

कार्यालय नगर परिषद गुढ़, जिला रीवा (म0प्र0)

क्रमांक/ 688 /आडिट बजट/लेखा/2021

गुढ़, दिनांक 04/05/2021

प्रति,

अपर आयुक्त ,
नगरीय प्रशासन एवं विकास
संचालनालय म0प्र0 भोपाल

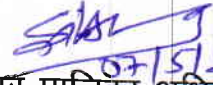
विषय:- नगरीय निकायों की सी.ए. आडिट रिपोर्ट वर्ष 2019-20 प्रेषित करने के संबंध में।

संदर्भ :- संचालनालय का पत्र क्रमांक-7243 दिनांक 08.04.2021

उपरोक्त विषयान्तर्गत संदर्भित पत्र के परिपालन में नगर परिषद गुढ़ जिला-रीवा की अर्थ वर्ष 2019-20 की सी.ए. द्वारा अंकेक्षित आडिट रिपोर्ट की प्रति संभागीय संयुक्त संचालक नगरीय प्रशासन एवं विकास रीवा संभाग रीवा के पत्र क्रमांक-1949 दिनांक 15.12.2020 के संदर्भ में कार्यालयीन पत्र क्रमांक-1703 गुढ़ दिनांक 16.12.2020 से ई-मेल के माध्यम से दिनांक 16.12.2020 को संचालनालय की ओर प्रेषित की जा चुकी है।

अतः पुनः अर्थ 2019-20 की सी.ए. द्वारा अंकेक्षित आडिट रिपोर्ट की हार्ड कापी संलग्न कर रजिस्टर्ड श्रीमान् जी की ओर आवश्यक कार्यवाही हेतु सादर संप्रेषित है।

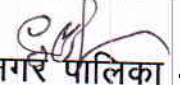
संलग्न :- उपरोक्तानुसार।

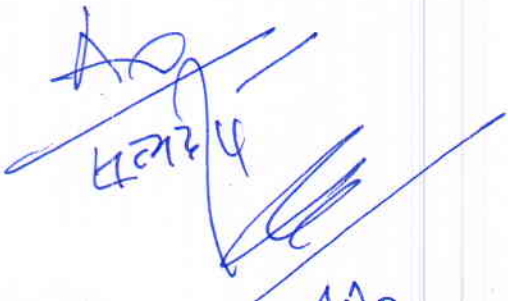

मुख्य नगर पालिका अधिकारी
नगर परिषद गुढ़ जिला-रीवा (म0प्र0)

पृ0क्रमांक/ /आडिट बजट/लेखा/2021
प्रतिलिपि :-

गुढ़, दिनांक

1. संभागीय संयुक्त संचालक नगरीय प्रशासन एवं विकास रीवा संभाग रीवा की ओर सूचनार्थ।


मुख्य नगर पालिका अधिकारी
नगर परिषद गुढ़ जिला-रीवा (म0प्र0)



AUDIT REPORT

Of

NAGAR PARISHAD, GURH

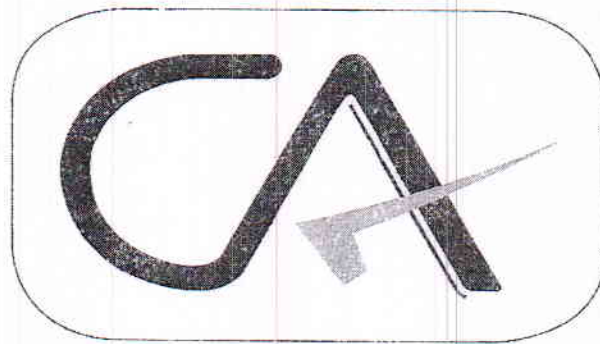
at

GURH, REWA (M.P.)

For

F Y 2019-20

:: by ::



JAYNAT KOTHARI & CO.

Chartered Accountants

129 Malviya Nagar Bhopal

Mo. 9827631082, 9826326238

Email: pandey_ca@hotmail.com

vaibhaviwari.ca@gmail.com



Jayant Kothari & Co.
Chartered Accountants

129, Malviya Nagar Bhopal
(M.P.) 462003

Email:-

pandey_ca@hotmail.com

vaibhavtiwari.ca@gmail.com

To,
Chief Municipal Officer,
Nagar Parishad, Gurh
Rewa (M.P.)

Sub: Audit Report and financial Statements of NAGAR PARISHAD GURH (Distt. Rewa) for the financial year 2019-20

Dear Sir,

We have conducted the Audit of Nagar Parishad GURH from 11th September 2020 to 13th September 2020 in the scope of appointment letter issued by your office vide Letter no. 2020/812. Please find enclosed herewith the said audit report and financial Statements for Financial Year 2019-20.

We have discussed the irregularities / discrepancies found during the course of our audit with Project Officer and Accountant.

We are thankful for the co-operation extended by Nagar Parishad Gurh Staff during the course of our audit.

Thanking you in anticipation

UIN: 20403602A H A A F N 1685

Jayant Kothari & Co.

Chartered Accountants

CA. Dhruv Kumar Pandey
Partner

Date: - 20-10-2020




मुख्य नगर पालिका अधिकारी
नगर परिषद गढ़, जिला रोवा (म.प्र.)

Nagar Parishad Gurh
Management Letter

For the Period 01/04/2019 to 31/03/2020

To,
The Chief Municipal Officer
Gurh
Rewa (M.P.)


Dear Sir,

We have recently completed our audit of **Nagar Parishad Gurh**. We conducted our audit in accordance with the standards on auditing issued by the Institute of Chartered Accountants of India. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amount and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error.

An audit also includes evaluating the appropriateness of accounting policies and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.




मुख्य नगर पालिका अधिकारी
नगर परिषद् गुरह, जिला रेवा (म.प्र.)

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position, financial performance in accordance with the accounting principles generally accepted in India.

We would like to thank the management and staff of **Nagar Parishad Gurh** for their assistance and co-operation during the audit.

We would be pleased to provide any clarification that you may require regarding this report.

Yours faithfully



For

Jayant Kothari & Co.

Chartered Accountants



CA Dhruv Kumar Pandey
(Partner)



नगर पालिका अधिकारी
रिवड् गुड, जिला रोवा (म.प्र.)


Audit Report of Nagar Parishad Gurh

We have found Following Observation as per Scope of Audit in Terms of Reference Letter no. 2020/812, during our audit programme at Nagar Parishad Gurh (Distt. REWA) from 11th September 2020 to 13th September 2020.

1. Audit of Revenue

1. We have audited all the sources of revenue.
2. We have done audit of Revenue Receipts with their counterfoils, on systematic sample basis and we have observed that money received is duly deposited in respective bank account.
3. Collection were deposited in bank, same day or next morning of working day if needed, except for bank holiday.
4. All the Entries in cash Book has been Verified.
5. We have verified annual report on target provided and achieved for revenue recovery. We have observed that recovery percentage against current demand and recovery against previous year demand was could not be verified due not maintenance of proper records. Appropriate measures for better recovery procedure is required outstanding to be opted.
6. We have verified FDR's receipts with FDR register and found that FDR's were kept and recorded properly but interest income from FDR were not recorded in Cash book on yearly basis. So it has been suggested to account for interest income on yearly basis.
7. We have verified that Investment were made in various banks, and explanation has been provided, that It is the policy of the Nagar Parishad to maintain and invest in all banks to maintain harmony between Banks and Nagar Parishad.




मुख्य नगर पालिका अधिकारी
नगर परिषद् गुरु, जिला रेवा (म.प्र.)

2. Audit of Expenditure

1. We have audited all the expenditure under all schemes.
2. Cash book and expenditure has been audited and all the vouchers have been verified.
3. We have checked balance of cash book on monthly basis, there were some clerical mistake Found, and has been directed to accountant for their rectification, and same were rectified.
4. We have audited there were no over payment and all those expenditure that are related with their schemes, are properly allocated.
5. We have verified payments of expenditure on systematic sample basis and satisfied that almost payments and transactions were made as per the guidelines and directives issued by regulating authorities. Deducted in Accordance With the Income Tax Act, 1961.
6. During the audit we have verified financial propriety and found that all the expenditure has been supported by financial and administrative sanctions accorded by competent authority and limited to the administrative and financial limits of the sanctioning authority.
7. We have observed that all the cases of payment were appropriate sanctioned.
8. Scheme wise Financial Statement has been annexed with the report.

3. Audit of Book Keeping

1. We have audited all the books of accounts.
2. We have audited all the books of accounts and the same were maintained as per accounting Rules applicable to urban local bodies.
3. We have audited that all advances were timely recovered according to the conditions of advances.
4. We have found that practice of preparing the bank reconciliation statements (BRS) on timely basis were not followed. Accordingly suggested to prepare BRS on timely basis preferably on monthly basis.
5. We have audited Receipts & Payment of grant register, and all the entries in cash book has duly verified.
6. We have found that Fixed Assets register has not been prepared on timely basis. Accordingly suggested to prepare the same on timely basis with appropriate entries annually.
7. We have audited and reconcile the accounts of Receipts and Payments of project funds.



मुख्य नगर पालिका अधिकारी
नगर निगम, जिला रोड (म.प्र.)

4. Audit of FDR:

1. We have done audit of all fixed deposits and term deposits.
2. Proper records of FDR's were maintained and all renewals were timely done.
3. It has been in practice of Nagar Parishad that to cover all the branches of banks FDR's and TDR's were Invested in proper manner.
4. Entries of interests earned in FDR/TDR has been verified.

5. Audit of Tenders/Bids:


1. We have audited that all the tenders/bids were properly invited by the ULB's.
2. We have checked that competitive procedures were followed in case of local bidding and online bidding.
3. We have verified that all the requisite procedures were adequately followed in case of Receipts of tender fee/ Bid Processing Fee/ Performance guarantee.
4. We have not found any bank guarantee.
5. The contract closures has been verified and have been appropriate.

6. Audit of Grants and Loans:

1. We have verified that grants issued by central government were properly utilized.
2. We have verified that grants issued by state government were properly utilized.
3. We have verified that adequate procedures were followed in case of loan provided for physical Infrastructure and its utilization.

It is highly recommended to implement Double Entry System for Book Keeping/Accounting. It is also recommended to implement Computerised Accounting System for better and smooth working.



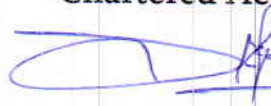
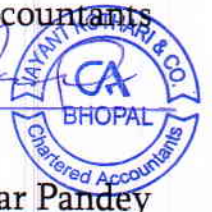

मुख्य नगर पालिका अधिकारी
विश्व गुरु, जिला रोड (म.प्र.)

Disclaimer

The Audit Report has been prepared on the basis of information furnished and made available to us by Nagar Parishad Gurh. We disclaim any responsibility for any misinformation on part of audit.

Date:


मुख्य नगर पालिका अधिकारी
नगर परिषद् गुरुह, जिला रीवा (म.प्र.)

For
Jayant Kothari & Co.
Chartered Accountants


CA Dhruv Kumar Pandey
(Partner)

NAGAR PARISHAD, GURH, REWA (M.P.)

RECEIPT AND PAYMENT A/C

(For the period from 01.04.2019 to 31.03.2020)

Receipt	Amount (₹)	Payment	Amount (₹)
Opening Balance	740,25,408.34	Revenue Expenditure:-	
		Salary Expenses for	150,34,970.00
Revenue Income		Establishment Section	31,13,747.00
Vikash Upkar	9,342.00	Loknirman Section	8,48,096.00
Samekit Kar	4,30,980.00	Revenue Section	21,56,339.00
Property Tax	37,494.00	Health Section	26,32,284.00
Education tax	9,267.00	Daily wages	8,71,218.00
Jal Kar	5,02,600.00	Officer salary	5,88,485.00
Rent-Market	91,595.00	Fire brigade Section	8,72,287.00
Shop Rent	2,20,140.00	SBM Wages Section	39,52,514.00
SBM Penalty fees	5,000.00	Electricity Expenses	42,97,899.00
Fee-application/Extract	582.00	Establishment	6,25,287.00
Mudrankan Shulk	84,000.00	Shulbh complex	2,15,304.00
Mangal bhawan rent	7,500.00	Road light	9,66,715.00
Copy of Certificate	547.00	Water Pump House	24,90,593.00
Nal Jal Agrim Kiraya	3,780.00		
Water connection application fee	525.00	Honorarium to Chairman & Councillors	2,99,969.00
Water Plumber charges	4,200.00	Pension	2,17,720.00
Water Supply by Tanker	27,300.00	Internet expenses	2,07,179.00
Permission Fee-Building Plan	10,500.00	News Paper Expenses	6,460.00
Other Income	150.00	Printing And Stationery	1,96,888.00
NOC	110.00	Travelling Allowance(officer)	15,210.00
Tendar application	1,47,000.00	Travelling Allowance(Employee)	48,356.00
Pump Rent	10,420.00	Vehicle Insurance	35,706.00
Audit objection fees	4,740.00	CA Audit Fees	35,000.00
Surcharge	2,430.00	Other Expenses	45,298.00
Penalty	379.00	Advertisement expenses	97,000.00
Scrap Sales	1,11,500.00	Publicity Expenses	50,720.00
Nomination Fees	27,005.00	Program Activities Expenses	28,041.00
Dukan Nilami	50,000.00	Antim shanskar expenses	23,510.00
Holding fees	500.00	Meeting Allowance	10,680.00
		PIC Meeting Allowance	7,200.00
		Power and Fuel Expenses	2,70,358.00
Grant MP Govt. -State Finance Commission	22,77,000.00	Machinery rent	1,44,600.00
Grant MP Govt. -Mulbhoot	31,84,000.00	Repair & Maintinace -Road	3,93,961.63
Grant MP Govt. -Road Development	8,94,000.00	Repair & Maintinace -Nali	1,57,539.85
Anugrah Shaayata	20,00,000.00	Repair & Maintinace -Bridges & Flyover	93,887.11
Grant-14th Central Finance Comm	93,46,000.00	Repair & Maintinace -Office	1,30,878.50
Grant-Swatch Bharat Abhiyan	13,99,000.00	Repair & Maintinace -Pipe Line	3,22,762.10
Grant -CM Urban Drinking Water Scheme	136,43,330.00	Repair & Maintinace-street light	2,14,565.00
Antyeshti Sahaayata	1,75,000.00	Repair & Maintinace -Hand pump	2,06,002.00
Performance grant	67,200.00	Repair & Maintinace- shulbha complex	42,944.00
Compensation-Passenger Tax	2,46,000.00	cleaning item purchase	1,21,482.00
Chungi Chhatipurti	159,49,042.00	Repair & Maintinace- vechile	61,284.00
Special Grant	20,28,288.00	Repair & Maintinace- other	25,634.00
		Office Equipments	8,110.00
Earnest Money Deposit	1,11,303.00	Electricity Equipments	3,700.00
Water connection Earnest Money	10,500.00	Repair & Maintinace Furniture	16,553.00
		Bank charges	1,758.00
		Election Expenses	1,25,149.00
Interest	21,02,371.00	Program Activities other Expenses	13,002.00
Interest- PMAY BANK	65,660.00	Misc. Expenses	4,05,129.00
		Repair & Maintinace -Road	1,51,883.81
Cheque Return	1,64,646.97	Repair & Maintinace Brigde	1,67,155.54
		Repair & Maintinace computer	3,400.00
		Repair photo copy Machine	10,350.00
		Publicity banner/Poster	42,747.00
		Platform construction	21,811.00



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मुख्य नगर पालिका अधिकारी
नगर पालिका, गुरुह, रीवा (म.प्र.)

	Antyeshti Sahaayata	2,35,000.00
	Anugraha Sahaayata	24,00,000.00
	PMAY	64,493.00
	River deep	2,65,187.15
	Electricity connection Charges	1,20,130.00
	Rain water harvesting	1,30,524.80
	Postage expenses	1,000.00
	Chair purchase	92,189.30
	Hand Pump item purchase	3,38,996.88
	Jal Praday Samgri	8,16,167.00
	Electrical item Purchases	11,37,832.28
	Safai Material	6,71,934.27
	Hand Pump Khanan and Installation	7,03,845.00
	PCC Drain Construction	10,74,172.56
	Hudco Loan Repayment	24,15,368.00
	CM Urban Infrastructure	8,92,011.00
	CM Urban Drinking Water Scheme	25,60,996.00
	SBM	4,65,848.00
	MRF Center Nirman	54,529.55
	Other Construction	41,980.79
	Welcome gate	2,42,297.00
	Boundary wall construction	9,06,155.41
	Computer purchase	93,810.00
	Ramp construction	26,776.32
	Printer purchase	39,947.46
	Consultancy fee	5,10,680.00
	PMAY Payment	13,00,000.00
	Bank commission	6.00
	Earnest Money Return	4,85,337.00
	Closing Balance	
	As per Cash Book	875,86,668.00
Total	1294,88,335.31	Total 1294,88,335.31

As per our report of even date annexed

For: JAYANT KOTHARI & CO
Chartered Accountants

CA Dhruv Kumar Pandey
Partner




मुख्य नगर पालिका अधिकारी
नगर पालिका, जिला रोड (म.प्र.)

REVISED ABSTRACT SHEET FOR REPORTING ON AUDIT PARAS FOR FINANCIAL YEAR 2019-20

Name of ULB: Nagar Parishad -Gurg, Rewa (M.P.)

Name of Auditor: Jayant Kothari & Co.

Sr.No.	Parameters	Observation In Brief			Suggestions
		Year 2019-20	Year 2018-19	% of Growth	
1	Audit of Revenue				
(i)	Sampati Kar	37,494.00	5,054.00	641.87	Recovery Target should be prepared
(ii)	Samaykit Kar	15,31,120.00	4,30,980.00	255.26	and bakaya wasuli should be monitored
(iii)	Nagariye Vikas Upkar	9,342.00	949.00	884.40	by CMO and also regular report should
(iv)	Shiksha Upkar	9,267.00	949.00	876.50	prepared.
	Kul Yog	15,87,223.00	4,37,932.00	262.44	Recovery Pattern should be fixed on size
					and age of amount pending for recovery.
	Gair Rajaswa Wasoli				
(i)	Bhavan Bhumi Khiraya	2,27,640.00	2,10,025.00	8.39	
(ii)	Jai Upbhogta prabhar	5,02,600.00	2,51,880.00	99.54	Authority should analyse the reason for average recovery and focus on its collection.
(iii)	Thos upshist prabhandan upbhogta prabhar	4,11,173.00	3,30,897.00	24.26	NONE
	Kul Yog	1141413.00	792802.00	43.97	
	Maha Yog	27,28,636.00	12,30,734.00	121.71	



Seal & Signature of Auditor
Jayant Kothari & Co.
Chartered Accountants

मुख्य नगर पालिका अधिकारी
 नगर पालिका गुरु, बिला रेवा (म.प्र.)



REVISED ABSTRACT SHEET FOR REPORTING ON AUDIT PARAS FOR FINANCIAL YEAR 2019-20

Name of ULB: Nagar Parishad Hanumana, Rewa (M.P.)

Name of Auditor: Jayant Kothari & Co.

Sr.No.	Parameters	Description	Observation In Brief	Suggestions
2	Audit of Expenditure	We have verified expense vouchers for various heads on systematic sample basis. During the audit we have verified financial propriety and found that all the expenditure has been supported by financial and administrative sanctions accorded by competent authority and limited to the administrative and financial limits of the sanctioning authority.	Grant Register has not been maintained by the ULB.	ULB should maintain grant register and make entries of expenditure in them and should get verified by CMO on regular basis.
3	Audit of Book Keeping	1. Overall Book Keeping found satisfactory. Accounts are maintained in Single Entry System manually. 2. Advance Register should be maintained properly. 3. Receipt & Payment A/C prepared on monthly basis.	We have found the practice of preparing the bank reconciliation statement (BRS) were not followed. Accordingly suggested to prepare BRS on timely basis preferably on monthly basis. We have found that Fixed Assets register has not been prepared on timely basis. Accordingly suggested to prepare the same on timely basis with appropriated entries annually.	Computer Based Accounting System is highly recommended.
4	Audit of FDR	We have done audit of all fixed deposits and term deposits.	Interest recorded in Cash Book only in Maturity of FdRs. It has been in practice of Nagar Parishad that to cover all the branches of banks FDR's and TDR's were Invested in proper manner. Entries of interest earned in FDR/TDR has been verified.	Interest should be entered on earned basis.
5	Audit of Tenders/ Bids	Regarding tender document and procedure.	No trail is available to verify the tender amount deposited by bidder and no such record maintained at ULB level. It has been explained by ULB to us that the entire tender process is online therefore we need not to maintain the same.	All document should be maintained by ULB.
6	Audit of Grants & Loans	1. We have verified that grants issued by central government were properly utilized	We have verified that adequate procedures were followed in case of loan provided for physical infrastructure and its utilization.	Utilization Report should be prepared and monitored on regular basis.
7	Incidence relating to Diversion of funds from Capital/ Receipts/ Grants/ Loans to Revenue Nature Expenditure and from one scheme / project to another	There is no trail or tracing system of utilization of fund.	Separated cash book and bank account should be maintained.	Proper monitoring required.



मुद्रा नगर पालिका अधिकारी
उपनिर्देशक, निवा रावा (म.प्र.)

8 Any Other			
a) Percentage of Revenue Expenditure (Establishment, Salary, Maintenance) with respect to Revenue Receipt (Tax and non Tax) excluding Octroi, Entry Tax , Stamp Duty and other grants etc.	Total Revenue Expenditure is Rs. 30410136.55 Total Revenue Receipt is Rs.3374964.79, Revenue Expenditure is 901.05% of Revenue Receipts.	Revenue recovery is not good.	More recovery required, expenses should monitored carefully.
b) Percentage of Capital Expenditure with respect to Total Expenditure	28.79%	Percentage of completion not mentioned any where.	Capital Exp should recognized on completion basis.

Seal & Signature of Auditor
Jayant Kothari & Co.
Chartered Accountants



Partner
CA. Dhruv Kumar Pandey
MRN : 403602

मुख्य नगर पालिका अधिकारी
परिषद् गृह, जिला रोवा (म.प्र.)