

SAKG&ASSOCIATES

Chartered Accountants

OFFICE ADDRESS:

C/o GURUKRIPA
TEXTILES, SEONI
ROAD, GANDHI



To, Director
ate,
Urban Administration &
Development, Shivaji Nagar, Bhopal. (M
P)

We have audited the cash book and relevant records for the year 2020-21 of
Chandameta Nagar Palika.

Preparation of financial statement is the responsibility of Organization. Organization is responsible for Making Receipts & Payment, Income & Expenditure and Balance Sheet and its accuracy and completeness. Our responsibility is to express our opinion on these financial statement based on our audit.

We conducted our audit in accordance with Auditing Standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement are free of material misstatement. An audit includes examining on test basis, evidence supporting the amounts and disclosures used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that our audit provides a reasonable basis of our opinion and subject to our detailed observation in the enclosed annexure to this report and suspense amount is receipt & payment account, we report that-


In case of Cash Book for the year ending 31st March 2021, it gives true and fair view of the cash balance.

FOR, SAKG &
ASSOCIATES CHARTERED AC
COUNTANTS



CA GAGAN
BATRA PARTNER
Membership No. 422522

UDINNO-22422522AJPSFN5204


मुख्य नगरपालिका अधिकारी
नगर परिषद चांदामेटा बुढरिया

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CHHINDWARA (M.P) 480001

**** AUDIT REPORT ****

We have examined the books of accounts as on **31 March 2021**, of

NAGAR PALIKA
CHANDAMETA
DIST-CHHINDWARA.(M.P)

We have conducted the Audit on the Basis of Manual Records and Cash Books which are maintained on Single Entry System by the Nagar Palika and provided to us for Audit . We completed our Audit on the Basis of Cash Books and Bank Statements and other records/documents as provided to us .

We have not physically verified any fixed asset, civil construction work and any other assets of the Nagar Palika.

We have covered following departments/sections of Nagar Palika and conducted audit in these Departments on the basis of records available there :-**Accounts, Revenue, PWD, Establishment, Health and Stores**

We report the following observation/comments/discrepancies on the basis of scope of audit work provided to us ;-

(1) Audit of Revenue :-

(a) We have examined the revenue receipts from various sources of Nagar Palika of Chandameta.

Auditor Comment :-We have examined the revenue receipts from receipt book and check whether it is properly entered in Cashier cash book,some totalling mistakes are there, After Our Remark the same has been rectified during the course of our audit.

(b) We have also examined the revenue receipts from the counter files of receipt books and verified that money received is duly deposited in respective bank accounts.

Auditor Comment :- We have examined the revenue receipts from counter files of receipts books of Property Tax,WaterTax,Rent& other sources of income.The entries of receipts are properly done in cashier cash book in the cases examined by us.While in some case the 5% of total receipt of revenue isnot deposited in Sanchit Nidhi Account.

- Date 22/04/20 Amount Rs.482000 received in Other Income, Whole amount is not entered cashier Cash book .

Contact No. Cell :- 09893177100,08989188000

Office Landline: 07162-235556

Email :- cagaganbatra@gmail.com

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➤ Date 10/11/20 Amount of Rs.1270/- received & amount is deposited on 17/12/2020 in Sanchit Nidhi Account of CMPGB A/c No.2000381010001234.

➤ Date 12/11/20 Amount of Rs.7488/- received & amount is deposited on 18/11/2020 in Sanchit Nidhi Account of CMPGB A/c No.2000381010001234.

(c) Delay beyond 2 working days shall be immediately brought to notice of Commissioner CMO

Auditor Comment :- Collection of Revenue is deposited within two days of Receipt. In some cases Revenue is not deposited in 2 working days :-

➤ NIL:

(d) Entries in Cash Book shall be verified.

Auditor Comments:- Entries of Revenue receipts shall be verified with Cashier Cash Book & Main Cash Book, all entries are recorded properly. but signature of CMO is not found.

(e) The Auditor shall specifically mention in the report, the revenue recovery against the quarterly and monthly targets.

Auditor Comments :- We does not found any documents regarding quarterly and monthly targets, no information regarding monthly & quarterly targets of revenue recovery is provided by the staff. As Explained to us by the relevant staff that no monthly or quarterly targets was available at there level regarding recovery. Total Recovery during the period are given in following chart :-

Current year				Old Arrears		
Taxes	Opening Balance	Recovery Amount	% of Recovery	Opening Balance	Recovery Amount	% of Recovery
SampattiKar	1064433.00	363888.00	34.19%	500517.00	255020.00	50.95%
SamekitKar	416080.00	87720.00	21.08%	1314539.00	164897.00	12.54%
ShikshaUpkar	259335.00	103859.00	40.05%	105124.00	78490.00	74.66%
NagriyaVikasUpkar	259335.00	103860.00	40.05%	98934.00	69933.00	70.69%

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Atirikt Samekit Kar	53221.00	21276.00	39.98%	69186.00	11466.00	16.57%
Chungi Chatipurti	18764231.00	18764231.00	100%	0.00	0.00	0.00
Yatrikar	1585000.00	1585000.00	100%	0.00	0.00	0.00
Shop Rent	63552.00	33712.00	53.05%	0.00	0.00	0.00
Jal Upbhokta Prabhar	1164000.00	496800.00	42.68%	1606870.00	371380.00	12.12%
Solid Waste Management	355880.00	104280.00	29.30%	550525.00	96515.00	17.53%
Saptahik Bazar	0.00	41290.00	0.00	0.00	0.00	0.00
Other Income	0.00	2438458.00	0.00	0.00	0.00	0.00
Total :	23985067.00	24144374.00		4245695.00	1047701.00	

Recovery of Taxes are very low. Copy of Sheet Signed by CMO is also Attached.

(f) The auditor shall verify the interest income from FDR's and verify that interest income is duly accounted for in cash book.

Auditor Comment :- FDR Register is maintained properly.

(g) The cases where the investment are made on lesser interest rates shall be brought to the notice of the Commissioner/CMO.

Auditor Comment :- NIL

2. Audit of Expenditure.-

(a) We have examined the vouchers under all the schemes.

Auditor Comment:- We have examined the vouchers under all the schemes, vouchers are properly filled and duly accounted in books

(b) We have also check the entries in cash book and verifying them from relevant vouchers.

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Auditor Comment :- We have checked the entries of expenditure in cash book with relevant vouchers, entry was properly recorded in cash book but some vouchers are not available while vouching or some difference is amount paid & bill amount or in some cases signature & seal of CMO & Accountant not found.:-

Sr. no.	VOUCHER NO	Bill no.	Amount	Remark
1	106		3600.00	Payment Voucher not Signed by Accountant
2	108		6703.00	Payment Voucher not Signed by Accountant
3	100		470882.00	Payment Voucher not Signed by Accountant
4	103		20180.00	Payment Voucher not Signed by Accountant
5	105		2400	Payment Voucher not Signed by Accountant
6	133		3500.00	Payment Voucher not Signed by Accountant
7	134		8000.00	Payment Voucher not Signed by Accountant
8	142		1606.00	Payment Voucher not Signed by Accountant
9	150		11800.00	Payment Voucher not Signed by Accountant
10	152		11299.98	Payment Voucher not Signed by Accountant
11	562		45000.00	Payment Voucher not Signed by Accountant
12	553		24500.00	Payment Voucher not Signed by Accountant
13	473		46530.00	Payment Voucher not Signed by Accountant
14	102		4410.00	Payment Voucher not Signed by Accountant
15	138		1022760.00	Payment Voucher not Signed by Accountant

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(c) **Auditor shall checked monthly balances of the cash book.**

Auditor Comment:- We have totalled the monthly balances of cash book, some mistake was found some incorrect total and inform the accountant to rectified .

(d) **Auditor shall verify that the expenditure for a particular scheme is limited to the funds allocated for the particular scheme any over payment shall be bought to the notice of the Commissioner/CMO.**

Auditor Comment :- We have verified that the payment vouchers due to large number of transaction & no proper ledger is maintained , so it is very difficult for us to verify whether the fund is being utilised under the proper scheme or not.

(e) **Auditor shall have to verify that the expenditure is accordance with the guidelines, directives, acts and rules issued by the Government of India/State Government.**

Auditor Comment :- Payment was made by nagar Palika after proper sanction by CMO. All Vouchers are properly signed & passed by CMO. While in some cases signature of President & CMO not found which was noted above.

(f) **During the audit financial propriety shall also be checked . All the expenditure shall be supported by financial and administrative sanction accorded by competent authority and shall be limited to the administrative and financial limits of the sanctioning authority.**

Auditor Comment:-During the course of our audit we have observed that all expenditure is supported by financial and administrative sanction and shall be within the limit of sanction authority..

(g) **All the cases where appropriate sanction have not been obtained shall be reported and compliance of audit observation shall be ensured during the audit. Non compliance of audit paras shall be bought to the notice of Comissioner/CMO.**

Auditor Comment:- As Verified by us all payment vouchers are properly signed & passed by the CMO, While in some vouchers President,CMO,Accountantsingnature was not found & informed.(Noted Above)

(h) **The auditor shall be responsible for responsible for verification of scheme wise project wise utilization certificate (UCs).US's shall be tallied with the income & expenditure records and creation of Fixed Assets.**

Auditor Comments:-No Utilisation Certificate issued during the year 2020-21 as informed by the authority.

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3. Audit of Book Keeping.

(a) Auditor have to examined the all the books of accounts as well as stores. we have also examined that all the books of accounts and stores are maintained as per Accounting Rules applicable to Urban Local Bodies.

Auditor Comment :- We have verified all the books of accounts as well as stores are maintained as per rule applicable to Urban Local Bodies in Single entry system and cash method of accounting, As Single entry system is followed in Nagar Palika therefore ledger was not maintained, and we are unable to certify the accuracy of opening balances of bank as previous year audit was not done, as single entry system is followed by Nagar Palika entries of expenses payable and Accrued interest is not made in books of accounts and entry was made. Following are some points being noted down while doing Audit work:-

1. Store Register is not maintained.
2. Register of Fixed Assets is also not maintained by the Palika.
3. Double entry accounting are not done in Nagar Palika.
4. GST Returns filed by nagar Palika in time as informed by accountant .
5. Receipts & Payments, Income & Expenditure and Balance Sheet of Nagar Palika was made by nagarpalika we have checked it on the basis of books of accounts provided to us.
6. Insurance of Vehicles of Nagar Palika was done properly.
7. During the distribution of Stores items , no detail regarding to whom it was given is not maintained at Nagar Palika. In Following cases the stock/inventory of stores is not maintained, **Even the name of issuing authority & name of the person who is receiving the stock is not maintained in nagar paika Palika. No Details of Stock remains unutilised is maintained at Palika-**
 - Stock items taken from stores without signing in Store Keeping Register & no proper stock items balance is maintaining in store register.

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b) Auditor shall verify the advance register and see that all the advances are timely recovered according to the conditions outstanding advances. All the cases of non recovery shall be specifically mention in audit report.

Auditor Comment :- As explained to us by the authority that no advances are given by nagar palika,

(c) Bank reconciliation statement (BRS) shall be verified from the records of ULB and the bank concerned.

Auditor Comments:- Bank reconciliation statement for the period of 2020-21 (As of 31st March 2021) is made by Nagar Palika.

(d) Auditor have to verify the entries in the Grant register. The receipts and payments of grants shall be duly verified from the entries in the cash book.

Auditor Comments:- Grant register is being maintained by the Authority.

(e) The Auditor shall verify the fixed assets register from other records and discrepancies shall be brought to the notice of Commissioner/CMO.

Auditor Comments:- Fixed Assets Register of Nagar Palika is not maintained properly.

(f) The auditor shall reconcile the accounts of receipts and payments especially for projects funds.

Auditor Comments:- Receipts & Payments , Income & Expenditure and Balance Sheet for the year 2020-21 is made by Jain Alok & Associates, Chartered Accountant, Chhindwara

4. Audit of FDR.

(a) The auditor shall verify the all Fixed deposits and Term deposits Deposit Receipts.

Auditor Comments:- 1 FDR is made by Nagar Palika

(b) It shall be ensured that proper records of FDR's are maintained and renewal are timely done.

Auditor Comments:- All FDR are auto Renewed by Bank.

(c) The cases where FDR's /TDR's are kept at low rate of interest than the prevailing rate shall be immediately brought to the notice of Commissioner/CMO.

Auditor Comments:- NIL

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(d) Interest earned on FDR/TDR shall be verified from entries in the cash book.

Auditor Comments:- Entries of FDR is not made in books of account, Interest is verified by interest certificate given by bank

5. Audit of Tenders/Bids :-

(a) Auditor have to check all the tender /bids invited by the ULB's & check the competitive tendering procedure are followed for all bids.

Auditor Comments:- We have checked the tender procedures and there documents, as proper advertisement is given in newspaper for tendering process, while in some tender-tender application form in not properly filled up by applicants. Following are the case in which irregularity found. :-NIL

(b) Auditor shall verify the receipts of tender fee/bid processing fee/performance guarantee both during the construction and maintenance period.

Auditor Comments:- We have check the tender form fees received from tender documents sale which is properly entered in cash book.

(c) The bank guarantees. if received in lieu of bid processing fee/performance guarantee shall be verified from the issuing banks.

Auditor Comments :- We have check the tender process during the year, 1 Bank Guarantee is received as informed by the authority,

NIL

(d) The condition of BG's shall also be verified any BG with any such condition which is against the interest of ULB shall be verified and brought to the notice of Commissioner/CMO.

Auditor Comments :- BG are properly filed

e) 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

Auditor Comments :- Nil

(f) The contract closures shall also be verified by the auditor.

Auditor Comments :- The contract which was completed is also checked by us.

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6. Audit of Grants and Loans :-

(a) Auditor have to check the grant received by the Central Government and its Utilization.

Auditor Comments:- We have checked the Grant received from Central/State Government and is properly entered in cash book with there respective heads but grant letter is not found in Nagar Palika, So that will we are unable to check whether the grant received and recorded in cash book are related to that particular head.

(b) Auditor shall perform audit of loans provided for physical infrastructure and its utilization. During this audit the auditor shall specifically comment in the revenue mechanism i.e whether the assets created out of the loans has generated the desired revenue or not. He shall also comment on the possible reasons for non generation of revenue.

Auditor Comments:- No Loans were taken by Nagar Palika.

(c) Auditor shall check specifically point out any diversion of funds from capital receipts/grants/loans to revenue expenditure.

Auditor Comments:- We are unable to check the diversion of Capital Receipts/Grants/Loans to Capital expenditure in main cash book as no separate Ledger or separate register is maintained for fund received in main cash book, as fund from revenue and fund from Government grant are both added in cash book so we cannot verify whether the fund is being utilized for Capital Expenditure or Revenue Expenditure.

Any Other Observation For Improving the system can be initiated by the department to make it more efficient :-

- Bank Reconciliation should be made monthly.
- Vouchers should be filled date wise on daily basis.
- Entry of revenue recovery should be made on daily basis & Deposited daily.
- Any Change in Date of Revenue Receipt book shall be immediately reported to CMO.
- Tender Documents should be properly checked.
- Ledger should be made Head wise so that, there is proper allocation of Grants Utilization.
- TDS Return should be filed within due date.

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➤ Stock Register , Fixed Assets Register is also maintained by the Nagar Palika.

➤ GST Returns should be filed before due date to avoid penalty.

FOR, SAKG & ASSOCIATES
CHARTERED ACCOUNTANTS





GAGAN BATRA
Partner

Membership No.- 422522
FRN No-127155W

Place:- CHHINDWARA.

Date:- 31/03/2022


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नगर परिषद चांदामेटा बुटरिया

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Revised Abstract Sheet for reporting on Audit Paras for Financial Year 2020-21 Annexure – C

Name of ULB

CHANDAMETA

Name of Auditor

SAKG & ASSOCIATES, CA GAGAN BATRA (PARTNER)

Sr. No.	Parameters	Description			Observation in Brief	Suggestions
1	Audit of Revenue					
राजस्वकरवसूली		Receipts in Rs.				
		Year 2020-21	Year 2019-20	% of Growth		
(i)	संपत्तिकर	363888.00	244415.00		Only 34.19% Recovery of Total Target	Reduce in revenue recovery percentage as compared to last year. Suggestion- Improve revenue recovery
(ii)	समेकितकर	87720.00	84278.00		Only 21.08% Recovery of Total Target	Reduce in revenue recovery percentage as compared to last year. Suggestion- Improve revenue recovery
(iii)	नगरीयविकासउपकर	103860.00	67561.00		Only 40.05% Recovery of Total Target	Improve revenue recovery
(iv)	शिक्षाउपकर	103859.00	67561.00		Only 40.05% Recovery of Total Target	Improve revenue recovery
	कुलयोग	659327.00	463815.00			
गैरराजस्ववसूली						
(i)	भवनभूमिकिराया	33712.00	0			
(ii)	जलउपभोक्ताप्रभार	496800.00	442555.00		Only 42.68% Recovery of Total Target	
(iii)	ठोसअपशिष्टप्रबंधनउपभोक्ताप्रभार	104280.00	0			
(iv)	अन्य कर / शुल्क	0	0			

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	कुलयोग	634792.00	442555.00		In some dates Revenue recovery are deposited after the gap of more than 2Days it is observed while audit & noted in Audit Report in Point no.1(c)	Deposit in Bank within 2days
	महायोग	1294119.00	906370.00			
2	Audit of Expenditure	All Expenses of Nagar Palika is checked by us			All Expenditure vouchers are checked & Found in File	Obseration on Expenditure is Given in Point no.02 of Audit Report
3	Audit of Book Keeping	We have checked Cash Book & Bank Statement			Accounting is not done in Double entry sytem that why it is very difficult to make receipts & Payments. Store Register, Stock Register & Fixed Assets Register is not maintained by Nagar Palika	Obseration on Book Keeping is Given in Point no.03 of Audit Report
4	Audit of FDR	1 FDR for Sanchit Nidhi is made by nagar parishad which is expired on 21/05/2022				Obseration on FDR is Given in Point no.04 of Audit Report
5	Audit of Tenders/Bids	Tender Procedures are properly followed by Nagar Palika Parishad				Obseration on Tenders/Bids is Given in Point no.05 of Audit Report

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	कुलयोग	634792.00	442555.00		In some dates Revenue recovery are deposited after the gap of more than 2Days it is observed while audit & noted in Audit Report in Point no.1(c)	Deposit in Bank within 2days
	महायोग	1294119.00	906370.00			
2	Audit of Expenditure	All Expenses of Nagar Palika is checked by us			All Expenditure vouchers are checked & Found in File	Obseration on Expenditure is Given in Point no.02 of Audit Report
3	Audit of Book Keeping	We have checked Cash Book & Bank Statement			Accounting is not done in Double entry sytem that why it is very difficult to make receipts & Payments. S tore Register , Stock Register & Fixed Assets Register is not maintained by Nagar Palika	Obseration on Book Keeping is Given in Point no.03 of Audit Report
4	Audit of FDR	1 FDR for Sanchit Nidhi is made by nagar parishad which is expired on 21/05/2022				Obseration on FDR is Given in Point no.04 of Audit Report
5	Audit of Tenders/Bids	Tender Procedures are properly followed by Nagar Palika Parishad				Obseration on Tenders/Bids is Given in Point no.05 of Audit Report

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6	Audit of Grants & Loans	All Govt grants are entered in Cash Book, No Loans is taken by Nagar Palika Parishad Loan Amount – 10350000/- Sanchanalaya letter no- 01/2018/3960 Dt 03/04/18 – for Jal Awardhan Yojna	No Grant Letter is found in Nagar Parishad , so we cant justify that this particular grant is for this head	Obseration on Grants & Loans is Given in Point no.06 of Audit Report
7	Incidences relating to diversion of funds from Capital receipts/Grants/Loans to Revenue Nature Expenditure and from one scheme/project to another	No Case was found regarding diversion of Funds		
8	Any Other a) Percentage of Revenue Expenditure (Establishment, Salary, Operation & Maintenance) with respect to Revenue Receipts (Tax and non tax) excluding Octroi, Entry Tax, Stamp Duty and other grants etc.	95.88% of Revenue Expenditure with respect to revenue receipts inclusive other grants	Other Grants are those grants of which proper justification are not available	

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	b) Percentage of Capital Expenditur e with respect to Total Expenditur e	% of Capital Expenditure with respect to Total Expenditure		
9	Whether all the temporary advances have been fully recovered or not.	No Advances are given by nagar palika parishad.	NIL	NIL
10	Whether the bank reconciliati on have been regularly prepared.	Bank Reconciliation is prepared for 31 st March (Closing)	Prepared after Closing of Books	We advised nagarparishad to prepare Bank Reconciliation on monthly basis.

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CHARTERED ACCOUNTANTS



GAGAN BATRA
Partner
Membership No.- 422522
FRN No-127155W

Place:- CHHINDWARA.

Date:- 31/03/2022

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नगर परिषद चांदामेटा बुटरिया

Nagar parishad, Chandameta
INCOME AND EXPENDITURE STATEMENT
For the period from 1 April 2020 to 31 March 2021

	Account Head	Schedule	Current Year
A	Income		
	Revenue Income	IE-1	1,351,767.00
	Assigned Revenues & Compensations	IE-2	34,199,231.01
	Rental Income From Municipal Properties	IE-3	122,562.00
	Fees & User Charges	IE-4	1,060,297.00
	Sale & Hire Charges	IE-5	168,331.00
	Revenue Grants, Contribution & Subsidies	IE-6	6,336,632.00
	Income From Investments	IE-7	490,628.58
	Interest Earned	IE-8	579,471.45
	Other Income	IE-9	2,719.00
	Total Income		44,311,639.04
B	Expenditure		
	Establishment Expenses	IE-10	28,511,426.55
	Administrative Expenses	IE-11	11,828,601.78
	Operations & Maintenance	IE-12	5,773,972.35
	Interest & Finance Charges	IE-13	7,266.46
	Programme Expenses	IE-14	20,960.00
	Revenue Grants, Contribution and Subsidies	IE-15	-
	Provisions and Write Off	IE-16	-
	Miscellaneous Expenses	IE-17	-
	Depreciation		15,876,537.33
	Total Expenditure		62,018,764.47
C	Gross surplus/ (deficit) of income over expenditure except prior period items (A-B)		(17,707,125.43)
D	Add/Less: Prior period Items (Net)	IE-18	-
E	Gross surplus/ (deficit) of Income over expenditure after prior period items (C-D)		(17,707,125.43)
F	Less: Transfer to Reserved Fund		-
G	Net balance being surplus/ (deficit) carried over to Municipal Fund (E-F)		(17,707,125.43)

Schedule IE-1: Tax Revenue

Account code	Particulars	Current Year (Rs.)
11001	Property Tax	514,635
11002	Water Tax	502,220
11003	Sewerage Tax	
11004	Conservancy Charge	-
11005	Lighting Tax	-
11006	Education Tax	
11007	Vehicle Tax	
11008	Tax on Anilals	
11009	Electricity Tax	
11010	Professional Tax	
11011	Advertisement Tax	6,500
11012	Pilgremage Tax	
11013	Export Tax	
11060	Cess	
11080	Others Taxes	328,412
	Sub Total	1,351,767.00
11090	Less: Tax Remissions & Refund [Schedule IE - 1(a)]	-
	Sub Total	1,351,767.00
	Total Tax Revenue	1,351,767.00

Schedule IE-1 (a):Tax Remission & Refund

Account code	Particulars	Current Year (Rs.)
1109001	Property Tax	
1109002	Octroi & Toll	
1109003	Surcharge	
1109004	Advertisement tax	
1109011	Others	
	Total refund and remission of tax revenues	-

Schedule IE-2:Assigned Revenues & Compensations

Account code	Particulars	Current Year (Rs.)
12010	Taxes and Duties Collected By Others	-
12020	Compensation in Lieu Of Taxes/Duties	34,199,231
12030	Compensation in Lieu Of Concession	-
	Total Assigned Revenues & Compensations	34,199,231

Schedule IE-3:Rental Income From Municipal Properties

Account code	Particulars	Current Year (Rs.)
13010	Rent From Civic Amenities	122,562
13020	Rent From Office Buildings	-
13030	Rent From Guest Houses	-
13040	Rent From Lease of Lands	-
13080	Other Rents	-
	Sub Total	122,562
13090	Less: Rent remission and refunds	-
	Sub Total	122,562
	Total Rental Income From Municipal Properties	122,562

Schedule IE-4: Fees & User Charges

Account code	Particulars	Current Year (Rs.)
14010	Empanelment & Registration Charges	2,840
14011	Licensing Fees	5,050
14012	Fees for Grant of Permit	60,000
14013	Fees For Certificate Or Extract	4,525
14014	Development Charges	271,560
14015	Regularisation Fees	57,847
14020	Penalties And Fines	68,767
14040	Other Fees	493,432
14050	User Charges	23,713
14060	Entry Fees	-
14070	Service / Administrative Charges	-
14080	Other Charges	72,563
	Sub Total	1,060,297

14090	Less: Rent Remission and Refunds	-
	Sub Total	1,060,297
	Total Income from Fees & User Charges	1,060,297

Schedule IE-5: Sale & Hire Charges

Account code	Particulars	Current Year (Rs.)
15010	Sale Of Products	104,880
15011	Sale of Forms & Publications	63,451
15012	Sale of Stores & Scrap	-
15030	Sale of Others	-
15040	Hire Charges for Vehicles	-
15041	Hire Charges for Equipments	-
	Total Income from Sale & Hire Charges	168,331

Schedule IE-6: Revenue Grants, Contribution & Subsidies

Account code	Particulars	Current Year (Rs.)
16010	Revenue Grants	6,336,632.00
16020	Reimbursement of Expenses	-
16030	Contribution Towards Schemes	-
	Total Revenue Grants, Contribution & Subsidies	6,336,632.00

Schedule IE-7: Income From Investments

Account code	Particulars	Current Year (Rs.)
17010	Interest on Investments	444,837
17020	Dividend	-
17030	Income From Project Taken Up On Commercial Basis	-
17040	Profit on Sale of Investments	-
17080	Others	45,792
	Total Income From Investments	490,629

Schedule IE-8:- Interest Earned

Account code	Particulars	Current Year (Rs.)
17110	Interest From Bank Accounts	579,471
17120	Interest On Loans And Advances To Employees	-
17130	Interest On Loans To Others	-
17180	Other Interest	-
	Total Interest Earned	579,471

Schedule IE-9:- Other Income

Account code	Particulars	Current Year (Rs.)
18010	Deposits Forfeited	-
18011	Lapsed Deposits	-
18020	Insurance Claim Recovery	-
18030	Profit on Disposal of Fixed Assets	-
18040	Recovery From Employees	-
18050	Unclaim Refund/ Liabilities	-
18060	Excess Provisions Written Back	-
18080	Miscellaneous Income	2,719
19010	Transfer Int Activity Fund	
	Total Other Income	2,719

Schedule IE-10:- Establishment Expenses

Account code	Particulars	Current Year (Rs.)
21010	Salaries, Wages And Bonus	27,067,403.55
21020	Benefits And Allowances	45,472.00
21030	Pension	952,658.00
21040	Other Terminal & Retirement Benefits	445,893.00
	Total Establishment Expenses	28,511,426.55

Schedule IE-11:-Administrative Expenses

Account code	Particulars	Current Year (Rs.)
22010	Rent, Rates and Taxes	307,606.46
22011	Office Maintenance	7,792,737.66
22012	Communication Expenses	180,540.00
22020	Books & Periodicals	22,192.00
22021	Printing and Stationery	258,649.86
22030	Travelling & Conveyance	1,269,805.87
22040	Insurance	131,991.00
22050	Audit Fees	856,017.50
22051	Legal Expenses	-
22052	Professional and Other Fees	331,006.00
22060	Advertisement And Publicity	460,657.20
22061	Membership & Subscriptions	
22080	Other Administrative Expenses	217,398.23
	Total Administrative Expenses	11,828,601.78

Schedule IE-12:-Operations & Maintenance

Account code	Particulars	Current Year (Rs.)
23010	Power & Fuel	
23020	Bulk Purchases	61,074.00
23030	Consumption of Stores	1,848,993.69
23040	Hire Charges	-
23050	Repairs & Maintenance Infrastructure Assets	9,909.00
23051	Repairs & Maintenance Civic Amenities	2,082,962.98
23052	Repairs & Maintenance Buildings	115,420.93
23053	Repairs & Maintenance Vehicles	-
23054	Repairs & Maintenance Furniture	622,704.93
23055	Repairs & Maintenance Office Equipments	110,099.84
23056	Repairs & Maintenance Electrical Appliances	11,299.98
23057	Repairs & Maintenance Plant and Machinery	
23059	Repairs & Maintenance Others	862,272.00
23080	Other Operating & Maintenance Expenses	-
	Total Operations & Maintenance	49,235.00
		5,773,972.35

Schedule IE-13:- Interest & Finance Charges

Account code	Particulars	Current Year (Rs.)
24010	Interest on Loans From Central Government	-
24020	Interest on Loans From State Government	-
24030	Interest on Loans From Govt. Bodies&Association	-
24040	Interest on Loans From International Agencies	-
24050	Inte.on Loans From Banks&Other Financial Institution	-
24060	Other Term Loans	-
24070	Bank Charges	7,266.46
24080	Other Finance Expenses	-
	Total Interest & Finance Charges	7,266.46

Schedule IE-14:- Programme Expenses

Account code	Particulars	Current Year (Rs.)
25010	Election expenses	-
25020	Own Programme	20,960
25030	Share in Programme Of Others	-
25040	Others' Programme	-
	Total Programme Expenses	20,960

Schedule IE-15:- Revenue Grants, Contribution and Subsidies

Account code	Particulars	Current Year (Rs.)
26010	Grants	-
26020	Contributions	-
26030	Subsidies	-
	Total Revenue Grants, Contribution and Subsidies	-

Schedule IE-16:- Provisions and Write Off

Account code	Particulars	Current Year (Rs.)
27010	Provisions for Doubtful Receivables	-
27020	Provision for Other Assets	-
27030	Revenues Written Off	-
27040	Assets Written Off	-
27050	Miscellaneous Expense Written Off	-
	Total Provisions and Write Off	-

Schedule IE-17:- Miscellaneous Expenses

Account code	Particulars	Current Year (Rs.)
27110	Loss on Disposal Of Assets	-
27120	Loss on Disposal Of Investments	-
29010	Transfer to General Activity Fund	-
27180	Other Miscellaneous Expenses	-
	Total Miscellaneous Expenses	-

Schedule IE-18:- Prior Period		
Account code	Particulars	Current Year (Rs.)
18500	Expenses	
18510	Other expenses Revenue	-
	Sub Total	-
28010	Prior Period- Taxes	-
28500	Expenses	-
28550	Refund of Taxes	-
28560	Refund of Other Revenues	-
28580	Other Expenses	-
	Sub Total	-
	Total Prior Period	-

Nagar Parishad, Chandameta

BALANCE SHEET

As at 31 March 2021

	Particulars	Schedule no.	Current year (Rs)	
A	SOURCES OF FUNDS			
A1	Reserves and Surplus			
	Municipal (General) Fund	B-1	95,279,332.35	
	Earmarked Funds	B-2	5,302,000.00	
	Reserves	B-3	85,708.13	
	Total Reserves and Surplus			100,667,040.48
A2	Grants, Contribution for Specific Purpose	B-4	74,834,761.60	74,834,761.60
A3	Loans			
	Secured loans	B-5	24,000,000.00	
	Unsecured loans	B-6	-	
	Total Loans			24,000,000.00
	TOTAL SOURCES OF FUNDS [A1 - A3]			199,501,802.08
B	APPLICATION OF FUNDS			
B1	Fixed Assets	B-11		
	Gross Block		184,385,554.43	
	Less: Accumulated Depreciation		29,849,999.63	
	Net Block		154,535,554.80	
	Capital Work-in-Progress		-	
	Total Fixed Assets			154,535,554.80
B2	Investments			
	Investment- General Fund	B-12	-	
	Investment- Other Funds	B-13	-	
	Total investment			-
B3	Current assets, loans & advances			
	Stock in hand (inventories)	B-14	14,000.00	
	Sundry Debtors (Receivables)	B-15		
	Gross amount outstanding		3,263,823.51	
	Less: Accumulated Provision against bad and doubtful receivables		-	
	Sundry Debtors (Receivables) - Net		3,263,823.51	
	Prepaid expenses	B-16	-	
	Cash and Bank Balances	B-17	50,452,071.61	
	Loans, advances and deposits	B-18	92,720.25	
	Total Current Assets		53,822,615.37	
B4	Current Liabilities and Provisions			
	Deposits received	B-7	805,023.00	
	Deposit Works	B-8	-	
	Other liabilities (Sundry Creditors)	B-9	5,878,452.09	
	Provisions	B-10	2,172,893.00	
	Total Current Liabilities		8,856,368.09	
	Net Current Assets (B3-B4)			44,966,247.28
C	Other Assets	B-19		-
D	Miscellaneous Expenditure (to the extent not Written off)	B-20		-
	TOTAL APPLICATION OF FUNDS [B1+B2+B3+B4]			199,501,802.08

Notes to the Balance Sheet - Attached

MP urban Local Body, Chandameta
Schedule B-1: Municipal (General) Fund (Rs)

Account Code	Particulars	Water Supply, Sewerage and Drainage	Road Development and Maintenance	Bustee Services	Commercial Projects	General Account
31010	Balance as per last amount	-	-	-	-	117,843,186.69
	Additions during the year	-	-	-	-	-
31090	Surplus for the year	-	-	-	-	-
	Transfers	-	-	-	-	-
	Total (Rs)	-	-	-	-	117,843,186.69
	Deductions during the year	-	-	-	-	(4,831,309)
31090	Deficit for the year	-	-	-	-	(17,707,125.43)
	Transfers	-	-	-	-	(25,420)
310	Balance at the end of the current year	-	-	-	-	95,279,332.35

Schedule B-2: Earmarked Funds (Special Funds/Sinking Fund/Trust of Agency Fund)

Account Code	Particulars	Special Fund 1	Special Fund 2	Special Fund 3	Special Fund 4	Special Fund 4
	(a) Opening Balance	5,302,000.00	-	-	-	-
	(b) Additions to the Special Fund	-	-	-	-	-
	• Transfer from Municipal Fund	-	-	-	-	-
	• Interest/Dividend earned on Special Fund Investments	-	-	-	-	-
	• Profit on disposal of Special Fund Investments	-	-	-	-	-
	• Appreciation in Value of Special Fund Investments	-	-	-	-	-
	• Other addition (Specify nature)	-	-	-	-	-
	Total (b)	-	-	-	-	-
	(c) Payments Out of Funds	-	-	-	-	-
	(1) Capital expenditure on	-	-	-	-	-
	• Fixed Asset	-	-	-	-	-
	• Others	-	-	-	-	-
	(2) Revenue Expenditure on	-	-	-	-	-
	• Salary, Wages and allowances etc	-	-	-	-	-
	• Rent Other administrative charges	-	-	-	-	-
	(3) Other.	-	-	-	-	-
	• Loss on disposal of Special Fund investments	-	-	-	-	-
	• Diminution in Value of Special Fund investments	-	-	-	-	-
	• Transferred to Municipal Fund	-	-	-	-	-
	Total (c)	-	-	-	-	-
311	Net Balance of Special Funds [(a+b)-(c)]	5,302,000.00	-	-	-	-

Schedule B-3: Reserves

Account Code	Particulars	Opening Balance (Rs)	Additions During the Year (Rs)	Total (Rs)	Deductions During the Year (Rs)	Balance at the End of Current Year (Rs)
1	2	3	4	5(3+4)	6	7(5-6)
31210	Capital Contribution	-	10,038,000.00	10,038,000.00	10,000,000.00	38,000.00
31220	Borrowing Redemption Reserve	-	-	-	-	-
31230	Special Funds (Utilised)	-	-	-	-	-
31240	Statutory Reserve	-	-	-	-	-
31250	General Reserve	-	47,708.13	47,708.13	-	47,708
31260	Revaluation Reserve	-	-	-	-	-
31211	Capital Reserve	-	-	-	-	-
	Total Reserve funds	-	10,085,708.13	10,085,708.13	10,000,000.00	85,708.13

Schedule B-4: Grants & Contribution for Specific Purposes

Particulars	Grants from Central Government	Grants from State Government	Grants from other Government Agencies	Grants from Financial Institutions	Others Specify MP/MLA	Total
Account Code	32010	32020	32030	32040	32080	
(a) Opening Balance	65,503,451	2,919,366.60	-	-	12,460	68,435,277.60
(b) Additions to the Grants						-
Grant received during the year	13,025,763	5,053,110	-	-	2,000	18,080,873.00
Interest/Dividend earned on Grant investments	-	-	-	-	-	-
Profit on disposal of Grant investments	-	-	-	-	-	-
Appreciation in Value of Grant investments	-	-	-	-	-	-
Other addition (Specify nature)	-	-	-	-	-	-
Total(b)	13,025,763	5,053,110.00	-	-	2,000	18,080,873
Total (a+b)	78,529,214	7,972,476.60	-	-	14,460	86,516,150.60
(C) Payment out of funds						-
Capital expenditure of Fixed Assets	-	-	-	-	-	-
Capital Expenditure of Other	-	-	-	-	-	-
Revenue Expenditure on	-	-	-	-	-	-
Salary, Wages, allowances etc	-	-	-	-	-	-
Rent	-	73,000	-	-	-	-
Other	11,608,389	-	-	-	-	-
Loss on disposal of Grant investments	-	-	-	-	-	-
Diminution in Value of Grant investments	-	-	-	-	-	-
Other Administrative Charges	-	-	-	-	-	-
		73,000.00	-	-	14,460	11,681,389
Total (C)	11,608,389	73,000.00	-	-	14,460	74,834,761.60
Net balance at the year end (a+b)- (C)	66,920,825	7,899,476.60	-	-	-	-

Schedule B-5: Secured Loans

Account Code	Particulars	Current Year (Rs)
33010	Loans from Central Government	-
33020	Loans from State Government	-
33030	Loans from Govt. bodies & Associations	-
33040	Loans from international agencies	24,000,000
33050	Loans from banks & other financial institutions	-
33060	Other Term Loans	-
33070	Bonds & debentures	-
33080	Other Loans	-
	Total Secured Loans	24,000,000

Notes:

- *The nature of the Security shall be specified in each of these categories;
- *Particulars of any guarantees given shall be disclosed;
- *Terms of redemption (if any) of bonds/debentures issued shall be stated, together with the earliest date of redemption;
- *Rate of interest and original amount of loan and outstanding can be provided for every Loan under each of these categories separately;
- *For loans disbursed directly to an executing agency, please specify the name of the Project for which such loan is raised.

Schedule B-6: Unsecured Loans

Code No.	Particulars	Current Year (Rs)
33110	Loans from Central Government	-
33120	Loans from State Government	-
33130	Loans from Govt. bodies & Associations	-
33140	Loans from international agencies	-
33150	Loans from banks & other financial institutions	-
33160	Other Term Loans	-
33170	Bonds & debentures	-
33180	Other Loans	-
	Total Un-Secured Loans	-

Note:

- *Rate of interest and original amount of loan and outstanding can be provided for every Loan under each of these categories separately;

Schedule B-7: Deposits Received

Account Code	Particulars	Current Year (Rs)
34010	From Contractors	707,623
34020	From Revenues	97,400
34030	From Staff	-
34080	From other	-
	Total deposits received	805,023

Schedule B-8: Deposits Works

Account Code	Particulars	Opening balance as the beginning of the year (Rs)	Utilization/expenditure (Rs)	Balance outstanding at the end of the current year (Rs)
34110	Civil Works			-
34120	Electrical works	-	-	-
34180	Others	-	-	-
	Total of deposit works	-	-	-

Schedule B-9: Other Liabilities (Sundry Creditors)

Account Code	Particulars	Current Year (Rs)
35010	Creditors	5,592,319
35011	Employee Liabilities	-
35012	Interest Accrued and Due	-
35013	Outstanding liabilities	-
35020	Recoveries Payable	195,833
35030	Government Dues Payable	-
35040	Refunds Payable	-
35041	Advance Collection of Revenues	90,300
35080	Others	-
	Total Other Liabilities (Sundry Creditors)	5,878,452

Schedule B-10: Provisions

Account Code	Particulars	Current Year (Rs)
36010	Provision for Expenses	2,172,893.00
36020	Provision for Interest	-
36030	Provision for Other Assets	-
	Total Provision	2,172,893.00

Schedule B-11: Fixed Assets[illegible]

Schedule B-12: Investments- General Funds				
Account code	Particulars	With whom invested	Face value (Rs)	Current year Carrying Cost (Rs.)
42010	Central Government Securities		-	-
42020	State Government Securities		-	-
42030	Debentures and Bonds		-	-
42040	Preference Shares Equity Shares		-	-
42060	Units of Mutual Funds		-	-
42080	Other Investments	FD	-	-
	Total of Investments General Fund	0	-	-

Schedule B-13: Investments- Other Funds				
Account code	Particulars	With whom invested	Face value (Rs)	Current year Carrying Cost (Rs.)
42110	Central Government Securities		-	-
42120	State Government Securities		-	-
42130	Debentures and Bonds		-	-
42140	Preference Shares Equity Shares		-	-
42160	Units of Mutual Funds		-	-
42180	Other Investments		-	-
	Total of Investments General Fund	0	-	-

Schedule B-14 Stock in Hand (Inventories)		
Account code	Particulars	Current year (Rs)
43010	Stores Loose	14,000.00
43020	Tools Others	-
	Total Stock in hand	14,000.00

Schedule B-15 Sundry Debtors (Receivables)				
Account code	Particulars	Gross Amount (Rs)	Provision for Outstanding revenues (Rs)	Net Amount (Rs)
43110	<u>Receivables for property taxes</u>			
	Less than 5 year	1,635,385	-	1,635,385
	More than 5 year		-	-
	Sub-total	1,635,385	-	1,635,385
	Less: State Government Cesses/Levies in Taxes-Control Accounts		-	-
	Net Receivables of property Taxes	1,635,385	-	1,635,385
43120	<u>Receivables of Other Taxes</u>			
	Less than 3 year	536,813	-	536,813
	More than 3 year		-	-
	Sub-total	536,813	-	536,813
	Less: State Government Cesses/Levies in Taxes-Control Accounts		-	-
	Net Receivables of Other Taxes	536,813	-	536,813
	<u>Receivable of Cess Income</u>			
	Less than 3 year	-	-	-
	More than 3 year	-	-	-
	Sub-total	-	-	-
43130	<u>Receivables for Fees and User Charges</u>			

	Less than 3 year	1,091,626	-	1,091,626
	More than 3 year		-	-
	Sub-total	1,091,626	-	1,091,626
43140	<u>Receivables from Other Sources</u>			
	Less than 3 year	-	-	-
	More than 3 year		-	-
	Sub-total	-	-	-
43150	Receivables from Government	-		
	Sub-total	1,091,626	-	1,091,626
43180	Receivables Control Account	-		
	Sub-total	-		
	Total of Sundry Debtors (Receivables)	3,263,824	-	3,263,824

Schedule B-16: Prepaid Expenses

Account code	Particulars	Current year (Rs)
44010	Estabilshment	-
44020	Administrative	-
44030	Operation & Maintenance	-
	Total Prepaid expenses	-

Schedule B-17: Cash and Bank Balances

Account code	Particulars	Current year (Rs)
45010	Cash-Balance	0
	<u>Balance with Bank - Municipal Funds</u>	
45021	Nationalised Banks	50,452,071.61
45022	Other Schedule Banks	-
45023	Scheduled Co-Operative Bank	-
45024	Post Office	-
	Sub- Total	50,452,071.61
	<u>Balance with Bank - Special Funds</u>	
45041	Nationalised Banks	-
45042	Other Schedule Banks	-
45043	Scheduled Co-Operative Bank	-
45044	Post Office	-
	Sub- Total	-
	<u>Balance with Bank - Grant Funds</u>	
45061	Nationalised Banks	-
45062	Other Schedule Banks	-
45063	Scheduled Co-Operative Bank	-
45064	Post Office	-
	Sub- Total	-
	Total Cash and Bank balances	50,452,071.61

50,452,071.61

Schedule B-18: Loans, advances, and deposits

Account Code	Particulars	Opening Balance at the beginning of the year (Rs)	Paid during the current year (Rs)	Recovered during the year (Rs)	Balance outstanding at the end of the year (Rs)
46010	Loans and advances to employees	-	-	-	-
46020	Employees Provident Fund Loans	-	-	-	-
46030	Loans to Others	-	-	-	-
46040	Advance to Suppliers and Contractors	-	-	-	-
46050	Advance to Others	-	-	-	-
46060	Deposit with External Agencies	-	92,720	-	92,720
46080	Other Current Assets	-	-	-	-
	Sub- Total	-	92,720	-	92,720
461	Less: Accumulated Provisions against Loans, Advances and Deposits [Schedule B-18 (a)]	-	-	-	-
	Total Loans, advances, and deposits	-	92,720	-	92,720

Schedule B-18 (a): Accumulated provision against Loans, Advances, and Deposits

Account Code	Particulars	Current year (Rs)
46110	Loans to Others	-
46120	Advances	-
46130	Deposits	-
	Total Accumulated Provision	-

Schedule B-19: Other Assets

Account Code	Particulars	Current year (Rs)
47010	Deposit Works	-
47020	Other asset control accounts	-
	Total Other Assets	-

Schedule B-20: Miscellaneous Expenditure (to the extent not written off)

Account Code	Particulars	Current year (Rs)
48010	Loan Issue Expenses	-
48020	Deferred Discount on Issue of Loans	-
48021	Deferred Revenue Expenses	-
48030	Other	-
	Total Misscellaneous expenditure	-

BANK RECONCILIATION CHANDAMETA 2020-2021

1 AXIS BANK A/c 915010061732687

BALANCE AS PER CASH BOOK

6043981

BALANCE AS PER BANK

6043981

2 SBI A/c 36134129925

BALANCE AS PER CASH BOOK

177.00

BALANCE AS PER BANK

177.00

3 SBI A/C 36470891527

BALANCE AS PER CASH BOOK

13,574,162.94

BALANCE AS PER BANK

13,574,162.94

4 SBI A/C 36985827068

BALANCE AS PER CASH BOOK

-

BALANCE AS PER BANK

-

5 SBI A/c 37147384305

BALANCE AS PER CASH BOOK

-

BALANCE AS PER BANK

-

6 SBI A/c No 11221305206

BALANCE AS PER CASH BOOK

15,593,597.95

BALANCE AS PER BANK

15,593,597.95

7 Axis A/c 918010083392439

BALANCE AS PER CASH BOOK

-

BALANCE AS PER BANK

-

8 AXIS BANK 918010085034807

BALANCE AS PER CASH BOOK

-

BALANCE AS PER BANK

-

9 CANARA BANK -6125101002973(CM INFRASTRUCTURE A/C

BALANCE AS PER CASH BOOK

6,825,553.01

BALANCE AS PER BANK

6,825,553.01

10 CENTRAL M P GRAMIN BANK 7504/01615

BALANCE AS PER CASH BOOK

-

BALANCE AS PER BANK

-

11 SANCHIT NIDHI CMPGB A/C 2000381010001234

BALANCE AS PER CASH BOOK

2,144,581.28

BALANCE AS PER BANK

2,144,581.28

12 SBI 37108133902 VIDHAYAK NIDHI AC-119

BALANCE AS PER CASH BOOK

-

BALANCE AS PER BANK

-

13 SBI A/c 33608015550

BALANCE AS PER CASH BOOK

14.00

BALANCE AS PER BANK

14.00

14 SBI A/c33608016609

BALANCE AS PER CASH BOOK

3,387,415.40

BALANCE AS PER BANK

3,387,415.40

15 SBI A/C 36051771692

BALANCE AS PER CASH BOOK

19.00

BALANCE AS PER BANK

19.00

16 SBI A/c 37340327265 Sbm Tally New

BALANCE AS PER CASH BOOK

695,121.63

BALANCE AS PER BANK

695,121.63

17 SBI A/c No. 30441985742 Tally

BALANCE AS PER CASH BOOK

1,360,201.48

BALANCE AS PER BANK

1,360,201.48

18 YES BANK-094994600000020 (VISHESH NIDHI)

BALANCE AS PER CASH BOOK

180.00

BALANCE AS PER BANK

180.00

19 YES BANK A/c 52188700000114

BALANCE AS PER CASH BOOK

827,066.92

BALANCE AS PER BANK

827,066.92