

INDEPENDENT AUDITORS REPORT

TO

THE CHIEF MUNICIPAL OFFICER
NAGAR PARISHAD
JAITWARA

REPORT ON THE INTERNAL AUDIT


Management's responsibility

The management of municipal corporation is responsible for the matters in Madhya Pradesh Municipal Accounting manual (MPMAM) and the Madhya Pradesh corporation Act 1956 (the act) with respect to preparation of this report and are in accordance with the accounting principles generally accepted in India and accounting standards specified in Madhya Pradesh municipal accounting manual except that the cash basis is followed in accounting. This responsibility also includes the maintenance of adequate accounting records in accordance with the provision of the act for safeguarding of the assets of the ULB'S and for preventing and detecting the frauds and other irregularities selection and application of appropriate accounting policies making judgement and estimated that are reasonable and prudent and design implementation and maintenance of internal financial control that were operating effectively and ensuring the accuracy and completeness of accounting records relevant to the preparation of the report.

Auditor's Responsibility

We conducted our audit in accordance with the standards on auditing specified on auditing specified under Madhya Pradesh municipal accounting manual. Those standards require that we comply with the ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the report is free from material misstatement.

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जिला सतना (म.प्र.)

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REPORT ON LEGAL AND REGULATORY REQUIREMENT:

As required by the Madhya Pradesh municipal accounts audit manual and the letter of directorate Urban Administration & Development and the documents produced before us our opinion are as under:-

1) AUDIT OF REVENUE:-:-

As per the scope of audit defined by the prescribed authority, we have verified the revenue from various sources has been received by the Nagar Parishad, Jaitwara and duly entered in the Cash book maintained by the Nagar Parishad.

We have also verified that all the revenue receipts has been duly deposited by the proper officer in the respective account of the Nagar Parishad and also evidence of depositing the same has been duly accounted in the Cash Book of the Nagar Parishad, Jaitwara


All the revenue receipts in a day has been deposited in the same day but in case, the amount of revenue is not been deposited on the same day then, the same has been duly deposited on next working day.

As per the defined scope of audit by the prescribed authority and for better understanding and presentation of the revenue receipt we have also accounted revenue receipts on the percentage basis from various sources so that we can trace the highest and lowest level of percentage from various source of income.

2) AUDIT OF EXPENSE

As per the scope of audit defined by the prescribed authority, we have found that expense have been incurred by the Nagar Parishad, Jaitwara and duly entered in the cash book maintained by Nagar Parishad, Jaitwara. We have also verified it with relevant voucher. There are few vouchers queries, the list is as per Annexure 1 and Annexure 2

Cont....3


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We have performed vouching procedure as per the Standard of Auditing. We have also checked the monthly balance of Cash book and found correct except for our notings which has been rectified on 31-03-2022, the list is as per annexure 6

We have also verified the expense incurred is in accordance with the guidelines, directives, Acts and rules issued by the State Govt of MP. We have also verified that all expenditure were supported by Administrative sanction accorded by competent authority. However budget register was not provided to us and hence we could not cross tally the expenses with the budget.

3) AUDIT OF BOOK KEEPING

We have audited the books of account of Nagar Parishad, Jaitwara for the year ended 31.03.2022. We have also audited the cash book, voucher, bills and other supporting documents as provided for audit to obtain reasonable assurance about their correctness.

We have verified the advances from the cash book maintained by the Nagar Parishad, Jaitwara and also but we could not verify the same through advance register because the same is not maintained.

We have not verified the Fixed Asset Register, waste and scrap register and dead stock register because it was provided during audit and no physical verification is also done.

We have verified Receipt and Payment on the basis of project fund from the Cash Book and Project Fund book of Nagar Parishad for the year ended 31.03.2022.

Grant register should be maintained properly

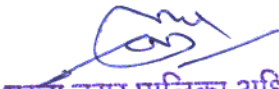
Ledger for all the heads should be properly maintained.

Bank reconciliation statements are not prepared on monthly basis which should be maintained on a monthly basis

4) AUDIT OF FDR

We have not verified the interest income credited and it has not been duly been accounted in the books. There was no Fdr presented before us.

5) AUDIT OF TENDERS


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We have audited the tenders and bids which are organized by the Nagar Parishad for the year ended 31.03.2022.

No record for the tenders maintained for the year ended 31.03.2020. We are not able to comment whether Sufficient Bank guarantees have been taken or not against the tender issued during the year.

We have verified that there is no condition on Banks Gurantees which is against the interest of Nagar Parishad.

Due to non maintainance of tender register we are not able to comment on the total amount of work done till date and if it exceeded the tender amount ,any delay in tender date
No EMD Rregister is maintained

6) AUDIT OF GRANTS AND LOAN

We have verified the Grants and Loans given by Central Govt for the growth and development of society as a whole. We have also verified the Grants given by State Govt and its utilization for development of Basis Infrastructure of areas falling under jurisdiction of Nagar Parishad.

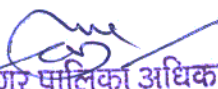
We have also verified Grant wise allocation of Expenses and the balances which are carried forward to the next year for expended and also the grants received during the year along with expenses incurred for the particular purpose shown as per Annexure 3 ,but the same has been verified from the Cash Book as there is no updated Grant Register provided to us.

7) BANK RECONCILIATION STATEMENT:-

We have not been provided with the bank Statement of the Nagar Parishad, Jaitwara . Hence for effective control it is suggested to prepare Bank Reconciliation Statement on monthly basis .

However we have prepared the Bank reconciliation and attached with the report as per Annexure 7

8) AUDIT CONCLUSION


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1.)We have audited the Receipt and Payment account of Nagar Parishad, Jaitwara for the year ended 31.03.2020 and the schedules along with annexure attached thereto with it. We have concluded that financial management of Nagar Parishad was deficient for non maintenance of Key records like Fixed Asset Register, Preparation of unrealistic budget and improper management of revenue earning assets.

Income of the Nagar Parishad was not enough to meet the obligations. To meet establishment cost and for providing civic services, the Nagar Parishad continued to rely on Govt Grants.

The taxes, rent, Fees were imposed by Nagar Parishad were neither revised at regular intervals. nor collected in time resulting in accumulation of arrears.

There was considerable shortage of staff in Nagar Parishad whether accounts or other department which adversely affected its functioning.

We have audited the Receipts and Payment account for the year ended 31.03.2022 same is annexed with report.

We have audited the revenue income on cash basis of accounting. The same is deposited on the same day or next day of the receipt in Bank account maintained.

We have audited the revenue expense on cash basis of accounting and the same is crossed checked with the bank statement.

We have also computed the closing balance of cash and bank as per the receipt and payment account of Nagar Parishad Jaitwara for the year ended 31.03.2022 and same is reported as per Schedule

2.)However as per our views there is no control over the amount of tender work allotted and the amount of expenses done against the tender .No such register maintained for the amount of tender work allotted and the amount of expenses already incurred.

The following registers should be maintained:-


1.Tender register should mention the amount of tender applied , work allotted ,reason of rejection ,and the total amount of work done till date and the amount should be in line with the budget amount and the grant amount if any.

2.Advance register

3.Fixed asset register,waste and scrap register and dead stock register .



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4.EMD /SD register

5.Grant register

4)As per the policy and explanation received there is no requirement of tender for a payment of an amount less than 1.00 lacs in one bill

5)QUERRIES RELATING TO TDS AND VOUCHERS ARE AS PER ANNEXURE 2

DATE:30.01.2023


FOR KUMAR MISHRA & CO

CHARTERED ACCOUNTANTS

NANDAN KUMAR MISHRA

PARTNER

M.NO 531583


मुख्य नगर पालिका अधिकारी
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जिला सतना (म.प्र.)



ABSTRACT SHEET For Reporting on Audit Paras for Financial Year 2021-2022

Name of ULB- Jaitwara, Nagar Parishad

Name of the Auditor- KUMAR MISHRA & CO

Sr.No	Parameters	Description	Observation	Suggestion
1	Audit of Revenue	1) We have audited different items of receipt like rent, property tax, water tax, and shop rent wherein we have applied detailed audit procedures. We have verified rojnamcha and cash register where we have find no errors. All collection has been recorded has been recorded in cash book register. As per annexure 6	1) Parishad has properly deposited all collections made from different sources in bank account during audit period. 2) Staff of parishad have deposited their collections within 2 working days. However in some case due to public holiday amount was not deposited timely. 3) We have not been provided with monthly/ quarterly targets of revenue receipts therefore not able to submit comparison sheet.	Monthly/ quarterly targets should be fixed so that its comparison with the actual can be possible and necessary action should be taken accordingly.
2	Audit of Expenditure	1) We have verified expenditures with their respective vouchers where we found payment voucher, payment amount, particulars of payments party name cheque no and work for which payment has been made etc are mentioned.	Following points has been emerged while auditing Various expenditures for the financial year 2020-21: 1) We have tallied voucher no., date, amount, cheque no. etc with the cash book register. 2) We have checked monthly balance of cash book register and where ever necessary correction has been made. 3) All payments are made within its sanction limit where no payment are made more or less. 4) All expenses are made as per rules, conditions and government guidelines where we have found no default. 5) No such case is noticed where the found of the ULB has been mis-utilised, moreover on random check we did not notice any mis utilization of financial limits of the sanctioning authority. 6) We verified scheme and project wise	1) Indent Letter must be prepare before purchasing material by any department. 2) Payment voucher must be authorized by the appropriate authority. 3) TDS should be deducted in correct rate and should be adjusted in correct PAN. 4) A list of dead stock should be prepared and action to be taken for its action. 5) Monthly actual progress of revenue and expenses should be prepared in context of Budget.

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	Audit of book Keeping	Following Register were maintained: 1) Grant Register 2) Cash Book 3) Advance Register 4) Cheque Book issue register Register	NIL	In cash book register in no of instances entries has been corrected by cutting or overcutting. Special attention should be given that the mistakes is not allowable while writing in cash book register. It is advised to file quarterly TDS return to avoid the penalties under Income Tax Act 1961. Fixed asset register is to be maintained and fixed asset to be numbered. Hence it is advised to number the fixed assets to avoid missing of assets. The following register to be maintained 1) Expense Book 2) Income Book 3) Fixed Asset register 4) security Deposit Register
4	Audit of FDR	No details provided to us	No details provided to us hence we are not able to comment.	Parishad have to adopt practice for regularly making fdr of amounts which have time for the utilisation at appropriate interest rate with the Bank so as to avoid any revenue loss on it.
5	Audit of Tender/Bids	Details were given As per Annexure 2 attached	Proper Tendering procedures were followed.	1. List of black listed / non performing contractors should be prepared and circulated at department level..2. Parishad has to follow the procedure of issuing notice to the person to whom tender has been allotted and agreement has been made with them has failed to execute the work order in time
6	Audit of Grants & Loans	Details were given as per Annexure 3	Grants were expended as per the schemes they were sanctioned.	Grant wise bank accounts should be maintained. Excess expenditure has been done as compared to the grant received the details are as per Annexure 3
7	Incidences Relating to diversion of Funds from Capital receipts/grants/loans to revenue nature. Expenditure from one project/scheme to another	No such incidences were encountered during the course of audit.	No such incidences were encountered during the course of audit.	Parishad should give special attention for making payment by using the fund of the same scheme.
8	a) Percentage of revenue expenditure (establishment, salary, operation and maintainence) with respect to revenue receipts (tax and non-tax) excluding octroi, Entry tax, stamp duty and other grants etc.	Percentage of revenue expenditure with respect to revenue receipts is 528.61%. Such higher percent is because the revenue expense is expended from grant received by the department also. Details of the same is given as per Annexure 4 attached.	Percentage of revenue expenditure with respect to revenue receipts is 528.61%. Such higher percent is because the revenue expense is expended from grant received by the department also. Details of the same is given as per Annexure 4 attached.	ULB is required to complete its Receipt and payment income and Expenditure and Balance sheet timely and before audit so that it must be checked and annexed with the audit report.



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	b) Percentage of capital Expenditure with respect to Total Expenditure	Percentage of capital Expenditure with respect to Total Expenditure is 13.90%. Details of the same is given as per Annexure 5 attached.	Percentage of capital Expenditure with respect to Total Expenditure is 13.90%. Details of the same is given as per Annexure 5 attached.	ULB is required to complete its Receipt and payment income and Expenditure and Balance sheet timely and before audit so that it must be checked and annexed with the audit report.
10	Whether Bank reconciliation statement have been regularly prepared	Bank reconciliation statement have not been prepared annually.	Bank reconciliation statement should be prepared at the end of each month for effective control but it has not been prepared	Bank reconciliation statement should be prepared at the end of each month for effective control.

DATE : 30.01.2023

FOR KUMAR MISHRA & CO
CHARTERED ACCOUNTANTS

NANDAN KUMAR MISHRA
PARTNER
M NO 531583



मुख्य नगर पालिका अधिकारी
नगर परिषद् कैलाश
जिला सतना (म.प्र.)

ABSTRACT SHEET For Reporting on Audit Paras for Financial Year 2021-22

Name of ULB- JAITWARA, Nagar Parishad
Name of the Auditor- RACHNA SHRIVASTAVA & SHRIVASTAVA

Sr.No	Parameters	Description	Observation in Brief	Suggestions
1		Audit of Revenue		
	Revenue Tax collection	Receipts in Rs.		
		Year 2020-21	Year 2021-22	% Growth
(i)	Property Tax	317239.00	289714.00	-8.68
(ii)	Consolidated Tax	392241.00	319260.00	-18.61
(iii)	Town Development cess	70849.00	65760.00	-7.18
(iv)	Education cess	17636.00	14740.00	-16.42
	Total (A)	797965.00	689474.00	
	Non-Revenue Tax collection			
(i)	Rent from Land & Building	263510.00	342928.00	30.14
(ii)	Water consumer Surcharge	450997.00	416820.00	-7.58
(iii)	Surcharge from Solid Waste	0.00	118800.00	0.00
(iv)	Other Taxes/ Fess	1713018.00	1728475.00	0.90
	Total (B)	2427525.00	2607023.00	
	Grand Total (A+B)	3225490.00	3296497.00	
			Details were shown in Schedule B and Schedule C annexed to Receipt and Payment Account..	No adverse irregularity found.

PLACE : SATNA
DATE : 30.01.2023

FOR KUMAR MISHRA & CO
CHARTERED ACCOUNTANTS

NANDAN KUMAR MISHRA
PARTNER
M NO 531583

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ANNEXURE 4

PLACE : SATNA
DATE : 30.01.2023

NANDAN KUMAR MISHRA
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ANNEXURE 5
PERCENTAGE OF CAPITAL EXPENDITURE WITH RESPECT TO REVENUE TOTAL EXPENDITURE

S.NO	Particulars	Amount
1	स्वच्छता अभियान	42855.00
2	स्वाच्छता सामग्री क्रय	339891.00
3	जल प्रदाय सामग्री क्रय	121329.00
4	सफाई सामग्री क्रय	630760.00
5	विधुत सामग्री क्रय	754862.00
6	सामग्री क्रय	7227.00
7	सी. सी. नाली निर्माण	3085983.00
8	पाइप लाइन विस्तार	157124.00
9	आर.सी.सी. रोड निर्माण	3297241.00
10	शौचालय निर्माण	45,238.00
11	ठोस उपशिष्ट	1,012,700.00
12	Printer	25,952.00
13	RO	25,441.00
TOTAL CAPITAL EXPENSES DURING THE YEAR		9,546,603.00
TOTAL EXPENSES DURING THE YEAR		51,436,604.00
PERCENTAGE OF CAPITAL EXPENDITURE WITH RESPECT TO TOTAL EXPENDITURE		18.56

DATE : 30.01.2023


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FOR KUMAR MISHRA & CO
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Annexure 6: वर्ष 2021-22 की कैश बुक के योग अंतर की राशि

totalling mistake

राशि

कुल राशि

Jun-22
december
Jan-23
january

4,000.00

470.00

30,021.00

3,000,000.00


3,034,491.00

PLACE : SATNA
DATE : 30.01.2023

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Annexure-7.

BANK RECONCILIATION FROM MARCH 2022 AS A WHOLE

A) BALANCE AS PER CASH BOOK dt 31.03.2022

ADD :-

81,352,219.73

1) EXCESS AMOUNT DEBIT IN CASH BOOK

S.NO	V.NO	DATE	PAID AMOUNT	BANK AMOUNT	EXCESS AMOUNT
1	SALARY	30.04.2021	SALARY		
2			SALARY		
3		30.06.2021			2,567.00 INDIAN
4		23.06.2021			2,567.00
5		3.07.2021			3,401.00
6		9.08.2021			18.00
7		8.9.2021			2,186.00
8		1.11.2021	524,367.00	524,369.00	2,196.00
		7.12.2021	1,082,451.00	1,082,490.00	2.00
		6.1.2022	974,250.00	974,318.00	(39.00)
		8.02.2022	962,872.00	960,683.00	(68.00)
		20.01.2022	1,022,064.00	1,019,875.00	2,189.00
			1,008,362.00	978,341.00	2,189.00
			3,330,456.00	330,456.00	30,021.00
					(3,000,000.00)

(2,952,771.00)

2) Amount Credit in Bank But Not Credit in Cash book

S No	Date	Amount
1	26.04.2021	100,000.00
2	8.04.2021	5,000,000.00
2	8.4.2021	5,000,000.00
3	31.07.2021	
4	7.02.2022	1,000,000.00 INDIAN BANK
5		
6	9.03.2022	1,000,000.00 INDIAN BANK
7	11.03.2022	
8	16.03.2022	
9	24.03.2022	1,500.00
10		
11		
		10,812,413.91

22,913,913.91

6) TOTALLING MISTAKE IN CASH BOOK

S No		
1	1307.2021 less taken in cash book	
	13.12.2021	4,000.00
	14.12.2021	10.00
	31.12.2021	50.00
	21.02.2022 ELECTRICITY	(180.00)
		227,646.00

B) TOTAL OF ADD (1+2)

20,192,668.91

LESS :-

3) BANK CHARGED NOT DEBITED IN CASH BOOK

S.NO	V.NO	DATE	PAID AMOUNT	BANK AMOUNT	BANK CHARGES
1		8.04.2021			2.00
2					5.00
3		6.05.2021			2.00
4		6.05.2021			5.00
		24.05.2021			5.00

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7	8.06.2021				
8	15.06.2021	3,500.00	3,502.00	5.40	
9	15.06.2021	20,150.00	20,155.00	2.70	
10	24.06.2021	16,704.00	16,709.00	2.00	
11	5.07.2021	30,185.00	30,190.00	5.00	
12	10.07.2021	8,411.00	8,413.00	5.00	
13	12.07.2021			2.00	
14	18.07.2021			1.65	
15	27.07.2021	6,566.00	6,568.00	2.00	
16	27.07.2021	14,847.00	14,852.00	1.95	INDIAN
17	27.07.2021	109,562.00	109,575.00	2.00	
18	28.07.2021	4,000.00	4,002.00	5.00	
19	28.07.2021	47,600.00	47,605.00	13.00	
20	28.07.2021	363,835.00	363,864.00	2.00	
21	28.07.2021	226,846.00	226,874.00	5.00	
22	6.08.2021			29.00	
23				28.00	
24				255.00	
25	19.08.2021			4.65	
26	7.9.2021	476,759.00	476,825.00	236.00	
27	22.09.2021	8,183.00	8,185.00	66.00	
28	18.09.2021			2.00	
29	6.10.2021	921,715.00	921,722.00	3.15	
30	9.10.2021			7.00	
31	14.11.2021			1.65	
32	1.11.2021			1.80	
33	30.12			58.00	CANARA
34	23.12.2021			1.35	
35	21.01.2022	51,524.00	51,530.00	18.00	CANARA
36	26.01.2022			6.00	
37	3.02.2022	10,200.00	10,259.00	2.40	
38				59.00	
39	19.03.2022			2.25	
	21.03.2022			2.40	

#REF!

862.35

4) SHORT AMOUNT DEBIT IN CASH BOOK

S.NO	V.NO	DATE	PAID AMOUNT	BANK AMOUNT	SHORT AMOUNT	
1					10,000,000.00	SBI
2	OPENING					
	DIFFERE				6,672,743.50	
	NCE					
3	11.03.20				8,502.00	
	22					
	11.03.20				8,216.00	
	22					
	11.03.20				11,108.00	16,700,569.50
	22					

5) Amount Debit in Bank but Not Debit in Cash Book

S No	Date	Amount
1	10.05.2021	49,983.00
2	10.06.2021	3,469.00

ARREARS

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		3	2.09.2021	2,264.00	
		4	2.09.2021	2,264.00	
		5	7.01.2022	2,264.00	
				5,037,255.00	
			9.2.2022	2,264.00	
				2,264.00	
				2,264.00	
				5,104,291.00	

6) Short Cash Deposit in Bank				
S No	Date	Cash Received	Cash Deposit	Short Cash Deposit
1	28.05.2021	92.00	-	92.00
2	19.05.2021	552.00	-	552.00
	31.03.2022	32,932.00	-	32,932.00
6) TOTALING MISTAKE IN CASH BOOK				33,576.00
S No				
1	EXCESS TAKEN IN CASH BOOK			14980
C) TOTAL OF LESS (3+4+5+6)				21,854,278.85
D) BALANCE AS PER BANK BOOK 31.10.2021 (A+B-C)				79,690,609.79

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नगर पालिका परिषद जैतवारा जिला सतना (म.प्र.)
वित्तीय वर्ष 2021-2022

प्राप्ति	राशि	राशि	भुगतान	राशि	राशि
प्रारम्भिक शेष			स्थापना व्यय		
राय में शेष राशि	0.00		कर्मचारी वेतन	7,769,185.00	
बैंक में शेष राशि	99,405,961.64	99,405,961.64	कर्मचारी वेतन - परिसर	3,681,999.00	
			ई.पी.एफ.	757,297.00	
नगर परिषद की कर राजस्व आय			पुराप्रभित फंड	582,709.00	
जलकर	416,820.00		सेलरी एडवेंस	20,000.00	
सर्वेक्षण कर	3,192,500.00				12,341,196.00
सम्पत्ति कर	2,897,14.00		प्रशासनिक व्यय		
नगर विकास उपकार	65,760.00		विज्ञापन	1,63,347.00	
शिक्षा उपकार	1,47,400.00		pest office		
एस पर अकाउंट	1,72,8475.00	2,83,47,69.00	प्रोफेशनल		
नगर परिषद की सम्पत्तियाँ की किराया से आय			कंप्यूटर एवं प्रिटर व्यय	11,892.00	
मोबाइल शायिलय किराया	84,000.00		डिजिटल सिगनेचर	5,500.00	
मण्डप किराया	35,900.00		विगत विल व्यय	2,127,232.00	
दुकान किराया	238,276.00		फर्निचर / बैनर	213,776.00	
दुकान किराया जी.एस.टी.	40,226.00		फोटोकॉपी	5,600.00	
टैक्स किराया	14,500.00		कार्यालय व्यय	17,67,04.00	
सामुदायिक भवन	57,26.00	142,928.00	INSURANCE RENEWAL	127,997.00	
नगर परिषद की अन्य आय			कंप्यूटर रिपेयर	5,700.00	
बालार फीस	37,695.00		स्टेशनरी	1,28,854.00	
नल आवदन फीस	11,25.00		डिजिटल टीवी	33,040.00	
भवन निर्माण फीस	49,500.00		यात्रा व्यय	76,083.00	
अवशेष	93,42.00		PROFESSIONAL FEES	20,150.00	
रड प्रोक्स काटेन फीस	81,390.00		DPR	19,700.00	
			बैंक चार्ज	248.00	
			टैक्स किराया	29,800.00	
			अर्जित आयकाश	692,679.00	
			बोर्डिंग - 19 व्यय		3,831,302.00
			बोर्डिंग - 19 ऑटो किराया		
			बोर्डिंग - 19 सामग्री व्यय	68,960.00	
			बोर्डिंग - 19 शौचालय व्यय		
			बोर्डिंग - 19 अन्य व्यय		
			अन्य		68,960.00
			मुआमला के रखरखाव		
			पेट्रोल एवं डीजल	386,602.00	
			रोडक मरम्मत	5,520,692.00	
			जल प्रदाय सामग्री मरम्मत		
			विद्युत मरम्मत	191,282.00	
			जे.सी.बी. कार्य	48,480.00	
			भोटर पथ मरम्मत	67,730.00	
			हालत मरम्मत	227,149.00	
					6,441,935.00

मुख्य नगरपालिका अधिकारी
नगर परिषद जैतवारा

