

ABSTRACT

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MINI AUDIT PROCESS AS AN INTERNAL CONTROL SYSTEM AT THE HASNUR CENTER FOUNDATION, HASNUR POLYTECHNIC WORK UNIT

Professional Work is a course that students must take for 400 hours. Professional work activities carried out in the form of Batch V Certified Independent Internships (MSIB) are a program carried out between three parties, namely the government, partners and students. The Hasnur Center Foundation is one of the partners selected to carry out the MSIB program. The Hasnur Center Foundation has several units, including Hasnur Polytechnic, GIBS Middle School, An-Nur SMPIT, An-Nur SDIIT, and An-Nur KB-TKIT, HAFECS, HAFECS Research & Publication, BCTI, Digitaliz, Wetland Square, Wetland Box and others. Hasnur Polytechnic is a vocational higher education institution under the Hasnur Center Foundation which aims to create human resources with integrity and quality. The author carried out an offline internship in the field of administration and finance at Hasnur Polytechnic on 16 August 2023 - 31 December 2023. Several activities were carried out by the author, namely checking all financial files at Hasnur Polytechnic, analyzing and completing financial files (mini audit) both petty cash and cash. large scale, and compiling a fixed cost dashboard project for the Hasnur Polytechnic for the 2022 period. The conclusion obtained from this activity is that with this Professional Work program, it is hoped that the author will be able to understand the accounting process in a non-profit institution and help solve problems in preparing financial reports for non-profit organizations.

Keywords: Professional Work, YHC, Hasnur Polytechnic, Finance, Mini Audit