

Report On

**Accounting Practices and Payroll systems of Oxbridge English
School : A study on Halishahar Branch**

Submitted By
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An internship report submitted to the Brac Business School, in partial fulfilment of
the requirements for the degree of
Bachelor of Business Administration

Brac Business School
Brac University
November 2022

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Declaration

It is hereby declared that

1. The internship report submitted is my/our own original work while completing degree at BRAC University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I/We have acknowledged all main sources of help.

Student's Full Name & Signature:

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Assistant Professor, BRAC Business School

Letter of Transmittal

Dr. Md. Kausar Alam

Assistant Professor ,

BRAC Business School

BRAC University

66 Mohakhali, Dhaka-1212

Subject: Internship Report Submission

Dear Sir,

It gives me great pleasure to present my Intern level position and share details about **Accounting Practices and Payroll systems of Oxbridge English School : A study on Haliashahar Branch** for which I was assigned by your direction. I've done my best to finish the report with the most important information and recommendations in the most compact and thorough way feasible.

I am confident that the report will meet your expectations.

Sincerely yours,

Salman Al Azmir Ali Saimon

11204026

BRAC Business School

BRAC University

Date: November 10th, 2022

Non-Disclosure Agreement

I hereby declare that, this internship work entitled “**Accounting Practices and Payroll systems of Oxbridge English School : A study on Halishahar Branch.**” is an original work done by me under the supervision of Dr. Md. Kausar Alam, Assistant Professor, Brac Business School, Brac University. This project work is submitted in the partial fulfillment of the requirements for the Internship Program. This report has not been submitted to any other university or Institute for any other award of any degree.

Salman Al Azmir Ali Saimon

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Brac University

EXECUTIVE SUMMARY

The report is prepared as the requirement of the BBA program of BRAC University. The report has been prepared after a 3 month internship on **Accounting Practices and Payroll systems of Oxbridge English School : A study on Halishahar Branch** . In the report I have discussed my responsibilities as an accounts supervisor and also a temporary teacher. An overview of the schools history and both of its branches are discussed. I also highlighted the challenges and the recommendations. The project is divided into mainly 3 chapters and each chapter covers the essential information from the intern information, the supervisor information along with the institution information. I have also discussed the SWOT analysis. The report states the investment done to establish the two branches of the institution and a proper analysis of the capital. The income and expenses are also shown to present a proper analysis. Besides the Payroll systems of the institution has been showed for a clear overview. Finally some limitations are drawn.

Abstract

This internship report details my three month journey as a student accounts consultant and also a teacher and what I have learned from this journey. I describe my contribution in terms of my learning of the accounting practices of Oxbridge English School, as well as my continuous effort to help the students to learn better. I have also discussed what I have done well and what I feel I could have done better. In this report I have also critically reflected my subject of concentration which is the analysis of capital investment and teachers pay grade in addition to do the activities of a teacher, citing examples from my teaching experiences. In my research I attempted to implement what I have learnt attending various courses during my undergraduate study. However, I feel it is not always easy or possible to implement exactly the same as the book; rather I need to innovate and make activities more flexible so that there were no uncertainties or obstacle in my research. I have discussed a few of these experiences. I consider myself lucky to get the chance to do my internship at a National Curriculum Based English School. The internship was three months in duration. During this internship, my responsibility was to analyze the current accounting practices of the school after they decided to start a new branch. Along with that I also attempted study specially the pay grade systems of the teachers. The school follows the English version method which is the English translated system of the Bengali Government version. Finally, this experience helped me identify significance changes to the educational system after the pandemic.

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Chapter: 1: Overview of Internship

1.1 Student Information

I am Salman Al Azmir Ali Saimon, ID: 11204026, a confident and self-motivated student at BRAC Business School, BRAC University. I got enrolled in the BBA program in FALL 2011 and my specializations are Accounting and HR(Human Resource Management). I am interested in continuing further studies under my main subjects.. I am currently doing my internship in Oxbridge English School.

1.2 Internship Information

1.2.1: Organizational Information

I joined Oxbridge English School for the Internship program for Summer 2022 semester. The date of my joining was 16th June 2022. I worked mainly under the accounts department and also a temporary substitute teacher .The institution is located in No.1, Panirkol, Haliashar Road, Chittagong.

1.2.2: Company Supervisor's Information

Name- Shaheda Parveen

Head Mistress, Oxbridge English School

[Email-shahedaparveen112@gmail.com](mailto:shahedaparveen112@gmail.com)

1.2.3: Job Scope

The internship program under Oxbridge English school was mainly with the accounts department. Firstly I had to take a few classes but later I started my main job responsibilities for the accounts sector.

- a. Analyze weekly and monthly expenses and incomes and report to the supervisor.
- b. Collect the monthly tuition fees data monthly and analyze the difference and report to the supervisor.
- c. Presentation on a weekly basis on the capital investment and current economic situation to of the school the authority .
- d. Collection of data regarding the capital investment of both branches from accounts department and report to the supervisor daily.

1.3: Internship Outcomes

1.3.1: Student's Contribution and Benefits

The internship program at Oxbridge English School helped me in understanding how a organization or mainly an educational organization works. The school is consisted of two branches but not a typical big English school. So the team I worked with were consisted of 3 members including me. But gradually I got to know them well and we made a pretty good team. So first I got to learn about the team work. I learned about how much money were spend daily for the school and services to the student. The services provided by the school should be presented such that more students are attracted to join. I learned the process of advertisement of an institution and the many ways to promote ones institution to the world. I learned that the guardians who are the biggest asset of any educational institution has to be satisfied with the services provided to their children. These way they themselves will bring more student to the school to strengthen the school reputation and also the revenues. The other members have been very cooperative and help while I was preparing my project. I used to collect my data on income,

expenses, capital and other accounts related issues and note it it mainly Microsoft software and also by hand for safe keeping. But I would first confirm it with my Supervisor and my team members first.

1.3.2: Difficulties Faced during the Internship Period

So with no previous experience it will difficult first to adjust. I did not know how a company works let alone a school. Firstly as I was not there for teaching it was a challenging task to present my project goal to the authority but soon by the support of my designated team I became adjusted and the difficulty decreased.

1.3.3: Recommendation for the school for the future interns

The school should be clear about their knowledge of the interns post while finalizing them. I applied for the accounts division but previously it was validated as a teacher so I had to clear that. Besides the process should be completed with all the Heads approval.

Chapter: 2: Organization Part

2.1: Introduction

Oxbridge English School was established in the year 2000. Since then it has become one of the most successful institutions in the regions. The school started its journey as a means of imparting highest quality knowledge to the students. From its inception till now they have been totally focused on that very goal without any doubt.

2.2: Overview of the school and History

The school was first named as Oxbridge International School Unit-2 but later changed to its current name. The school was established by its founder, owner and Principal Mr. Showket Ali. It is a well-reputed English medium school in Chittagong which was established in 2000 and the school has classes from Playgroup to Class-X and they follow the National Curriculum Based system. During its early years it followed the British Curriculum Format but later changed totally to the NC based system. The school conducts Debate competition, speech and other extracurricular activities on a monthly basis. On the other hand the school calls for emergency teachers meeting weekly and also parents meeting for discussing the academic performance of the students. The students in the junior classes gradually increased in the coming years so a second branch was established in 2016 to accommodate the senior classes. The school also plans annual picnic and cultural functions. The school also celebrates special events like Victory Day and Pohela Boishakh and also mourns events like Mother Language Day.

2.2.2: Services offered by the school

- a. Highest quality education on National Curriculum Based system.
- b. Tuition classes separately.
- c. Extra-curricular activities provided on weekends.
- d. Coaching classes on weekends.
- e. Sports activities conducted by experienced teachers.

2.3 Team, staff and students of the school

The total teachers and accounts officials stands at 25 currently . Even though the school a goodwill but due to being NC based school which has become a common method the students stands at 250 total. The staffs also consist of five persons. The new branch has 8 teachers and about 60 students with 1 staff and other one shifting between the two branches.

2.4 Mission

The mission is was and always will be to impart sound knowledge to develop the students education , discipline and self motivation to help build a better future in a educational and healthy environment.

2.5 Vision

The vision by the Schools Head MR. Showket Ali And Mrs. Shahana Ali is to create an institution irrelevant of the size, influence and money that will start a educational revolution all over the city and motivate future leaders to build their future in here instead of going to abroad.

2.6 Achievements

The school has won interschool debate competitions and also some extracurricular activities in the years.

2.7 SWOT ANALYSIS

SWOT means strength, weakness, opportunities and threats. Completing a SWOT analysis will help us identify ways to minimize the effect of our weaknesses while maximizing our strengths. We can use our strengths to create opportunities as well as minimize threats. Strengths focus on the things that we do well as a department.

STRENGTHS

- a. High quality academic programming
- b. Great marketing skills.
- c. Advertisement in important places.
- d. Ability to show the parents that high tuition fees is better even if the branch is new.
- e. Teachers with good contacts around the area.
- f. Goodwill is established well in the area.
- g. Dedicated and experienced support staff
- h. Faculties are highly involved in their professional organizations.
- i. A large number of strong and widely respected and recognized outreach programs that demonstrate a strong commitment to the community and community service.

WEAKNESS

- a. Lack of competitiveness
- b. Lack of appreciation/recognition of faculty work.
- c. Students absence is more with less teachers.
- d. Lack of consistency
- e. Limited program diversity.

OPPURTUNITIES

- a. We have the opportunity to use our reputation for quality programming
- b. High level of interest
- c. Teachers ability to attract more students.

THREATS

- a. Many of our competitors have recently developed or are currently developing new branches all over the area.
- b. Political pressure.
- c. Limited funding.

2.8 Limitations and recommendations

The reach of the school is good but needs to be increased since the total number of students is not that good after the pandemic. The branches need more teachers and better advertisement strategies to compete with the many English educational institutions in the area.

Chapter 3: Project part

A study on the new Haliashahar branch and its accounting practices

3.1 Introduction

The new branch of the institution was established in the year 2016. The aim of the branch was to strengthen the economic situation of the school and increase the priority on the senior sections. Some teachers and staff had to pull double duty since the branches are in walking distance of each other. The investment done was a mere close to 4 lakhs since two flat of an office building were rented each at 24000/- BDT per month .The investment also included the stationeries and the chairs, tables , desk and more. The establishment of a new fresh branch bought back lost attention to the institutions.

3.2 Background

The decision for a new branch required more capital and expenses and it was rare for an English version school to open a new branch. The authority was always been eager to set up these branch ever since the 2010s. A certain capital was reserved for one or two branch was when the school was reaching its peak with about close to 350 students in the locality. These numbers may be small but higher in the sense of competition in the area. The Haliashahar area itself has at least 15 to 20 English Schools and increasing every year.

3.3 Objective of the report

- a. The analysis of the capital of the new branch of Oxbridge English School.
- b. The information of the Income and Expenses of the new branch.
- c. The paygrade of the teachers along the years.
- d. Overall review of the accounting practices.

3.4 Strategy

- a. Engage well with the teachers, administration and the authority.
- b. Creating a good working relationship with the Head of Accounts.
- c. Had to stay organized and manage my time wisely.
- d. Had to demonstrate my decision making skills to convince them.

3.5 Methodology

The data needed for the report has been collected from primary resources as well as some secondary resources. As reported earlier the process of collecting the data did not affect the objective of the report.

Primary Data source

- a. Direct working with the accounts official.
- b. Direct working with the Head of Accounts.
- c. Face to Face conversation with management

Secondary Data source

- a. Annual report from the school archives.
- b. Teachers salary sheet.

3.6 Finding and Analysis

The accounting practices mainly was divided between the two branches. Since I was under the new branch I collected and analysed the teachers salary and also the various expenses and revenues over the last five years. The Head of Accounts and Administrative Officer Mr. Shahidul Islam and Mr. Muntasir Mamun has been very cooperative and helpful in collecting these datas.

Teachers Paygrade Analysis

Since the branch is small and low numbers only 8 permanent teachers were added to the new branch. The teachers were given a base salary but were also assigned to tuitions of the same branch after the school is completed. Some students attend the tuitions of their respective teachers at their home if necessary. This method was implemented for the teachers better cumulative salary since the increase yearly increment is not that much. I have given the salary sheet of the teachers of the previous 5 years for a clearer view.

TEACHER SALARY SHEET- 2018

Name	Class	Salary	Tuition	Bonus (Only on Eid)	Total (Excluding Eid Bonus)
S-1	Vi, Vii, Viii, ix, x	8,000/-	6,000/-	2,000/-	14,000/-
S-2	Vi, Vii, Viii, ix, x	8,000/-	4,000/-	2,000/-	12,000/-
S-3	Vi, Vii, Viii, ix, x	8,000/-	4,000/-	2,000/-	12,000/-
S-4	Viii, ix, x	8,500/-		2,000/-	8,500/-
S-5	Vi, Vii, Viii, ix, x	10,000/-	7,000/-	2,000/-	17,000/-
S-6	Vii, ix, x	10,000/-		2,000/-	10,000
S-7	Viii, ix, x	25000/-			
S-8	Viii, ix, x	8,000/-		2,000/-	8,000/-

(Teachers Name not disclosed due to confidentiality issues. They are given code and arranged according to their names given in the salary sheet.)

Source: Mr. Shahidul Islam

TEACHER SALARY SHEET- 2019

Name	Class	Salary	Tuition	Bonus (Only on Eid)	Total (Excluding Eid Bonus)
S-1	Vi, Vii, Viii, ix, x	8,500/-	8,000/-	2,000/-	16,500/-
S-2	Vi, Vii, Viii, ix, x	8,500/-	6,000/-	2,000/-	14,500/-
S-3	Vi, Vii, Viii, ix, x	8,500/-	6,000/-	2,000/-	14,500/-
S-4	Viii, ix, x	9,000/-		2,000/-	9,000/-
S-5	Vi, Vii, Viii, ix, x	11,000/-	9,000/-	2,000/-	19,000/-
S-6	Vii, ix, x	11,000/-		2,000/-	11,000
S-7	Viii, ix, x	25000/-			
S-8	Viii, ix, x	8,500/-		2,000/-	8,500/-

(Teachers Name not disclosed due to confidentiality issues. They are given code and arranged according to their names given in the salary sheet.)

The situation after the pandemic was extremely challenging for a new branch. The salary was adjusted again and also the tuition fees dropped since parents were unwilling to send the children outside.

TEACHER SALARY SHEET- 2020

(Adjusted After Pandemic)

Name	Class	Salary	Tuition	Bonus (Only on Eid)	Total (Excluding Eid Bonus)
S-1	Vi, Vii, Viii, ix, x	8,500/-			8,500/-
S-2	Vi, Vii, Viii, ix, x	8,500/-			8,500/-
S-3	Vi, Vii, Viii, ix, x	8,500/-			8,500/-
S-4	Viii, ix, x	9,000/-			9,000/-
S-5	Vi, Vii, Viii, ix, x	11,000/-			11,000/-
S-6	Vii, ix, x	11,000/-			11,000/-
S-7	Viii, ix, x	25000/-			
S-8	Viii, ix, x	8,500/-			8,500/-

(Teachers Name not disclosed due to confidentiality issues. They are given code and arranged according to their names given in the salary sheet.)

TEACHER SALARY SHEET- 2021

Name	Class	Salary	Tuition	Bonus (Only on Eid)	Total (Excluding Eid Bonus)
S-1	Vi, Vii, Viii, ix, x	9,000/-	8,000/-	2,000/-	17,000/-
S-2	Vi, Vii, Viii, ix, x	9,000/-	5,000/-	2,000/-	14,000/-
S-3	Vi, Vii, Viii, ix, x	9,000/-	5,000/-	2,000/-	14,000/-
S-4	Viii, ix, x	9,500/-		2,000/-	9,500/-
S-5	Vi, Vii, Viii, ix, x	11,500/-	10,000/-	2,000/-	21,500/-
S-6	Vii, ix, x	11,500/-		2,000/-	11,500/-
S-7	Viii, ix, x	25000/-			
S-8	Viii, ix, x	9,000/-		2,000/-	9,000/-

(Teachers Name not disclosed due to confidentiality issues. They are given code and arranged according to their names given in the salary sheet.)

TEACHER SALARY SHEET- 2022

Name	Class	Salary	Tuition	Bonus (Only on Eid)	Total (Excluding Eid Bonus)
S-1	Vi, Vii, Viii, ix, x	9,500/-	8,000/-	2,000/-	17,500/-
S-2	Vi, Vii, Viii, ix, x	9,500/-	5,000/-	2,000/-	14,500/-
S-3	Vi, Vii, Viii, ix, x	9,500/-	5,000/-	2,000/-	14,500/-
S-4	Viii, ix, x	10,000/-		2,000/-	10,000/-
S-5	Vi, Vii, Viii, ix, x	12,000/-	10,000/-	2,000/-	22,000/-
S-6	Viii, ix, x	25000/-			
S-7	Viii, ix, x	9,500/-		2,000/-	9,500/-

(Teachers Name not disclosed due to confidentiality issues. They are given code and arranged according to their names given in the salary sheet.)

Income and Expenses

The income and expense of the branch is stated below . The primary and secondary sources helped to collect these massive data. The cooperation from the personnel was very helpful and also the parents who have also become teachers in the school has also helped. The number of students, the fees collected from parents, the admission fees has been collected directly from the school records. As can be seen the students were lower in number so are the staff and teachers. But the revenues collected by the school in the early years were a masterstroke move. I have given the income statement of the previous 5 years along with the situation after he pandemic.

Income Statement For 2018
(Calculated for Total 12 Months)

Income	Tk
Student Fees (50 Student) 2,500/- Tk. Per Month	15,00,000/-
Admission Fees	6,00,000/-
Other Fees	1,00,000/-
Total =	22,00,000/-
Expense	
Rent (48,000 Per Month)	5,76,000/-
Teacher Salary (65,000 Per Month)	7,80,000/-
Staff Salary	1,44,000/-
Advisement	24,000/-
Electricity	60,000/-
Depreciation	10,000/-
Stationary	30,000/-
Other Expenses	1,00,000/-
Total=	17,24,000/-
Net Profit=	4,76,000/-

Source- Mr. Shahidul Islam, Head Of Accounts.

Oxbridge English School

Income Statement For 2019
(Calculated for Total 12 Months)

Income	Tk
Student Fees (60 Student) 2,500/- Tk. Per Month	18,00,000/-
Admission Fees	4,00,000/-
Other Fees	1,00,000/-
Total =	23,00,000/-
Expense	
Rent (48,000 Per Month)	5,76,000/-
Teacher Salary (70,000 Per Month)	8,64,000/-
Staff Salary	1,64,000/-
Advisement	30,000/-
Electricity	60,000/-
Depreciation	10,000/-
Stationary	40,000/-
Other Expenses	1,00,000/-
Total=	17,38,000/-
Net Profit=	5,62,000/-

Source- Mr. Shahidul Islam, Head Of Accounts.

Oxbridge English School

Income Statement For 2020
(Calculated for Total 12 Months)

Income	Tk
Student Fees (50 Student) 2,500/- Tk. Per Month	13,00,000/-
Admission Fees	2,00,000/-
Other Fees	1,00,000/-
Total =	15,00,000/-
Expense	
Rent (48,000 Per Month)	5,76,000/-
Teacher Salary	5,00,000/-
Staff Salary	1,00,000/-
Advisement	0/-
Electricity	50,000/-
Depreciation	10,000/-
Stationary	20,000/-
Other Expenses	50,000/-
Total=	13,06,000/-
Net Profit=	1,94,000/-

Source- Mr. Shahidul Islam, Head Of Accounts.

Oxbridge English School

Income Statement For 2021
(Calculated for Total 12 Months)

Income	Tk
Student Fees (45 Student) 2,500/- Tk. Per Month	15,00,000/-
Admission Fees	1,50,000/-
Other Fees	1,00,000/-
Total =	17,50,000/-
Expense	
Rent (24,000 Per Month)	2,88,000/-
Teacher Salary	9,00,000/-
Staff Salary	1,64,000/-
Advisement	30,000/-
Electricity	60,000/-
Depreciation	10,000/-
Stationary	40,000/-
Other Expenses	1,00,000/-
Total=	15,92,000/-
Net Profit=	1,58,000/-

Source- Mr. Shahidul Islam, Head Of Accounts.

Oxbridge English School

Income Statement For 2022
(Calculated for Total 12 Months)

Income	Tk
Student Fees (40 Student) 2,500/- Tk. Per Month	12,00,000/-
Admission Fees	4,00,000/-
Other Fees	1,00,000/-
Total =	17,00,000/-
Expense	
Rent (24,000 Per Month)	2,88,000/-
Teacher Salary (70,000 Per Month)	8,64,000/-
Staff Salary	50,000/-
Advisement	10,000/-
Electricity	60,000/-
Depreciation	10,000/-
Stationary	40,000/-
Other Expenses	30,000/-
Total=	13,52,000/-
Net Profit=	3,48,000/-

Source- Mr. Shahidul Islam, Head Of Accounts.

Oxbridge English School

Conclusions

The school is very well famous within the area but the new brach needs more support in the funding and area sectors. The analysis was not in jeopardy by the absolute cooperation of all the members of the branch. I tried to represent the core concept of my research in the project. Since the branch is smaller the datas were also limited even though I covered all. I had a great time in completing the internship.

Recommendation:

- a. Management is slower compared to the main branch.
- b. Website out of date.
- c. Not adequate teachers.
- d. Funding is not being increased .
- e. Fees is still the same since post pandemic.
- f. Need more space to accommodate more students and more income.

REFERENCES

- a. The official site of the institution
<http://oxbridgeenglishschool.com>
- b. For more data
<https://www.facebook.com/oxbridgeenglishschool/>

APPENDIX-1

Interview with the accounts Head Mr. Shahidul Islam

Can you tell me how the capital is divided among the two branches?

Ans. We mostly have two separate capital and expense structure for the two branches.

Is the income generated from the new branch satisfactory?

Ans. Yes and No both since we had a great financial stability before the pandemic even with a small set of students. But after the pandemic its really hard to cover some areas so we had to let go a complete flat out of the two we had for the new branch.

What is your view for a new branch if necessary?

Ans. There are no plans as of now but the increase in students and faculties may change that opinion in the future.

APPENDIX-2

Datas collected from the accounts department about the new branches income , expense , Teachers payroll structure are discussed in the Chapter 3.

