

AUDIT REPORT

F.Y. 2021-22

NAGAR PARISHAD

RAMPURA

DISTRICT: NEEMUCH (M.P.)

Prepared By:

Anil Kumar Maheshwari & Associates

Chartered Accountants

M. No. 8269220302

Email: carohansomani@gmail.com



अंकेक्षण प्रमाण पत्र

हमारे द्वारा नगर परिषद - रामपुरा जिला नीमच (मध्य प्रदेश) का वित्तीय वर्ष 2021-22 का वित्तीय अंकेक्षण कार्य पूर्ण किया गया है। अंकेक्षण के दौरान हमारे द्वारा संचनालाय, नगरीय प्रशासन एवं विकास भोपाल (मध्य प्रदेश) द्वारा प्रतिपादन निर्देशों/परिपत्रों एवं अधिनियम का पालन किया गया है।

हमारे द्वारा नगर परिषद के 1 अप्रैल 2021 से 31 मार्च 2022 तक के समस्त अभिलेखों/प्रपत्रों आदि का निरीक्षण किया गया है। परिषद द्वारा उपलब्ध कराए गए अभिलेखों के आधार पर हमारे द्वारा प्राप्ति एवं भुगतान खाता तैयार कर इस प्रतिवेदन के साथ के सलग्न किया जा रहा है।

हमारे द्वारा अंकेक्षण के दौरान उन मानकों का प्रतिपालन किया गया है जिन्हें सामान्यता भारत में मान्य किया जाता है और जो संस्था के वित्तीय स्थिति का आकलन करते हेतु अनिवार्य है।

अंकेक्षण के दौरान हमारे द्वारा जो आपत्तियों एवं अनियमितताएं पाई गई है हमने उन पर परिषद एवं अधिकारियों के विचार विमर्श किया है जो अनियमितताएं के संचालन के समक्ष प्रस्तुत करने योग्य है हम उन्हें इस प्रतिवेदन के साथ अंकेक्षण आक्षेप के रूप में सलग्न कर रहे हैं।

वास्ते: अनिल कुमार माहेश्वरी एंड असोसिएट्स

दिनांक: 07/10/2022

चार्टर्ड अकाउंटेंट

स्थान: रामपुरा

Anil Kumar Maheshwari & Associates

UDIN: 22446892BEVZFW7661

Rohan

Partner

CA रोहन सोमानी

M. No. 446892

मुख्य नगरपालिका अधिकारी
नगर परिषद, रामपुरा (म.प्र.)



AUDIT REPORT IN CONNECTION WITH ANNUAL AUDIT OF RAMPURA NAGAR PARISHAD

We have examined the Receipt & Payment Account for the year ended on 31st March 2022, attached herewith, of Nagar Parishad with regards to the Audit; we have made the following observation:

- We certify that the Receipt and Payment account, books of account maintained at the office of Nagar Parishad, Rampura.
- The observations/ discrepancies/ inconsistencies observed in the scope of audit have been detailed out in Audit Report.
- Details regarding revenue collection against the budgeted targets and the growth attained during the year in comparison to the previous year is given in **Annexure-A**.
- We report the following observations/ suggestions in the audit report.
- Subject to above-
 - I. We have obtained on the information and explanation which, to the best of our knowledge and belief, were necessary for the purpose of the audit;
 - II. In our opinion, proper books of accounts have been kept by them above named entity so far as it appears from the examination of the books.
 - III. In our opinion and to the best of our information and according to the explanation given to us, the said accounts, read with notes thereon attached in the report gives true and fair of the Receipt & Payment Account of Nagar Parishad, Rampura for the year ended 31st March 2022.

Place: Rampura
Date: 07/10/2022

UDIN: 22446892BEVZFW7661

मुख्य नगरपालिका अधिकारी
नगर परिषद, रामपुरा (म.प्र.)

For: Anil Kumar Maheshwari &
Associates

Chartered Accountants

Anil Kumar Maheshwari & Associates



CA Rohan Somani Partner
(Partner)
M. NO. 446892
FRN. 022769C

NAGAR PARISHAD, RAMPURA

Madhya Pradesh

Receipts and Payments for the year ended

1-Apr-2021 to 31-Mar-2022

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
Opening Balance		Indirect Expenses	26182026.00
Cash in hand		Salaries & Wages Payable	182721.00
		Printing & Stationery	29200.00
Bank Accounts		Travelling And Conveyance Staff	1600256.00
Axis Bank 2482	0.00	Fuel, Petrol and Diesel of Own Vehicles	120000.00
MP Gramin Bank 0022	1002429.28	Legal Fees	197250.00
SBI 5501	647897.44	Advertisement Expenses	27340.00
SBI 0230	3101653.50	Publicity Expenses	1364636.00
SBI 0681	749448.00	Other Administrative Expenses	1061068.00
SBI 9363	26375844.36	Power & Fuel- Water Works	2783413.00
ICICI Bank 2098	10004.00	Power & Fuel- Street Lighting	835894.00
AU Small Finance Bank 3950	35.00	Power & Fuel- Covid-19	3569780.00
		Power & Fuel- Swasth Shakha	156866.00
MP Gramin Bank 0017 (Sanchit Nidhi)		Repair & Maintenance- Parks & Gardens	130617.00
Retained FD's		Insurance Expenses	1113222.00
State Bank of India 2196		Repair & Maintenance- Infrastructure Assets	119100.00
		Audit Fees	401417.00
Indirect Incomes		Repair & Maintenance- Vehicles	225502.00
Passenger Tax	602000.00	Repair & Maintenance- Other Equipments	23189.00
Compensation in Lieu of Octroi	24319861.00	Photocopies	3292.60
Other Compensations	1444480.00	Bank Charges	178770.00
Rent from Markets	293090.00	Own Programme Expenses	8150000.00
Shop Auction Premium	219000.00	Expenses from Grants of Central Government	394050.00
Mutation Fee	762234.00	Expenses from Grants of State Government	96000.00
JCB Rent Shulk	9750.00	Contractors/Suppliers	6250124.00
Delay Fees	2422.00	Consolidated Creditors	115500.00
Application Fees	314122.00	VAT Payable	681589.00
Miscellaneous Fees	172714.00	NPS	682968.00
Ambulance Shulk	4700.00	Provident Fund	265955.00
Mudrank Shulk	220436.00	Income Tax Payable	196200.84
		GST Tax	
			63376957.56

Anil Kumar Maheswar & Associates

partner

मुख्य नमस्त्वलिना अधिकारी
नगर परिषद् रामपुरा (म.प्र.)

Swachta Shulk	301870.00	GST Shop Rent	170938.12	
Connection Charges	97800.00	Electricity Expenses Payable	6032488.00	
Covid-19	162590.00	Telephone Expenses Payable	35585.00	
Nal Connection	5450.00			15000000.00
Payment Return	207100.00	New FD		
Audit Aappati Shulk	284387.00	AU Small Finance Bank 9150/1	15000000.00	
Charges for Supply of Water by Tankers	15000.00	Closing Balance		109972.00
Sale of Tender Papers	109000.00	Cash in hand		
Interest Income	853204.00			34845257.82
Basic Minimum Programme	4315000.00	Bank Accounts		
Grants from Central Government	5150000.00	MPGB 0022	4140179.98	
15th Vtt Aayog	9112000.00	SBI 5501	647248.44	
Grants from State Finance Commission	4209241.00	SBI 0681	748799.00	
Grants for Road Development	2933000.00	SBI 9363	28855350.40	
Vidhayak Nidhi	898409.00	ICICI Bank 2098	453645.00	
Vishesh Nidhi	10000000.00	AU Small Finance Bank 3950	35.00	
CM Andhosanranchana Yojna	600000.00			454575.10
Ashangthit Shramik Yojna	300000.00	MP Gramin Bank 0017 (Sanchit Nidhi)		
SDRF	4598000.00			55000000.00
GST Tax	12262.00	Retained FD's		
Other Grants from State Government	3077000.00	State Bank of India 2196	55000000.00	
Contractors/Suppliers	133536.00			
Income Tax Payable	31596.00			
GST Shop Rent	127615.00			
Property Tax- Current Year	874618.00			
Samekit Tax- Current Year	526180.00			
Development Tax- Current Year	286932.00			
Education Tax- Current year	412379.00			
Water Supply- Old Year	282.00			
Water Supply- Current Year	1687298.00			
Water Supply- Others	121446.00			
Rent Receivable- Bhumi Rent	18600.00			
Rent Receivable- Current Year	756022.00			
Rent Receivable- Old Year	392078.00			
Lease Rentals	38488.00			
Agreement Fees	437159.00			
	119286762.48			119286762.48

Aarti Kumar Maheswari & Associates

Aarti Kumar Maheswari
Partner

मुख्य न्यायाधीश
नगर परिषद, रामपुरा (म.प्र.)

Abstract Sheet for reporting on Audit Paras for Financial Year 2021-22

Name of ULB - Nagar Parishad, Rampura
Name of Auditor - Anil Kumar Maheshwari & Associates

S.No	Parameter	Description	Observation	Suggestion
1	Audit of Revenue	The auditor is responsible for audit of revenue from various sources.	We have audited all the sources by applying Sample Test Check Basis from where municipality is deriving its revenue for the financial year 2021-22 and details of various sources has been reported in Receipt & Payment Account.	1) Actual Collection of Various taxes are less than the budgeted amount of taxes because of lack of manpower and robust collection methods. Hence proper staffing is required and some robust methods like collecting the tax by sending the staff directly to homes for collection of cheques or with card swiping machines to collect the tax and also penalty for late submission of such taxes, such methods should be adopted. 2) Various schemes and incentives should be introduced on regular intervals to increase the revenue collection. 3) The cash/ bill/ receipt books should be maintained by only one person. Further the receipt of daily taxes should be done by a single person rather than different individuals. 4) Proper narration should be written for every entry/ transaction in cash book.
		He is also responsible to check the revenue receipt from the counter files of receipt books and verify that the money received is duly deposited in respective bank account.	The Counter foils or revenue receipts of property tax, water tax and shop rent collection were made available to us for verification. As per information provided to us that the revenue/ tax collector/ officer directly deposits the amount collected with main cashier at the cash counter, who in turn this amount directly to bank account.	
		Percentage of revenue collection increases/ decreases in various heads in property tax, samekit kar, shiksha upkar, nagriya vikas upkar and other tax compared to previous year shall be part of report.	The comparison of all the taxes with regard to yearly targets have been duly verified and is forming part of report, annexed here with Annexure-A.	
		Delay beyond 2 working days shall be immediately brought to the notice of commissioner/ cmc.	We have verified the bank statements given to us against the receipt and we found that there was no delay beyond 2 working days in depositing cash into respective bank accounts except during Bank holidays.	
		The entries in cash book shall be verified	We have verified all the entries reported in the cash book on sample test check basis and found to be satisfactory.	
		The Auditor shall verify that the advances have been received.	As per books there were some advances received during the year.	
		The auditor shall specifically mention in the report, the revenue recovery against the quarterly and monthly targets.	The targets given to the ULB with regard to revenue recovery are yearly. As per the information provided to us the targets of revenue recovery were not met. Also the sheet of revenue recovery as provided by the ULB does not match with figures stated in the Receipt & Payment Account.	
		The auditor shall verify the interest income from FDRs and verify that interest income are duly and timely accounted for in cash.	Interest income is recorded in cash book on cash basis instead of accrual basis due to which correct interest income is not reflected in financial statements.	
		The cases where the investment are made on lesser interest rates shall be brought to the notice of the commissioner/ cmc.	Investment (if any) are made at rate prevailing in bank.	

A. N. V. Maheshwari & Associates

Partner

मुख्य नगरपालिका अधिकारी
नगर पंचायत, रामपुरा (न.प.)

3	Audit of Book Keeping	The auditor is responsible for audit of all the book of account as well as stores. He shall verify that all the books of account and stores are maintained as per accounting rules applicable to urban local bodies. Any discrepancies shall be brought to the notice of commissioner/ cmro. The auditor shall verify advance register and see that all the advances are timely recovered according to the conditions of advances. All the cases of non recovery shall be specifically mentioned in audit report. The auditor shall verify that all the temporary advances have been fully recovered. Bank reconciliation statement (BRS) shall be verified from the records of ULB and the bank concerned.	We have verified the books of accounts as well as stores and our observations are mentioned in below points. The books of accounts are maintained as in single entry accounting system of accounting. Errors identified and were duly rectified. As per information and explanation given to us there were no advances given by ULB during the period under audit. As per information and explanation given to us there were no temporary advances given by ULB during the period under audit. The Bank reconciliation statements were made available to us for checking by the ULB and no discrepancy were found. Further we communicated with the management and found that some accounts were closed during the year. Hence we have removed such accounts:- 1. Axis Bank 2482 2. State Bank of India 0230 We have verified the account so receipts and payments for the grant received and utilized during the year. Details have been mentioned in Audit of Grants and Loans. We have verified the fixed asset register and no discrepancies have been found. The project fund has been reconciled with the receipts and payments no major irregularity found.	1) The books of accounts are being maintained in double entry accounting system
4	Audit of FDR	The auditor is responsible for audit of all fixed deposit and term deposit. It shall be ensured that proper record of FDR are maintained and all renewals are timely done. The cases where FDR\ TDR are kept at low rate of interest than the prevailing rate shall be immediately brought to the notice of commissioner/ cmro.	We have verified the Fixed Deposits as well as Term Deposits. The FDR details are given below:- 1) AU Small Finance Bank 2231232218659150/1- Rs. 15000000/- 2) Central Madhya Pradesh Gramin Bank 143045110000290- Rs. 9000000/- We observed that the ULB maintains proper record of FDR's & those FDR's which are maintained through MPGB 0017 Account i.e. Sanchit Nidhi was only shown in Sanchit Nidhi Cash Book. As per the explanation provided to us the FDRs are kept on auto renewal. The FDR/ TDR are kept on auto renewal so the latest rates of interest are not known, also as reported above the interest income are duly recorded in the books of accounts.	1) Idle funds should be invested in Mutual funds, as they provide better returns against any other form of investment.

Anil Kumar Maheswari & Associates

Partner

मुख्य नगरपालिका अधिकारी
नगर प्रविधिक समुह (न.प्र.स.)

5	The auditor is responsible for audit of all tenders/ bids invited by the ULB's. He shall check whether competitive tendering procedures are followed for all bids. He shall verify the receipts of tender fee/ bid processing fee/ performance guarantee both during the construction and maintenance period. The bank guarantees, if received in lieu of bid processing fee/ performance guarantee shall be verified from the issuing banks. The 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. 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.	We have audited tenders/ bids invited by the ULB during the FY 2021-22 by applying sample test check basis and no contravention or exceptions were noticed during the course of audit other than those which has been discussed in next points. We found that competitive tendering procedures are being followed by the municipality. We did not find any error in the receipt of tender fee/ bid processing fee/ performance guarantee both during the construction and maintenance period. As per the information and explanation provided to us there were no Bank Guarantees received by ULB during the period of audit.	1) More competitive tendering processes should be implemented. 2) The limit of online tendering should be reduced so that more and more tenders are put online so as to increase the transparency. 3) The tenders should be allotted after proper checking of documents, as we stated some cases where tenders were allotted to contractors who didn't provided mandatory documents.
6	The auditor is responsible for audit of grants given by Central Government and its utilization. He is responsible for audit of grants received from State Government and its utilization. He shall perform audit of loans provided for physical infrastructure and its utilizations. During this audit the auditors shall specifically comment on the revenue mechanism i.e. whether the asset created out the loan has generated the desired revenue or not. He shall also comment on the possible reasons for non generation of revenue.	We have audited various grants received from the central/ state government during the year covered under audit. Details of grant received under various head as provided to us by ULB have been attached as per Annexure-B. During the audit period the loan repayment details with the segregation of principal and interest & also the details of new loan is attached as per Annexure-C.	1) Refer Details of Grants Released & Utilized during audit. 2) More and more assets should be created for the welfare of the people as well as for generating more revenue.
7	The auditors shall specifically point out any diversion of funds from capital receipts /grants /loans to revenue expenditure and from one scheme/ project to another.	On Sample Test Check basis of the records, we observed that proper classification was not made for capital & revenue receipts & expense, so we are unable to comment upon the incidence relating to any diversion of fund from capital receipts/ grants/ loans to revenue expenditure and from one scheme/ project to another.	

Anil Kumar Maheewari & Associates

Anil Kumar Maheewari
Partner

मुख्य नगरपालिका अधिकारी
नगर परिषद् रामपुर (म.प्र.)

8	Whether all the temporary advances have been fully recovered or not	The auditor shall verify advance register and see that all the advances are timely recovered according to the conditions of advances. All the cases of non recovery shall be specifically mentioned in audit report.	As per information and explanation given to us there were no advances given by ULB during the period under audit.	
9	Whether the bank reconciliation statement have been regularly prepared	Bank reconciliation statement [BRS] shall be verified from the records of ULB and the bank concerned.	The Bank reconciliation statements were made available to us for checking by the ULB and no discrepancy were found.	Bank reconciliation statement should be regularly prepared.

For: Anil Kumar Maheshwari & Associates
Chartered Accountants
FRN:022769C

Anil Kumar Maheshwari & Associates

Anil Kumar
partner

CA. Rohan Somani
(Partner)
M.NO.: 446892
UDIN: 22446892BEVZFW7661

For: Nagar Parishad
Rampura

[Signature]
मुख्य नगरपालिका अधिकारी
नगर परिषद् रामपुरा (न.प्र.)

Revised Abstract sheet for the reporting on Audit Paras for Financial Year 2021-22

Annexure - A

Name of ULB - Nagar Parishad, Rampura
Name of Auditor - Anil Kumar Maheshwari & Asso.

Sr. No.	Parameters	Description					Observation in Brief	Suggestions
1	Audit of Revenue							
(1) राजस्व कर वस्तु		Receipts in Rs.						
		Year 2020-21	Budgeted 2021-22	Year 2021-22	Budgeted % Comparison	% of Growth		
(i)	संपत्ति कर	1,033,687	1,160,393	872,448	75.19	-15.60	1) Due to lack of staff the revenue is not increasing throughly.	1) Proper control should be established to recover outstanding amount .
(ii)	समाहित कर	433,560	2,270,040	526,920	23.21	21.53		
(iii)	नगरीय विकास उपकर	365,644	681,796	281,329	41.26	-23.06	2) The data reveals that the budgets estimated of income are estimates on very higher side.	2) Dedicated staff specifically for this work should be assigned and camp may be organized
(iv)	शिक्षा उपकर	248,693	586,394	416,442	71.02	67.45		
	कुल योग (A)	2,081,584	4,698,613	2,097,139	44.63	0.75	3) Negative growth has been seen in revenue collection in some taxes due to lack of irregularity & also Positive growth has been seen in some taxes.	3) Budgeted income should be estimated on the basis of actual past income collections.
(2) गैर राजस्व वस्तु								
(i)	भवन भूमे किराया	643,805	1,290,672	708,816	54.92	10.10		
(ii)	जल उपयोगिता प्रभार	1,973,515	2,240,200	1,821,271	81.30	-7.71		4) ULB should impose strict penalties and legal actions to improve past collections.
	कुल योग (B)	2,617,320	3,530,872	2,530,087	71.66	-3.33		
	महा योग (A+B)	4,698,904	8,229,485	4,627,226	56.23	-1.53		

Anil Kumar Maheshwari & Associates

Partner

मुख्य नगरपालिका अधिकारी
नगर परिषद् रामपुरा (म.प्र.)

कार्यालय नगर परिषद, रामपुरा, नीमच (म.प्र.)
दिनांक 31.03.2022 की स्थिति में
वर्ष 2021-22 में प्राप्त अनुदान एवं व्यय राशि की जानकारी

Annexure-B

क्र.	मद नाम	पूर्व वर्ष की शेष राशि	वर्ष में प्राप्त राशि	यागे	व्यय राशि	शेष राशि
1	2	3	4	5 (3+4)	6	7 (5-6)
1	वाणिज्यकर मूलभूत सुविधा	1,242,326	4,315,000	5,557,326	4,157,718	1,399,608
2	राज्य वित्त आयोग	1,630,510	4,209,241	5,839,751	5,256,422	583,329
3	सड़क मरम्मत	1,156,454	2,933,000	4,089,454	931,309	3,158,145
4	15वां वित्त आयोग	8,756,687	9,112,000	17,868,687	5,507,023	12,361,664
5	स्वच्छ भारत मिशन सुलभ शौचालय निर्माण	1,936,000	0	1,936,000	0	1,936,000
6	विशेष निधि	0	10,000,000	10,000,000	3,963,620	6,036,380
7	मु.मं.शहरी अधो.विकास (तृतीय चरण)	700,000	600,000	1,300,000	1,300,000	0
8	विधायक निधि	1,617,359	898,409	2,515,768	519,594	1,996,174
9	चुंगी शक्तीपूर्ति	0	24,319,861	24,319,861	24,319,861	0
10	यात्री कर	0	602,000	602,000	602,000	0
11	मुद्रांक शुल्क	0	220,436	220,436	220,436	0
12	प्र.मं. आवास योजना	3,101,653	0	3,101,653	3,101,653	0
13	विशेष निधि कार्यालय भवन निर्माण	5,000,000	0	5,000,000	0	5,000,000
14	स्वच्छ भारत मिशन	119,459	0	119,459	119,459	0
15	UIDSSMT पेयजल योजना	10,643,000	0	10,643,000	0	10,643,000
16	SDRF योजना	0	4,598,000	4,598,000	0	4,598,000
	यागे	35,903,448	61,807,947	97,711,395	49,999,095	47,712,300

मुख्य नगरपालिका अधिकारी
नगर परिषद, रामपुरा (म.प्र.)

Anil Kumar Maheswari & Associates

Rohan
Partner

कार्यालय नगर पालिका परिषद्, रामपुरा (म.प्र.)

Annexure-C

HUDCO(Housing & Urban Development Corporation Ltd.) से प्राप्त ऋण राशि एवं ब्याज वापसी संबंधी पत्रक					
क्रं.	पूर्व वर्ष की शेष राशि	मूलधन	ब्याज	कुल राशि	शेष देय राशि
1	2	3	4	5 (3+4)	6 (2-3)
1	10,15,539	1,33,668	96,046	2,29,714	8,81,871
2	31,83,750	3,98,000	3,02,473	7,00,473	27,85,750
Total	41,99,289	5,31,668	3,98,519	9,30,187	36,67,621

मुख्य नगरपालिका अधिकारी
नगर परिषद्, रामपुरा (म.प्र.)

Anil Kumar Maheswari & Associates

Rohan
Partner