

कार्यालय नगरपालिका परिषद, पांडुरना

जिला-छिंदवाडा (म.प्र.)

(E_mail -cmopandurna@mpurban.gov.in) ☎ 07164-220048, Fax-221381,

क्रमांक /1168/ लेखा शाखा/न.पा./2022

पांडुरना, दिनांक :- 31/11/22

प्रति,

आयुक्त महोदय,
नगरीय प्रशासन एवं विकास,
म.प्र. भोपाल

विषय :- नगरीय निकायों की वित्त वर्ष 2020-21 के लेखों की संपरीक्षा चार्टर्ड अकाउन्टेंट से कराये जाने उपरांत ऑडिट रिपोर्ट प्रस्तुत करने बाबद।

..00..

उपरोक्त विषयान्तर्गत लेख है, कि नगरपालिका परिषद पांडुरना का वित्त वर्ष 2020-21 के लेखों की संपरीक्षा चार्टर्ड अकाउन्टेंट के माध्यम से करायी जाकर चार्टर्ड अकाउन्टेंट्स से प्राप्त संपरीक्षा प्रतिवेदन की प्रति साथ संलग्न कर आपकी ओर सादर प्रेषित है।

संलग्न:- उपरोक्तानुसार।


मुख्य नगरपालिका अधिकारी
नगरपालिका परिषद,
पांडुरना

पृ.क्र./1169/ लेखा शाखा/न.पा./2022
प्रतिलिपि:-

पांडुरना, दिनांक :- 31/11/22

1. संयुक्त संचालक, नगरीय प्रशासन एवं विकास, जबलपुर की ओर सूचनार्थ सादर प्रेषित।
2. श्री न.पा.परिषद, पांडुरना की ओर दिनांक..../02/2022 को संचालनालय में जानकारी जमा करने के पालनार्थ।


मुख्य नगरपालिका अधिकारी
नगरपालिका परिषद,
पांडुरना

PANDHURNA MUNICIPAL **COUNCIL DISTRICT-JABALPUR**



**ANNUAL
FINANCIAL
STATEMENTS**

**MARCH 31,
2021**

Prepared By:

MSVP & Company

1337/7, Singhai Sadan,

Wright Town, Jabalpur 482001 (M.P.)

Email- msvpandco@gmail.com

Mobile No. ~+91-7828869840

INDEPENDENT AUDITOR'S REPORT
NAGAR PALIKA PARISHAD, PANDURNA (M.P.)

Report on the Financial Statements

I have audited the accompanying financial statement of **NAGAR PALIKA, PANDURNA (M.P.)** accordance with scope of work provided by Directorate, Urban Administration & Development Department of MP which comprises of the Receipts and Payments Account & Income & Expenditure Account for the year ended on 31 March, 2021. The above institution is in process of preparation of Balance Sheet which is not yet finalized by ULB. The institution follows Cash System of Accounting. The observations on the scope of audit work prescribed and other notes, comments and explanatory Information etc. are attached herewith.

Management's Responsibility for the Financial Statements

The Institution's Management is responsible for the preparation of the Receipts and Payments Account & Income & Expenditure Account that give a true and fair view of the Receipts and Payments Account & Income & Expenditure Account in accordance with the Accounting Standards and in accordance with the accounting principles generally accepted in India. This responsibility includes the design implementation and maintenance of internal control relevant to the preparation and presentation of the Receipts and Payments Account Income & Expenditure Account that live a true and fair view and are free from material misstatement whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the above Receipts and Payments Account based on my audit. conducted my audit in accordance with the standards on Auditing issued by the Institute of Chartered Accountants of India. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Receipts and Payments Account is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and the disclosures in the Receipts and Payments Account. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Receipts and Payments Account, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institution's preparation and fair presentation of the Receipts and Payments Account in order to design audit procedure that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institution's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by the Management as well as evaluating the overall presentation of the Receipts and Payments Account believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion. Test check methods have been applied in areas where ever the same has been considered appropriate.



मुख्य नगरपालिका अधिकारी
नगरपालिका परिषद पान्डुरना

Opinion

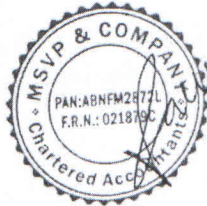
In my opinion and to the best of my information and according to the explanations given to me, the aforesaid Receipts and Payments Account gives a true and fair view in conformity with the Accounting principles generally accepted in India. read with significant accounting policies, of the Receipts and Payments of the Institution for the year ended on that date, subject to the observations, notes and comments appended, specifically that:

- (a) The receipt and payment account is not tallied and it contains a significant difference and
- (b) The most of the bank account balances as per cash book and as per bank statement are significantly unreconciled and due to that many significant items amounts of receipts/payments might have been omitted to be included in the receipt and payment account. It is informed to me that the differences between bank balances as per bank statement and as per cash book includes various differences pertaining to the earlier many years, therefore, it is not possible to prepare bank reconciliation statements and to exactly reconcile the above differences instantly: and
- (c) There are various instances of mistakes in entries in cash book which have come across during audit and have been mentioned in the audit report in succeeding paras due to that many significant items amounts of receipts/payments might have been omitted to be included in the receipt and payment account. These have been elaborated in the attached observations on the scope of audit work prescribed
- (d) We are provided with the Income Expenditure Account Receipts & Payments Accounts per the Tally Data provided to us by the Municipal Corporation Pandurna.

Date: 29.01.2022

Place: Jabalpur

UDIN- 22430933AAAAQ2198



For MSVP & Company.
Chartered Accountants
FRN: 021879C

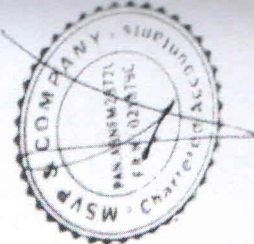
Vineet Parwani
(Partner)
Membership No: 430933

मुख्य नगरपालिका अधिकारी
नगरपालिका परिषद पाँदरना



Sno.	Parameters	Description	Observations in Brief	Suggestions
1	Audit of Revenue		1) On test check basis we have verified the revenue from receipts maintained by the management from all sources. 2) 11% has been deducted at 12.5% instead of 7% on payment made to contractor	Management should charged 11% on payment made to the contractor
		a) The auditor is responsible for audit of revenue from various sources.	On test check basis we have verified the revenue from receipts maintained by the management for all sources.	Not Applicable
		b) He is also responsible to check the revenue receipts from the counterfoils of receipt books and verify that money received is duly deposited in the respective bank account.		The management should take necessary steps to rectify the same.
		c) Percentage of revenue collection increase/decrease in various heads of property tax, samekit kar, shiksha upkar, Nagriya vikas upkar and other tax compared to previous year shall be part of report.	The details are provided in the Annexure	
		d) Delay beyond 2 working days shall be immediately brought to the notice of commissioner/CMO.	No such cases exist.	Not Applicable
			The entries in cash book have been verified and discrepancies have been reported to management which have been rectified by them.	There were too many overwriting in the cash book while passing the entries the management should avoid these and wherever there is over writing the same has to be counter signed by CMO and head accountant.
		e) The Entries in cash book shall be verified.	The lapses between the targeted revenue and achieved revenue is mentioned in Annexure to this report.	The management should take necessary steps to rectify the same.
		f) Auditor shall specifically mention in report, the revenue recovery against the quarterly and monthly targets. Any lapses in the revenue recovery shall be the part of report.	FDR interest is not accounted for in books on accrual basis it is booked when the FDR matures hence the same is not accounted for in the timely manner.	The management should take interest certificate each year from the banks and book the interest in timely manner.
		g) Auditor shall verify the interest income from the FDR's and verify the interest income is duly and timely accounted for in cash book.	As per the information and explanations available to us the management has not taken quotations from various banks regarding rate of interest on deposits. In absence of the same we cannot comment whether the interest rate is lower or not.	The management should take necessary steps to rectify the same.
		h) The cases where, the investment is made on lesser interest rates shall be brought to the notice of the commissioner/CMO.		

मुख्य न्यायमूर्ति अधिकारी
नगरपालिका परिषद पाँचगंगा



3	Audit of Book Keeping a) The auditor is responsible for audit of books of accounts as well as stores. b) He shall verify that all books of accounts and stores are maintained as per accounting rules applicable to Urban Local Bodies (ULBs). Any discrepancies shall be brought to the notice of Commissioner/CMO. c) The auditor shall verify advance register and see that all advances are timely recovered according to the condition of advances. All the cases of non-recovery shall be specifically mentioned in audit report. d) The auditor shall verify that all the temporary advances have been fully recovered. e) Bank Reconciliation Statement shall be verified with the records of ULB and the bank concerned. If reconciliation statements are not prepared auditor will help in preparation of BRS. f) He shall be responsible for verifying the entries in grant register. The receipts and payments of grants shall be duly verified with entries of cash book. g) The auditor shall verify the fixed asset register from other records and discrepancies shall be brought to the notice of Commissioner/CMO. h) The auditor shall reconcile the accounts of receipts and payments especially for project funds.	These have been verified on test check basis. Stock register was maintained but not verified by CMO at the time of Audit. Stock Panji Seal is not used on all vouchers, it is not regularised. These have been verified on test check basis. No adverse observation on the same. Advance register is not maintained by the ULB. Also Medical Advance register is not maintained. Since, no advance register is maintained, therefore we cannot comment on the same. Bank balances of Main cash book, as per cash book and as per bank statement is different in figures. The BRS is provided by the Management, however the BRS impact is not yet accounted for the in books and hence the balance as on date is still erroneous. These have been verified on test check basis. No adverse observation on the same. Fixed Asset Register is maintained but not updated from time to time. These have been verified on test check basis. No adverse observation on the same. FDR register is not maintained by the management. So, we cannot comment on the same. All the renewal of FDR is maintained as well as interest is accounted in books but Proper records are not kept as the FDR register is not maintained by the management as per the checking on the time of audit. As per the information and explanations available to us the management has not taken quotations from various banks regarding rate of interest on deposits. In absence of the same we cannot comment whether the interest rate is lower or not. These have been verified on test check basis. No adverse observation on the same.	The management should take necessary steps to rectify the same Not Applicable The management should take necessary steps to rectify the same The management should take necessary steps to rectify the same The management should take necessary steps to rectify this BRS impact of 16,72,776.10 in books of accounts Not Applicable The management should take necessary steps to rectify the same Not Applicable Not Applicable The management should take necessary steps to rectify the same The management should take necessary steps to rectify the same Not Applicable
4	Audit of FDR a) The auditor is responsible for audit of Fixed deposits and term deposits. b) It shall be ensured that proper records of FDR's are maintained and all renewals are timely done. c) The cases where, FDR's/TDR's are kept at low rate of interest then the prevailing rate shall be immediately brought to the notice of Commissioner/CMO. d) Interest earned on FDR/TDR shall be verified from entries in the cash book.		

मुख्य नगरपालिका अधिकारी
नगरपालिका परिषद पाँदरना



	a) Auditor is responsible for audit of all the tenders/bids invited by the ULB's.	These have been verified on test check basis. No adverse observation on the same.	Not Applicable
	b) He shall check whether competitive tendering procedures are followed for all bids.	Last date of Tender should be extended if only one bid is received even though it is done through online mode. It will enable more participants to participate in the tender and the purpose of competitive bidding will be ensured.	The management should take necessary steps to rectify the same
5	Audit of Tender/Bids.	c) He shall verify the receipts of all tender fee/Bid processing fee/Performance Guarantee both during the construction and maintenance period.	Not Applicable
	d) The bank guarantees, if received in lieu of bid processing fee/performance guarantee shall be verified from the issuing bank.	These have been verified on test check basis. No adverse observation on the same.	Not Applicable
	e) 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.	These have been verified on test check basis. No adverse observation on the same.	Not Applicable
	f) 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.	These have been verified on test check basis. No adverse observation on the same.	Not Applicable
	a) The auditor is responsible for the audit of grants given by central government and its utilization.	These have been verified on test check basis. No adverse observation on the same.	Not Applicable
	b) He is responsible for audit of grants given by central government and its utilization.	These have been verified on test check basis. No adverse observation on the same.	Not Applicable
6	Audit of Grants and Loans	c) He shall perform audit of loans provided for physical infrastructure and its utilization. During the audit the auditor shall specifically comment on the revenue mechanism i.e. whether the asset created out of the loan has generated the desired revenue or not. He shall also comment on the possible reasons for non-generation of revenue.	Not Applicable
	d) The auditor shall specifically point out any diversion of funds from capital receipts/grants/loans to revenue expenditure.	No such cases exist.	Not Applicable
	a) Vehicle Insurance of the vehicle owned by the management	These have been verified on test check basis. No adverse observation on the same.	Not Applicable
7	General Remarks	Total number of vehicles owned by management was 34 but we have found the insurance document of only 12 vehicles & from the above insurances is document we have found that 8 vehicles insurances has expired & the rest vehicles insurances document has not been found by the auditor.	Not Applicable


 मुख्य नगरपालिका अधिकारी
 नगरपालिका परिषद पाँदुरा

NAGAR PALIKA PARISHAD, PANDURNA, CHHINDWARA

BALANCE SHEET

AS AT 31.03.2021

PARTICULAR	AMOUNT	AMOUNT	PARTICULAR	AMOUNT	AMOUNT
<u>MUNICIPAL FUND</u> (Opening Balance)			<u>FIXED ASSETS</u> (AS PER SCHEDULE 3)	120214711	871356948
<u>RESERVE & SURPLUSES</u>			<u>INVESTMENTS</u>		71508199
Opening Balance	536804316		<u>CURRENT ASSETS</u>		
Add: Surplus for the year	-8484618		<u>CLOSING STOCK</u> (AS PER LAST AUDIT REPORT)	528319698	198854
<u>CAPITAL GRANTS</u> (AS PER SCHEDULE-5)			<u>SUNDRY DEBTORS</u> (AS PER LAST AUDIT REPORT)	423180367	
<u>UNSECURED LOAN</u>				11096274	13432111
<u>CURRENT LIABILITIES</u>			<u>PMAY YOJNA</u>		61560096
DUTIES & TAXES	-7735816		<u>CASH & BANK BALANCE</u>		
SECURITY DEPOSIT	56306767		<u>CASH IN HAND</u>	0	
OTHER LIABILITIES	33388469		<u>BANK BAL.(SCHEDULE-4)</u>	147015372	147015372
<u>NUML YOJNA</u>					
				301110	
<u>SUSPENSE A/C</u>					
TOTAL			TOTAL	1165071580	1165071580




 मुख्य परामर्शिका अधिकारी
 नगरपालिका परिषद पादुरना

NAGAR PALIKA PARISHAD, PANDURNA, CHHINDWARA
RECEIPT & PAYMENT A/C
FOR THE YEAR ENDED 31.03.2021

RECEIPTS	AMOUNT	AMOUNT	PAYMENTS	AMOUNT	AMOUNT
<u>OPENING BALANCE</u>			<u>EXPENDITURE</u>		146772657
Cash In Hand	0		(As PER I & E A/c))		
Bank A/c.	103170862	103170862	FIXED ASSET		151775042
(AS PER SCHEDULE 4)			(AS PER SCHEDULE 3)		
<u>INCOME</u>			<u>INVESTMENT</u>		21902116
Grant Received (Schedule-1)	85270652		FDR RENEWED/INTEREST		
Nikay Aay (Schedule-2)	25896721		<u>SPECIFIC GRANTS/ADV.</u>	5793802	
Aasthai Dakhal	222900		SECURITY DEPOSITE REFUN.	216904148	
Colony Vikas/ Reg.	870554		PMAY PAYMENT	1075120	
Interest Income	3077472		NULM YOJNA	174644	223947714
Jan Bhagidari Income	203735		IHSDP EXP.		
Namantaran (Vilamb)	132399		<u>DUTIES & TAXES</u>	2763708	
Parking Income	19230		INCOME TAX (TDS)	1359741	4123449
Licence Fees	79360		GST		
Covid 19 Related Receipt	24980				
Hoarding/ Adv.	103696				
Prashuman Shulk	637456				
Security Deposit Premium	17022032				
Other Income	4726852	138288039			



मुख्य नगरपालिका अधिकारी
नगरपालिका परिषद पादरना

INVESTMENT FDR MATURED-k FIXED ASSET	80379717 700000000	CLOSING BALANCE Cash In Hand Bank A/c. (AS PER SCHEDULE 4)	-25549618 147015372	121465754
SPECIFIC GRANTS/ADV. SECURITY DEPOSITE RECEIV. VIDHAYAK NIDHI 14/15TH FIN. COMMISSION CM ADHOSACHRANA P-3 PMAY NULM YOJNA SANCHIT NIDHI	3432327 3190184 43304000 1300000 226113148 525000 283455	278148114		
TOTAL	669986732	TOTAL		669986732

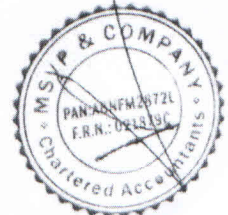


मुख्य नगरपालिका अधिकारी
नगरपालिका परिषद पाँदुरना

SCHEDULE-3
Fixed Assets
As on 31.03.2021

PARTICULAR	Opening Balance			Closing Balance
		ADDITION	SOLD	
Opening Bal. (As per Last Audit Report)	698542048			698542048
PLANT & MACHINERY				
Cables & Wires	92302			92302
GPS	85051	95011		180062
Mobile Toilate	715156			715156
Plant & Machinery	1288949			1288949
Street Light	2697677	2656905		5354583
Water Pipeline Extension	1891574			1891574
Vehicle-Capital Exp.	3081780	4070320		7152100
other		1477137		1477137
FURNITURE & FIXTURES				
Furniture & Fixture	1689536	230262		1919797
BUILDING/CONSTRUCTION				
Borewell & Handpump Construction	2615613			2615613
Building/Boundary Wall	14429134	9163789		23592923
Drainage & Sewarage	6234305			6234305
IHSDP AWAS(ASSET)	10624637			10624637
GROUND/STADIUM	757760			757760
Kamthikala Jalashya	222422			222422
Lake & Pond	313561			313561
LAND AQUISITION	30500000			30500000
Market Construction	91076			91076
Park & Garden	271908			271908
Road & Paywar Block	3709225	1706297		5415523
Toilet Construction	1521415	266235		1787650
Uidsmt Road	2937719			2937719
Water Tank	1202204			1202204
Water Works Mohi Jalsay	3336249	70000000	70000000	3336249
Jalwardhan Yojna		61770923		61770923
COMPUTER & PRINTERS				
Computer/ Laptop Asset	730605	338163		1068768
Grand Total	789581906	151775042	70000000	871356948


 मुख्य नगरपालिका अधिकारी
 नगरपालिका परिषद पाँदुरना



SCHEDULE-4
BANK ACCOUNT BALANCES
As on 31.03.2021

PARTICULAR	BRS NO.	Debit	Credit
CU (4431)		486330	
ALLAHABAD BANK 1715		26137586	
CU-7139		3872	
3OB (1056)		25282573	
3OB (1057) Sanchit Nidhi		12276270	
3OB-(8012) -NUML YOJNA		325814	
HDFC (3590)		737671	
Indusind (0466)		235170	
Indusind (5714)		147639	
Indusind (5723)		32692	
SBI (0588)		11203338	
SBI (5533)		35895	
SBI (6781)		1404	
SBI (9189)		35415865	
SBI (9611)		1947	
UBI (0987)		92780	
UBI (0989)		5471453	
UBI (2595)		27865156	
YES BANK (50)		1261918	
Grand Total		147015372	0

SCHEDULE-5
CAPITAL GRANT
As on 31.03.2021

PARTICULAR	AMOUNT
14th Finance Commission	94428000
CM ADHOSACHRANA PHASE 3	655097
Grant, Contri for Specific Purpose	314309832
IHSDP AWAS(GRANT)	9825356
SANSAD NIDHI	-278474
SANCHIT NIDHI	426568
VIDHYAK NIDHI	3813987
Vidhayan Nidhi Exp.	
Grand Total	423180367

मुख्य सगरपलिका अधिकारी
सगरपलिका परिवर्तन पंक्ति



Other Expenses	493306		
NPS Exp.	2304106		
Petrol & Diesel	7598529		
Plantation Exp.	874297		
Postage Exp.	101366		
Painting Exp.	1934327		
Printing & Stationary	643394		
Professional Tax	240377		
PWD Dept Expense	3193832		
Revenue Dept Exp.	63838		
Repair & Mainten. -General	694811		
Salary Exp. (Other)	19220507		
Salary Parsad Mandey	664000		
Salary (Permanent)	50002360		
Sambal Scheme Exp	2325000		
Swachta Exp.	860527		
Telephone Exp	45713		
Tender Exp.	172888		
Travelling Allowance	106238		
Vehicle Rent	2804346		
Vehicle Repair & Maintain.	1469766		
Water Supply Expense	9996378		
Website/software Maintenance	282183		
R/o	9	146772657	
EXCESS OF INCOME OVER EXPENDITURE		-8484618	
TOTAL		138486893	138486893




 सहायक सार्वजनिक अभियंता
 सार्वजनिक परियोजना विभाग

NAGAR PALIKA PARISHAD, PANDURNA, CHHINDWARA
INCOME & EXPENDITURE A/C
FOR THE YEAR ENDED 31.03.2021

EXPENDITURE	AMOUNT	AMOUNT	INCOME	AMOUNT	AMOUNT
Opening Stock B/f		198854			
Advertisement	469745		Grant Received (Schedule-1)	85270652	
Audit Fees	174460		Nikay Aay (Schedule-2)	25896721	
Bank Charges	2190		Aasthai Dakhal	222900	
Computer R & M Exp.	75572		Colony Vikas/ Reg.	870554	
Covid 19 Related Exp.	836723		Interest Income	3077472	
Construction Material	3803726		Jan Bhagidari Income	203735	
DPR	324367		Namantaran (Vilamb)	132399	
Election Exp.	139407		Parking Income	19230	
Electricity Bill	16544208		Licence Fees	79360	
Electric R & M	1181359		Covid 19 Related Receipt	24980	
EPF	8999391		Hoarding/ Adv.	103696	
Function/Meeting Exp.	453913		Prashuman Shulk	637456	
Funneral Help Expense	45180		Security Deposit Premium	17022032	
GPF	1741550		Other Income	4726852	138288039
Health Dept. -Chemical	4411281				
Internet Exp.	41083		Closing Stock C/f		198854
ISO CERTIFICATION	50000				
Leave Encasgment Exp.	366897				
Legal/Compliance Expense	160362				
Lok Nirmad Exp.	247611				
MRF CENTER EXP	404815				
Munadi	89694				
News Paper & Magzines	117028				



मुन्ना लाल शर्मा
 महापौर, पण्डरना नगरपालिका

SCHEDULE-A
Bank Reconciliation Statement

Sr. No.	Particulars	Balance as per Pass book 31.03.2021	Balance as per Tally book 31.03.2021	Difference
1	Au (4431)			
2	AU-7139	4,86,330 00	4,86,330 00	-
3	BOB (1050)	3,872 00	3,872 00	-
4	BOB (1057) Sanchit Nidhi	2,52,82,572 98	2,52,82,572 98	-
5	BOB (0012) - NUML YOJNA	1,22,76,269 50	1,22,76,269 50	-
6	HDFC (3500)	3,25,814 13	3,25,814 13	-
7	Indusind (0406)	7,37,670 61	7,37,670 61	-
8	Indusind (5714)	2,35,170 28	2,35,170 28	-
9	Indusind (5723)	1,47,638 82	1,47,638 82	-
10	SBI (0508)	32,691 73	32,691 73	-
11	SBI (5533)	1,12,03,338 40	1,12,03,338 40	-
12	SBI (0701)	35,895 00	35,895 00	-
13	SBI (9180)	1,404 00	1,404 00	-
14	SBI (9611)	3,54,15,865 46	3,54,15,865 46	-
15	UBI (0007)	1,946 95	1,946 95	-
16	UBI (0009)	92,779 54	92,779 54	-
17	UBI (2505)	54,71,452 82	54,71,452 82	-
18	YES BANK (50)	2,78,65,155 76	2,78,65,155 76	-
	Grand Total	12,01,917 09	12,61,917 69	-
		12,08,77,785.67	12,08,77,785.67	-

Date : 22.03.2022


 मुख्य नगरपालिका अधिकारी
 नगर पालिका बाँसुरवा

For MSVP & COMPANY
(Chartered Accountants)

