M. BORAR & CO.
Chartered Accountants

CA

509 Onam Plaza, 18 Palasia, AB Road, Indore, 452008
Mobile No.: 9424081861
Email: mbcindore@gmail.com

अंकेक्षण प्रमाण पत्र

हमारे द्वारा नगर परिषद –सिंगोलीजिला नीमच (मध्य प्रदेश) का वित्तीय वर्ष 2023-2024का वितीय अंकेक्षण कार्य पूर्ण किया गया है। अंकेक्षण के दौरान हमारे द्वारा संचनालाय, नगरीय प्रशासन एवं विकास भोपाल (मध्य प्रदेश) द्वारा प्रतिपादन निर्देशों/परिपत्रों एवं अधिनियम का पालन किया गया है।

हमारे द्वारा नगर परिषद के 1अप्रैल 2023 से 31मार्च 2024 तक के समस्त अभिलेखों/प्रपत्रो आदि का निरिक्षण किया गया है। परिषद द्वारा उपलब्ध कराए गए अभिलेखों के आधार पर हमारे द्वारा प्राप्ति एवं भुगतान खाता तैयार कर इस प्रतिवेदन के साथ के सलंग्र किया जा रहा है।

हमारे द्वारा अंकेक्षण के दौरान उन मानकों का प्रतिपालनकिया गया है जिन्हें सामान्यता भारत में मान्य किया जाता है और जो संस्था के वित्तीय स्थिति का आकलन करते हेतु अनिवार्य है।

अंकेक्षण के दौरान हमारे द्वारा जो आपत्तियों एवं अनियमितताएं पाई गई है हमने उन पर परिषद एवं अधिकारियों के विचार विमर्श किया है जो अनियमितताए के संचालन के समक्ष प्रस्तुत करने योग्य है हम उन्हें इस प्रतिवेदन के साथ अंकेक्षण आक्षेप के रूप में सलग्ररह कर रहे हैं।

वास्ते: एम बोरार एंड कंपनी

चार्टर्ड अकाउंटेंट

दिनांक: 22-01-2025

स्थान:सिंगोली

CA स्वर्णिम गुप्ता
M.No. 430914
UDIN:

M. BORAR & CO.
Chartered Accountants

509 Onam Plaza,18 Palasia, AB
Road, Indore,452008
Mobile No.: 9424081861
Email: mbcindore@gmail.com

AUDIT REPORT IN CONNECTION WITH ANNUAL AUDIT OFSINGOLI NAGAR PARISHAD

WehaveexaminedtheReceipt&PaymentAccountfortheyearended on 31stMarch2024,attachedherewith,ofNagar ParishadwithregardstotheAudit;wehavemadethefollowing observation:

- We certify that the Receipt and Payment account, books of account maintained at the office of Nagar Parishad, Singoli.
- The observations/discrepancies/inconsistencies observed in the scope of audit have been detailed out in Audit Report.
- Details regarding revenue collection against the budgeted targets and the growth attained during the year in comparison to the previous year is given in **Annexure-A**.
- We report the following observations/suggestions in the audit report.
- Subject to above-
  I. We have obtained on the information and explanation which, to the best of our knowledge and belief, were necessary for the purpose of the audit;
  II. In our opinion, proper books of accounts have been kept by them above named entity so far as it appears from the examination of the books.
  III. In our opinion and to the best of our information and according to the explanation given to us, the said accounts, read with notes thereon attached in the report gives true and fair of the Receipt & Payment Account of Nagar Parishad, Singoli for the year ended 31st March 2024.

Place:Singoli

Date:22-01-2025

UDIN-

For : M/S. M. BORAR & CO.
(Chartered Accountants)

Swarnim

CA Swarnim Gupta
(Partner)
M. NO. 430914
FRN. 341255E

मुख्य नगरपालिका अधिकारी
नगर परिषद, सिंगोली (म.प्र.)

Name of ULB - Nagar Parishad, Singoli
Name of Auditor - M/S. M. Borar & Co.

S.No	Parameter	Description	Observation	Suggestion
1	Audit of Revenue	The auditor is responsible for audit of revenue from various sources.	We have audited all the sources by applying Sample Test Check Basis from where municipality is deriving its revenue for the financial year 2023-24 and details of various sources has been reported in Receipt & Payment Account.	1) Actual Collection of Various taxes are less than the budgeted amount of taxes because of lack of manpower and robust collection methods. Hence proper staffing is required and some robust methods like collecting the tax by sending the staff directly to homes for collection of cheques or with card swiping machines to collect the tax and also penalty for late submission of such taxes, such methods should be adopted. 2) Various schemes and incentives should be introduced on regular intervals to increase the revenue collection.
		He is also responsible to check the revenue receipt from the counter files of receipt books and verify that the money received is duly deposited in respective bank account.	The Counter foils or revenue receipts of property tax, water tax and shop rent collection were made available to us for verification. As per information provided to us that the revenue/ tax collector/ officer directly deposits the amount collected with main cashier at the cash counter, who in turn this amount directly to bank account.	
		Percentage of revenue collection increases\ decreases in various heads in property tax, samekit kar, shiksha upkar, nagriya vikas upkar and other tax, compared to previous year shall be part of report.	The comparison of all the taxes with regard to yearly targets have been duly verified and is forming part of report, annexed here with Annexure-A.	
		Delay beyond 2 working days shall be immediately brought to the notice of commissioner/ cmo.	We have verified the bank statements given to us against the receipt and we found that there was no delay beyond 2 working days in depositing cash into respective bank accounts except during Bank holidays.	
		The entries in cash book shall be verified.	We have verified all the entries reported in the cash book on sample test check basis and found to be satisfactory.	3) The cash/ bill/ receipt books should be maintained by only one person. Further the receipt of daily taxes should be done by a single person rather than different individuals.
		The Auditor shall verify that the advances have been received..	As per books there were some advances received during the year.	
		The auditor shall specifically mention in the report, the revenue recovery against the quarterly and monthly targets	The targets given to the ULB with regard to revenue recovery are yearly. As per the information provided to us the targets of revenue recovery were not met. Also the sheet of revenue recovery as provided by the ULB does not match with figures stated in Receipt & Payment Account.	
		The auditor shall verify the interest income from FDRs and verify that interest income are duly and timely accounted for in cash.	Interest income is recorded in cash book on cash basis instead of accural basis due to which correct interest income is not reflected in financial statements.	
		The cases where the investment are made on lesser interest rates shall be brought to the notice of the commissioner/ cmo.	Investment (if any) are made at rate prevailing in bank.	
		The auditor is responsible for audit of expenditure under all the schemes.	We have audited the expenditures incurred by the municiaplity using sample test check basis during the FY 2023-24.	

मुख्य नगर पालिका अधिकारी
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2	Audit of Expenditure	He is also responsible for checking the entries in cash book and verifying them from relevant vouchers.	The entries in cash book have been verified from relevant vouchers.	1) On the Note sheet the CMO and the President should put their offical Seal with the Signature 2) Whenever the signature of a Witness is taken the details of witness like the name, address should be mentioned 3) Purchase of goods/services should be from supplier registered under GST
		He should also check monthly balances of the cash book and guide the accountant to rectify errors, if any.	The monthly balances of cash book were checked and the errors were rectified.	
		He shall verify that the expenditure for a particular scheme is limited to the funds allocated for that particular scheme any over payment shall be brought to the notice of any commissioner/ cmo.	We have sample checked the fund allocation, records are properly maintained showing the funds allocated and it was observed that in some cases grant payment was made in excess of funds allocated.	
		He shall also verify that the expenditure is in accordance with the guidelines, directives, acts and rules issued by government of india/ state government.	We have verified the expenditure on sample test basis and not observed any deviation.	
		During the audit financial propriety shall also be checked. All the expenditure shall be supported by financial and administrative sanctions accorded by competent authority and shall be limited to the administrative and financial limits of the sanctioning authority.	On the basis of our audit we observed that all the expenditure have been supported by financial and administrative sanctions accorded by competent authority and are limited to the administrative and financial limits of the sanctioning authority.	4) The attendance register should be kept with a person incharge and should be daily verified and signed by the CMO/ Chief Accountant. 5) Budget head in vouchers should be properly maintained
		All the cases where appropriate sanction have not been obtained shall be reported and the compliance of audit observations shall be ensured during the audit and non compliance of audit paras shall be brought to the notice of Commissioner/ CMO.	During the course of audit by applying sample test check basis, we did not come across any such expenditure which has been incurred without obtaining permission from the relevant sanctioning authority.	
		The auditor shall be responsible for verification of scheme project wise utilization certificates [UC].	No Utilization certificate has been provided to verify the same.	
		The auditor shall verify that all the temporary advances have been fully recovered.	As per observations there were no temporary advances given by ULB during the period of the audit.	
		The auditor is responsible for audit of all the book of account as well as stores.	We have verified the books of accounts as well as stores and our observations are mentioned in below points.	1) The books of accounts are being maintained in double entry accounting system.
		He shall verify that all the books of account and stores are maintained as per accounting rules applicable to urban local bodies. Any discrepancies shall be brought to the notice of commissioner\ cmo.	The books of accounts are maintained as in single entry accounting system of accounting. Errors identified and were duly rectified. The balances of all accounts not maintained in main cashbook.	
		The auditor shall verify advance register and see that all the advances are timely recovered according to the conditions of advances. All the cases of non recovery shall be specifically mentioned in audit report.	As per information and explanation given to us there were no advances given by ULB during the period under audit.	

मुख्य नगरपालिका अधिकारी
नगर परिषद, सिंगोली (म.प्र.)

		in cash book and verifying them from relevant vouchers.	have been verified from relevant vouchers.	1) On the Note sheet the CMO and the President should put their official Seal with the Signature. 2) Whenever the signature of a Witness is taken the details of witness like the name, address should be mentioned. 3) Purchase of goods/services should be from supplier registered under GST.
		He should also check monthly balances of the cash book and guide the accountant to rectify errors, if any.	The monthly balances of cash book were checked and the errors were rectified.	
		He shall verify that the expenditure for a particular scheme is limited to the funds allocated for that particular scheme any over payment shall be brought to the notice of any commissioner/ cmo.	We have sample checked the fund allocation, records are properly maintained showing the funds allocated and it was observed that in some cases grant payment was made in excess of funds allocated.	
2	Audit of Expenditure	He shall also verify that the expenditure is in accordance with the guidelines, directives, acts and rules issued by government of India/ state government.	We have verified the expenditure on sample test basis and not observed any deviation.	
		During the audit financial propriety shall also be checked. All the expenditure shall be supported by financial and administrative sanctions accorded by competent authority and shall be limited to the administrative and financial limits of the sanctioning authority.	On the basis of our audit we observed that all the expenditure have been supported by financial and administrative sanctions accorded by competent authority and are limited to the administrative and financial limits of the sanctioning authority.	4) The attendance register should be kept with a person incharge and should be daily verified and signed by the CMO/ Chief Accountant. 5) Budget head in vouchers should be properly maintained
		All the cases where appropriate sanction have not been obtained shall be reported and the compliance of audit observations shall be ensured during the audit and non compliance of audit paras shall be brought to the notice of Commissioner/ CMO.	During the course of audit by applying sample test check basis, we did not come across any such expenditure which has been incurred without obtaining permission from the relevant sanctioning authority.	
		The auditor shall be responsible for verification of scheme project wise utilization certificates [UC].	No Utilization certificate has been provided to verify the same.	
		The auditor shall verify that all the temporary advances have been fully recovered.	As per observations there were no temporary advances given by ULB during the period of the audit.	
		The auditor is responsible for audit of all the book of account as well as stores.	We have verified the books of accounts as well as stores and our observations are mentioned in below points.	1) The books of accounts are being maintained in double entry accounting system.
		He shall verify that all the books of account and stores are maintained as per accounting rules applicable to urban local bodies. Any discrepancies shall be brought to the notice of commissioner\ cmo.	The books of accounts are maintained as in single entry accounting system of accounting. Errors identified and were duly rectified. The balances of all accounts not maintained in main cashbook.	
		The auditor shall verify advance register and see that all the advances are timely recovered according to the conditions of advances. All the cases of non recovery shall be specifically mentioned in audit report.	As per information and explanation given to us there were no advances given by ULB during the period under audit.	

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नगर परिषद, सिंगोली (म.प्र.)

		The conditions of BG's shall also be verified; any BG with any such condition which is against the interest of the ULB shall be verified and brought to the notice of commissioner/ CMO.	As per the information and explanation provided to us there were no Bank Guarantees received by ULB during the period of audit.	checking of documents, as we stated some cases where tenders were allotted to contractors who didn't provided mandatory documents.
		The cases of extension of BG's shall be brought to the notice of Commissioner/ CMO proper guidance to extend the BG's shall also be given to ULB's.		
6	Audit of Grants and Loans	The auditor is responsible for audit of grants given by Central Government and its utilization.	We have audited various grants received from the central/ state government during the year covered under audit Details of grant received under various head as provided to us by ULB have been attached as per Annexure-B.	1) Refer Details of Grants Released & Utilized during audit.
		He is responsible for audit of grants received from State Government and it's utilization.		
		He shall perform audit of loans provided for physical infrastructure and its utilizations. During this audit the auditors shall specifically comment on the revenue mechanism i.e. whether the asset created out the loan has generated the desired revenue or not. He shall also comment on the possible reasons for non generation of revenue.	Details regarding loans are as follows: 1) CM Adhosanrachna 2nd Phase loan was given to the ULB during the FY 21-22 was Rs. 4800000. 2)CM Adhosanrachna 3rd Phase loan was given to the ULB during the FY 21-22 was Rs. 2102942.	2) More and more assets should be created for the welfare of the people as well as for generating more revenue.
7	Incidence relating to diversion of funds	The auditors shall specifically point out any diversion of funds from capital receipts /grants /loans to revenue expenditure and from one scheme/ project to another.	On Sample Test Check basis of the records, we observed that proper classification was not made for capital & revenue receipts & expense, so we are unable to comment upon the incidence relating to any diversion of fund from capital receipts/ grants/ loans to revenue expenditure and from one scheme/ project to another.	
8	Whether all the temporary advances have been fully recovered or not	The auditor shall verify advance register and see that all the advances are timely recovered according to the conditions of advances. All the cases of non recovery shall be specifically mentioned in audit report.	As per information and explanation given to us there were no advances given by ULB during the period under audit.	
9	Whether the bank reconciliation statement have been regularly prepared	Bank reconciliation statement [BRS] shall be verified from the records of ULB and the bank concerned.	The Bank reconciliation statements were made available to us for checking by the ULB and no discrepany were found.	Bank reconciliation statement should be regularly prepared.

M/S. M. BORAR & CO.

Chartered Accountants
FRN:341255E

CA. Swarnim Gupta
(Partner)
M.NO.: 430914

M/S. M. BORAR & CO. FRN 341255E CHARTERED ACCOUNTANTS

मुख्य नगरपालिका अधिकारी
नगर परिषद्, सिंगोली (म.प्र.)

For: Nagar Parishad
Singoli

UDIN:

NAGAR PARISHAD, SINGOLI

Madhya Pradesh

Receipts and Payments for the year ended

1-Apr-2023 to 31- Mar-2024

Receipts	Amount (Rs.)		Payments	Amount (Rs.)	
Opening Balance			**Indirect Expenses**		53235563.00
Bank Accounts		7969199.25	Printing & Stationery	303608.00	
State Bank of India 0121	1308423.34		Travelling & Conveyance Staff	43750.00	
State Bank of India 6538	337546.00		Rent of Tractors	45000.00	
State Bank of India 6720	4594780.00		Legal Fees	218000.00	
State Bank of India 1476	990089.41		Advertisement Expenses	180105.00	
State Bank of India 0143	738360.50		Other Administrative Expenses	101630.00	
			Swach Bharat Mission	174581.00	
Indirect Incomes		52354618.87	SD (Contractor/ Supplier)	594041.00	
Octroi Compensation	12983341.00		Miscellaneos Expenses	788657.00	
Rent From Markets	332240.00		Repairs & Maintainance-Building	144924.00	
vikas shulk	8104.00		Repairs & Maintainance-Furniture	63100.00	
Mutation Fee	300636.00		Repairs & Maintainance-Others	466085.00	
Road Cutting Charges	22000.00		Repairs & Maintainance- Infrastructure Assets	651291.00	
Scrap	1668.00		Repairs & Maintainance- Vehicles	361341.00	
Application Fees	5042.00		Repairs & Maintainance- Other Equipments	53447.00	
Miscellaneous Income	9362180.87		Loans and Advances	1155470.00	
Shop License Fees	49000.00		Election Expenses	400234.00	
Fees for Certificate or Extract	21607.00		Bank Charges	7302.00	
Penalties and Fines	110630.00		Own Programme Expenses	2157732.00	
other Fees	129447.00		Furniture	8500.00	
Property Transfer Charges	5000.00		Creditors	24477639.00	
Septik Tank Cleaning Charges	20500.00		Sewarage and Drainages	20192.00	
Water Supply Charges by Tankers	500.00		Salaries & Wages Payable	17114158.00	
Basic Minimum Programme	2467190.00		Secured Loans	916670.00	
15th Vitt Aayog	4429900.00		Swachta Equipments	8850.00	
Samekit anudan	917000.00		Provident Fund	153400.00	
State Finance Commission Grant	1001519.00		Income Tax Payable	36803.00	
Grants for Road Development	1513810.00		GST	41716.00	
Mudrank Shulk	171932.00		Electricity Expenses Payable	2504885.00	
Kayakalp Grant	3100000.00		Telephone Expenses Payable	42452.00	
Vishesh Nidhi	1200000.00				
Contractors/Suppliers Deposits	567300.00				

मुख्य नगरपालिका अधिकारी
नगर परिषद, सिंगोली (म.प्र.)

GST Tax Rent	76300.00				
Sale of Tender Forms	13500.00				
Hire Charges for Vehicles	2420.00				
Rent Receivable- Others	42000.00				
Property Tax Receivable- Old Year	409964.00				
Property Tax Receivable- Current Year	328710.00				
Samekit Tax Receivable- Old Year	197468.00				
Samekit Tax Receivable- Current Year	99873.00		**Closing Balance**		
Development Tax- Old Year	84010.00		**Bank Accounts**		7088255.12
Development Tax- Current Year	76013.00		State Bank of India 0121	1273567.62	
Education Tax- Current Year	93967.00		State Bank of India 6538	337546.00	
Education Tax- Old Year	124833.00		State Bank of India 6720	4594780.00	
Water Supply Receivable- Old Year	215373.00		State Bank of India 1476	144001.00	
Water Supply Receivable- Current Year	799559.00		State Bank of India 0143	738360.50	
Interest	301818.00				
Rent Receivable- Old Year	29929.00				
Rent Receivable- Current Year	497620.00				
SwachtaTax - Current year	98160.00				
SwachtaTax - Old year	42555.00				
IHSPD Yojana	100000.00				
FD's	10000000.00				
		60323818.12			**60323818.12**

मुख्य नगरपालिका अधिकारी
नगर परिषद्, सिंगोली (म.प्र.)

Annexure - A

Revised Abstract sheet for the reporting on Audit Paras for Financial Year 2023-24

Name of ULB - Nagar Parishad, Singoli
Name of Auditor - M/S. M. Borar & Co.

Sr. No.	Parameters	Year 2022-23	Budgeted 2023-24	Year 2023-24	Budgeted % Comparision	% of Growth	Observation in Brief	Suggestions
1	Audit of Revenue	Description						
(1) राजस्व कर वसूली		Receipts in Rs.					1) Positive growth is seen in revenue collection in some of the taxes 2) The data reveals that the budgets estimated of income are estimates on very higher side. 3) Positive growth has been seen in revenue collection as well as negative growth has also been seen in most of the taxes	1) Proper control should be estabilished to recover outstanding amount 2) Dedicated staff specifically for this work should be assigned and camp may be organized 3) Budgeted income should be estimated on the basis of actual past income collections. 4) ULB should impose strict penalties and legal actions to improve past collections
(i)	संपत्ति कर	5,05,539	24,09,735	7,38,674	30.65	46.12		
(ii)	समेकित कर	3,45,406	12,01,949	2,97,341	24.74	-13.92		
(iii)	नगरीय विकास उपकर	1,56,484	5,76,557	1,60,023	27.75	2.26		
(iv)	शिक्षा उपकर	2,40,351	8,79,974	2,18,800	24.86	-8.97		
	कुल योग (A)	**12,47,780**	**50,68,215**	**14,14,838**	**27.92**	**13.39**		
(2) गैर राजस्व वसूली								
(i)	स्वच्छता कर चालू	3,29,166	6,04,374	1,40,715	23.28	-57.25		
(ii)	दुकान किराया चालू	6,27,549	8,94,178	5,27,549	59.00	-15.94		
(iii)	जल कर	10,14,932	21,06,716	10,14,932	48.18	0.00		
	कुल योग (B)	**19,71,647**	**36,05,268**	**16,83,196**	**46.69**	**-14.63**		
	महा योग (A+B)	**32,19,427**	**86,73,483**	**30,98,034**	**35.72**	**-3.77**		

मुख्य नगरपालिका अधिकारी
नगर परिषद्, सिंगोली (म.प्र.)

कार्यालय नगर परिषद, सिंगोली, नीमच (म.प्र.)

दिनांक 31.03.2024 की स्थिति में

वर्ष 2023--24 में प्राप्त अनुदान एवं व्यय राशि की जानकारी

Annexure-B

क्रं.	मद नाम	पूर्व वर्ष की शेष राशि	वर्ष में प्राप्त राशि	योग	व्यय राशि	शेष राशि
1	2	3	4	5 (3+4)	6	7 (5-6)
1	मूलभूत अनुदान	18,00,000	24,67,190	**42,67,190**	42,67,190	**0**
2	राज्य वित्त आयोग	11,97,000	10,01,519	**21,98,519**	21,98,519	**0**
3	सड़क मरम्मत अनुरक्षण	11,35,000	15,13,810	**26,48,810**	26,48,810	**0**
4	15वां वित्त आयोग	37,54,000	44,29,900	**81,83,900**	81,83,900	**0**
5	मुद्रांक शुल्क	1,66,303	1,71,932	**3,38,235**	3,38,235	**0**
6	चुंगी शत्रुपूर्ति	77,28,325	1,02,83,851	**1,80,12,176**	1,80,12,176	**0**
7	विशेष निधि	0	12,00,000	**12,00,000**	12,00,000	**0**
8	समेकित अनुदान	0	9,17,000	**9,17,000**	9,17,000	**0**
9	कायाकल्प	0	31,00,000	**31,00,000**	31,00,000	**0**
	योग	**1,57,80,628**	**2,50,85,202**	**4,08,65,830**	**4,08,65,830**	**0**

मुख्य नगरपालिका अधिकारी
नगर परिषद, सिंगोली (म.प्र.)