

SANDEEP SURENDRA JAIN & CO.
Chartered Accountants



25, Shanti Niketan,
Nai Abadi, Road No.1,
Near Sanjay Gandhi Udhyan
Mandsaur 458001 (M.P.)
Mobile No.89894 11150
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१ पालिका द्वारा लेखा संबंधित वर्ष में द्विलेखा पद्धति के अनुसार तैयार नहीं किया जा रहा है लेखों को इकहरा प्रणाली द्वारा ही तैयार किया जा रहा है ।

२ आय एवं व्यय को प्राप्ति भुगतान के आधार पर रिकॉर्ड किया जा रहा है उपार्जित आधार पर लेखों को नहीं बनाया जा रहा है हम सुझाव देते हैं कि लेखों को द्विलेखा का आधार पर बनाया जाए जिससे आय व्यय एवं बकाया आदि की जानकारी प्राप्त हो सके ।

३ केंद्र एवं राज्य सरकार द्वारा कोई भी राशि देने पर पालिका को किसी प्रकार की रसिद पत्र नहीं दिया जाता है हमारा सुझाव है कि सरकार ग्रांट प्रदान करते समय संबंधित पत्राचार अवश्य करें ।

वास्ते :संदीप सुरेंद्र जैन एंड कंपनी
चार्टर्ड अकाउंटेंट

CA नयन जैन
स.क्र. 429918



दिनांक : 12/09/2020

स्थान :नीमच

UDIN 20429918AAAABP9899

मुख्य नगरपालिका अधिकारी
नेमच पालिका परिषद्, नीमच (म.प्र.)

SANDEEP SURENDRA JAIN & CO.
Chartered Accountants



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AUDIT REPORT IN CONNECTION WITH ANNUAL AUDIT OF NEEMUCH NAGAR PALIKA

We have examined the Receipt & Payment account for the year ended 31st March 2020, attached herewith, of Nagar Palika 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 Palika, Neemuch.
- The observation/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 Palika,Neemuch for the year ended 31st March 2020.

Place :Neemuch

Date: 12/09/2020

UDIN 20429918AAAABP9899

For : Sandeep Surendra Jain & Co.

Chartered Accountants

CA. Nayan Jain

CA. Nayan Jain
Partner
M. NO. 429918
FRN. 010172C



[Signature]
मुख्य नगर पालिका अधिकारी
नगर पालिका परिषद, नीमच (म.प्र.)

		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 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.	
		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 / cmo	Investment (if any) are made at rate prevailing in bank	
				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.




 मुख्य नगर सचिव/अधिकारी
 नगरपालिका प्रमुख, नमच (म.प्र.)

2	Audit of Expenditure	The auditor is responsible for audit of expenditure under all the schemes He is also responsible for checking the entries in cash book and verifying them from relevant vouchers. He should also check monthly balances of the cash book and guide the accountant to rectify errors, if any He shall verify that the expenditure for a particular scheme is limited to the funds allocated for that particular scheme any over payment shall be brought to the notice of any commissioner /cmo He shall also verify that the expenditure is in accordance with the guidelines directives acts and rules issued by government of India & state government.	We have audited the expenditures incurred by the municipality using sample test check basis during the FY 2019-20 The entries in cash book have been verified from relevant vouchers. The monthly balances of cashbook were checked and the errors were rectified. We have sample checked the fund allocation, records are properly maintained showing the funds allocated and no discrepancies were found. The expenditure were checked on sample basis as all the expense and construction files were not presented before us for audit, the expenses were in accordance with the applicable directives, except for following observations: There were no pre/post photographs of the construction sites in some files.	1. On the Note sheet the CMO and The President should put their official Seal with the Signature. 2. Whenever the signature of a Witness is taken the details of witness like the name, address should be mentioned.
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(Signature)
मुख्य नगर पालिका अधिकारी
नगर पालिका परिषद्, नीमच (म.प्र.)

		During the audit financial propriety shall also be checked . All the expenditure shall be supported by financial and administrative sanctions accorded by competent authority and shall be limited to the administrative and financial limits of the sanctioning authority.	On the basis of our audit we observed that all the expenditure have been supported by financial and administrative sanctions accorded by competent authority and are limited to the administrative and financial limits of the sanctioning authority.
		All the cases where appropriate sanction have not been obtained shall be reported and the compliance of audit observations shall be ensured during the audit and non compliance of audit paras shall be brought to the notice of Commissioner / CMO	During the course of audit by applying sample test check basis, we did not come across any such expenditure which has been incurred without obtaining permission from the relevant sanctioning authority
		The auditor shall be responsible for verification of scheme project wise utilization certificates [UC].	No Utilization certificate has been provided to verify the same
		The auditor shall verify that all the temporary advances have been fully recovered .	As per observations there were no advances given by ULB during the period of the audit.
			3. The attendance register should be kept with a person incharge and should be daily verified and signed by the CMO/ Chief Accountant.




 /मुख्य नगर प्रशासिका अधिकारी
 नगर पालिका मरिचद, नीमच (र.प्र.)

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 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 being maintained by applying cash system of accounting. However during audit we found that the required amount of Sanchit Nidhi to be deducted (i.e. 5% of total receipts) was deducted less then 5%. 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 non-operative and details are not available with the management. Hence we have removed such accounts:- 1. Indian Bank 5475 2. HDFC 0052	1. The books of accounts are being maintained in Single Entry Accounting system 2. Fixed asset register should be maintained by ULB. 3. 5% of the total receipts should be deducted to Sanchit Nidhi account.
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मुख्य नगर पालिका आधेकारी
मुंबई पालिका परिषद, बीमर (एम)

		He shall be responsible for verifying the entries in the grant register . The receipt and payments of grants shall be duly verified from the entries in the cash book.	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.	
		The auditor shall verify the fixed asset from other records and discrepancies shall be brought to the notice of commissioner \ cmo.	We observed that the ULB does not maintains the Fixed asset register.	
		The auditor shall reconcile the accounts of receipt and payment especially for project fund .	The project fund has been reconciled with the receipts and payments no major irregularity found.	




 मुख्य नगरपालिका अधिकारी
 काठमाडौं महानगरपालिका, नौमच (स.प्र.)

4	Audit of FDR	The auditor is responsible for auditor of all fixed deposit and term deposit.	We have verified the Fixed Deposits as well as Term deposits, and we observed that FDR's are not maintained in cash book so we have not mentioned FDR separately in R&P FDR Details are attached as per Annexure-B.
		It shall be ensured that proper record of FDR are maintained and all renewals are timely done.	We observed that the ULB maintains proper record of FDRs. As per the explanation provided to us the FDRs are kept on auto renewal.
		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 /cmo.	The interest 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.
			Idle funds should be invested in Mutual funds, as they provide better returns against any other form of investment.




 मुख्य नगरपालिका अधिकारी
 बुटवल नगरपालिका परिषद्, नीमच (म.प्र.)

Consoli Receivable for Property Tax	7233944.00	1335205920	1335205920
Property tax Receivable- Current Tax	5592085.00		
Consolidated receivable for Samekit Tax	2345818.00		
Development tax- Old year	1550692.00		
Consolidated Samekit Tax- Current year	1007862.00		
Development tax- current year	1607497.00		
Education Tax- Current year	1388020.00		
Education Tax- Old year	790125.00		
Water Supply Receivables- Old Year	1336963.00		
Water Supply Receivables- Current Year	3759105.00		
Water Supply Receivables- Others	6961698.00		
Rent receivable- Old Year	1722072.00		
Rent receivable- Bhumi Rent	41210.00		
Rent receivable- Current Year	4008898.00		
Rent receivable- Others	1154145.00		
Lease rentals	4042241.00		
NEW FD	143500000.00		
		1335205920	1335205920



मुख्य नगरपालिका अधिकारी
नगरपालिका प्रमुख, बीमच (म.प्र.)

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30. UNION 0701

DATE	PARTICULAR	DR	CR
	Balance as per book 31-03-2020	584,428.73	
	CR IN BANK NOT DR IN CB TO BE ADDED		
30/10/2019	Repayment Credit	313,282.00	
30/10/2019	Closure Proceeds FD	10,795,290.00	
	CR IN CB BUT NOT DR IN BANK TO BE ADDED		
	DR IN BANK BUT NOT CR IN CBOOK TO BE DEDUCTED		
11/01/2019	PORD		58.41
11/01/2019	RTGS ERROR IN OTHER BANK SBI SANCHIT		8,800,000.00
11/01/2019	PORD		58.41
01/05/2020	RTGS ERROR IN OTHER BANK SBI SANCHIT		2,800,000.00
	DR IN CB BUT NOT CR IN BANK TO BE DEDUCTED		
01/08/2018	Consolidated Interest		8,078.00
	Balance as per bank 31/03/2020		84,805.91
	Total	11,693,000.73	11,693,000.73

मुख्य नगर पालिका अधिकारी
नगर पालिका परिषद, नीमब (म.प्र.)



