

# **A REPORT ON THE INTERNSHIP PROGRAMME**

at

**B.B. Thorat and Associate PVT LTD.**

Submitted to SNTD arts and commerce college for women, Pune In partial fulfillment  
of the requirements for the Skill Based Course for the award of the Degree of

**BACHELOR OF ACCOUNT  
AND FINANCE(BAF)**

by

**RANJANA RUPNOORE  
2018016100071774**



**Department of Commerce  
S. N. D. T. College mega city,  
Karve Rd,  
Pune, Maharashtra 411038**

**B. B. THORAT  
B. COM. , F.C.A.**

**B. B. THORAT & ASSOCIATES  
CHARTERED ACCOUNTANTS**

**303, RAJDHANI NR SHANKAR MAHARAJ MATH, SATARA ROAD,  
DHANKAWADI, PUNE – 43. PH NO : 24 37 82 48**

**Date : 29.03.2021**

**INTERNSHIP CERTIFICATE**

This is to certify that Ranjana Rupnoore pursuing B.Com from S.N.D.T. Arts and Commerce College for Women, has successfully completed her internship in my office i.e. at B. B. THORAT & ASSOCIATES CHARTERED ACCOUNTANTS, 303, Rajdhani, Satara Road, Near Shankar Maharaj Math, Dhankawadi, Pune – 411 043 from 04.01.2021 to 06.02.2021.

Performance of Ranjana Rupnoore during her internship period has been satisfactory.  
We wish her all the best for her future.

**Place : Pune**

**Date : 29.03.2021**

**FOR B. B. THORAT & ASSOCIATES  
CHARTERED ACCOUNTANTS**

  
**(THORAT B. B.)  
PROPRIETOR  
M.NO. 048189**



# ACKNOWLEDGEMENT

My sincere gratitude goes to all those who have helped, supported and encouraged me during this internship program. My deepest Thanks to the guide of the project **B.B. Thorat ,B.Com F.C.A** for extending his support and guiding me towards this project.I express my thanks to the principal of **S.N.D.T College ANAND JUMLE** for giving me an opportunity to learn the importance of internship training .My deepest sense of gratitude to **Mr. Balasaheb Thorat** ,the B.B Thorat Associates , for his support and encouragement. Thanks and appreciation to all the helpful people who trained me at **B.B Thorat Associates** for their support. I would also like to thank our college for providing me such a wonderful opportunity which helped me to understand the various concepts of the way marketing is carried out in companies. I would also thank my family, friends and everybody who directly and indirectly helped me in completing the project successfully.

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# EXECUTIVE SUMMARY

The purpose of the internship is to have practical knowledge about organizational working. For this purpose I was selected for the banking sector. This is an internship report showing the different sections and products which are performed by B.B. Thorat Associates. It starts with the introduction about the Bank sector followed by the introduction of B.B. Thorat Associates. It gives a brief report about all the financial products of B.B. Thorat Associates. The report also shows the different features of those products. All the Services which are provided by B.B. Thorat Associates has also been explained and discussed along with the weaknesses and strengths of the organization. I learn from my internship how to deal and be satisfied with a customer and different practical things which are helpful for my future. I tried my best to cover & explore each and every aspect of B.B. Thorat Associates within my 6 weeks internship. This report described the internal framework of the working of the B.B. Thorat Associates Business. In the report I also discuss the policies of the organization and objectives. The report shows the PESTLE and SWOT analysis of the B.B. Thorat Associates. It also includes some recommendations/suggestions for B.B. Thorat Associates.

# Overview of the Organization

B B Thorat & Associates near Dhankawadi, Pune, is an acknowledged consultant for financial planning. This consultancy provides a full spectrum of financial and accounting services, investment consultancy, project evaluation and services related to all types of business and corporate agreements. Their speciality lies in providing end-to-end support to start-ups as well as in shop act consultancy. This consultant's office is at 303 Rajadhani Apartments. Find it with ease at Near Shankar Maharaj Math. Undoubtedly it is one of the best tax consultants near Dhankawadi, Pune.

## **Services offered at B B Thorat & Associates**

B B Thorat & Associates near Dhankawadi offers a wide range of services which are tailored to our clients' needs. Their spectrum of services cover accountancy, internal audit, management audit, direct taxes, indirect taxes, business setup and BPO/KPO setup. Specialising in providing end-to-end support to start-ups, the services cover company formation, LLP formation, shop act registration, IEC code, MVAT/ CST registration and excise registration. Contact this consultant anytime between 09:30 - 18:30, from Monday to Saturday

# Overview of TDS

Tax deducted at source (TDS) is a tax that is deducted from income that a company in India pays to a recipient or supplier if the income amount exceeds a specific statutory limit in a financial year. The types of income that are subject to TDS include:

## **Salary**

Interest and dividends.

Winnings from the lottery.

Insurance commission.

## **Rent.**

Fees from professional and technical services.

Payments to contractors and subcontractors.

The withholding amounts for TDS can be deducted from an invoice submitted by a supplier or from the payment that is issued to the recipient or supplier. Examples of recipients and suppliers include contractors, providers of professional services, employees, and real estate landlords. Companies submit a TDS certificate to each supplier on a monthly or yearly basis. The certificate includes the payments, as well as information about the company and supplier. Companies must also submit an annual return to the government for each recipient or supplier for the financial year.

TDS certificates can be either Form 16 (R75I10A) or Form 26Q-P2P-IND (R75I122EQ). Form 16 is the TDS certificate which an individual submits and Form 26Q is the TDS certificate which a company submits to the tax authorities.

TDS must also be deducted from payments issued to third parties by both corporate and non corporate entities. The entity must deposit the amount owed for withholding

at any of the designated branches of banks that are authorized to collect taxes on behalf of the government of India. The entity must also submit the TDS returns, which contain details about the payments and the challan for the tax deposited to the Income Tax Department (ITD).

## TDS RETURNS: -

TDS is a system whereby the income tax is deducted at the time of making some payments like rent, interest, commission etc. The person making such specified payments is responsible for deducting the TDS and paying the balance amount to the person entitled to receive such payment. The TDS amount deducted must be deposited to the government within the due dates specified by the person deducting TDS. While it is commonly assumed that the TDS is applicable only on salary income, but it is also applicable in many other cases such as:

Income from interest on securities and debentures.

Income from interest other than those on securities.

Income from dividends. Income from withdrawal of EPF (Before expiry of a certain period or if amount withdrawn is beyond the limit specified) Payment to contractors/subcontractors/freelancers. Winnings from horse races, lottery, crossword puzzles or any game related wins. Income from rendering technical or professional services. Income from royalty, etc. All income is taxable only at the end of the financial year, hence the government has instituted the concept of TDS, in order to ensure:



Prevention of tax evasion: This mechanism ensures that the government collects a portion of the income itself, chances of hiding income or tax defaults are minimized significantly.

## Timely collection of tax.

Ease in filing tax returns: As the tax is automatically collected and deposited with the concerned authorities by the deductor, it becomes easier for individuals to file their returns. If there are no other sources of income for a person, once TDS has been appropriately deducted, they need not pay any additional tax during return filing.

## VOUCHING

Vouching is a technical term which refers to the inspection of documentary evidence supporting and substantiating a transaction, by an auditor. It is the practice followed in an audit, with the objective of establishing the authenticity of the transactions recorded in the primary books of account. It essentially consists of verifying a transaction recorded in the books of account with the relevant documentary and the authority on the basis of which the entry has been made; also confirming

that the authority on the basis of which the entry has been made; also confirming that the amount mentioned in the voucher has been posted to an appropriate account which would disclose the nature of the transaction on its inclusion in the final statements in account. Vouching do not include valuation. Vouching can be described as the essence or backbone of auditing.

### **ON BOOKS ON TALLY**

Following are the books that were made in tally:

#### **VOUCHER ENTRY: -**

Tally provides flexibility to use predefined voucher types, comprising of accounting and inventory voucher types to record various business transactions. It also allows you to use Keyboard Shortcut Keys as well as mouse operations during voucher entry.

To create a new Voucher Type,

Go to Gateway of Tally > Accounts Info. > Voucher Type > Create

Enter the Voucher name

Specify the Type of voucher

Specify the Method of numbering

Activate or deactivate the other functions as required.

## BOOKS AND REGISTERS: -

Tally provides you capability to generate various books and registers for any specific period viz., month, date, and year and as on date. In Tally, once voucher entry is made, the transactions are automatically & immediately in the Day Book and other Books of Accounts without any additional effort. Tally allows you to maintain and generate all primary books of accounts and registers like:

- Cash Book
- Bank Book
- Purchase Register
- Sales Register
- Journal Register
- Debit Note Register
- Credit Note Register
- General Ledger

# PREPARATION OF PARTNERSHIP DEED

In this, we prepare the partnership deed of different persons, in which different rules and regulations we mentioned according to the law. A partnership deed also known as partnership agreement, is a document that outlines in detail the rights and responsibilities of all parties to a business operation. It has the force of law and is designed to guide the partners in the conduct of the business. It is helpful in preventing disputes and disagreements over the role of each partner in the business and the benefits which are due to them. The partnership deed normally carries the name of the business, the address of its principal place of business and a short summary of the business the partners intend to operate.

## **Q. How to prepare a partnership deed in India?**

When registering a partnership firm in India for startups, there are some basics that need to be covered. Partnership and proprietorship are the two most popular forms of business organisations in India. The reason why these two forms of organisations are so popular is because they are relatively easy to set-up and the number of statutory compliance requirements needing to be followed by these forms of organisations is relatively less than the statutory compliance requirements applicable to LLP's and companies. As such, this article focuses on the registration process for the partnership firm.

Choose a partnership name: - The partners are free to choose any name as they desire for their partnership firm subject to the following rules:

1. The names must not be too identical or similar to the name of another existing firm doing similar business, so as to avoid confusion. The reason for this rule being that

the reputation or goodwill of a firm may be injured, if a new firm could adopt an allied name

## Overview of VAT

### Preparation of VAT returns

At the end of the month or each quarter, you file a VAT return with the tax office, and remit the VAT due.

### Prerequisites

You have carried out the activities described in closing for VAT.

### Process

1. You prepare a copy of the sales ledger and the purchase ledger.

The ledgers show the invoices that have been paid and on which VAT is thus due.

The ledgers are for your own reference in the event of a check-up by the tax office.

2. You prepare the VAT return. This consists of two steps.

1. You calculate the total amounts of VAT for each tax code.

2. You print the VAT return. The system fills out the fields in the VAT return using the totals that you calculated in the first step.

3. For information about preparing VAT returns for VAT withheld from vendors.

4. You file the VAT return with the tax office and remit the taxes.

## **Computer online software**

Tax Solution for professionals is to provide end to end management of every stage of the tax life cycle - from provision to estimates and extensions, returns, audit, amendment and planning.

A Solution For

Income Tax Return

TDS return

Service tax return

Balance sheet & audit report

VAT returns

Checking of assessment orders

ROC form and filling

CMA

AIR return

Document Management

Challan

All other required forms

Standard letters to clients

Standard formats of departmental letters

Office assistance works & mechanism.

Various types of reporting.

## **Q. What is VAT?**

Every commodity passes through different stages of production and distribution before finally reaching the consumer. Some value is added at each stage of the production and distribution chain: for instance, a forged metal tool is more valuable than metal, which was itself more valuable than the ore that was originally mined.

Value Added Tax (VAT) is a tax on this value addition at each stage.

Under a VAT system, a dealer collects tax on his sales, retains the tax paid on his purchase and pays the balance to the government. It is a consumption tax, because it is borne ultimately by the final consumer. The tax paid by the dealer is passed on to the buyer. It is not a charge on the dealer. VAT is instead a multipoint tax system with provision for collection of tax paid on purchases at each point of sale.

## **Q. What is Output Tax?**

Output tax is VAT charged to the customer by a dealer making taxable sales. A dealer is an individual, partnership, or business that is registered under VAT. Any person or business making sales above the prescribed limit are required to register. When a dealer is registered, VAT becomes chargeable on all taxable sales made by that dealer.

## **Q. What is Input Tax?**

The tax a dealer pays for purchases is input tax. Many purchases will carry a VAT charge, but when a dealer is registered under VAT, they can normally claim a credit for VAT charges on most business purchases. Input tax includes not only the VAT on

your purchases of raw materials or on goods purchased for resale but also VAT on capital goods, such as machinery or equipment.

## VAT Computation

A dealer pays VAT by deducting the tax paid on purchases (input tax) from his tax collected on sales (output tax).

In other words,  $VAT = Output\ Tax - Input\ Tax$ .

For example: A dealer pays Rs.10.00 @ 10% on his purchase price of goods valued Rs.100.00. He sells the goods at Rs.150.00 and collects tax amounting to Rs.15.00 (@ 10%). He will pay Rs.5.00 (Rs.15.00- Rs.10.00) as he has already paid Rs.10.00 to his seller while purchasing those goods.

## Q. How is VAT different from Sale Tax?

VAT has fewer rates, as opposed to the high number of rates for Sales Tax, and allows offsets of tax on inputs against those on outputs. VAT also does away with the tax on tax.

## Q. Who will be covered by VAT?

All business transactions involving the sales of goods/commodities carried on within a state by individuals, partnerships, or companies will be covered by VAT.

VAT will not cover small businesses with sales below a certain limit. In Maharashtra, the limit is 10 lakhs or below.



## Q. What are the tax rates under VAT?

Since every state has its own VAT legislation, VAT rates, taxable base and list of taxable goods, VAT rates will differ from state to state. As an example, here are Maharashtra's tax rates as of June 2016:

Schedule 'A' – Essential Commodities (Tax-free) – Nil

Schedule 'B' – Gold, Silver, Precious Stones, Pearls etc. – 1%

Schedule 'C' – Declared Goods and other specified goods – 5% (Rates for items other than declared goods changed to 5.5%)

Schedule 'D' – Foreign Liquor, Country Liquor, Motor Spirits, etc. – 20% and above

Schedule 'E' – All other goods (not covered by A to D) – 12.5% starting April 1, 2016.

## Q. How does VAT help trade, consumers, and government?

### Trade

Uniform rates of VAT will boost trade; 100% self-assessment will reduce the need for taxpayers to visit a tax department officer.

### Customers

Removing tax on tax reduces prices of goods that the end consumer pays.

### Government

Since dealers will conduct self-assessment, the resources required for this process will be fewer, and the revenue department can focus more on collection than administrative processes.

# Overview of Tally ERP 9

## Journal Entry

Journal Vouchers are used to adjust the debit and credit amounts without involving the cash or bank accounts. Hence, they are referred to as adjustment entries.

Creating a Journal Entry: -

Journal entries are usually used for finalization of accounts. To pass a Journal Voucher,

Go to Gateway of Tally > Accounting Vouchers

- Click on F7: Journal on the Button Bar or press F7.

For example, there may be entries made for interest accrued or interest due. If you have to receive Interest from a party, the same can be entered using Journal Voucher.

1. Debit the Party

2. Credit the Interest Receivable Account the Journal entry is displayed as shown:

## SPECIAL KEYS FOR VOUCHER NARRATION FIELD:

ALT+R: Recalls the Last narration saved for the first ledger in the voucher, irrespective of the voucher type.

CTRL+R: Recalls the Last narration saved for a specific voucher type, irrespective of the ledger.

## Allowing Cash Accounts in Journals:

Journals are adjustment entries, which do not involve Cash account and Bank account. However, in exceptional cases where the user would like to account for

Journal entries involving Cash/Bank Account, Tally.ERP 9 has the flexibility of passing such entries by enabling the option under F12 configuration.

To enable Cash Accounts in Journal voucher,

Set Allow Cash Accounts in Journals to Yes in F12: Configure (Voucher Entry Configuration)Q. What is VAT?

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To enable Cash Accounts in Journal voucher,

Set Allow Cash Accounts in Journals to Yes in F12: Configure (Voucher Entry Configuration).

To pass a Journal voucher with Cash/Bank Ledger,

1. Go to Gateway of Tally > Accounting Vouchers > Select F7: Journal
2. Press the spacebar at the Debit or Credit field.

The Journal Voucher Screen with Cash/Bank Ledger selection will appear as shown:

Debit Note Entry

Debit Note is a document issued to a party stating that you are debiting their Account in your Books of Accounts for the stated reason or vice versa. It is commonly used in case of Purchase Returns, Escalation/De-escalation in price, any other expenses incurred by you on behalf of the party etc.

Debit Note can be entered in voucher or Invoice mode.

You need to enable the feature in F11: Accounting or Inventory features.

- To use it in Voucher mode you need to enable the feature in F11: Accounting Features - Use Debit / Credit Notes.

- To make the entry in Invoice mode enable the option F11: Accounting Features - Use invoice mode for Debit Notes.

To go to Debit Note Entry Screen,

Go to Gateway of Tally > Accounting Vouchers

- Click on Ctrl+F9: Debit Note on the Button Bar or press Ctrl+F9. You can toggle between voucher and Invoice mode by clicking Ctrl+V. Pass an entry for the goods purchased returned to Supplier A:

To pass a Journal voucher with Cash/Bank Ledger,

1. Go to Gateway of Tally > Accounting Vouchers > Select F7: Journal
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# S.N.D.T. Arts and Commerce College for Women

Estb. : 5 July 1916

Constituent College of S.N.D.T. Women's University Mumbai

Maharshi Karve Vidya Vihar, Karve Road, Pune - 411 038.

Phone : 020-25431153 • E-mail : sndtartspune@gmail.com • Website : www.sndtarts.ac.in

Ref.No. :

B.com.(Accountancy & Finance) Internship 2020 - 21



To,

B.B. Thorat  
& Associates

Subject : Application for internship

Respected Sir/Madam,

Miss. Raniana Rupnare studying in semester - V of Bachelor of Accountancy and Finance . I am forwarding the application of our student for Internship in your institution. You are requested to kindly take the following points into consideration.

- As per our university guideline the student has to work for 240 hours.(i.e. 30 working days of maximum of eight hours per day)
- The Student shall maintain a daily dairy of her work done and prepared weekly reports.
- You are requested to appoint a mentor for the purpose of guiding the student as well as evaluating her performance at the end to her internship. There shall be an internal mentor from the college as well.
- The external mentor shall evaluate the work of the student and award marks at the end of the internship based on the evaluation as under attendance. Sincerely readiness to learn to new things team work. Result orientation output for each certification 10 mark one allotted.
- At the end of her internship your institute is requested to grant the certificate of completion.
- You are requested to please provide the necessary data or information which will be used for academic purpose.

Kindly send the acceptance letter confirming the internship of the student in your institution. The college is grateful to your institute for granting opportunity to our student to perform her internship at institute.

Looking forward to continued association with your firm in the future.

Thanking You.

Yours sincerely.

Dr. Anand Jumble

PRINCIPAL

S.N.D.T. Arts & Commerce  
College for Women, Pune-38

Campuses : Karve Road, Pune / Churchgate, Mumbai / Juhu, Mumbai



**B.B.THORAT  
B.COM F.C.A**

**B.B.THORAT & ASSOCIATES  
CHARTERED ACCOUNTANTS**

303, RAJDHANI, NEAR SHANKAR MAHARAJ MATH SATARA ROAD,  
DHANKAWADI, PUNE, MAHARASHTRA 411043

To Principal  
S.N.D.T Women's collage  
Maharshi Karve vidya vihar  
Karve Nagar Pune- 411038


Sub: Internship Acceptance letter for Ranjana Rupnoore

I am pleased to confirm that you are accepted in an internship position as an  
Accountant Associate in our company, B.B. Thorat & Associates.

Your first day of work will be on January 5, 2021, and will conclude on February 06,  
2021. Your duties and responsibilities for this position will be explained to you in your  
orientation with your supervisor.

Since this is a paid internship, the offer is contingent upon the completion of a  
physical examination, including a drug test. Please report to the HR Department on  
your first day of work with the relevant documents. If you have any questions, please  
feel free to get in touch with me via email. We look forward to having you on our  
team.

**FOR B. B. THORAT & ASSOCIATES  
CHARTERED ACCOUNTANTS**

  
(THORAT B. B.)  
PROPRIETOR  
M.NO. 048189



# PARENT PERMISSION LETTER

To

**B.B.Thorat & Associates**  
303, Rajdhani, Satara Road,  
Dhankawadi, Dhankawadi,  
near Shankar Maharaj Math,  
Pune, Maharashtra 411043

Sub: Permission for internship program from parents

I am **Chandrankat Rupnoore** my daughter **Ranjana Chandrakant Rupnoore** studying in B.COM(Account and Finance) at S.N.D.T Pune. As she has academic Intership work so I'm giving her permission to attend Internship work With at **B.B. Thorat & Associates**.

21  
Your Sincerely

  
Chandrankat Rupnoore

B.B.THORAT  
B.COMF.C.A

B.B.THORAT & ASSOCIATES  
CHARTERED ACCOUNTANTS

303, RAJDHANI, NEAR SHANKAR MAHARAJ MATH SATARA ROAD,  
DHANKAWADI, PUNE, MAHARASHTRA 411043

Date: 29.03.2021

Attendance Sheet

Date	Name	TIME IN	TIME OUT	Student Sign	Trainer Sign
4/1/2021	Ranjana	9:30	6:30	Ranjana	
5/1/2021	Ranjana	9:30	6:30	Ranjana	
6/1/2021	Ranjana	9:30	6:30	Ranjana	
7/1/2021	Ranjana	9:30	6:30	Ranjana	
8/1/2021	Ranjana	9:30	6:30	Ranjana	
9/1/2021	Ranjana	9:30	6:30	Ranjana	
10/1/2021	Ranjana	9:30	6:30	Ranjana	
11/1/2021	Ranjana	9:30	6:30	Ranjana	
12/1/2021	Ranjana	9:30	6:30	Ranjana	
13/1/2021	Ranjana	9:30	6:30	Ranjana	
14/1/2021	Ranjana	9:30	6:30	Ranjana	
15/1/2021	Ranjana	9:30	6:30	Ranjana	
16/1/2021	Ranjana	9:30	6:30	Ranjana	
17/1/2021	Ranjana	9:30	6:30	Ranjana	
18/1/2021	Ranjana	9:30	6:30	Ranjana	
19/1/2021	Ranjana	9:30	6:30	Ranjana	
20/1/2021	Ranjana	9:30	6:30	Ranjana	
21/1/2021	Ranjana	9:30	6:30	Ranjana	
22/1/2021	Ranjana	9:30	6:30	Ranjana	
23/1/2021	Ranjana	9:30	6:30	Ranjana	
24/1/2021	Ranjana	9:30	6:30	Ranjana	
25/1/2021	Ranjana	9:30	6:30	Ranjana	
26/1/2021	Ranjana	9:30	6:30	Ranjana	
27/1/2021	Ranjana	9:30	6:30	Ranjana	
28/1/2021	Ranjana	9:30	6:30	Ranjana	
29/1/2021	Ranjana	9:30	6:30	Ranjana	
30/1/2021	Ranjana	9:30	6:30	Ranjana	

Place : Pune

Date : 29.03.2021

FOR B. B. THORAT & ASSOCIATES  
CHARTERED ACCOUNTANTS

*Thorat*  
(THORAT B. B.)  
PROPRIETOR  
M.NO. 048189



**B.B.THORAT**  
**B.COM F.C.A**

**B.B.THORAT & ASSOCITES**  
**CHARTERED ACCOUNTANTS**

303, RAJDHANI, NEAR SHANKAR MAHARAJ MATH SATARA ROAD,  
DHANKAWADI, PUNE, MAHARASHTRA 411043

**Date:29.03.2021**


**Evolution Sheet**

<b>Points</b>	<b>Marks</b>	<b>Marks Obtained</b>
Sincerity	10	10
Attendance	10	9
Performance	10	8
Team Work	10	10
Communication Skills	10	10
<b>Total Marks</b>	<b>50</b>	<b>47</b>

**Place : Pune**

**Date : 29.03.2021**

**FOR B. B. THORAT & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

  
**(THORAT B. B.)**  
**PROPRIETOR**  
**M.NO. 048189**

