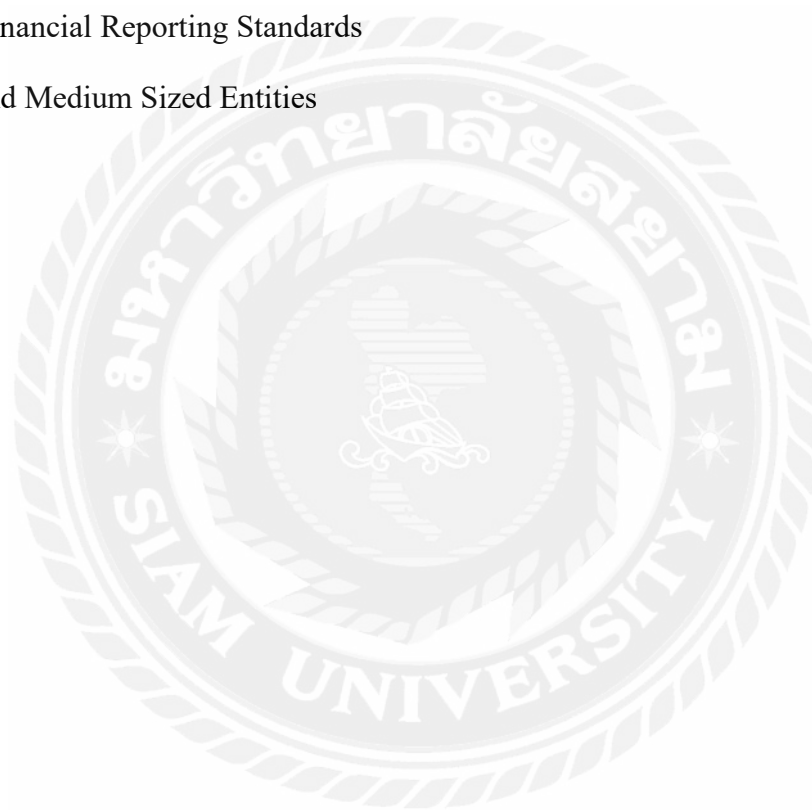
ICAN: The Institute of Chartered Accountants of Nepal

KCM: Kathmandu College of Management

NAS: Nepal Accounting Standard

NFRS: Nepal Financial Reporting Standards

SMEs: Small and Medium Sized Entities



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Chapter 1: Introduction

1.1 Company Profile

S.K. Agrawal & Co. was established in 2054 BS (1998 AD) and is a sole proprietorship firm. The firm is located at Birtamode, Jhapa. Twelve employees work under the proprietor. The firm is registered with ICAN institute and its ICAN C/P No. is 98. They don't have any branches.

The firm provides audit and consulting services to its clients. S.K. Agrawal & Co. is not limited to a specific sector. They work for all areas of the organization: both publicly and privately owned businesses, be it manufacturing, trading, financial, governmental, non-governmental, hotels, factories, NGOs, INGOs, and other sectors. Currently, they have stopped working for public companies and are focusing on private companies. The firm specializes in providing audit service and internal control system development, financial controller in consulting service.

1.1.1 Mission of the company

CA Sushil Kumar Agrawal commented that “the mission of S.K. Agrawal & Co. is to provide complete and reliable auditing and consulting services to its clients” (Agrawal, 2020).

1.1.2 Vision of the company

CA Sushil Kumar Agrawal commented that “the vision of S.K. Agrawal & Co. is to become a leading auditing and accounting firm in Jhapa district” (Agrawal, 2020). They value building client relationships as they want to earn long-term client loyalty by developing each client's business and personal goals.

1.2 Organizational Structure

The firm has 12 employees that include 3 Indian Chartered Accountant interns, who have been working in the firm for at least a year as they are pursuing CA license of Nepal, 3 MBA graduates, 4 bachelors, and 2 student interns.

There is nothing of the sort as departments and divisions. The entire organization can be viewed as a solitary department and the work processes are done through the creation of the teams for specific work. The size and duration of the team depend on the specialization of each employee and the requirement of the clients. The orders and decisions flow from the proprietor, who is a Chartered Accountant himself.

1.2.1 Diagram of the organizational structure

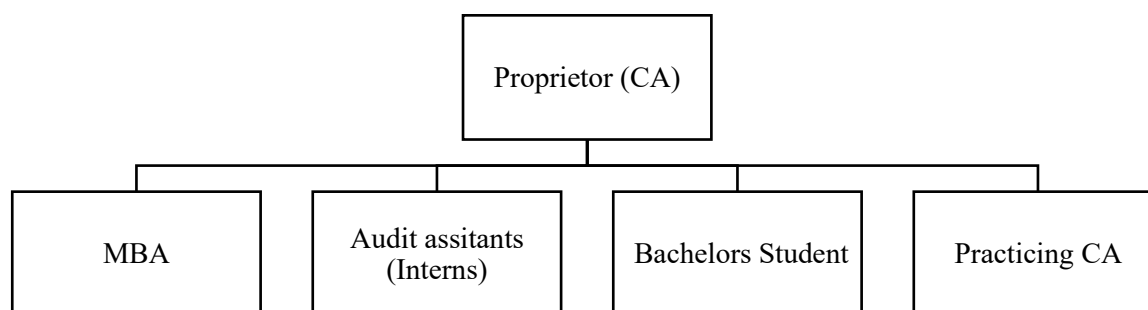


Figure 1: Organizational Structure

1.2.2 My Job Position

I was appointed as an audit assistant during my internship at S.K. Agrawal & Co. I worked under the supervision of CA. Sushil Kr. Agrawal. As an intern, I needed to deal with vouching, verification, preparing working papers, and filing e-returns for taxation purposes. My responsibility was to learn about the auditing process in different sectors of an organization. All the activities that I performed during my internship program were a part of the various services offered by the organization to its customers.

1.2.3 Job Position and Placement Details

Table 1: Job Position and Placement Details

Job Position	Audit Assistant (Intern)
Working Hours	10:00 AM to 5:00 PM
Working duration	17 weeks
Name and Designation of internship supervisor	CA Sushil Kumar Agrawal, Proprietor

1.3 Intention and motivation to join the company

I chose S.K. Agrawal & Co. as I wanted to accomplish something different, something that is not restricted to a single sector. I have had a keen interest in working in an audit firm and wanted to have general ideas on audit firms and their activities. I worked at C.M. Khanal & Co. during my previous internship and could not learn much since it was just a two months internship. In this way, I joined S.K. Agrawal & Co. to strengthen my knowledge about the auditing process. I also

wanted to gain practical experience in auditing and accounting and wanted to relate theoretical knowledge with my practical knowledge.

I wanted to get exposed to the real world of accounting and the best place to receive firsthand experience is in an audit firm. I wanted to realize how organizations work on the accounting part and how they are associated with the growth and development of business activities. I additionally wanted to increase my communication skills by interacting with colleagues to help me in my future occupation places as I have been intending to work in an audit firm for few years.

1.4 Strategic analysis of S.K. Agrawal & Co.

Strength

a. Skilled workforce

The employees are required to have computer skills particularly MS Excel, MS word, accounting skills, typing skills when working in an audit firm. They ought to have these abilities so that there can be good co-ordination of work. If they are unskilled then they will have to be taught from the base which gets troublesome during the year ends.

b. Teamwork

The employees in an audit firm need to work in a team. Since there are no divisions as per their specialization, employees work under every category like preparing audit reports, verification, vouching, and so on. Thus, if an employee is preparing an audit report, he will have to gather information from other fellow employees. For this assignment, teamwork is needed.

Weakness

a. Unskilled

If the employees working in an audit firm are unskilled, they will in general commit errors during verifications, likewise while checking the reports and files.

b. Lateness in work

There were 1-2 employees who used to check in late for work which happened regularly. Sometimes being late to work keeps the clients waiting as they look for specific employees depending upon their team.

Opportunities

a. Use of data analytic tools

This helps audit firms understand their clients in a better way.

Threats

a. Legal cases

If the firm does not work on its audit report appropriately as per the information provided to them by the government, the company may be charged by the organization for not completing their work accurately.

b. Formats being changed

If the formats are changed, it will get difficult for the employees to work in the new format as they are unaccustomed to working on the new layout. They may commit errors due to their lack of knowledge in few things that changed in the format.

c. Loss of key staffs and inability to replace them

If the company's key staff resign from the firm, then it gets hard to replace them. Regardless of whether they hire a new employee, they will have to train the newbie from the base. Training someone again makes it difficult for the firm to submit the reports on time as the new employee will have a long way to go and it will require some time to get familiar with the skills and become accustomed to the new working environment in the firm.

1.5 Objectives of the study

The objective of the study includes the following:

- a) To have an overall idea about the external audit.
- b) To gain practical knowledge and experience on how auditors perform an audit and how audit work is performed in companies.
- c) To identify the type of documents required to make an audit report.
- d) To compare theoretical knowledge with my practical experience.
- e) To learn bookkeeping practices.

Chapter 2: Co-op Study Activities

2.1 My Job Descriptions

Following were the tasks and responsibilities assigned to me during the internship:

- a) Vouching purchase bills & sales bills with purchase and sales register- Checking transaction bills with the register. Vouching is the act of checking evidential documents to find out errors and frauds and to see if the document supports the amount of a sale and purchase recorded in the sales and purchase journal.
- b) Record the data from the sales and purchase register in the excel sheet and sort them. I also had to check the total amount calculated in the register.
- c) Verification of debtors and creditors with their sales and purchase transactions.
- d) Providing assistance to my supervisor and other assistant auditors to complete audits within the preset deadline. Finding backup materials in support of the audit findings, conclusions, opinions, and comments, from which the audit report is prepared.
- e) Preparation of VAT returns – This is done at the end of each month or quarter, since I was an intern, I could file a vat return for few companies.
- f) Visiting the client's warehouse for stock maintenance and counting for physical verification.
- g) Checking the firm's client on maintenance of bookkeeping.
- h) Verification of sales and purchase bills with stock register- Checking the quantity in the stock register.

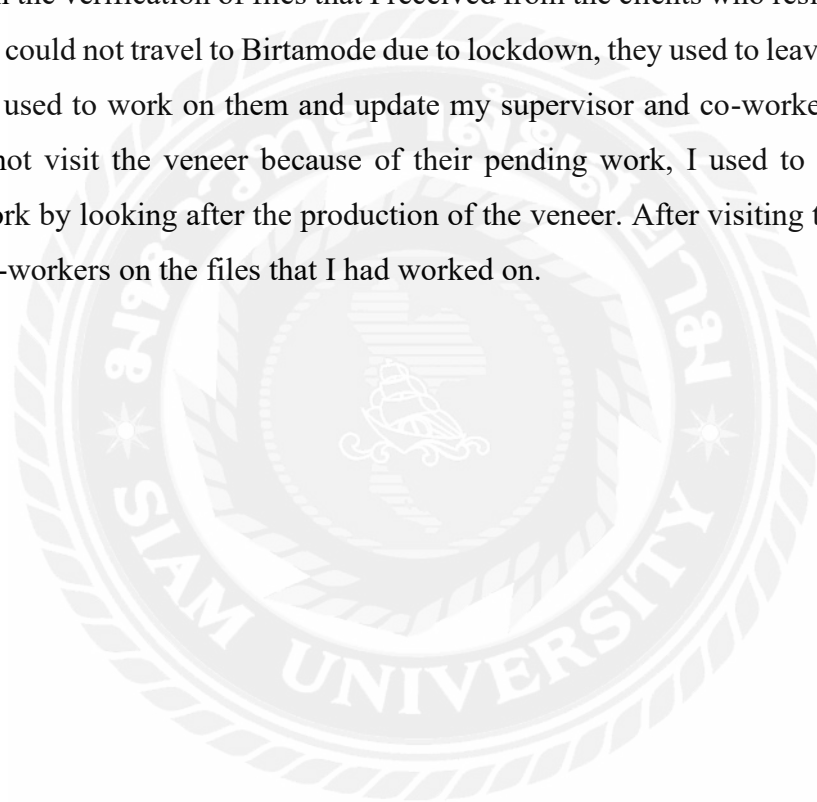
2.2 My Job Responsibilities

My responsibility was to learn about the auditing process in different sectors of an organization. I was appointed as an audit assistant in various audit assignments where my work included vouching, verification, preparing working papers, and filing e-returns for taxation purposes. I got the opportunity to learn about the functioning of every kind of companies like how the cash flow of different companies works, checking internal controls, monitoring, and evaluating an internal control system. For this purpose, I was assigned to look into different company's sales and purchase ledger which was based here in Birtamode. I likewise got a chance to work with companies like ply factory, veneer, and so on. During the internship tenure, I was not restricted to work from home and office premises, but also had the opportunity to visit different divisions of

companies while closely working with the companies for the successful execution of auditing when the lockdown was over. The activities were a part of the organizational activities which aided in providing services to its clients.

2.3 Activities in coordinating with co-workers

I was supervised by the proprietor, CA. Sushil Kr. Agrawal, himself. During my time at the firm, I worked as an audit assistant. I dealt with vouching, preparation of working papers, and filing of e-returns for taxation purposes. While working from home during the lockdown, I was asked to work on the verification of files that I received from the clients who resided in Dhulabari. Since the clients could not travel to Birtamode due to lockdown, they used to leave the files outside my house and I used to work on them and update my supervisor and co-workers. When my co-workers could not visit the veneer because of their pending work, I used to visit the site and complete the work by looking after the production of the veneer. After visiting the veneer, I used to update my co-workers on the files that I had worked on.



2.4 My Job process diagram

One of my tasks was that of recording the data from the sales and purchase register in the excel sheet and sort them. I also had to check the total amount calculated in the register.

E108				
A	B	C	D	E
		R.K. Impex		
		300205981		
		2076-2077		
BILL NO.	VAT	PARTY NAME	TAXABLE	TAX
1	600838179	Vision International	169220	21998.6
3	600838179	Vision International	2844000	369720
6	600838179	Vision International	774000	100620
7	600838179	Vision International	774000	100620
1	606904478	Sanchit Trade Concern Pvt. Ltd.	4160000	540800
9	301186081	Jay Durga Traders	197000	25610
10	301186081	Jay Durga Traders	197000	25610
6	304517949	New Jay Laxmi Traders	304000	39520
3	305610825	Bright Fortune Pvt. Ltd.	473200	61516
4	304511266	Pashupati International Trade Center Pvt. Ltd.	4032000	524160
25	300215302	Arihant Mangalam Enterprises	340000	44200
5	305610825	Bright Fortune Pvt. Ltd.	507000	65910
7	606207119	Ankur Impex	1175600	152828
5	608951100	Balaji Impex	360000	46800
7	602468217	Jana International Pvt. Ltd.	1900000	247000
39	300107579	Aadarsha Trading Concern Pvt. Ltd.	4160000	540800
11	602468217	Jana International Pvt. Ltd.	3800000	494000
2	604346128	Nutra Foods & Beverages Pvt. Ltd.	4500000	585000
28	606633417	Global Trade Exim Pvt. Ltd.	2375000	308750
8	603289268	Ratan International Pvt. Ltd.	1471200	191256

Figure 2: Recordings

Second task was that of vouching and verification where I had to check the invoices entered in the purchase and sales books and check if the invoice was prepared in the name of the client or not. If not, I had to ask them for the original invoices and if the invoices related with the firm, I had to check if there were any entries were made on the duplicate invoice. If not, I had to record the data.

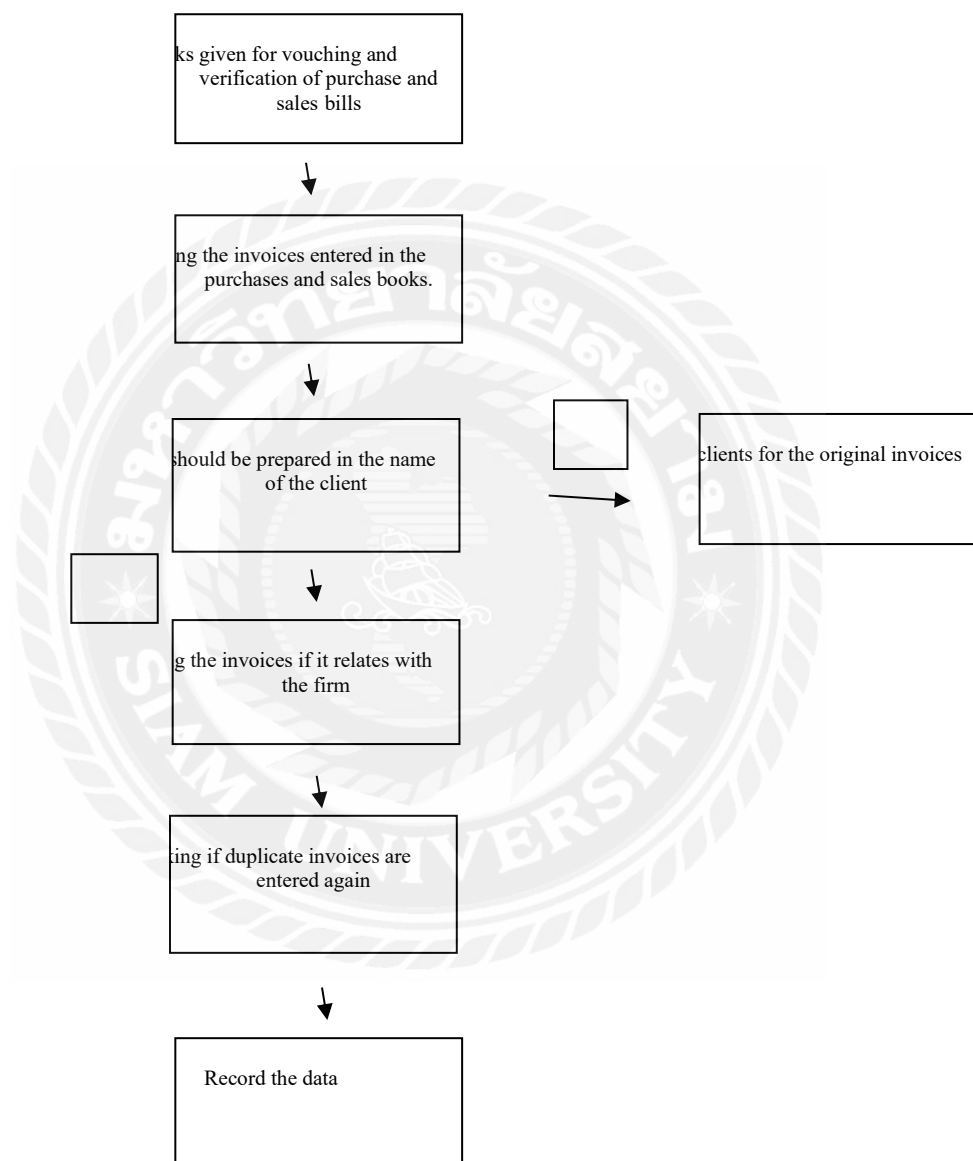


Figure 3: Vouching and verification of purchase and sales bill

Third task of mine was that of preparing Vat Return. For this, I had to open the Inland Revenue Department website and click on Vat Return Entry under the menu Vat and fill the username, password, Vat number and contact number for registration. After registering I had to jot down the submission number and proceed. Then fill in the details of the company and save the information and submit. The last step after submission was to verify.

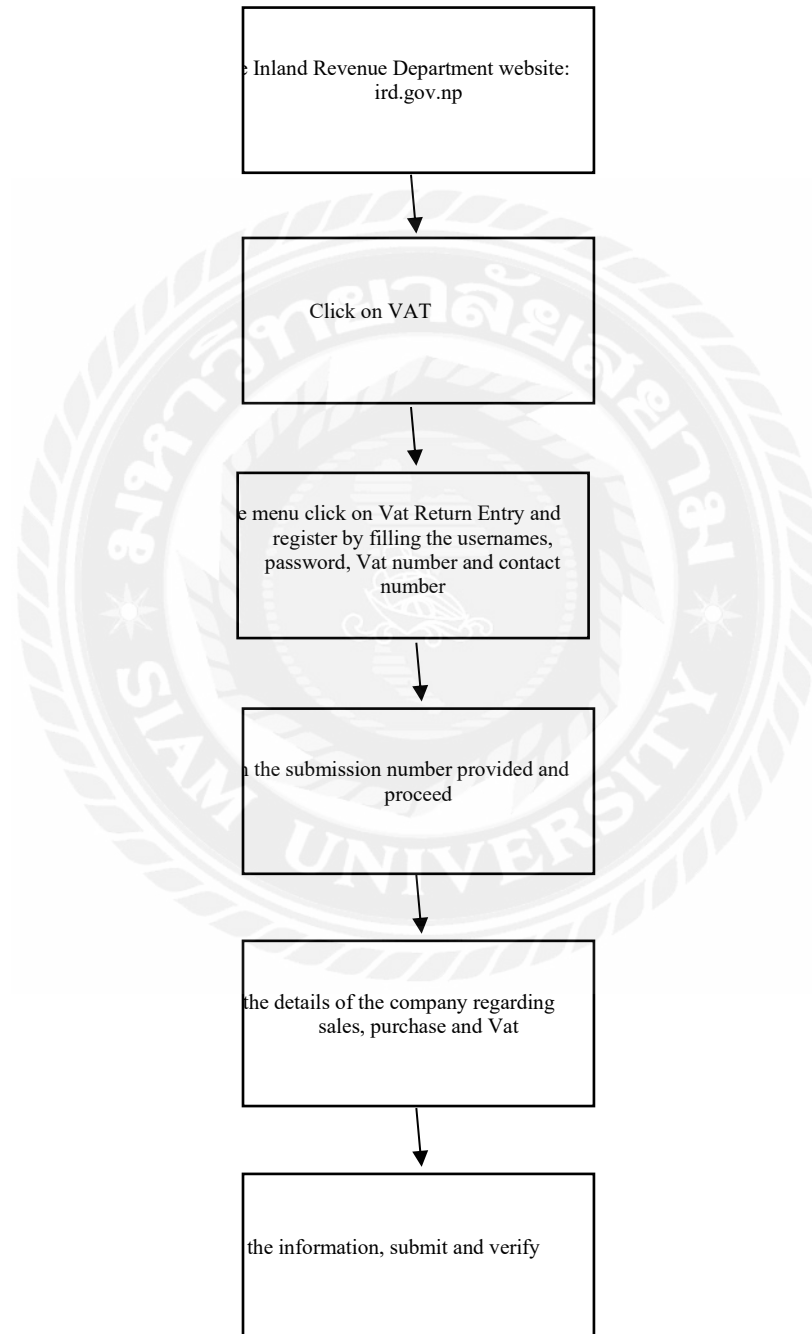


Figure 4: Preparation of VAT Return

Another task included visiting the client's warehouse for stock maintenance and counting for physical verification. I had to visit the client's warehouse and check the stocks with the invoices and see if it matched or not.

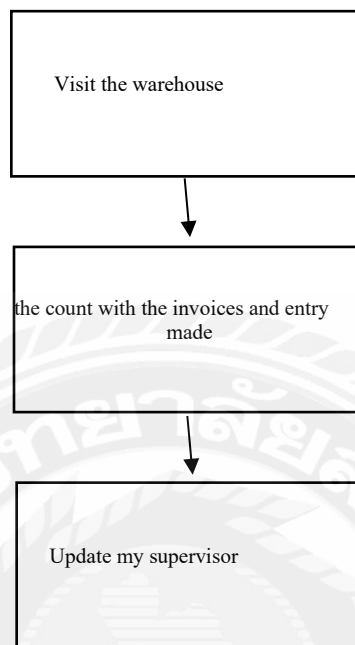


Figure 5: Visiting the warehouse

My task also included checking the firm's client on maintenance of bookkeeping. I had to check the financial transactions of the company. Some were recorded in an excel sheet and some were handwritten. Though I checked the recordings, my colleagues used to check on it again to see if it was correct or not.

2.5 Contributions as a Co-op student in S.K. Agrawal & Co.

As an intern, my primary responsibility was to assist my senior colleagues and understand the process of auditing. I have assisted my senior while they were busy in the stock counting in the company to check stock from the warehouse to the stock ledger and from the stock ledger to the warehouse of few companies. I was also responsible for the documentation of files and each company's achievement reports that were to be presented in quarterly review meetings jointly conducted by the firms.

Many companies lacked proper bookkeeping which I got the opportunity to look into and correct the bookkeeping of more than 5 companies. As an intern, my job was to coordinate with my senior colleagues to successfully complete the work.

To ensure that everything was according to the plan, I was asked for the documentation of 30+ files throughout my internship period. The purpose of doing so was to check whether the execution was as per the planning and also to make sure that all the financial activities were as per the budget allocated. I also prepared vat returns of 5 companies throughout my internship period.

Since my coworkers couldn't visit Dhulabari during lockdown to look after the documents and files, I visited the companies here and checked the files and documents. I did verification of more than 10 bills per day. This saved my colleague's time. Most of the time I worked from home and looked after most of the registers, files, and documents of companies located in Dhulabari since my colleagues were not able to visit them due to lockdown.



Chapter 3: Learning Process

3.1 Problems/Issues observed

I did not have much idea whether my tasks would be office-based or field-based. When I was assigned field-based and started working, I didn't encounter any problems because the field coordinator was always there for me. However, there were times I did encounter problems.

a) Mismanagement of the stock

During the monitoring session in one of the companies, I noticed mismanagement of the stock. I was asked to visit the company's warehouse and verify their stock with the recorded data. I saw that varieties of stock were kept together and were not separated. The items in the warehouse are to be kept according to their varieties but their stock was mismanaged. There was also obsolete stock in the warehouse which had not been separated from the stock. They had not kept aside all the obsolete and destroyed stock. It was difficult to verify the data. When I tried to raise my query regarding this with the manager there, instead of accepting the truth he was trying to convince me with an excuse.

b) Late submission of the documents

There were few companies that would not submit all of their documents like share certificates, updated legal documents from the company registrar office. When they had documents that were updated like when they sold their shares, increase in their shares. These updated documents were submitted late and because of this there was delay in checking the audit reports.

c) Lack of training programs for employees

Till date audit firms in Nepal were following National Accounting Standard (NAS) for audit reports. The ICAN has pronounced the NFRS applicable to SMEs. Now the audit firms have started following Nepal Financial Reporting Standards (NFRS). Employees do not have knowledge about the newly applied accounting system NFRS. It will take them time to adapt to the new accounting system.

d) Mismanagement of files

I used to reach the office at sharp 10:00 am when I had to visit the firm, some of my colleagues were late most of the time. I used to find that no other colleagues had come to the

office by that time. I found the office messy at times as files and documents would be scattered all over the tables and floor.

e) Errors while comparing the final report draft with the printed report

When there was no work for me, I was given the job of reviewing the internal report of few companies which was typed in Nepali font by the colleagues whether the final report draft had any errors. I just needed to make sure that the data in the printed report matched the data in the final report draft, which had been already verified.

3.2 Problem Solving

a) Mismanagement of the stock

This could lead to a loss and based on the situation Later, I informed my supervisor regarding this and the matter was taken care of.

b) Late submission of the documents

We had to call them often to bring their documents as their audit report would have been delayed if the documents were not submitted on time. In few cases, I used to visit the companies to bring the documents to my colleagues as the staff of the companies used to take longer time than expected. Another solution to this problem was extension of submission date. The audit firm had to request the tax office to extend the submission date for few companies as they were late in submitting the updated documents.

c) Lack of training programs for employees

The proprietor arranged a training program to educate the employees about the new accounting system. It would have been difficult for the employees to adapt to the new standard if the proprietor had not taken a step forward to educate them and this would have caused delay in preparing audit reports for the upcoming financial year end.

d) Mismanagement of files

I solved the problem by arranging the records and put them inside their respective files or their respective bags. I was told by my supervisor that I had set an example for my colleagues as they started to arrange the documents.

e) Errors while comparing the final report draft with the printed report

I pointed out the mistake in dates and year which was overlooked by the colleagues during report review and verification besides many numerous typing mistakes. Those errors

were corrected before the audit report was signed and submitted to the company. If the report was submitted without the correction in errors, then there would have been a negative impact on the reputation of the organization and also would have been difficult for the colleagues.

3.2.1 Literature Review

Audit in Nepal

The number of Chartered Accountants in Nepal is rising every year. There are many practicing CAs in audit firms who work for a year or two to gain knowledge about audit in Nepal and process for license in Nepal. For Chartered Accountants and Registered Auditors (professional membership) to establish their firm of their own, they have to register their firm in the institute ICAN. The ICAN which is established as an autonomous institute by the Government under the Nepal Chartered Accountants Act of 1997, governs and monitors the accounting and auditing profession in Nepal. (Malla, et al., 2015) found that an average of 25 Chartered Accountants qualify from ICAN every year. Also, ACCA examinations are conducted by the British Council on behalf of ACCA in Nepal. The study found that there are about 500 students undertaking ACCA qualification at different levels. There are about 150 ACCA members working in Nepal, especially in private companies. (Malla, et al., 2015) also found that as the economy in Nepal develops, the demand for trained accountants and auditors will continue to grow; under the current scenario the capacity gap is not likely to improve, but may get worse.

3.3 Recommendations to S.K. Agrawal & Co.

I am very grateful and thankful to the organization for allowing me to do internship in their organization. I got the platform to have exposed on the auditing processes and strengthen my knowledge and ideas. I would like to suggest and recommend few things that I have noticed while interning in the organization, which I believe that it would enhance the quality of its services.

a) Giving slight strictness to punctuality:

During my internship when I used to work from office, I noticed few employees who used to be late to work regularly. Many a times there were clients waiting for them to arrive since they had work with those particular employees. I feel the organization should take initiative on creating corporate culture of reaching the office on time since there is a positive relationship between punctuality and work performance of the employees. So, I recommend the organization to give slight strictness on the punctuality of the employees.

b) Improve filing system:

In my view there should be proper racks or a proper documentation room where the files and documents can be organized in a proper way. There were files kept in an unorganized way which made it difficult to access the files. If the racks/cabinets are increased then all the files will fit in well and it will not be difficult to organize them and will be easily accessible when required.

3.4 Lesson learnt during Co-op studies

This internship program proved to be a valuable opportunity to learn and get acquainted with real-world first-hand workplace experience. As an IBBA student, this internship tenure was a great learning experience beyond the classroom. It proved to be a valuable platform where I could use the knowledge gained during my classroom in practical world. I was fortunate enough to learn new things, experience audit firm's working culture. It taught me how audit committee of a firm work and how external auditors and CAs deal with the audit reports. Auditing despite not being in my course I got to learn on how an audit firm actually works. Though I could not learn about all the auditing process steps, few processes that I learnt was very fruitful.

The past 17 weeks at S.K. Agrawal & Co. was an excellent opportunity for me to gain valuable experience in the auditing and accounting field. I learned that group work is very important to achieve our goals. It is impossible to find out the loopholes of a company without working together. The next thing that comes to my mind is efficiency. Efficiency is very important in this sector.

Working at this firm, it has taught me to take responsibility of my own work. I was responsible for any error that I made while working since my supervisor believed in me as I had interned in an audit office during my last internship. Because of this I had the courage to work alone as well as work with the group.

I also got to know the importance of audit committee in a profit-making company. According to what I have learned a public sector company should compulsorily have an audit committee but for a private it isn't necessary. On one hand there's immense pressure to conduct the work in most efficient manner through following the different corporate governance of audit. On the other hand, the audit conducted tells whether the firm will continue the audit for following year.

This internship has taught me the vital role of communication in an audit firm within colleagues and management and people's perception towards the firm. Communication always plays a vital role be it in our personal or professional life. During the review session with the supervisor CA. Sushil Kumar Agarwal, there were many questions raised regarding the work till date, problems, financial status of few companies. While it was our duty to respond to those questions, the way those questions were being answered was also very important.

During my internship one thing I got to observe was the way audit firm operates. I used to think that audit firms were big organizations like that of financial institutions. But what I found was totally different. Audit firms need not necessarily have big buildings and infrastructures. I learnt that their biggest assets are the human resources. Two colleagues alone cannot complete audit reports of 100 companies. They need employees to complete their respective parts of audit report.

Another thing that I have learned during my internship period is that you need to concentrate on your work because if a person is distracted during their work there can be numerous errors in the work. Example: when I was checking the amounts and calculating the total amounts in the register, I had to recheck the amounts numerous times as the total amount that I had calculated was not matching the amount in the register since I was distracted because of clients.

I have learnt that documentation is an important part of auditing process. It constitutes a permanent record of the objectives and scope of the audit, as well as the work performed during the audit. They contain the back-up material in support of the audit findings, conclusions, opinions and comments.

3.5 Applying coursework knowledge into the real working situation

When making an audit report an auditor independently makes statements regarding a company's financial information. Since I was working in an audit firm, I had to use my coursework knowledge while understanding the audit reports. Though I have learnt the basics in Accounting, Finance, and Credit Management in my course during my first 3 years of college, it helped me a lot during analysis. Analysis included profitability analysis, financial analysis like interpreting the financial statements in the audit report. I was asked to go through the audit reports of few companies to learn more about the interpretation. Most of the knowledge about accounting and Finance I gained during my internship, the extra knowledge. I also applied coursework knowledge

from courses like English usage for profession and Organization and Management into the real working situation like understanding the working culture of the audit firm and work ethics.

3.6 Special skills learnt

I excelled in MS- Excel and typing speed as I had to file the data in this software for every file. Some of the special skills that I learned during my internship at S.K. Agrawal & Co. are:

a) Time Management

During my internship at S.K. Agrawal & Co. I was given multiple files to work on. I had to complete filing them within a certain period of time since clients used to ask for the files back in a few days. Due to this I had to manage my time accordingly. I used to keep a target for each file. This way I could manage my time and complete working on the files and return them to the clients. It is said that being able to manage your time in an audit firm is especially valuable during tax season.

b) Interpersonal communication

I could strengthen my interpersonal communication during this internship in an audit firm as I had to communicate with the clients and my co-workers on a regular basis. My work often included giving and collecting information which made me communicate more and this communication helped me form contacts and maintain good relationship with my co-workers and clients. It is very important to have a good interpersonal communication skill while working in an audit firm since it gets easier for employees to work.

c) Analytical skills

This is something I learnt more outside the classroom. Before working in this audit firm, I could barely analyze the data and information provided to me. When I had started working at the firm after the lockdown, my supervisor used to ask me to look at the previous audit reports and interpret them. I had to analyze the financial statements. This improved my analytical skills since I used to go through the old audit reports often.

d) Networking

Working at S.K. Agrawal & Co., I could connect with many businessmen. This helped me get to know many professionals and build my connections.

Chapter 4: Conclusion

4.1 Summary of the work experience

The 17-week internship period at S.K. Agrawal & Co. helped me gain experience on real world accounting and audit practices in Nepal. I also became aware about the general taxation system in the country. I worked as an audit assistant in various audit assignments where my job included vouching, verification, preparation of working papers and filing of e-returns for taxation purposes. I worked from home almost throughout my internship period because of the lockdown but started working at the firm when there was still 1 month left for my internship period to get over. Especially during lockdown, I worked on files of clients who resided in Dhulabari area. I also visited veneers when my coworkers were busy working on the files which were pending during lockdown. During this time, I got the opportunity to learn about the audit processes of different companies. Overall, the co-op studies at S.K. Agrawal & Co. have been knowledgeable and fruitful.

4.2 Self-assessment of the work experience

Despite the COVID-19 situation, I got to learn many things which would not have been possible if I did not intern at S.K. Agrawal & Co. My internship has been a great learning experience. I realized how to work under the pressure of responsibilities and how to work on a team. My supervisor CA. Sushil Kumar Agrawal taught me to work with rules and regulations while I was working at the office, where I have gained the understanding on how to reach a mutual understanding between different people while working together.

I have learnt to show responsibility to the profession. When I worked at home, alone, I had to work on the vouching, verification and online vat return. I had to calculate the amount and record it, work on online vat return and submit the record to my supervisor. If I made errors on the record there would have been an issue while making the audit report later. Since there was a huge responsibility on me, I had to recheck the record thrice. This taught me to work independently.

I was always punctual with my work and reaching the office on time. When my supervisor asked me to complete certain tasks within a given time frame, I always completed my tasks on time even if I had to work beyond office hours. There were times when the clients asked for the files back within a few days. I had to complete the vouching and verification part within that period

as I had to return the files. When I started working at the office, I always reached the office on time.

I developed a good work ethic by maintaining punctuality and regularity and also working under rules and regulations at the office. I had to maintain professionalism while dealing with the clients.

I also discovered that I was proficient in using computers because of which the work was done easily. While recording the transactions I had to use a computer/laptop which made it easier for me to work in them. These made me realize we have to be the best especially in Microsoft Excel and also have good typing skills.

4.3 Limitations of my Co-op studies

I have availed many facilities and faced some obstacles during my internship. These obstacles may be termed as limitations of the study. The major limitation during my co-op studies was the effects of Covid-19. It was difficult to find a good organization during the lockdown since most of the organization were not hiring any interns due to Covid-19 and were mostly working from home. This situation had a negative impact on my work as I was limited to working on files. There was difficulty in communication with the clients since I did not have a number of the clients whenever I had queries related to the files. There were times when I had queries regarding the calculations and that would take most of my time. At first, I did not know who my coworkers were since everyone was working from home and we used to not have any zoom meetings. I used to visit the office sometimes, most of the time to keep my supervisor updated about the work that I was working on. Later, I started working at the office when the lockdown was lifted. Therefore, Covid-19 had a huge effect during my internship at S.K. Agrawal & Co.

Also, it was not possible for me to know all and everything of audit procedure as the internship was the first practical experience. I was not asked to make audit reports and also not involve myself in bill payments since I did not have knowledge in that area and was just an intern.

4.4 Recommendations for the company

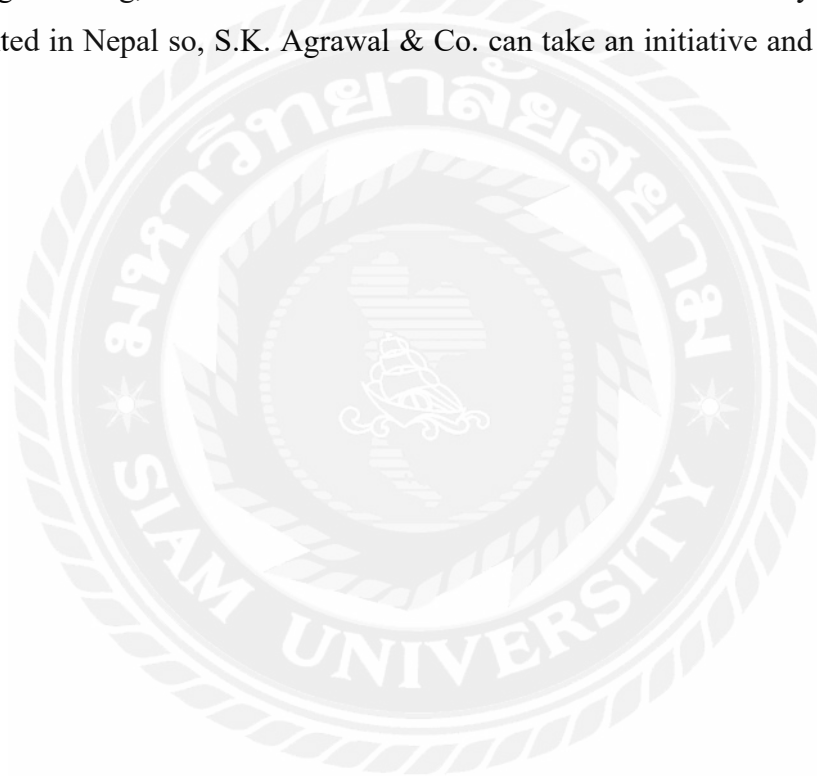
a) Proper delegation of work authority

There should be proper delegation of work authority. S.K. Agrawal & Co. follows a traditional organizational structure. All of the employees work under the proprietor. The employees should be teamed according to their specialization. This will help the firm as well. If

the employees work according to their specialization, then it will be easier for the firm as well as the clients.

b) Use of color-coded filing system

I would recommend the firm to use a color coded filing system (Formfile Records Management Group, n.d.). This is the ISO filing system which can be followed by the firm as well. This will make the firm access the files quicker. It will help the firm organize their files and will be easier to use. They can assign colors to initials creating blocks of colors. They can use different colors for different initials and the files of each company can be kept according to their initials. Even if the files go missing, it will be easier to find because of the color-coded system. This system is not implemented in Nepal so, S.K. Agrawal & Co. can take an initiative and follow this filing system



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Appendices



Figure 6: File delivery during my work from home



Figure 7: My Job Supervisor



Figure 8: Team of S.K. Agrawal & Co.



Figure 9: My Workspace



Figure 10: Fellow Employees at their Workspace

D198 fx =SUM(D8:D197)

	A	B	C	D	E
1			Janaki Veneer Udhyog		
2			609248081		
3			2076-2077		
4					
5	BILL NO.	VAT NO.	PARTY NAME	TAXABLE	TAX
6	241	305023199	Amar Trade Link	92868	12072.84
7					
8	2	600711706	Anupa & Anush Trading	54250	7052.5
9	3	600711706	Anupa & Anush Trading	52250	6792.5
10	4	600711706	Anupa & Anush Trading	56500	7345
11	5	600711706	Anupa & Anush Trading	55250	7182.5
12	6	600711706	Anupa & Anush Trading	56000	7280
13	7	600711706	Anupa & Anush Trading	52000	6760
14	9	600711706	Anupa & Anush Trading	55500	7215
15	10	600711706	Anupa & Anush Trading	54250	7052.5
16	11	600711706	Anupa & Anush Trading	57000	7410
17	12	600711706	Anupa & Anush Trading	53750	6987.5
18	13	600711706	Anupa & Anush Trading	58750	7637.5
19	15	600711706	Anupa & Anush Trading	58750	7637.5
20	14	600711706	Anupa & Anush Trading	59000	7670
21	8	600711706	Anupa & Anush Trading	61087.5	7941.375
22	17	600711706	Anupa & Anush Trading	55250	7182.5
23	16	600711706	Anupa & Anush Trading	54250	7052.5
24	18	600711706	Anupa & Anush Trading	58750	7637.5
25	19	600711706	Anupa & Anush Trading	58250	7572.5

Sheet1 Sheet2 Sheet3

Figure 11: Sorting the data recorded