# **AUDIT REPORT**



OF

# NAGAR PARISHAD, BADKUHI

**DISTRICT: CHHINDWARA(M.P.)** 

**FOR** 

**FINANCIAL YEAR: 2021 - 2022** 



# AIN ALOK & ASSOCIATES CHARTERED ACCOUNTANTS

Shop No.15, Inside Patni Complex Collectorate Road, Chhindwara(M.P.) Phone Nos.: (0) 7162-244762



To, Directorate, Urban Administration & Development, PlaikaBhawan, Shivaji Nagar, Bhopal

We have audited the cash book and relevant records for the year 2021-22 of Barkuhi Nagar Parishad.

Preparation of financial statement is the responsibility of Organisation. Organisation is responsible for its accuracy and completeness. Our responsibility is to express our opinion on these financial statements based on our audit. Financial statements have been prepared by Nagar Parishad, therefore we express our opinion on cash book maintained and prepared by Nagar Parishad.

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 statements are free of material misstatement. An audit includes examining, on a 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 observations in the enclosed annexure to this report and suspense amount in receipt & Payment account, we report that –

In case of Cash book for the year ending 31st March 2022, it gives true and fair view of the cash balance.

Place: Chhindwara Date: 23.02.2022

For Jain Alok & Associates Chartered Accountants

& ASS

CA Alok Jain Partner \_\_\_\_\_\_

To,

Chief Municipality Officer, Nagar Parishad, Barkuhi

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Place: Chhindwara Date: 23.02.2023 FRN. 011896C Chhindwara 9425146739

For Jain Alok & Associates Chartered Accountants

> CA Alok Jain Partner

#### The audit work is completed by undertaking the following scope of work:

#### I. Audit of Revenue:

- 1. Audit of revenue from various sources has been undertaken on test basis. Inconsistencies found in them were listed in point no. 2 of report attached.
- 2. Revenue receipts from counter foils have been verified on test basis. No inconsistency noticed in test checked counter foils.
- 3. Percentage of revenue collection and increase/decrease in various heads in property Tax, Samekitkar, NagriyaVikasUpkar and Other Taxes compared to previous year has been pointed in Point No.2.
- 4. Money received from daily cash receipts were verified on test basis and found that ULB has practice of depositing money collected into bank account within two working day except as reported in Point No.2.
- 5. Entries in cash book has been duly verified on test basis, and found that ULB had practice of depositing revenue collected in bank account on next working day.
- 6. Quarterly and monthly targets were not maintained by ULB. So cannot verify variance in completion of them.
- 7. FDR Register has been maintained by Nagar Parishad but register is not updated that's why we are unable to verify FDR with register as on date. And accountant has informed us there is no FDR in hand on audit date.
- 8. No case found where investments are made on lesser interest rate. However we noticed huge amount of cash left in saving and current account of bank throughout the year. If it had been converted into FDR, then it would have fetched higher interest rate.

#### II. Audit of Expenditure:

- 1. Expenditures under all schemes have been verified from grant details and their utilization. Inconsistencies found during the course of verification have been pointed out in point no. 5 of report attached.
- 2. Entries of expenditure in cash book has been verified on test basis and found them overall in consistent with vouchers and supporting.
- 3. Monthly balances of cash book has been verified and found to be consistent.
- 4. Expenditure against particular schemes has been verified. Issues relate to this has been listed out in point no. 5.
- 5. Expenditures are in accordance with the guidelines, directives, acts and rules issued by Government of India/State Government.
- 6. Financial Propriety of test checked transactions have been verified and found them in line.
- 7. No instance of absence of appropriate sanctions has been found on verification of test checked transaction.
- 8. Utilisation certificates of work done during the year are not available at Nagar Parishad.

#### III. Audit of Book Keeping:

- 1. Books of accounts audited have been listed in point no. 1 of report attached.
- 2. All books are not maintained as per accounting rules applicable. List of records not maintained is given in point no. 1 of report attached.
- 3. Advance register is not maintained by Nagar Parishad. However it has been informed to us no Advance is given by Nagar Parishad to any staff.
- 4. Bank reconciliation statements have been attached with this report and issues related to them has been pointed there in.
- 5. As informed to us Grant Register and its utilization register are maintained by Nagar Parishad but not provided to us for verification. So we are unable to any comment on its completeness, authentication and grant utilization.
- 6. Fixed asset register has not been maintained by ULB.
- 7. Income and Expenditure Account have been prepared by ULB on the basis of records available at Nagar Parishad.
- 8. Nagar Parishad is maintaining Accounts on the Single Entry System. Data Entry on double entry system are done upto 31.03.2022 and Balance Sheet is prepared upto 31.03.2022 on summarized basis.

#### IV. Audit of FDR:

- 1. FDR Register is being maintained by Nagar Parishad but it was not updated on the date of audit. No FDR of UB as on 31.03.2022.
- 2. FDR Interest Not Applicable

#### V. Audit of Tenders/Bids:

- 1. Tenders and Bids invited by ULB has been verified on test basis and Bank Guarantee Is not made available for verification.
- 2. Competitive tendering procedure has been followed in cases verified.
- 3. Receipt of Tender Fees/Bid processing fees has been verified in cases verified.
- 4. No case of bank guarantee received in lieu of Processing Fees has been found in ULB.
- 5. Not Applicable
- 6. Not Applicable
- 7. Contract Closures have been verified.

#### VI. Audit of Grants and Loans:

- 1. Grants given by Central Govt. and its utilization has been maintain. Grant Register is not maintained by ULB.
- Grants given by State Govt. and its utilization has been maintain. Grant Register is not maintained by ULB.
- 3. Nagar Parishad has not taken any loan.
- 4. On the basis of our Test Checks of Cash Book no Diversion of funds has been found by Nagar Parishad.

### 1. Accounting policies, procedures, book keeping and financial statement.

1.1 Consequent upon adoption of the budget (prepared at Nagar a Parishad level) and accounts format, Nagar Parishad has prepared its books of accounts under single entry system, hence our opinion will be based on Single entry system only.

List of books of accounts maintained.

- 1) Main Cash Book & Subsidiary Cash book of revenue department.
- 2) Cheque Register
- 3) Collection Ledgers
- 4) Ward wise Property Tax, Water Tax Registers.

List of books of accounts not maintained

1) Fixed Assets Register -

No records were maintained at parishad level to account for fixed assets and to determine current value of assets.

2) Grant Register -

As informed to us Grant Register and its utilization register are maintained by Nagar Parishad but not provided to us for verification. So we are unable to any comment on its completeness, authentication and grant utilization.

1.2 All the major schemes are maintained in separate cash book. But there is no separate cash book for each scheme.

Nagar Parishad has prepared Income & Expenditure and financial statements. However Nagar Palika Parishad prepared Budget, which shall be regarded as the final document on which we express our opinion.

#### 2. Non recovery of taxes

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No.

Urban Local Bodies (ULB) earn revenue from their own resources through taxes, rent, fees, issue of licenses etc. In test checked Nagar Parishad as of 31<sup>st</sup> March 2022 a sum of Rs. lakhs (as shown in **Table Below**) plus Interest & Penalties was outstanding against the taxpayers, although the ULBs had powers under section 165 of Madhya Pradesh Municipalities Act, 1961 to approach a Magistrate to seek orders for recovery by distress and sale of any movable property of attachment and sale of immovable property belonging to defaulters, however they had not invoke these power to recover the outstanding taxes. Failure to invoke its powers resulted in non-recovery of outstanding taxes and resource crunch, leading to hindrance in development works.

#### Non Recovery Of Taxes

Type of Tax	Due amount recoverable on 01/04/2021	Received From Previous Dues	Recovered Due for More than a Year	Current Due	Current Received	Un- Recovered due of Curent Year	Total un- recovered amount
amnatti kar	1531134	1165200	365924	3/13732	234295	109437	475361

Amount in Rs.

5361 Sampatti kar 279980 771830 2 Samekit Kar 877530 385680 491850 355340 75360 780000 128450 73600 513150 266850 340450 3 Jal kar 202050 0 Bhawan Bhoomi Kiraya

	Total Un-Recovered amount							1937689
	Total	1260509						
8	Licence and Other Taxes	0	0	0	158849	158849	0	0
7	Bazar Vasuli	0	0	0	39572	39572	0	0
6	Upkar	621517	508480	113037	101938	39951	61987	175024
5	Shiksha Upkar	621517	508480	113037	101938	39951	61987	175024

Nagar Parishad collected only 65.43% of current year demand, which is not satisfactory and collection against previous years demand is also very low and it is about 69.97% only of total previous year demand outstanding. Efforts should be made for recovery of old dues as well as current due. Very low collection of old arrears should be taken care of as it may turn to bad debts.

#### 2.1 Issues In collection of Revenue

In case of delay in payment of property tax, Interest will be required to be charged @ 10.00%p.a. of total tax calculated for delay in payment of each year or part of year. On our verification of property tax registers we noticed that interest has not been charged on late payment of property tax by Nagar Parishad.

Apart from that, new registrations of properties and improvement in properties during the year required to be entered in property tax registers and tax is to be charged accordingly, on our verification we found no such practice is being followed by Nagar Parishad.

#### 3. Internal Audit System

As per Section 121 of Madhya Pradesh Municipalities act 1961, The annual accounts of each council shall be subject to audit under the said act, and copies of the audit report of the auditor on the annual accounts of the council shall be furnished to the state govt. or any authority specified by it in addition to the president and the Chief municipal officer in order to ensure the accountability of Nagar Parishad. It has been observed that No regular Internal audit has been conducted at Nagar Parishad level.

#### 4. Submission of Utilisation Certificates (UCs)

Nagar Parishad receives grants from State and Central Govt. for Expenditure in specific projects and general utilisation. Audit scrutiny of records revealed that in all cases of Grant has been received by ULB and Utilisation certificates have been issued at the end of year wrt to usage of funds.

#### 5. Issues In Payment vouchers

Date	Voucher No.	Amount	
De	Deficiency in Vouchers is as follows :		
24.05.2021	41	23000.00	
Remark : Payment Sheet and Quotation		& Associates for Budget. Note	
24.05.2021	40	23280.00	
Remark :: Paymer	nt made to Ashutosh Compute	er for GPS. Quotation are not	

24.05.2021 39 18000.00

Remark: Payment made to Kashmiri for Table and Chairs. Quotation is not taken for this.

24.05.2021 38 475200.00

Remark: Payment made to Ecogreen Products for Chesis. Quotation is not found for this.

19.05.2021 29 46550.00

Remark: Payment made to Ecogreen Products for Chesis. Quotation is not found for this.

01.09.2021 142 16142.00

Remark: Payment made to Mahi Trading for Bleaching Powder. Quotation is not found for this.

12.08.2021 117 44550.00

Remark: Payment made to Essmar Infra developers & Associates, Bhopal for DPR. Quotation is not found for this.

22.06.2021 84 29758.00

Remark: Payment made to Khandelwal Traders for Tyre Tube purchse. Quotation is not found for this.

18.06.2021 79 14000.00

Remark: Payment made to Shubham Book & General Stores for purchase of Jhadu etc.. Quotation is not found for this.

01.12.2021 245 16050.00

Remark: Payment made to Taj Electricals for Electrical material. Quotation is not found for this.

25.02.2022 352 4900.00

Remark: Payment made to Wintel Services for Street Light Purchase. Quotation is not found for this.

#### 6. Issues in Tender :

 EMD are taken for Tenders in form of direct deposit in concern account. But no Register for EMD taken and Refunded is maintained by Nagar Parishad.

#### 7. Issues in Stores Department:

i) Store register of all the Department are maintained/updated properly.

- ii) Material issued by different departments from Stores are entered in Stores Register but balance of material available in stores not mentioned in Stores Registers on regular basis.
- iii) Material issued to different departments from Stores are entered in Stores Register but the signatures of CMO not found. Also signature and name of receiver of items not mention in Stores Registers in following Entries:

Stock Register No. Electric Store -3	Page No. 99 104, 105	Remark Signature of CMO not found
Stationery Store- 1	191,182, 133	Do—
PWD and Water Supply-2	106,107,108 109	Do— Signature of CMO and receiver not found .

113,115,92,102 Signature of CMO not found

8 Issues relating to FDR:

i) FDR Register is maintained but not updated. ULB do not have any FDR.

#### 9. Issues in TDS/GST return:

i) TDS return and Challans are not made available to us for verification.

ग-छिन्दवाडा (म.प्र.)

ii) GST Returns are being filed by the Nagar Parishad but no documents/copy of Retruns 3B, GSTR 1 are provided to us for verification.

And Record also not provided to us, so it is difficult to give any opinion on GST Matters.

Place: Chhindwara Date: 23.02.2023

FRN. 011896C Chhindwara 9425146739 \*\*

For Jain Alok & Associates Chartered Accountants

> CA Alok Jain Partner

# Reporting on Audit of Barkuhi for Financial Year 2021-2022

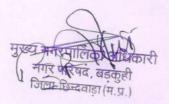
Name of ULB: Nagar Parishad, Barkuhi , Dist. Chhindwara
Name of Auditor: Jain Alok & Associates , Chartered Accountants

s.	Parameters	Description	Observation in	Suggestions
no			brief	
2	Audit of Expenditure:	Verification of Expenditures are as per guidelines, directives, and rules under all schemes and entries of expenditures in cash book, Diversion of Funds, financial propriety of expenditures, scheme project wise utilisation certificate.	Grant register not maintained by ULB. Bank reconciliation has been prepared on yearly basis.	ULB should maintain grant register and make entries of expenditure in them and should get verified by CMO on regular basis. ULB is recommended to prepare bank reconciliation statement on monthly basis
3	Audit of Book keeping	Verification of books of accounts and stores are maintained as per accounting rules, advance register and check timely recovery, Bank reconciliation statement, grant register, fixed asset register	All books are not maintained as per accounting rules applicable. List of records not maintained is given in point no. 1 of report attached.	ULB should maintain books and registers as per accounting rules applicable.
4	Audit of FDR/TDR	ULB do not have any FDR	FDR Register is not updated	NIL
5	Audit of Tenders and Bids	Verify Tenders/Bids invited by ULB and competitive tendering procedures followed	Work allotted after passing of Tender. We verify per tender process. Bank Guarantee obtained from Contractor not made available for verification.	Required procedure should be followed for Tender.
6	Audit of Grants & Loans	Verification of Grant received from Government and its utilisation	Could not be Verified properly as the Grant Register is not provided.	Grant Register should be maintained properly
7	Verify whether any diversion of funds from capital receipt	Diversion of Funds verified from Cash Book on test basis	No Diversion of funds has been observed .	Grant register should be maintained to track diversion of funds

	/grants /Loans to revenue expenditure and from one scheme /project to another.		
8	a) Percentag e of revenue expenditu re (Establis hment, salary, Operation & Maintenan ce) with respect to revenue receipts (Tax & Non Tax).	115% (20729297*100/18019140)	
	b) Percentag e of Capital expenditu re wrt Total expenditu re.	48.42% 19461843*100/40191140	



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NAGAR PARISHAD, BADKUHI BANK RECONCILIATION STATEMENT 01/04/2021 TO 31/03/2022 AS ON

(A/c) 30758465927

Amount

Balance as per Cash Book as on 31.03.2022

69,952,662.85

(7,528,219.85)

Dr

Less Amount Debited in Bank Statement but not credited in Cash book

Date Particular Amount 02.11.21

6,630.00

11/2/2021

11,440.00

Add Amount credited in Bank Statement but not debited in cash book

11,520.00

18,070.00

Date Particular Amount

09.04.2022

11520.00

Less Amount Debited in Cash book but not credited in Bank Statement

Date Particular Amount

Add Amount credited in Cash book but not debited in Bank Statement

Difference in Opening balance on 01.04.2021

Balance as per cash book on 01.04.2021 Les Balance as per Bank Statement as on 01.04.202 51,765,261.86

59,293,481.71

Closing Balance as per bank statement as on 31.03.2022

62,417,893.00 Cr

#### NAGAR PARISHAD,BADKUHI BANK RECONCILIATION STATEMENT AS 01/04/2021 TO 31/03/2022

# (A/c) 30758447125

		Amount	
	Balance as per Cash Book as on 31.03.2022	1,559,836.44	Dr
Less	Amount Debited in Bank Statement but not credited in Cash book		
	Date Particular Amount		-
Add	Amount credited in Bank Statement but not debited in cash book		_
	Date Particular Amount		
Less	Amount Debited in Cash book but not credited in Bank Statement		
	Date Particular Amount		
Add	Amount credited in Cash book but not debited in Bank Statement		650.00
	Date Particular Amount		
	30.09.21 650.00		
	Difference in Opening balance on 01.04.2021	(9,881.69)	
	Balance as per cash book on 01.04.2021 330,130.5	2	
	Less Balance as per Bank Statement as on 01.04.2021 320,248.8	3	

Closing Balance as per bank statement as on 31.03.2022

1,550,604.75 Cr

#### NAGAR PARISHAD,BADKUHI BANK RECONCILIATION STATEMENT AS C 01/04/2021 TO 31/03/2022

(A/c) 36964772293

Less

Amount 834,750.64 Dr

Balance as per Cash Book as on 31.03.2022

Amount Debited in Bank Statement but not credited in Cash book

Date Particular Amount

Add Amount credited in Bank Statement but not debited in cash book

Date Particular Amount

Less Amount Debited in Cash book but not credited in Bank Statement

Date Particular Amount

Add Amount credited in Cash book but not debited in Bank Statement

Difference in Opening balance on 01.04.2021 Balance as per cash book on 01.04.2021

835,399.64

Less Balance as per Bank Statement as on 01.04.2021

145,134.79

Closing Balance as per bank statement as on 31.03.2022

144,485.79 Cr

(690,264.85)

मुख्य न जिल्ला प्रियंकारी नगर प्रियंद, षड्कुरी जिल्ला जिल्लाडा (म.प्र.) NAGAR PARISHAD, BADKUHI BANK RECONCILIATION STATEMENT AS ON 01/04/2021 TO 31/03/2022 (A/c) 32163119219

Balance as per Cash Book as on 31.03.2022

Amount 2,404,743.00 Dr

Less Amount Debited in Bank Statement but not credited in Cash book

Date Particular Amount

Amount credited in Bank Statement but not debited in cash book Add

Date Particular Amount

Amount Debited in Cash book but not credited in Bank Statement Less

Particular Amount Date

Amount credited in Cash book but not debited in Bank Statement Add

Difference in Opening balance on 01.04.2021 Balance as per cash book on 01.04.2021

Balance as per Bank Statement as on 01.04.2021 Less

7,124.50

2,353,390.00 2,360,514.50

Closing Balance as per bank statement as on 31.03.2022

2,411,867.50 Cr

NAGAR PARISHAD, BADKUHI BANK RECONCILIATION STATEMENT AS 01/04/2021 TO 31/03/2022

(A/c) 31289499430

Amount 829,654.25 Dr Balance as per Cash Book as on 31.03.2022

Amount Debited in Bank Statement but not credited in Cash book

Date Particular Amount

308.00 Amount credited in Bank Statement but not debited in cash book Add

Particular Amount Date 308.00

09.04.2022

Amount Debited in Cash book but not credited in Bank Statement Less

Particular Amount Date

Amount credited in Cash book but not debited in Bank Statement Add

6,446.00 Difference in Opening balance on 01.04.2021 618,092.00

Balance as per cash book on 01.04.2021 Balance as per Bank Statement as on 01.04.2021 624,538.00 Less

Closing Balance as per bank statement as on 31.03.2022

836,408.25 Cr

NAGAR PARISHAD,BADKUHI BANK RECONCILIATION STATEMENT AS C 01/04/2021 TO 31/03/2022

## (A/c) 915010031758367

Balance as per Cash Book as on 31.03.2022

825.00 Dr

Amount

salarice as per cash book as on 51.05.2022

Amount Debited in Bank Statement but not credited in Cash book

Date Particular Amount

Amount credited in Bank Statement but not debited in cash book

Date Particular Amount

Amount Debited in Cash book but not credited in Bank Statement

Date Particular Amount

Amount credited in Cash book but not debited in Bank Statement

Difference in Opening balance on 01.04.2021

Balance as per cash book on 01.04.2021

761.00

Less Balance as per Bank Statement as on 01.04.2021

761.00

Closing Balance as per bank statement as on 31.03.2022

1.586.00 Cr

मुख्य कर्पालिक शिधकारी नक्ष्मिद, बड़कुरी जिलक्रिन्टवाडा (म.प्र.)

## Nagar Parishad Badkuhi Ward No. 11

Ward No. 11 Badkuhi

Distt. Chhindwara

## Cash Flow

Monthly Summary

1-Apr-21 to 31-Mar-22

Particulars	Nagar Parishad Badkuhi - (from 1-Apr-2017) - (from 1-Apr-2018) - 1-Apr-21 to 31-Mar-22				
	Cash Mo	Nett			
	Inflow	Outflow	Flow		
April	1740539.00	1135658.49	604880.51		
May	20971616.00	3222854.90	17748761.10		
June	3302418.20	1989979.60	1312438.60		
July	1264114.00	2682569.17	-1418455.17		
August	1374949.00	2542891.94	-1167942.94		
September	4324881.00	2289801.38	2035079.62		
October	3965383.58	2965171.50	1000212.08		
November	1654158.64	10500094.92	-8845936.28		
December	4281765.00	1979957.72	2301807.28		
January	2124428.00	4194104.05	-2069676.05		
February	3059964.01	7168472.28	-4108508.27		
March	5291439.73	2898298.90	2393140.83		
Grand Total	53355656.16	43569854.85	9785801.31		



# Nagar Parishad Badkuhi Ward No. 11

Badkuhi

Distt. Chhindwara

ncome and Expenditure St 1-Apr-21 to 31-Mar-22	Nagar Parisha			Nagar Parishad	1-Mar-22
Particulars  Opening Stock  Direct Expenses  MISCELLANEOUS EXPENSES  TRF TO EMPLOYEE FUND (EXP)  Indirect Expenses  220 ADMINISTRATIVE EXPENSE  230 OPERATIONS & MAINTENA  250 Program Expenses  272 DEPRECIATION  280 Prior Period Item  290 TRANSFER TO ACTIVITY FINT & FINANCE CHARGES 240  210 10 Salaries, Wages and Bonus	1-Apr-21 to 3  3939482.27 A 2191280.58	31-Mar-22	120 ASSIGNED REVNUE & COMP 130 RENTAL INCOME(MUNICIPAL PF 140 40 Other Fees 14050 User Charges 150 SALES & HIRE CHARGES 160 REV GRANTS CONTRI & SUBSII 170 INCOME FROM INVESTMENTS 171 INTEREST EARNED 180 OTHER INCOME Closing Stock	1070.00 1685123.00 16027068.00 5 500.00 209170.00 30825.00	1070.00
			Excess of expenditure over income		31627055.

