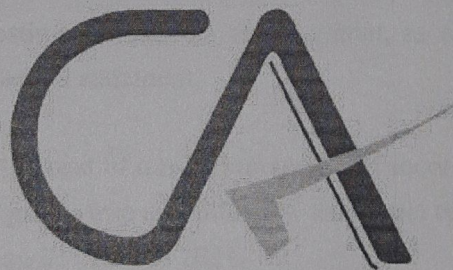


# MUNICIPAL COUNCIL DOLA

*District -Anuppur*

## AUDIT REPORT- 2020-21



*Pramod K. Sharma & Co.*  
*Chartered Accountant*





# PRAMOD K. SHARMA & CO.

## Chartered Accountants

HEAD OFFICE : 11 & 12, IInd Floor, Sarnath Commercial Complex, Opp. Board Office, Shivaji Nagar, Bhopal – 462016  
MOBILE NO. (+91) 94250-15041, 95892-51041, Phone No. (0755) 4273005, 2670003  
E-mail : pksharma\_com@rediffmail.com

### AUDIT REPORT

We have examined the Receipts & Payments Account of **MUNICIPAL COUNCIL DOLA, DISTRICT ANUPPUR(M.P)** for the year ended 31<sup>st</sup> March 2021, which are in agreement with the books of account maintained by the said Municipal council. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of the audit. In our opinion, proper books of account have been kept by the above said concern so far as appears from our examination of books, subject to the comments given below:

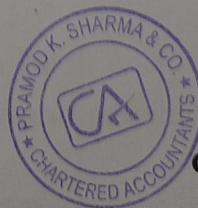
1. These financial statements are the responsibility of the management of the concern. Our responsibility is to express an opinion on these financial statements based on our audit.
2. We have conducted our audit in accordance with auditing standards generally accepted in India. Our audit includes examining on test basis, evidence supporting the amounts and disclosed in the financial statements. Our audit also assigns the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the financial statement.
3. In our opinion and to the best of our information and according to explanations given to us, they said accounts give a true and fair view in respect of Receipt & Payment Account for the year ending as on 31<sup>st</sup> March 2021.

Date:-10-04-2022

Place:-Bhopal

PRAMOD K. SHARMA & CO.  
CHARTERED ACCOUNTANTS

UDIN-22076883AKNIQI7197



CA Pramod K Sharma  
(Partner)

Mem. No. : 076883



# MUNICIPAL COUNCIL DOLA

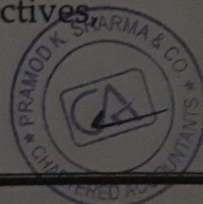
## AUDIT OBSERVATIONS

### Audit of Revenue

- We have audited the resources of revenue on the sample basis.
- Yes, we checked some Revenue receipts from the counter file of Receipt Book and verified that the money received is also deposited in respective Bank Account.
- CMO gives 2 Working days for the Deposition of Money to the Bank but at the time of auditing we found that there is no delay in the Revenue Receipt and also deposited to the Bank time to time.
- Cash Book has been verified with Receipts and payments vouchers & ROKARIYA receipts cash book.
- No, we have not seemed any Investment on lesser interest rate.
- Receipts & Payment A/c, Income & Expenditure A/c which have been enclosed with the audit report were provided by the Council and examined by us on sample basis.

### Audit of Expenditures

- We covered the Expenditures on the sample basis during the process of Audit.
- While checking Accountant Cash Book and vouchers provided us, the bills and vouchers were found satisfactory according to books.
- We verified that Expenditures of Particular schemes were not over Budget and expended according to guidelines, directives.





acts and rules issued by Government of India/ State Government.

- All the Expenses were under financial propriety and the Expenditure was according to the financial and administrative sanction accorded by the competent authority.
- In our view, no such cases occurred in which appropriate sanction has not been taken, hence there is no need to report the instances to CMO.

As per the ULB guideline, if the Fire Brigade going outside of Municipal area, there is some decided amount which has to be paid by the other MC is not taken by the ULB.

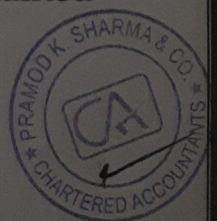
### **Audit of Book Keeping**

- We couldn't check all the books of accounts which were maintained by the Municipal Council.
- Except Cash book, many registers/records have not been maintained properly. Some observations in respect of records of ULB are as follows -

#### **Accounts Department**

Audit observations are as follow -

- Some irregularities were observed regarding obtaining and maintenance of bills and voucher files respectively which were suggested for rectification and paying attention in future.
- It is suggested to affix Proper stamps on cash book and other records.
- Grant Register and other necessary records were maintained properly and found satisfactory.





- In the last year situation, due to non-provided balance sheet by the municipality, it is not possible to determine the balance sheet of the current year, the audit of the year 2020-21 has been done on the basis of receipt, payment account and income expenditure.

#### **Store Department**

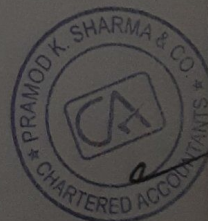
- Due to non-availability of last year's store records, we are unable to comment upon the opening balances of the materials.
- Demand letters were not obtained for issuing the materials from store.

#### **Revenue Department**

- The collection books (VasooliKatte) were found on-submitted back to the store according to the store records.
- As per our observation, the daily revenue collection was deposited timely into the bank.

#### **Sanitation Department**

- The records of usage of materials, chemicals issued from store department were maintained and necessary suggestions have been given to keep records better.
- Logbooks were maintained and found satisfactory.
- Proper vehicle repairing register and light repairing register should be maintained.





### Water Supply Department

- Proper records for repairing of motor pumps, hand pumps, pipe lines should be maintained separately. Although store records contain the detail in regard of repairing.

### PWD Department

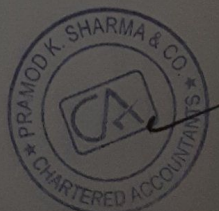
- Proper Construction Register should be maintained by the ULB.
- During the audit of note sheets which were enclosed with the vouchers, we found that proper work process was followed by the ULB.

### Audit of FDRs

- While Auditing, we are not found that there were four FDRs made by the ULB.
- NO FDRs/TDRs are kept at low rate of interest than the prevailing rate of interest.

### Audit of Tenders

- During the audit we have not been provided any tender file. However, on the basis of examination of note sheets attached to the vouchers, we found some irregularities and have been shown at respective place in this audit report.
- No Bank guarantee has been received.

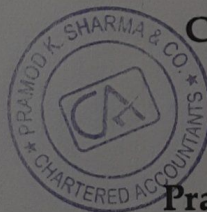




### Audit of Grants & Loans

- We examined all the grants received from the State government and some of their utilization on sample basis.
- During the Audit, we found that some grants are like mixed nature i.e. Capital & revenue nature therefore in that cases we can't bifurcate how much portion belongs to revenue or capital except that all grants have been used for the purpose for which grants have received.

**For PRAMOD K. SHARMA & CO.**



**Chartered Accountant**

*16/02/20*

**Pramod Kumar Sharma  
(Partner)**

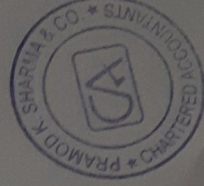


**Municipal Council Dola**  
**Receipts and Payments**  
**1-Apr-20 to 31-Mar-21**

Receipts		Payments		Amount
1-Apr-20 to 31-Mar-21		1-Apr-20 to 31-Mar-21		
<u>Bank Opening Balance</u>	1369.00	<u>Establishment Expenses</u>		841473.00
CBI-3763993226		Salary-Permanent Employee	681497.00	
		Salary-Asthayi Employee	7080.00	
<u>Assigned Revenues Grant</u>		Pension-NPS	152896.00	
Grant-Chungi Kshatipurti	6153784.00			
<u>Grant &amp; Contribution</u>		<u>Administrative Expenses</u>		25000.00
Grant-15th Finance commission	7275000.00	Expence-Consultancy Fee	25000.00	
Grant-Mulbhoot	1392000.00	<u>Other</u>		35920.00
Grant-Raiya Vittiya Ayog	1368000.00	Stale Chaque	35920.00	
Grant-Sadak Marammat	784000.00			
Grant-Other	3510354.00	<u>Closing Balance</u>		19644032.00
		CBI-3763993226	462248.00	
<u>Other Income</u>		Axis Bank-921010000288290	19181784.00	
Interest-Saving Account	25998.00			
Stale Chaque	35920.00			
<u>Total</u>		<u>Total</u>		20546425.00

Date :  
Place : Bhopal

For Pramod K. Sharma & co.  
Chartered Accountant



Pramod Sharma  
(Partner)  
Mem. No. : 076883



**Municipal Council Dola**  
**Income Expenditure Account**  
**1-Apr-20 to 31-Mar-21**

Income 1-Apr-20 to 31-Mar-21	Amount	Expenditure 1-Apr-20 to 31-Mar-21	Amount
<u>Assigned Revenues Grant</u>		<u>Establishment Expenses</u>	
Grant-Chungi Kshatipurti	6153784.00	Salary-Permanent Employee	681497.00
		Salary-Asthayi Employee	7080.00
		Pension-NPS	152896.00
<u>Other Income</u>		<u>Administrative Expenses</u>	
Interest-Saving Account	25998.00	Expence-Consultancy Fee	25000.00
		<u>Income Over Expenditure</u>	
<b>Total</b>		<b>Total</b>	
			841473.00
			25000.00
			5313309.00
			6179782.00

Date :

Place : Bhopal

For Pramod K. Sharma & co.

Chartered Accountant



Pramod Sharma

(Partner)

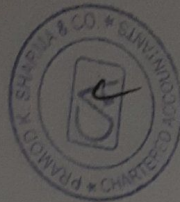
Mem. No. : 076883



# REVISED ABSTRACT SHEET FOR REPORTING ON AUDIT PARAS FOR FINANCIAL YEAR 2020-2021

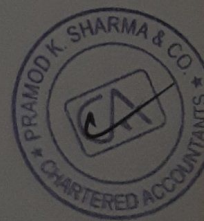
NAME OF ULB :- DOLA , ANUPPUR (M.P)  
NAME OF AUDITOR :- PRAMOD K. SHARMA & Co.

Sr No	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTION
		2019-20	Receipts in Rs. 2020-21	% of Growth		
1	Audit of Revenue					
	A. REVENUE COLLECTION					
a.	Property Tax	NA	NA	NA	Municipality has been established only a few months ago.	Council Should keep efforts to maintain such a good growth rate in up coming years in collection of revenue.
b.	Consolidated Tax					
c.	Development Tax					
d.	Education Cess					
TOTAL (A)		-	-	-		
	B. NON REVENUE COLLECTION					
a.	Rent of Land & Buliding/Shops				Municipality has been established only a few months ago.	Council Should keep efforts to maintain such a good growth rate in up coming years in collection of revenue.
b.	Water Tax					
c.	Market Fees					
d.	Other Fees & Taxes					
TOTAL (B)		-	-	-		
GRANT TOTAL (A) + (B)		-	-	-		





Sr No.	PARAMETERS	DESCRIPTION	OBSERVATION IN BRIEF	SUGGESTION
2	Audit of Expenditure	Expenditures were made with the competent authority	Bills and vouchers were found satisfactory but yet Some bills and vouchers were found with some irregularities which were suggested for rectification and for paying attention in future in regard of bills and vouchers.	Council should obtain proper bills and maintain the bills and vouchers properly with all regards.
3	Audit of Book Keeping	We checked the books of accounts which maintained and made available for us during the audit by the Municipal Council.	All departments had some issues in regards of book keeping. { For more details Refer Observation sheet }	Council should maintain proper books of accounts for all departments
4	Audit of FDRs	While Auditing, we found there was one FDR in the ULB.	FDR register should be maintained and updated properly.	Proper Register should be maintained & Interest on FDRs should be recorded in cashbook timely.
5	Audit of Tenders / Bids	01. We examined Tenders/bids documents on the basis of note sheets attached with the vouchers which were made available for us during the audit. 02. Tenders which were found during the audit have followed proper tendering procedures.	01. As per our observations, council has followed proper tendering process regarding some tenders.	Proper Files/Records should be maintained for Tenders & Bids and proper process should be followed.





6	Audit of Grants & Loans	Refer the "Audit of Grants & Loans" head of audit observation sheet	During Audit we found that some grants are like mixed nature i.e. Capital & revenue nature therefore in that cases we can't bifurcate how much portion belongs to revenue or capital. Except that all grants have been used for the purposes for which grants have been received.	Grants Register must be Prepared as per ULB approved format and must be completed.
7	Incidences relating to diversion of fund from Capital receipts/ grants / Loans to Revenue Nature Expenditure and from one scheme / Project to another	No Such diversion of fund We didn't found any incidences relating to diversion of funds from Capital receipts\Grants\ Loans to Revenue Nature Expenditure and from one scheme to another scheme.	No Such Observation Found	There Should be proper bifurcation of capital and revenue nature receipts and expenditure.
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.	14.02%	No Such Major Observation found	The Total Expenses is very High in the comparison of Income, so council should make more efforts to meet out the Expenditure form its Revenue Receipts.
b	Percentage of Capital Expenditure with respect to total Expenditure	0.00%	No Such Major Observation found	The capital expenditures are slightly low in comparison of Total expenditures, Council should make policies to increase the percentage of capital expenditures so that council can have more valuable assets.

Date: 14.04.2022  
Place: Bhopal

For Pramod K. Sharma & co.  
Chartered Accountant



Pramod Sharma  
(Partner)  
Mem. No. : 076883



**Nagar Palika Dola**  
**Bank & Cash Book A/c Balance Summary**  
**As on 31-3-2021**

S.No	Bank Name	A/c no.	Cash Book closing	Pass Book closing
1	CBI	3763993226	4,62,248.00	4,62,248.00
2	Axis Bank	921010000288290	1,91,81,784.00	1,91,81,784.00
Total			1,96,44,032.00	1,96,44,032.00

