INTERNSHIP

SUBMITTED TO PARTIAL FULFILLMENT OF THE REQARMENT FOR THE DEGREE OF BACHELOR OF ACCOUNTANCY AND FINANCE

INTERNSHIP REPORT BY

ADITI KEDARNATH DUDHATE

SNDT ARTS AND COMMERCE COLLEGE FOR WOMEN PUNE-38

CONDUCTED COLLEGE OF

SNDT WOMEN UNIVERSITY
MUMBAI

2020-2021



SANTOSH INGLE & ASSOCIATES

CHARTERED ACCOUNTANTS

Santosh S. Ingale M.Com., D.T.L. FCA Renuka Santosh Ingale B.Com., FCA, DISA (ISA) Mahesh Nitturkar B.Com., FCA, DISA (ISA)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **MISS. ADITI KEDARNATH DUDHATE** has completed 240hrs of her internship in our organization

Satisfactorily.

This certificate is given as per her requirement.

For Santosh Ingle And Associates Chartered accountants FRN 129228W

For Santosh Ingle & Associates Chartered Accountants

(SANTOSH INGLE)

Proprietor

M No: 129750 Place: Parbhani pate: 22/02/2021

Parbhani: 'Santosh Niwas', Kalyan Nagar, Parbhani 431401. Ph. (02452) 221388

Mob. 9890970388, 9563098888, E-mail: santosh.ingle@gmail.com

Branch : Vijay Nagar, Nanded. • Guru Nanak Colony, Bidar.

ACKNOWLEDGEMENT

Presentation inspiration and motivation have always played a key rolein the success of any venture.

I express my since thanks to **Dr. ANAND JUMLE**, Principal, **S.N.D.T.ARTS AND COMMERCE COLLEGE, PUNE-38**

I pay my deep sense of gratitude to **ASHOK KOKATE**, **HOD** of **BAF** Department to encourage me to the highest peak and to provide me the opportunity to prepare the project. I am immensely obliged to my friends for their elevating inspiration, encouraging guidance and kindsupervision in the completion of my project.

I feel to acknowledge my indebtedness and deep sense of gratitude tomy guide PRASHANT SIR, NIKITA MAAM, KEDAR SIR,

AJAY SIR whose valuable guidance and kind supervision given tome throughout the course which shaped the present work as its show.

I would like to express my special thanks of gratitude to **CA SANTOSH INGLE** for giving me opportunity to work their organization.

Last, but not the least, my parents are also an important inspiration for me.

So with due regards, express my gratitude to them.

THANK YOU!

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EXECUTIVE SUMMARY

I, ADITI KEDARNATH DUDHATE from TYBAF staying in S.N.DT. COLLEGE , I am from Parbhani & I have completed my $12 \, \rm th$ with 72% from Gokulnath Mahavidyalay & $10 \, \rm th$ from Gandhi Vidyalay Ekta nagar.

I Chose BACHOLOR IN ACCOUNTING & FINANCE because it has winder scope than BCOM.

BACHLOR IN ACCOUNTING & FINACE (BAF) is a three year undergraduate program that offers in depth knowledge in Accounting & Financial subject by different means such as classroom teachings, seminars, projects, practical training, industrial visit, conference, expert talks etc.

The course helps aspirants to acquire knowledge in the field of accounting, taxation, auditing, risk management, financial accounting, managerial economics, law & business communications.

There are various college across the country but from Pune only S.N.D.T. college have BAF course. The main aim of the program is to increase self-employment & to help companies by providing them with suitably trained professionals in the field of Accounting & Finance.

As a part of TYBAF syllabus, I did my internship in CA SNATOSH INGLE for 30 days (total 240hrs.).

This project is about the internship & detail information about the task undertaken by me.

BONAFIDE CERTIF	<u> ICATE</u>	
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ORGANIZATIONAL PROFILE

Name:- CA Santhosh Ingle

Address:- "Santosh Nivas", Kalyan Nagar, Parbhani, 431401.

Phone No:- 9890970388

EmailID:- <u>santosh.ingle@gmail.com</u>

Service provided to the firm are as follows;

• Taxation of Corporate firm.

• Auditing of the Firm's and Professional People.

• All Registration of work are done.

SUMMARY OUTLINE OF TASK UNDERTAKEN

I have done my internship CA SANTOSH INGLE many things & got deep knowledge about Accounting . I worked there for 8 hours each day i.e. 10.30 AM to 6.30 PM.

Following is the summary of task performed by me:-

GST

GST RETURN

GSTR 1

GSTR 2A

GSTR 3B



GST:-

Every registered person paying GST is required to furnish an electronic return every calendar month. A "Tax Return" is a document that showcases the income of a registered taxpayer. Such a document needs to be filed with the tax authorities in order to pay tax to the government. The tax to be paid by a registered dealer depends upon the income declared by such a person in the tax return filed with the tax authorities.

Under the initial GST Return filing procedure, the different types of GST returns demanded the taxpayer to disclose the following details:

Outward Supplies (Sales)

Inward Supplies (Purchases)

GST On Output

GST on Input (Input Tax Credit)

Other Particulars (As May be Prescribed in the Document)

***Note: However, the current system of <u>GST Return filing</u> requires a taxpayer to update outward supplies information in <u>GSTR 1</u>. And then file a summary return in <u>GSTR 3B</u>. All the other forms like <u>GSTR 2</u> and GSTR 3 have been suspended for the time being.

As mentioned above, from April 1, 2019, the incumbent government is planning to implement the new GST Return design. This simplified version of return would require the taxpayers having an annual turnover of over Rs 5 Crores to file one monthly return only. Thus, small business owners, having an annual turnover of upto Rs 5 Crores would have the option to file quarterly return.

GST RETURN:-

A return is a document containing details of income which a taxpayer is required to file with the tax administrative authorities. This is used by tax authorities to calculate tax liability.

Under GST, a registered dealer has to file GST returns that include:

Purchases

Sales

Output GST (On sales)

Input tax credit (GST paid on purchase

GSTR 1:-

1. GSTR-1

GSTR-1 is the return to be furnished for reporting details of all outward supplies of goods and services made, or in other words, sales transactions made during a tax period, and also for reporting debit and credit notes issued. Any amendments to sales invoices made, even pertaining to previous tax periods, should be reported in the GSTR-1 return.

GSTR-1 is to be filed by all normal taxpayers who are registered under GST. It isto be filed monthly, except in the case of small taxpayers with turnover up to Rs.1.5 crore in the previous financial year, who can file the same on a quarterly basis.

Due Date:-11th* of the next month.

Business name, period for which the return is filed, Goods and Services Taxpayer Identification Number (GSTIN).

Invoices issued in the previous month and the corresponding taxes collected. Advances received against a supply order that has to be delivered in the future. Revision in outward sales invoices from the previous tax periods

Quarterly GST Return

Annual Turnover up to Rs 1.5 crore can opt for quarterly filing

Quarter	Due date
Oct-Dec	18 JANUARY
Jan- Mar	18 April

Monthly GST Return

Annual Turnover of more than Rs 1.5 crore must file monthly

Period	Dates
December	11th January
January	11th February
February	11th March
March	11th April

PROCESS

Table 1, 2 & 3: Details of GSTIN and aggregate turnover in preceding year.

Table 4: Taxable outward supplies made to registered persons (including UINholders) other than Zero rated supplies and Deemed Exports.

Table 5: Taxable outward inter-State supplies to un-registered persons where the invoice value is more than INR 2.5 Lakh.

Table 6: Details of Zero rate supplies and Deemed Exports.

Table 7: Details of Taxable supplies (Net of debit notes and credit notes) to unregistered persons other than the supplies covered in Table 5.

Table 8: Details of Nil rated, exempted and non GST outward supplies.

Table 9: Details of debit notes, credit notes, refund vouchers issued during current period and any amendments to taxable outward supply details furnished in the GSTR1 returns for earlier tax periods in Table 4, 5 & 6.

Table 10: Details of debit note and credit note issued to unregistered person.

Table 11: Details of Advances Received/Advance adjusted in the current tax period or Amendments of information furnished in earlier tax period. Table

12: HSN-wise summary of outward supplies.

Table 13: Documents issued during the tax period.

2. <u>GSTR-2</u> :-

GSTR-2A is the return containing details of all inward supplies of goods and services i.e. purchases made from registered suppliers during a tax period. The data is auto-populated based on data filed by the suppliers in their GSTR-1 return. GSTR-2A is a read-only return and no action can be taken.

GSTR-3B:-

GSTR-3B is a monthly self-declaration to be filed, for furnishing summarized details of all outward supplies made, input tax credit claimed, tax liability ascertained and taxes paid.

Due Date:- 20th of the next month

All businesses have to file GSTR-3B by 20th of next month until the month of March 2021

GSTR-3B is to be filed by all normal taxpayers registered under GST.

PROCESS:-

Table 1: Details of outward supplies and inward supplies liable to reverse charge In this table one needs to capture the total taxable value (both intrastate as well as interstate) along with the tax applicable (CGST, SGST / UTGST, IGST & Cess) of the following supplies:

Outward Taxable Supplies other than Zero Rate, Nil Rate and ExemptedOutward Taxable Supplies (Zero Rated)

Outward Supplies towards Nil Rated and Exempted Inward Supplies liable to be paid on reverse charge basis Non-GST Outward Supplies

Nature of Supplies	Total Taxable value	Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)					
(b) Outward taxable supplies (zero rated)					
(c) Other outward supplies (Nil rated, exempted)					
(d) Inward supplies (liable to reverse charge)					
(e) Non-GST outward supplies					

Table 2: Details of Interstate supplies made to unregistered persons, composition dealers and UIN holders

In this table one needs to capture the place of supply, total taxable value and the IGST applicable for all interstate supplies made to the following entities:

Interstate supplies made to Unregistered Persons Interstate supplies made to Composition Dealers Interstate supplies made to UIN Holders

3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

	Place of Supply (State/UT)	Total Taxable value	Amount of Integrated Tax
1	2	3	4
Supplies made to Unregistered Persons			
Supplies made to Composition Taxable Persons			
Supplies made to UIN holders			

Table 3: Details of eligible Input Tax Credit In this table, one needs to capture the following details:

ITC Available: On inward supplies on which the ITCwas availed, such as Import of Goods or Services, supplies liable to fetch reverse charge, supplies from ISD, and other inward supplies, as applicable.

Details	Integrated Tax	Central Tax	State/UT Tax	Cess
l l	2	3	4	5
A) ITC Available (whether in full or part)				
(1) Import of goods				
(2) Import of services				
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)				
(4) Inward supplies from ISD				
(5) All other ITC				
(B) ITC Reversed				
(1) As per rules 42 & 43 of CGST Rules				
(2) Others				
(C) Net ITC Available (A) – (B)				
(D) Ineligible ITC				
(1) As per section 17(5)				

ITC Reversed: On usage of inputs / input services / capital goods used for non-business purpose, or partly used for exempt supplies. Also, if the depreciation is claimed on tax component of capital goods, plant and machinery - then the ITC will not be allowed. Such reversals needs to be captured in this table.

Details	Integrated Tax	Central Tax	State/UT Tax	Cess
T.	2	3	4	5
(B) ITC Reversed				
(1) As per rules 42 & 43 of CGST Rules				
(2) Others				
(C) Net ITC Available (A) - (B)				

Eligible ITC: Calculated by deducting ITC Reversed from ITC Available. Ineligible ITC: Details of GST paid on inward supplies listed in negative list, which are not eligible to fetch input tax credit.

Details	Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5
(D) Ineligible ITC				
(1) As per section 17(5)				
(2) Others				

Table 4: Details of exempt, nil-rated and non-GST inward supplies In this table one needs to capture the details of interstate and intrastate supplies for the following:

Supplies from composition dealers, exempt and nil-rated inward supplies Non-GST inward supplies

5. Values of exempt, nil-rated and non-GST inward supplies

Nature of supplies	Inter-State supplies	Intra-State supplies
1	2	3
From a supplier under composition scheme, Exempt and Nil rated supply	711	
Non GST supply		

Table 5: Payment of Tax

In this table one needs to declare the self-ascertained tax payable. The tax payable will emerge from the following details:

Tax paid through ITC (CGST, SGST / UTGST, IGST & Cess)Tax paid TDS / TCS
Tax / Cess paid in Cash
Interest & Late Fees

6.1 Payment of tax

Description			Paid through ITC		Tax paid	Tax/Cess	Interest	Late	
		TDS/TCS	paid in cash		Fee				
1	2	3	210	- 5	6	7	8	9	10
Integrated Tax									
Central Tax									
State/UT Tax		. 9					2		
Cess								J. L	

Table 6: TDS / TCS Credit

In this table, one needs to capture the details of TDS and TCS, for CGST, SGST / UTGST & IGST. However, as a business, these will not be that crucial at the moment, as these provisions are deferred from the initial rollout of GST, and are not applicable, till notified further.

6.2 TDS/TCS Credit

Details	Integrated Tax	Central Tax	State/UT Tax
	2	3	4
TDS			
TDS TCS			

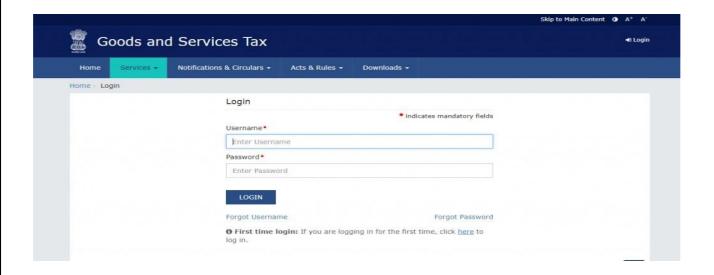
In conclusion, GSTR 3B returns is bound to be a big relief for businesses across the country. However, one needs to gear up for the month of September, which is bound to be a heavy returns filing month.

PAYMENT:-

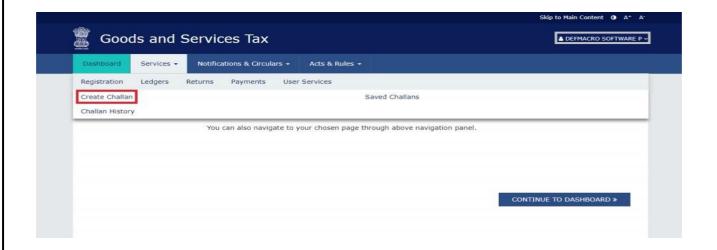
The goods and services tax/harmonized sales tax (**GST**/HST) credit is a tax-free quarterly **payment** that helps individuals and families with low and modest incomes offset all or part of the **GST** or HST that they **pay**.It may also include **payments** from provincial and territorial programs.

step-by-step guide that will help you make GST payment with ease –

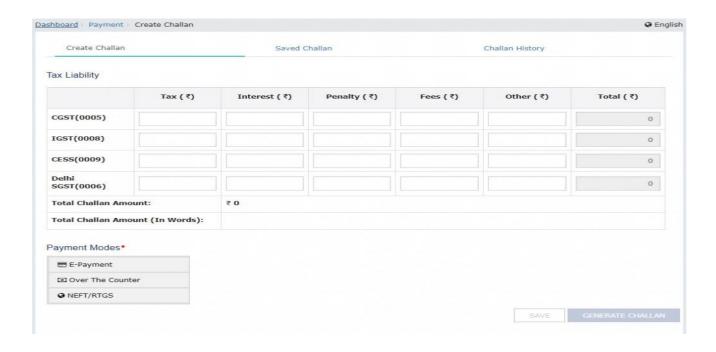
Step 1 – Login to the GST Portal. Enter your username, password, and captcha code



Step 2 – Once you log in go to Services > Payments > Create Challan



Step 3 — Enter the amounts and select the method of payment i.e. e-payment, over the counter or NEFT/RTGS. Click on Generate Challan once all the details have been filled in.

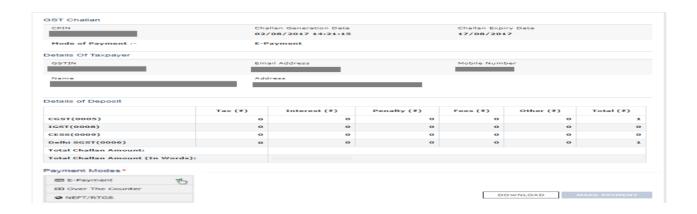


There are 3 methods of payment here:

- Internet banking and debit/credit cards of authorized banks
- Over the counter payment through authorized banks
- Payment through NEFT/RTGS from any bank.

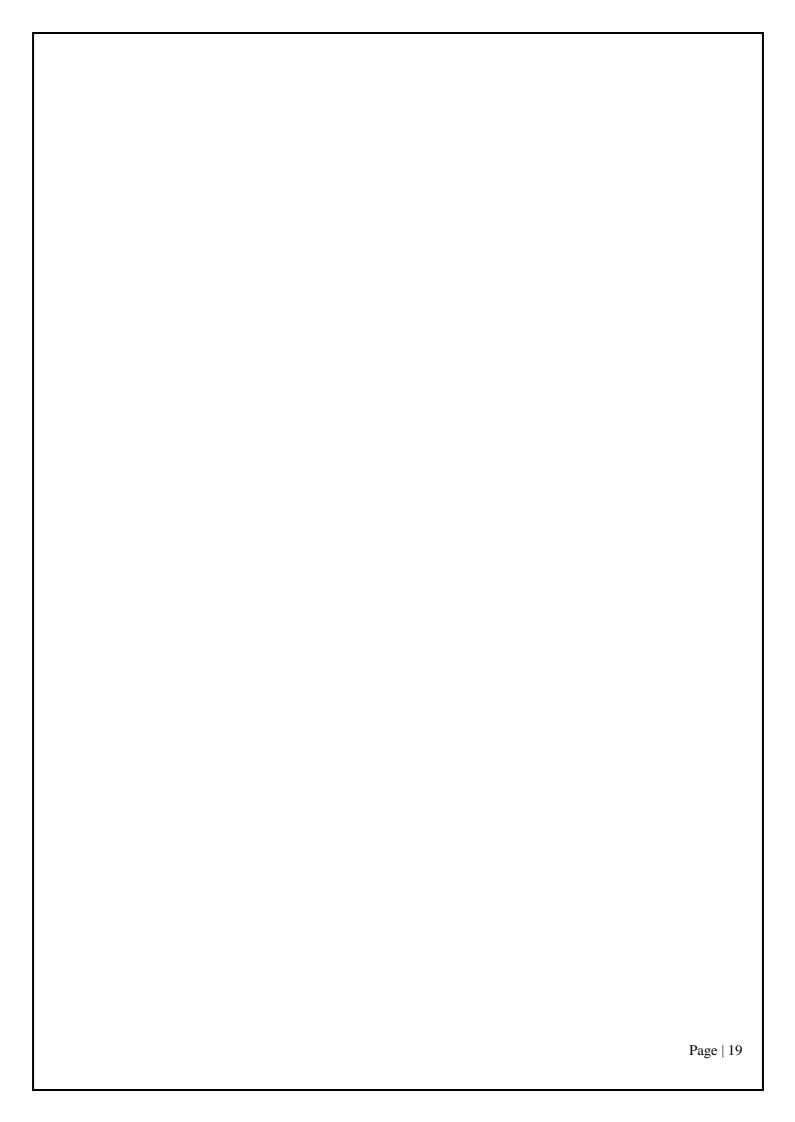
However, there is a limit of Rs. 10,000/- per challan, for over the counter payment through authorized banks.

Step 4 – A summary page will appear containing all the details of the challan. Select the 'Mode of Payment'. You can either choose 'Over The Counter' to make payment by going to the bank in person or choose 'E-Payment', 'NEFT/ RTGS to make online <u>GST Payment</u>. Click on 'MAKE PAYMENT'.



Step 5 – Make an online payment of GST through Net-Banking or take a printout of the challanand make payment in Bank.

Once the payment is made you will receive a challan containing all the details of tax paid. Thereafter the tax paid challan (CIN) will be credited to the cash ledger account of the taxpayer.



LEARNING OUTCOMES

While working with CA SANTOSH INGLE ASSOCIATES I learned so many things which going to be helpful for rest of my life.

Every day there was something new to learn. I learn how to work with other people, how to communicate with them while working as team, management of organization as well as time management.

Following is list of things that I have learned during my internship.

LEARN

❖ Learning new features and short cut in excel. Require document for filling.

Filling of GST.

E-filling for tax.

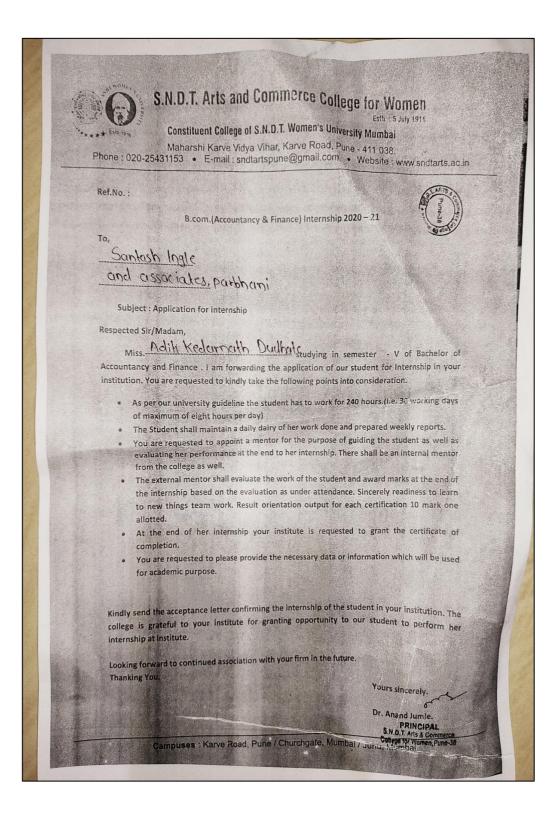
CONCLUSION

As an undergraduate of the university of S.N.D.T I would like to say that this internship is an excellent opportunity for us to get the ground level and experience the things that we would have never gained through going straight onto a job. I am graduated to S.N.D.T. university for giving us the wonderful opportunity.

The main objective of internship is to provide an opportunity to undergraduates to identify, observe and practice how accounting can be done of various companies. It is not only to get experience in accounting but also to observe management practices and in interact.

It is easy to work with sophisticated Machines, but not with the people the only chance that an undergraduate has to have this experience in internship period. I feel Igot the maximum out of that experience. Also I learned the way of work in an organization, the team spirit.

The internship was a lot more useful than staying at one place throughout the whole months in my opinion; I have grained lots of knowledge and experience needed to be successful in a Accounting filed, as in my opinion, being Accounting is after all a Challenge and not a job.





SANTOSH INGLE & ASSOCIATES

CHARTERED ACCOUNTANTS

Santosh S. Ingale M.Com., D.T.L. FCA Renuka Santosh Ingale B.Com., FCA, DISA (ISA) Mahesh Nitturkar B.Com., FCA, DISA (ISA)

To, Dudhate Aditi Kedarnath, Snehasharda Nagar, Basmat Road, Parbhani – 431401.

> Subject: Acceptance letter for internship... Reference: Your Application dated 14/01/2021

Dear Aditi,

This is with reference above mentioned subject and your application dated 14/01/2021 we are agree and accept you for internship for 30 working days.

For Santosh Ingle And Associates Chartered accountants FRN 129228W

> For Santosh Ingle & Associates Chartered Accountants

(SANTOSH INGLE)

Proprietor

M No: 129750
Place: Parbhani

Parbhani: 'Santosh Niwas', Kalyan Nagar, Parbhani 431401. Ph. (02452) 221388

Mob. 9890970388, 9563098888, E-mail: santosh.ingle@gmail.com

Branch : Vijay Nagar, Nanded. • Guru Nanak Colony, Bidar.

PARENTS PERMISSION LETTER

ADITI KEDARNATH DUDHATE

TO,
THE PRINCIPAL,
SNDT ARTS AND COMMERCE COLLEGE,
PUNE – 411004

SUB - PERMISSION FOR INTERNSHIP TRAINING FOR 240 HOURS

RESPECTIVE SIR/MADAM,

MY DAUGHTER ADITI KEDARNATH DUDHATE
STUDYING IN TY BAF. SHE IS DOING INTERNSHIP FOR 240
HOURS. I HAVE NO OBJECTION FOR HER
INTERNSHIP/TRAINING.
THANK YOU.

YOUR SINCERELY KEDARNATH DUDHATE



Santosh S. Ingale M.Com., D.T.L FCA

SANTOSH INGLE & ASSOCIATES

CHARTERED ACCOUNTANTS

Renuka Santosh Ingale B.Com., FCA, DISA (ISA)

Mahesh Nitturkar

B.Com. FCA. DISA (ISA)

Job of Profile

Name: Dudhate Aditi Kedarnath

BAF (III) Year

Work assigned to her which she has completed satisfactorily

01) Power GST

1. Create Company

2. Data Creation as per Power GST Format.

3. Import Soft Excel

4. Download Data From GST Portal (GSTR3B, GSTR-1, GSTR2B - B2B, GSTR-2A)

02) GSTR1

03) Download GSTR2B

04) Filling

05) Calling

06) Accounting on Excel

1. Purchase Register

2. Sale Register

3. Tax Liabilities

4. ITC Working

5. Debit Note

6. Credit Note

7. Reconciliation of ITC

8. Reconciliation of Sale Book

For Santosh Ingle And Associates Chartered accountants FRN 129228W

> For Santosh Ingle & Associates **Chartered Accountants**

(SANTOSH INGLE)

Proprietor M No: 129750 Place: Parbhani 22/12/202/

FRN:129228W

Parbhani: 'Santosh Niwas', Kalyan Nagar, Parbhani 431401. Ph. (02452) 221388

Mob. 9890970388, 9563098888, E-mail: santosh.ingle@gmail.com

Branch: Vijay Nagar, Nanded. • Guru Nanak Colony, Bidar.

M/s. Santosh Ingle & Associates

Chartered Accountants

Kalyan Nagar, Parbhani-431401.

Tel.:+912452221388 Cell: 9890970388 Email:santosh.ingle@gmail.com

Date: 22/02/2021

Name: Dudhate Aditi Kedarnath

BAF (III) Year

ATTENDANCE

DATE	TIME IN	TIME QUT
16/01/2021	10;30AM	6:30PM
18/01/2021	10;30AM	6:30PM
19/01/2021	10:30AM	6:30PM
20/01/2021	10:30AM	6:30PM
21/01/2021	10:30AM	6:30PM
22/01/2021	10:35AM	6:30PM
23/01/2021	10:30AM	6:30PM
25/01/2021	10:30AM	6:00PM
26/01/2021	10:35AM	6:30PM
27/01/2021	10:30AM	6:35PM
28/01/2021	10:30AM	6:30PM
29/01/2021	10:35AM	6:30PM
30/01/2021	10:40AM	6:30PM
01/02/2021	10:30AM	6:30PM
02/02/2021	10:30AM	6:30PM
03/02/2021	10:40AM	6:30PM
04/02/2021	10:30AM	6:20PM
05/02/2021	10:30AM	6:30PM
06/02/2021	10:30AM	6:30PM
08/02/2021	10:35AM	6:30PM
09/02/2021	10:30AM	6:30PM
10/02/2021	10:35AM	6:30PM
11/02/2021	10:30AM	6:25PM
	10:30AM	6:30PM
12/02/2021	10.50AW	0.001 112

10/00/0001		
13/02/2021	10:30AM	6:30PM
15/02/2021	10:35AM	6:30PM
16/02/2021	10:35AM	6:30PM
17/02/2021	10:30AM	6:30PM
18/02/2021	10:35AM	6:20PM
19/02/2021	10:30AM	6:30PM
20/02/2021	10:40AM	6:30PM
22/02/2021	10:35AM	6:30PM
44/04/4041	10.55AM	0.301 M

For Santosh Ingle And Associates Chartered accountants FRN 129228W

For Santosh Ingle & Associates Chartered Accountants

Palmer FRN:129228W

(SANTOSH INGLE)

Proprietor-

M No: 129750 Place; Parbhani



Santosh S. Ingale M.Com., D.T.L., FCA

SANTOSH INGLE & ASSOCIATES

CHARTERED ACCOUNTANTS

Renuka Santosh Ingale B.Com., FCA, DISA (ISA) Mahesh Nitturkar B.Com., FCA, DISA (ISA)

Date: 22/02/2021

ASSESSMENT LATTER

Name: Dudhate Aditi Kedarnath

BAF (III) Year

	Sincerity	Team Work	Attendance	Work Performance	Communication	Total
Out Off	10	10	10	10	10	50
Marks	10	10	10	08	10	48

For Santosh Ingle And Associates Chartered accountants FRN 129228W

For Santosh Ingle & Associates Chartered Accountants

(SANTOSH INGLE)

Proprietor

M No: 129750 Place: Parbhani

Parbhani: 'Santosh Niwas', Kalyan Nagar, Parbhani 431401. Ph. (02452) 221388

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