

**कार्यालय नगर परिषद भितरवार जिला ग्वालियर (म0प्र0)**

दूरभाष एवं फ़ैक्स 07525-287705 ई-मेल [cmobitarwar@mpurban.gov.in](mailto:cmobitarwar@mpurban.gov.in)

क्रमांक / स्था0 / 2021 / 239  
प्रति,

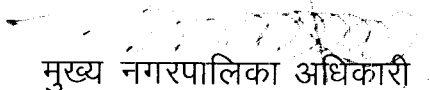
भितरवार, दिनांक 24/02/2021

संयुक्त संचालक महोदय,  
नगरीय प्रशासन एवं विकास  
मध्यप्रदेश भोपाल

विषय :- रिकेंसिलेशन शीट के संबंध में।

महोदय,

उपरोक्त विषय में निवेदन है, कि नगर परिषद भितरवार में ऑनलाईन नेट बैंकिंग के माध्यम से पेंमेंट किये जा रहे हैं स्टेटमेंट व कैशबुक का मिलान हो रहा है। पृथक से रिकेंसिलेशन शीट की आवश्यकता नहीं है। श्रीमान की ओर सादर प्रेषित है।

  
मुख्य नगरपालिका अधिकारी  
नगर परिषद भितरवार ग्वालियर

# Audit Report

F.Y 2019-20

## Bhitarwar Municipal Council

Prepared by:

Abhishek V Gupta & Co.

Chartered Accountant, Gwalior, MP



*Abhishek V Gupta & Co.*

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To,

The Chief Municipal Council,

Bhitarwar Municipal Council

### Audit Report

#### PURPOSE OF AUDIT

A **audit** is conducted to provide an opinion whether "financial statements" (the information being verified) are stated in accordance with specified criteria. Normally, the criteria are Indian accounting standards, although auditors may conduct audits of financial statements prepared using the cash basis or some other basis of accounting appropriate for the organization. In providing an opinion whether financial statements are fairly stated in accordance with accounting standards, the auditor gathers evidence to determine whether the statements contain material errors or other misstatements.

The audit opinion is intended to provide reasonable assurance, but not absolute assurance, that the financial statements are presented fairly, in all material respects, and/or give a true and fair view in accordance with the financial reporting framework. The purpose of an audit is to provide an objective independent examination of the financial statements, which increases the value and credibility of the financial statements produced by management, thus increase user confidence in the financial statement, reduce investor risk and consequently reduce the cost of capital of the preparer of the financial statements.

#### SCOPE OF AUDIT

##### 1. Audit of Revenue

Task	Particulars
Scope Given	The auditor is responsible for all revenue receipts from the counter files.



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Observation	All Revenue Receipts has been audited on random basis and bifurcated head wise but there should be proper head of amount received as audit objection.
Scope Given	He is also responsible to check the revenue receipts is duly deposited in respective bank account
Observation	The Revenue Receipts are duly deposited in respective bank accounts on same day except holidays and Bank Circumstances like server Problems and others etc.
Scope Given	Percentage of revenue collection increase in various heads in property tax, compared to previous year shall be part of report
Observation	Annexure of Percentage of revenue collection increase in various heads in property tax, compared to previous year is given in Abstract Sheet .
Scope Given	Delay beyond 2 working days shall be immediately brought to the notice of commissioner/CMO
Observation	No Such Delay found except bank holidays and closing of bank.
Scope Given	The entries in cash book shall be verified
Observation	Entries in cash book have been verified on random basis and also counter check from cashier book.
Scope Given	The auditor shall specifically mention in the report, the revenue recovery against the quarterly and monthly targets. Any lapses in revenue recovery shall be part of the report
Observation	There is no procedure of issuing quarterly and monthly targets. The targets are annually decided as per last year demand not as per Actual collection or as per Property Located or connections given in Council Limits. The Property and Connections survey and bifurcation into commercial and domestic required so the collection of property Tax and user charges will be increased.
Scope Given	The auditor shall verify the interest income from FDR's and verify that interest income is duly and timely accounted for in cash book



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Observation	FDR's Interest income is duly checked and not accounted in cash book timely. Only Bank Interest from Some Saving Accounts is accounted in Cash Book.
Scope Given	The cases where, the investments are made on lesser interest rates shall be brought to the notice of the commissioner/CMO
Observation	There is no Procedure of Calling Rate of Interest from Different Banks and same brought to the notice of the CMO.

### 2. Audit of Expenditure

Task	Particulars
Scope Given	The auditor is responsible for audit of expenditure under all the schemes
Observation	Expenditure is checked on random basis along with grants and scheme expenditure.
Scope Given	He is also responsible for checking the entries in cash book and verifying them from relevant vouchers
Observation	Entries of Expenditure are verified from Cash Book and Vouchers and Bank Statement on random Basis.
Scope Given	He should also check monthly balances of the cash book and guide the accountant to rectify errors, if any
Observation	Monthly Balances of Cash Book have been Checked and errors regarding totals have been rectified during Audit.
Scope Given	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
Observation	There is Separate Bank Accounts for each Scheme but there is no separate accounting for particular scheme. Moreover no utilization certificate is issued for particular Scheme and the same is brought to the notice to CMO.



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Scope Given	He shall also verify that the expenditure is accordance with the guidelines, directives acts and rules issued by government of India/ State Government.
Observation	Yes, the Expenditure is in accordance with the guidelines, directives acts and rules issued by Governments and same has been verified from the letter issued.
Scope Given	During the audit financial propriety shall also be checked. All the expenditure shall be supported by financial and administrative and financial limits of the sanctioning authority
Observation	Yes, All the expenditures have been supported by financial and administrative and financial limits of the sanctioning authority and financial propriety also checked during Audit.
Scope Given	All the cases where appropriate sanctions have not been obtained shall be reported and the compliance of audit observation shall be ensured during the audit Non compliances of audit paras shall be brought to the notice of commissioner/CMO
Observation	No, Such Cases Found during the Audit.
Scope Given	The auditor shall be responsible for verification of scheme project wise Utilization Certificates (UCs). UC's shall be tallied with the income & expenditure records and creation of Fixed Asset
Observation	No Utilization Certificates of Scheme Project Wise issued by Ulb. Hence it is not possible to verify the same.
Scope Given	The Auditor shall verify that all the temporary advances have been fully recovered
Observation	Temporary Advances like Festival, Grains, Vehicles, Against GPF etc. are provided by Ulb to their employees and the same has been deducted by the Ulb from their Salary in Consecutive next 10 or Less Months.

### **3. Audit of Book Keeping**



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Task	Particulars
Scope Given	The auditor is responsible for audit of all the books of accounts as well as stores
Observation	The Audit of all books as well as store has been checked and the same maintained by ULB Except some Books like separate Scheme Books, Subsidiary books, Fixed Deposit Register, Loan Issued and Taken Registers etc..
Scope Given	He shall verify that all the books of accounts and stores are maintained as per Accounting Rules applicable to Urban Local Bodies. Any discrepancies shall be brought to the notice of commissioner/CMO
Observation	Books of Accounts and Stores are Maintained by ULB in general way. Accounting Rules applicable to Urban Local Bodies are governed by MPMAM and the books maintained by ULB are not as per MPMAM and the same has been brought to the notice of CMO.
Scope Given	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
Observation	Advances are deducted from the Salaries of the employees and recovered every month.
Scope Given	The auditor shall verify that all the temporary advances have been fully recovered.
Observation	All the Temporary Advances have been fully recovered through as a deduction from salary every Month.
Scope Given	Bank reconciliation statement (BRS) shall be verified from the records of ULB and bank concerned. If bank reconciliation statements are not prepared, the auditor will help in the preparation of BRS
Observation	Bank Reconciliation Statements (BRS) are not prepared by the Ulb. We helped and guided them to prepare the same.



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Scope Given	He shall be responsible for verifying the entries in the Grant register. The receipts and payments of grants shall Be duly verified from the entries in the cash book
Observation	Separate Compensation and Grant register are not maintained by ULB. Only Schemes Registers are maintained. The Receipts are verified from the Grants Letters and Grants Details Provided by the UADD. Separate Register of Payments from Grants is not Maintained by ULB.
Scope Given	The auditor shall verify the fixed asset register from other records and discrepancies shall be brought to the notice of Commissioner/CMO
Observation	Fixed Assets register are not maintained by the ULB and same has been brought to the notice of CMO.
Scope Given	The auditor shall reconcile the accounts of receipt and payments especially for project funds.
Observation	Only Schemes Fund are checked and verified, no Projects were running during the Audit.

#### **4. Audit of FDR**

Task	Particulars
Scope Given	The auditor is responsible for audit of all fixed deposits and term deposits
Observation	Fixed & Term Deposits have been verified from the FDR & Terms Deposit Registers
Scope Given	It shall be ensured that proper records of FDR's are maintained and all renewals are timely done
Observation	FDR's are automatically renewed by Core Banking Bank through System on time.
Scope Given	The cases where FDR's/TDR's are kept at low rate of interest than the prevailing rate shall be immediately brought to the notice of Commissioner/CMO



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Observation	There is no Procedure of calling Interest Rates from different Banks are followed by ULB and the same is Immediately brought to the Notice of CMO.
Scope Given	Interest earned on FRD/TDR shall be verified be from entries in the cash book
Observation	Interest earned on FDR/TDR is entered on Consolidated Basis not on annual. Further Interest on FDR should be Accounted on Accrual Basis.

### **5. Audit of Tenders/Bids**

Scope Given	The auditor is responsible for audit of all tenders /bids invited by the ULB's
Observation	Tenders are Invited online by the ULB. Separate Register of Tenders issued during the year is not maintained by ULB. We verify all the tenders from files and Online Tender Publish report.
Scope Given	He shall check whether competitive tendering procedures are followed for all bids
Observation	Yes, competitive tendering procedures are followed for all bids.
Scope Given	He shall verify the receipts of tender fee/bid processing fee/performance guarantee both during the construction and maintenance period
Observation	The receipts of tender fee/bid processing fee are received online and performance guarantee are in FDR forms and the same randomly verified from bank statements both during the construction and maintenance period.
Scope Given	The bank guarantees, if received in lieu of bid processing fee/performance guarantee shall be verified from the issuing banks.
Observation	No Such Case of Bank Guarantees received found during the audit year.



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Scope Given	The auditor shall specifically point out any diversion of funds from capital receipts/grants/loans to revenue expenditure and from one scheme/ project to another
Observation	During the Audit and as per randomly checked records no diversion of fund from capital receipts/grants/loans to revenue expenditure and from one project to another are not found.

### **Management's Responsibility for Financial Statements**

Management's responsibility for the fairness of the representations in the financial statements carries with it the privilege of determining which disclosures it considers necessary. Although management has the responsibility for the preparation of the financial statements and the accompanying footnotes, the auditor may assist in the preparation of financial statements.

Management is responsible for the integrity and objectivity of the financial statements. Estimates are necessary in the preparation of these statements and, based on careful judgments, have been properly reflected. Management has established systems of internal control that are designed to provide reasonable assurance that assets are safeguarded from loss or unauthorized use, and to produce reliable accounting records for the preparation of financial information.

Management recognizes its responsibility for conducting the Corporation's affairs in compliance with established financial standards and applicable laws, and maintains proper standards of conduct for its activities.

- Management is responsible for preparing the financial statements and the contents of the statements are the assertions of management
- The independent auditor is responsible for examining management's financial statements and expressing an opinion on their fairness



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### **Auditor's Responsibility**

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

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

Municipal Corporations & Councils Act requires the auditor to:

- Gives a true and fair view about whether the financial report complies with the accounting standards
- Conduct their audit in accordance with auditing standards
- Give the directors and auditor's independence declaration and meet independence requirements
- Report certain suspected contraventions to Municipal Act



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### Opinion

We have also audited management's assessment, included in the accompanying Management's Annual Report on Internal Control Over Financial Reporting, that the Council maintained effective internal control over financial reporting as of 31<sup>st</sup> March, 2020. The Council's management is responsible for maintaining effective internal control over financial reporting and for its assessment of the effectiveness of internal control over financial reporting. Our responsibility is to express an opinion on management's assessment and on the effectiveness of the Council's internal control over financial reporting based on our audit. We conducted our audits in accordance with the Indian Accounting standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether effective internal control over financial reporting was maintained in all material respects. My audit of internal control over financial reporting included obtaining an understanding of internal control over financial reporting, evaluating management's assessment, testing and evaluating the design and operating effectiveness of internal control, and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion.

A Council's internal control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for external purposes in accordance with generally accepted accounting principles. A Corporation's internal control over financial reporting includes those policies and procedures that (1) pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of the Corporation; (2) provide reasonable assurance that transactions are recorded as necessary to permit preparation of financial statements in accordance with generally accepted accounting principles, and that receipts and expenditures of the Corporation are being made only in accordance with authorizations of management and directors of the Corporation; and (3) provide reasonable assurance regarding prevention or timely

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detection of unauthorized acquisition, use, or disposition of the Corporation's assets that could have a material effect on the financial statements.

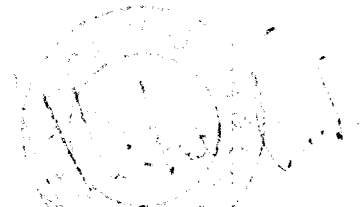
Because of its inherent limitations, internal control over financial reporting may not prevent or detect misstatements. Also, projections of any evaluation of effectiveness to future periods are subject to the risk that controls may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

There are some arithmetical mistake which was rectified during the audit and some Contra entries which was also not properly entered by Management,

In our opinion, management's assessment that Bhitwar Municipal Council is not maintained effective internal control over financial reporting as of March 31, 2020 and not fairly stated, in all material respects, based on criteria established in Internal Control.

Date: 30/11/2020

Place: Gwalior



M/s Abhishek V Gupta & Co.

CA Abhishek Gupta

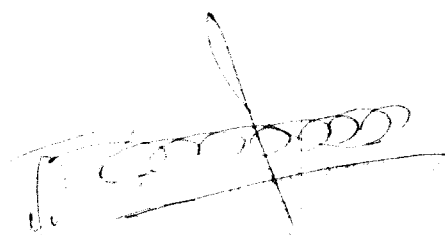
Partner

M.No. 412903

FRN:0017949C

**Nagar Parishad Bhitwar**  
**Balance Sheet as on 31st March, 2020**  
1-Apr-2019 to 31-Mar-2020

Liabilities	Amount (₹)	Assets	Amount (₹)
<b>Capital Account</b>		<b>Fixed Assets</b>	
Municipal Fund	3,28,01,769.00	4107003000 (Almirahs)	9,215.00
<b>Grant &amp; Liabilities</b>		4102080000 (Boundary Wall & Fencing)	76,460.00
STATE GRANT LIABILITIES Incl	6,64,21,473.00	4102002000 (BUILDING-COMMUNITY)	5,14,027.00
Compensations		4102001000 (BUILDING-OFFICE)	2,50,000.00
Swachhta Mission	2,72,000.00	4102032000 (BUILDING-PUBLIC	12,00,000.00
Other Grants	1,23,06,968.00	CONVENIENCE(TOILET))	
<b>Current Liabilities</b>		4103002000 (ROAD METALLED (BITUMIN))	21,54,563.00
3402001000 (WATER DEPOSIT)	61,685.00	4103101000 (DRAINS UNDERGROUND)	38,744.00
		4107000000	2,200.00
3402002000 (RENT DEPOSIT PREMIUM)	3,70,000.00	(FURNITURE, FIXTURES, FITTING &	
		ELECTRICAL APPLIANCES)	
		4103102000 (DRAINS OPEN )	34,29,028.00
		4106011000 (INVETER & BETTERY)	49,602.00
		4104060000 (MOTOR PUMP)	48,169.00
		4108090000 (OTHER ASSET)	45,81,317.00
		4103001000 (ROAD-CONCRETE)	1,96,60,937.00
		4103220000 (WATER PIPELINE-ACC)	1,95,386.00
		Cm Jal Awardhan Yojna	73,48,615.00
		3418022000 (CM KANYADAN YOJNA)	2,16,801.00
		3401011000 (SECURITY DEPOSIT)	24,51,073.00
		3401001000 (EARNEST MONEY DEPOSIT)	7,92,979.00
		<b>Current Assets</b>	
		4601091000 (MISCELLANEOUS ADVANCE)	50,000.00
		Bank Accounts	2,79,17,089.00
		Excess of Expenditure Over Income	4,12,47,690.00
<b>Total</b>	<b>11,22,33,895.00</b>	<b>Total</b>	<b>11,22,33,895.00</b>



**Nagar Parishad Bhitwarwar**  
**Receipts and Payments**  
1-Apr-2019 to 31-Mar-2020

Receipts	Amount (₹)	Payments	Amount (₹)
<b>Opening Balance</b>		<b>Current Liabilities</b>	
Bank Accounts	3,28,01,769.00	3418022000 (CM KANYADAN YOJNA)	2,16,801.00
<b>Current Liabilities</b>		3401001000 (EARNEST MONEY DEPOSIT)	8,29,259.00
3202085000 (SWACHHTA MISSION)	2,72,000.00	3502013000 (LABOUR TAX DEDUCTION)	8,66,949.00
3401001000 (EARNEST MONEY DEPOSIT)	36,280.00	3117002000 (G.P.F)	14,96,000.00
3402002000 (RENT DEPOSITE PREMIUM)	3,70,000.00	Gst	8,84,854.00
3402001000 (WATER DEPOSIT)	61,685.00	3305001000 (Hudco Loan)	30,13,083.00
3418021000 (SOCIAL SECURITY SCHEME)	61,600.00	2104011000 (LEAVE ENCASHMENT)	21,083.00
1202011000 (STATE GRANT LIABILITIES)	6,64,21,473.00	3501021000 (SALARY PAYABLE)	11,33,015.00
<b>Fixed Assets</b>		3201200000 (SANCHIT NIDHI)	73,361.00
4108090000 (OTHER ASSET)	-	3401011000 (SECURITY DEPOSIT)	24,51,073.00
4103001000 (ROAD-CONCRETE)	-	3418021000 (SOCIAL SECURITY SCHEME)	1,00,000.00
<b>Income (Direct) (Direct Incomes)</b>		3502022000 (TDS-CONTRACTORS)	6,04,720.00
1101101000 (ADVERTISEMENT TAX- LAND HORDING)	6,000.00	VAT TAX	8,014.00
1404013000 (APPLICATION FEE)	21,825.00	3501024000 (Wages Payable)	4,15,352.00
1401302000 (BIRTH & DEATH REGISTRATION FEES)	-	<b>Fixed Assets</b>	
1405028000 (USER CHARGES FIER)	6,000.00	4107003000 (Almirahs)	9,215.00
1405009000 (CHARGES OF SUPPLY OF WATER BY TANKERS)	24,290.00	4102080000 (Boundary Wall & Fencing)	76,460.00
1405007000 (PARKING FEES (ON CONTRACR))	4,19,600.00	4102002000 (BUILDING-COMMUNITY)	5,14,027.00
1405011000 (PENALTY IMPOSED BY COURT)	4,060.00	4102001000 (BUILDING-OFFICE)	2,50,000.00
1108041000 (EDUCATION CESS CURRENT)	39,114.00	4102032000 (BUILDING-PUBLIC CONVENIENCE(TOILET))	12,00,000.00
1401501000 (ENCROACHMENT FEES)	26,65,035.00	4103002000 (ROAD METALLED (BITUMIN))	21,54,563.00
1101301000 (EXPORT TAX)	1,035.00	4103101000 (DRAINS UNDERGROUND)	38,744.00
1401312000 (FEE-OTHERS)	9,290.00	4107000000 (FURNITURE, FIXTURES, FITTING & ELECTRICAL APPLIANCES)	2,200.00
1851006000 (PRIOR PERIOD SHOP RENT)	20,000.00	4103102000 (DRAINS OPEN)	34,29,028.00
1701000000 (INTEREST RECEIVED)	5,55,121.00	4106011000 (INVETER & BETTERY)	49,602.00
1401111000 (LICENSING FEES FROM POUNDING HOUSES)	200.00	4104060000 (MOTOR PUMP)	48,169.00
1808090000 (MISCELLANEOUS INCOME)	44,73,905.00	4108090000 (OTHER ASSET)	45,81,317.00
1407008000 (NOC CHARGES)	2,27,973.00	4103001000 (ROAD-CONCRETE)	1,96,60,937.00
1851002000 (PRIOR PERIOD-EDUCATION TAX)	24,651.00	4103220000 (WATER PIPELINE-ACC)	1,95,386.00
1851001000 (PRIOR PERIOD-PROPERTY TAX)	1,73,033.00	<b>Income (Direct) (Direct Incomes)</b>	
1851003000 (PRIOR PERIOD-SAMEKIT KAR)	1,00,510.00	1301003000 (RENT COMMUNITY HALL)	500.00

**Nagar Parishad Bhitwar**  
**Receipts and Payments**  
1-Apr-2019 to 31-Mar-2020

Receipts	Amount (₹)	Payments	Amount (₹)
1851005000 (PRIOR PERIOD-TOWN DEVELOPMENT FEES)	28,607.00	1100101000 (PROPERTY TAX CURRENT )	1,000.00
1851004000 (PRIOR PERIOD WATER TAX)	2,32,680.00	1602021000 (REIMB. OF EXP.- OTHER ORGANSISATION )	39,600.00
1100101000 (PROPERTY TAX CURRENT)	95,147.00	<b>Expenses (Indirect) (Indirect Expenses)</b>	
1602021000 (REIMB. OF EXP.- OTHER ORGANSISATION )	1,26,754.00	2101031000 (BONUS & X GRANTS)	50,000.00
1301003000 (RENT COMMUNITY HALL)	32,610.00	2206001000 (ADVERTISEMENT EXPENSES)	6,75,320.00
1301001000 (RENT FROM MARKET)	5,64,041.00	2407001000 (Bank Charges)	10,129.00
1301005000 (RENT OTHER)	2,000.00	2302041000 (BULK PURCHASE-ELECTRICAL STORE)	8,40,598.00
1108002000 (SHOW TAX)	37,000.00	2302020000 (Bulk Purchase Sanitation)	8,89,759.00
1501101000 (SALE OF TENDER)	12,21,500.00	Cm Sambal Yojna Exp	16,50,000.00
1100131000 (SAMEKIT KAR)	72,195.00	2205221000 (CONSULTANCY FEE & CHARGE)	1,08,240.00
1401105000 (SHOP LICENSING FEES)	10,000.00	2501003000 (COUNCILLOR ELECTION EXPENSES)	1,40,637.00
1100301000 (SURCHARGE ON WATER - DOMESTIC)	44,580.00	2206031000 (CULTURAL EVENT EXPENSES)	5,26,999.00
1108021000 (TOWN DEVELOPMENT TAX)	37,999.00	2305501000 (R&M AIR CONDITIONER)	1,800.00
1401101000 (TRADE LICENSE FEES)	23,555.00	2201101000 (ELECETRICITY CHARGES)	24,28,629.00
1405002000 (USER CHARGES-SEPTIC TANK CLEANING)	41,500.00	2103002000 (PENSION FAMILY CONTRIBOTURY)	1,90,256.00
1404017000 (WATER CONNECTION CHARGES)	9,760.00	E-TENDRING	37,620.00
1100201000 (WATER TAX)	2,19,040.00	2206032000 (FESTIVAL CELEBRATION EXPENSES-NATIONAL)	73,840.00
<b>Income (Indirect) (Indirect Incomes)</b>		2203011000 (FUEL,PETROL & DEISEL)	11,98,903.00
1100304000 (SURCHARGE TAX ON OTHERS )	1,05,128.00	2304002000 (HIRE CHARGES VEHICALS)	2,67,270.00
1301011000 (MUTATION FEE (NAMANTRAN))	460.00	2204002000 (INSURANCE-VEHICLES)	1,47,319.00
<b>Expenses (Indirect) (Indirect Expenses)</b>		2208051000 (MISCELLANEOUS EXPENSES)	1,91,705.00
1401311000 (Fee-Marriage Registration)	620.00	2305609000 (R&M ELECTRICAL APPLIANCES )	7,820.00
Misc Income	7,39,485.00	2202002000 (NEWSPAPERS)	16,344.00
		2208002000 (OFFICE EXPENSES)	18,766.00
		2103000000 (PENSION)	20,194.00
		Photocopy	27,310.00
		2202101000 (PRINTING EXPENSES)	22,176.00
		2808030000 (PROFESSIONAL AND OTHER FEES)	14,850.00
		2206011000 (PUBLICITY EXPENSE)	34,729.00
		2102002000 (REMUNERATION FEE-COUNCILERS)	2,37,880.00
		2201002000 (RENT-OTHERS)	17,861.00
		2305289000 (R&M BUILDING-OTHER STRUCTURE)	28,495.00
		2305202000 (R&M-COMMUNITY BUILDING)	22,542.00

**Nagar Parishad Bhitwarwar**  
**Receipts and Payments**  
1-Apr-2019 to 31-Mar-2020

Receipts	Amount (₹)	Payments	Amount (₹)
		2305502000 (R&M-Computer)	19,698.00
		2305001000 (R&M CONCRETE ROAD)	24,468.00
		2202004000 (TRAVELLING CONVECE OFFICER )	19,800.00
		2305500000 (R&M-CONSOLIDATED OFFICE EQUIPMENTS)	2,799.00
		2305602000 (R&M ELECTRICAL FITTING)	1,950.00
		2305308000 (R&M FIRE TENDER)	18,683.00
		2305028000 (R&M HAND PUMP)	58,630.00
		2305307000 (R&M Jcb)	1,05,767.00
		2305760000 (R&M MOTOR PUMP)	1,03,934.00
		2305201000 (R&M-OFFICE BUILDING)	13,685.00
		2305003000 (R&M OTHER ROADS)	62,660.00
		2305101000 (R&M PARK NURSURIES & GARDENS)	3,77,171.00
		2305041000 (R&M PLANT & MACHINERIES)	1,089.00
		2305309000 (R&M TRACTOR)	1,26,361.00
		2353900000 (R&M VEHICALS - OTHERS)	55,949.00
		2305027000 (R&M WATER PIPELINE)	800.00
		2305021000 (R&M WATERWAYS)	5,11,399.00
		2101011000 (SALARIES & ALLOWANCES- STAFF)	1,13,71,929.00
		2102061000 (STAFF WELFARE EXPENSES)	1,10,503.00
		2202102000 (STATIONERY)	43,207.00
		2303001000 (Store Material)	45,814.00
		2301002000 (STREET LIGHTING)	6,37,076.00
		MISc. Expenses	13,07,984.00
		3202085000 (Swachhta Mission Exp)	19,64,617.00
		2202005000 (TRAVELLING & CONVEYANCE- STAFF)	71,488.00
		2101021000 (WAGES)	53,62,767.00
		2301001000 (WATER WORKS)	1,89,336.00
		2201211000 (WEB, NET)	2,728.00
		CM JAL AWARDHAN YOJNA	73,48,615.00
		2206033000 (FESTIVAL CELEBRATION EXPENCES RELIGIOUS)	63,845.00
		2502012000 (WELFARE PROGRAMMES- OTHERS)	1,86,966.00
		<b>Closing Balance</b>	
		4601091000 (MISELLENOUS ADVANCE)	50,000.00
		Bank Accounts	2,79,17,089.00
<b>Total</b>	<b>11,24,41,110.00</b>	<b>Total</b>	<b>11,24,41,110.00</b>

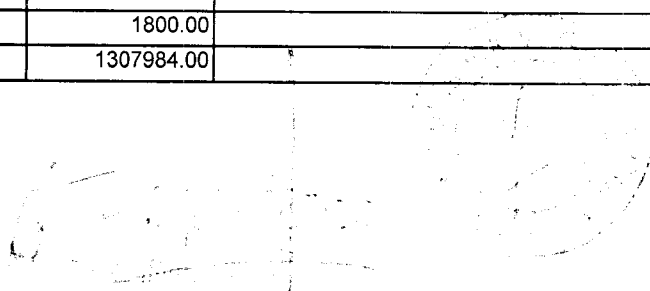
**Nagar Parishad Bhitwar**  
**Income & Expenditure Account for the year ended 31st March, 2020**

1-Apr-2019 to 31-Mar-2020

Particulars	Amount (₹)	Particulars	Amount (₹)
<b>Expenses (Indirect) (Indirect Expenses)</b>		<b>Income (Direct) (Direct Incomes)</b>	
2206001000 (ADVERTISEMENT EXPENSES)	675320.00	1404013000 (APPLICATION FEE)	21825.00
2407001000 (Bank Charges)	10129.00	1101101000 (ADVERTISEMENT TAX- LAND HORDING)	6000.00
2302041000 (BULK PURCHASE-ELECTRICAL STORE)	840598.00	1405007000 (PARKING FEES(ON CONTRACT) )	419600.00
2302020000 (Bulk Purchase Sanitation)	889759.00	1405009000 (CHARGES OF SUPPLY OF WATER BY TANKERS)	24290.00
Cm Sambal Yojna Exp	1650000.00	1851006000 (PRIOR PERIOD- SHOP RENT)	20000.00
Cm KANYADAN YOJNA	2016801.00	1405011000 (PENALTY IMPOSED BY COURT)	4060.00
2205221000 (CONSULTANCY FEE & CHARGE)	108240.00	1108041000 (EDUCATION CESS CURRENT)	39114.00
2501003000 (COUNCILLOR ELECTION EXPENSES)	140637.00	1401501000 (ENCROACHMENT FEES)	2665035.00
2206031000 (CULTURAL EVENT	526999.00	1101301000 (EXPORT TAX)	1035.00
3401001000 (EARNEST MONEY DEPOSITE)	829259.00	1401312000 (FEE-OTHERS)	9290.00
2201101000 (ELECETRICITY CHARGES)	2428629.00	1602021000 (Reimb.of Exp-Other Organisation)	87154.00
2101031000 (BONUS & EX-GRATIA)	50000.00	1701000000 (INTEREST RECEIVED)	555121.00
E-TENDRING	37620.00	1401111000 (LICENSING FEES FROM POUNDING HOUSES)	200.00
2206032000 (FESTIVAL CELEBRATION EXPENSES-NATIONAL)	73840.00	1808090000 (MISCELLNEOUS INCOME)	4473905.00
2203011000 (FUEL,PETROL & DEISEL)	1198903.00	1407008000 (NOC CHARGES)	227973.00
2304002000 (HIRE CHARGES VEHICALS)	267270.00	1851002000 (PRIOR PERIOD-EDUCATION TAX)	24651.00
2204002000 (INSURANCE-VEHICLES)	147319.00	1851001000 (PRIOR PERIOD-PROPERTY TAX)	173033.00
2206033000 (FESTIVAL CELEBRATION EXPENSES-RELIGIOUS )	63845.00	1851003000 (PRIOR PERIOD-SAMEKIT KAR)	100510.00
2208051000 (MISCELLNEOUS EXPENSES)	191705.00	1851005000 (PRIOR PERIOD-TOWN DEVELOPMENT FEES)	28607.00
2305609000 (R&M ELECTRICAL APPLIANCES)	7820.00	1851004000 (PRIOR PERIOD WATER TAX)	232680.00
2202002000 (NEWSPAPERS)	16344.00	1100101000 (PROPERTY TAX CURRENT)	94147.00
2208002000 (OFFICE EXPENSES)	18766.00	1108002000 (SHOW TAX)	37000.00
2103000000 (PENSION)	20194.00	1301003000 (RENT COMMUNITY HALL)	32110.00
Photocopy	27310.00	1301001000 (RENT FROM MARKET)	564041.00
2202101000 (PRINTING EXPENSES)	22176.00	1301005000 (RENT OTHER)	2000.00
2808030000 (PROFESSIONAL AND OTHER FEES)	14850.00	1405028000(USER CHARGES FIRE )	6000.00
2206011000 (PUBLICITY EXPENSE)	34729.00	1501101000 (SALE OF TENDER)	1221500.00
2102002000 (REMUNERATION FEE-COUNCILERS)	237880.00	1100131000 (SAMEKIT KAR)	72195.00
2201002000 (RENT-OTHERS)	17861.00	1401105000 (SHOP LICENSING FEES)	10000.00
2305289000 (R&M BUILDING-OTHER STRUCTURE)	28495.00	1100301000 (SURCHARGE ON WATER - DOMESTIC)	44580.00
2305202000 (R&M-COMMUNITY BUILDING)	22542.00	1108021000 (TOWN DEVELOPMENT TAX)	37999.00
2305502000 (R&M-Computer)	19698.00	1401101000 (TRADE LICENSE FEES)	23555.00
2305001000 (R&M CONCRETE ROAD)	24468.00	1405002000 (USER CHARGES-SEPTIC TANK CLEANING)	41500.00
2305400000 (R&M-CONSOLIDATED FURNITURE)	2799.00	1404017000 (WATER CONNECTION CHARGES)	9760.00

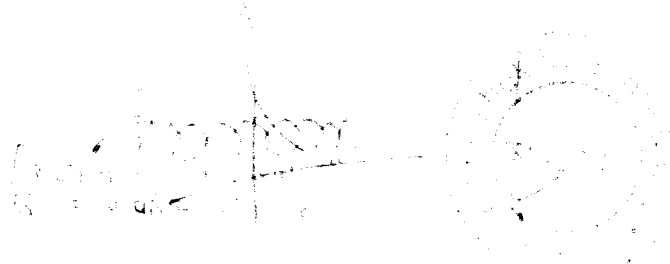
**Nagar Parishad Bhitwar**  
**Income & Expenditure Account for the year ended 31st March, 2020**  
1-Apr-2019 to 31-Mar-2020

Particulars	Amount (₹)	Particulars	Amount (₹)
JAL AWARADHAN YOJNA	7348615.00	Misc Income	739485.00
2202004000 (TRAVELLING CONVENIENCE OFFICER)	19800.00	1100201000 (WATER TAX)	219040.00
2305602000 (R&M ELECTRICAL FITTING)	1950.00	Income (Indirect) (Indirect Incomes)	
2305308000 (R&M FIRE TENDER)	18683.00	1301011000 (MUTATION FEE (NAMANTRAN))	460.00
2305028000 (R&M HAND PUMP)	58630.00	1100301000 (SURCHARGE TAX ON OTHER)	105128.00
2305307000 (R&M Jcb)	105767.00		
2305760000 (R&M MOTOR PUMP)	103934.00		
2305201000 (R&M-OFFICE BUILDING)	13685.00		
2305003000 (R&M OTHER ROADS)	62660.00		
2305101000 (R&M PARK NURSURIES & GARDENS)	37771.00	Excess of Expenditure Over Income	4,12,47,690.00
2305041000 (R&M PLANT & MACHINERIES)	1089.00		
2305309000 (R&M TRACTOR)	126361.00		
2353900000 (R&M VEHICLES - OTHERS)	55949.00		
2305027000 (R&M WATER PIPELINE)	800.00		
2305021000 (R&M WATERWAYS)	511399.00		
2101011000 (SALARIES & ALLOWANCES-STAFF)	11371929.00		
2102061000 (STAFF WELFARE EXPENSES)	110503.00		
2202102000 (STATIONERY)	43207.00		
2303001000 (Store Material)	45814.00		
2301002000 (STREET LIGHTING)	637076.00		
3502013000 (LABOUR TAX DEDUCTION)	866949.00		
Swachhta Mission Exp	1964617.00		
2202005000 (TRAVELLING & CONVEYANCE-STAFF)	71488.00		
2101021000 (WAGES)	5362767.00		
2301001000 (WATER WORKS)	189336.00		
2201211000 (WEB, NET)	2728.00		
2502012000 (WELFARE PROGRAMMES-OTHERS)	186966.00		
3401011000 (SECURITY DEPOSITE)	2451073.00		
3117002000 (G.P.F)	1496000.00		
Gst	884854.00		
3305001000 (Hudco Loan)	3013083.00		
2104011000 (LEAVE ENCASHMENT)	21083.00		
3501021000 (SALARY PAYABLE)	1133015.00		
3201200000 (SANCHIT NIDHI)	73361.00		
3418021000 (SOCIAL SECURITY SCHEME)	38400.00		
3502022000 (TDS-CONTRACTORS)	604720.00		
3502014000 (VAT TAX)	8014.00		
2305501000 (R&M AIR CONDITIONER)	1800.00		
Misc Exp.	1307984.00		



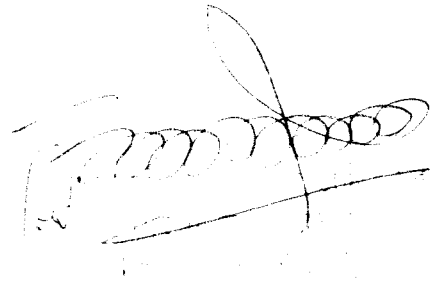
**Nagar Parishad Bhitwar**  
**Income & Expenditure Account for the year ended 31st March, 2020**  
1-Apr-2019 to 31-Mar-2020

Particulars	Amount (₹)	Particulars	Amount (₹)
2103002000 (PENSION FAMILY CONTRIBUTION)	190256.00		
3501024000 (Wages Payable)	415352.00		
<b>Total</b>	<b>5,36,22,273.00</b>	<b>Total</b>	<b>5,36,22,273.00</b>



**Nagar Parishad Bhitwarwar**  
**Gwalior**  
**Cash Flow Summary**  
**1-Apr-2019 to 31-Mar-2020**

<b>Inflow</b>	<b>Amount (₹)</b>
Opening Balance in Banks	3,28,01,769.00
Capital Account / Grants	7,90,00,441.00
Current Liabilities	4,31,685.00
Direct Incomes (Income (Direct))	1,23,74,583.00
Indirect Expenses (Expenses (Indirect))	-
<b>Total</b>	<b>12,46,08,478.00</b>
<b>Outflow</b>	<b>Amount (₹)</b>
Loans (Liability)	-
Fixed Assets	4,30,19,116.00
Current Assets	50,000.00
Direct Incomes (Income (Direct))	-
Indirect Expenses (Expenses (Indirect))	5,36,22,273.00
<b>Total</b>	<b>9,66,91,389.00</b>
<b>Nett Inflow:</b>	<b>2,79,17,089.00</b>



**Revised Abstract Sheet for reporting on Audit Paras for Financial Year 2019-20**

NAME OF ULB: NAGAR PARISHAD BHITARWAR						
NAME OF AUDITOR: ABHISHEK V GUPTA & Co.						
Sr. no.	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTIONS
1	Audit of Revenue	Receipts in Rs.				
	राजस्व कर वसूली	Year 2018-19	Year 2019-20	% of Growth		
(i)	संपत्तिकर	1,91,003.00	2,67,180.00	39.88%	Increase in collection but not up to the Mark as per target Given by CMO	Targets should be given to each employees monthly and should review by CMO every month. Capms should be organised to collect more revenue.
(ii)	समेकित कर	1,40,215.00	2,77,833.00	98.15%	Increase in collection but not up to the Mark as per target Given by CMO	Targets should be given to each employees monthly and should review by CMO every month. Capms should be organised to collect more revenue.
(iii)	नगरीय विकास उपकर	26,592.00	66,606.00	150.47%	Increase in collection but not up to the Mark as per target Given by CMO	Bifucation Should be done Properly.
(iv)	शिक्षा उपकर	16,007.00	63,765.00	298.36%	Increase in collection but not up to the Mark as per target Given by CMO	Bifucation Should be done Properly.
	कुल योग	3,73,817.00	6,75,384.00			
	गैर राजस्व वसूली					
(i)	भवन भूमि किराया	7,63,951.00	6,18,611.00	-19.02%	Decrease in Collection because last NRI Deposit was collected during the year only Rent is collected	Constructed Shops and Property should be given on rent through Auction.

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**Revised Abstract Sheet for reporting on Audit Paras for Financial Year 2019-20**

NAME OF ULB: NAGAR PARISHAD BHITARWAR						
NAME OF AUDITOR: ABHISHEK V GUPTA & Co.						
Sr. no.	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTIONS
(ii)	जल उपभोक्ता प्रभार	6,55,990.00	4,51,720.00	-31.14%	Decrease in collection due to less efforts by officials	Camps & New Policies Should be organised by ULB. New discounting Policies Should be introduced by ULB for those who have to pay water tax since long.
(iii)	टोस अपशिष्ट प्रबंधन उपभोक्ता प्रभार	0	-	0.00%		
(iv)	अन्य कर/शुल्क	2,12,14,458.00	97,83,795.00	-53.88%	Increase in Collection of Other tax & Revenue Shows good efforts are Made for Collection.	Camps & New Policies Should be organised by ULB. New discounting Policies Should be introduced by ULB for those who have to pay water tax since long.
	कुल योग	2,26,34,399.00	1,08,54,126.00			
	महा योग	2,30,08,216.00	1,15,29,510.00			



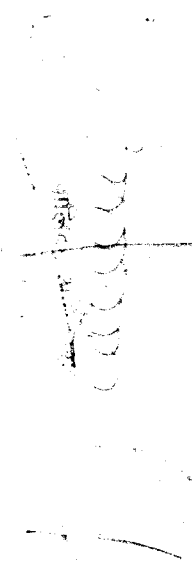
Revised Abstract Sheet for reporting on Audit Paras for Financial Year 2019-20

NAME OF ULB: NAGAR PARISHAD BHITARWAR						
NAME OF AUDITOR: ABHISHEK V GUPTA & Co.						
Sr. no.	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTIONS
2	Audit of Expenditure				Bifurcation of Capital & revenue Expenditure should be Properly done.	Nature of Expenditure Should be Understood by Staff. Training of GL Codes should be Provided to staff.
3	Audit of Book Keeping				Record of Security Deposit & EMD should be Improved.	Books of Security Deposit & EMD Should be Maintained as per MP/MAM
4	Audit of FDR				Interest on FDRs should be entered on Accrual Basis.	FDR Sheet should be prepared Annually on Accrual Basis.
5	Audit of Tenders/Bids				Tenders are online & transparent but more control required when the payment made to Publishers, reputed and local newspaper rates should be compared. Sometime it has been seen that local newspapers are charging high rates in comparison to reputed newspaper.	Comparison should be done at the time of fixing the rates of publicity of tenders & others.
6	Audit of Grants & Loans				Heads of Grant should be mentioned Properly & FDRs made from Grants & Loans should be mentioned specifically and interest received on FDRs should be credited in Grant fund instead of other & Municipal Fund. Only Schemes registers are Maintained by ULB.	Loan and Grant wise Register should be maintained by mentioning Expenditure Incurred from Particular Grant.

*[Handwritten signature and stamp]*

**Revised Abstract Sheet for reporting on Audit Paras for Financial Year 2019-20**

NAME OF ULB: NAGAR PARISHAD BHITARWAR						
NAME OF AUDITOR: ABHISHEK V GUPTA & Co.						
Sr. no.	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTIONS
7	Incidencees relating to diversion of funds from capital receipts/Grants/Loans to Revenue Nature Expenditure and from one shceme/project to another				No Such Incidencees are Found During the Audit.	
		Revenue Expenditure	Revenue Receipts			
8	any other percentage of revenue expenditure (establishment, salary, operation & maintenance) with Respect to Revenue receipts(Tax & non Tax) excluding octroi, Entry tax, Stamp Duty and other grants etc.	4,13,15,925.00	1,23,75,203.00	333.86%	Revenue Expenditure is too high in comparison of Own Revenue. Income should be increased by Collection of taxes & Interest & fees & Charges.	
		Capital Expenditure	Total Expenditure			



Revised Abstract Sheet for reporting on Audit Paras for Financial Year 2019-20

NAME OF ULB: NAGAR PARISHAD BHITARWAR						
NAME OF AUDITOR: ABHISHEK V GUPTA & Co.						
Sr. no.	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTIONS
	(b)Percentage of Capital Expenditure with Respect to Total Expenditure	4,30,69,116.00	8,43,85,041.00	51.04%	Capital Expenditure covers Major Part of Total Expenditure. These expenditure are Made from Grants & Schemes & Own Resources.	Source of Expenditure should be Mentioned at the time of Payment and Budget should be Checked before Making Payments.
9	Whether all the Temporary Advances have been fully recovered or not.				Temporary Advances are not given to staff During the year.	Advances Register Should be Maintained, if given.
10	Whether Bank Reconciliation Statements is being regularly Prepared.				No such Bank Reconciliation prepared by ULB.	Bank Reconciliation Should be Prepared on Monthly Basis. Such Instructions are also given by UADD.

DATE: 30/11/2020  
PLACE: GWALIOR

M/S Abhishek V Gupta & Co.  
CA Abhishek Gupta  
PARTNER  
M.NO.: 412903  
FRN.: 0017949C  
UDIN: 20412903AAAABL4534

Division	District	ULB Name	Revenue Expenditure					Capital Expenditure			Total Expenditure
			Establishment Expenses	Administrative Expenses	operation & Maintenance	Interest Exp.	other Exp.	Capital Expenses	Loan repayment	Other	
Gwalior-Chambal	Gwalior	Bhitarwar	2,04,60,273.00	39,01,323.00	78,34,653.00	1807850.00	61,06,593.00	3,95,58,263.00	12,05,233.00	35,10,853.00	8,43,85,041.00

NOTES TO THE  
ACCOUNTS  
FORMING PART OF  
THE  
“BALANCE SHEET”  
AS ON  
31<sup>ST</sup> MARCH, 2020

# General Notes to the Accounts- Income & Expenditure

## Accounts

**Tax Revenue:** Tax Revenue Includes the following Taxes under the Income & Expenditure:-

1. Property Tax
2. Water Tax
3. Conservancy Tax
4. Education Tax
5. Electricity Tax
6. Professional Tax
7. Advertisement Tax
8. Compound Tax
9. Cess
10. Other Taxes
11. Rental Income
12. User Charges
13. Fees & Licenses
14. Other Income

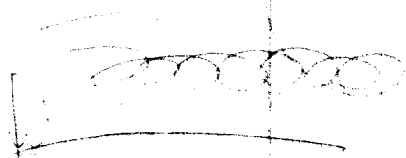
Aforesaid Taxes & Revenues are recognized as revenue cash basis.

### **Compensations:**

1. Compensation in lieu of Octroi
2. Compensation in lieu of Pilgrimage Tax

**Compensation in lieu of Octroi:** Compensation in lieu of Octroi is recognized as revenue on the basis of the statement received from the Government.

Compensation in lieu of Octroi is taken on Gross Amount as per Statement received from the Government & the deductions made from the Compensation is to be treated as expenses in the Income & Expenditure Account. Sometimes if entry is not found in Statement received from Government Department but reflects in Bank Statements then it has been recognized on receipt basis.



**Compensation in lieu of Pilgrimage Tax :** Compensation in lieu of Pilgrimage Tax is recognized as revenue on the basis of the statement received from the Government.

Compensation in lieu of Pilgrimage Tax is taken on Gross Amount as no deduction is made there from as per Statement received from the Government. Sometimes if entry is not found in Statement received from Government Department but reflects in Bank Statements then it has been recognized on receipt basis.

**Revenue Grants, Contribution & Subsidies:-** Revenue Grants, Contribution & Subsidies includes the followings:-

1. Revenue Grants
2. Re-imbursement of Expenses
3. Contribution towards Schemes

**Revenue Grants:** Revenue Grant is recognized on the basis of the statement received from the Government.

Revenue Grant is taken on net Amount as per the statement received from Government. Sometimes if entry is not found in Statement received from Government Department but reflects in Bank Statements then it has been recognized on receipt basis. .

**Interest on Bank Accounts:** Interest on Bank Accounts is recognized on the basis of Bank Statements kept by the Accounts Departments & the Data maintained by the Accounts Department.

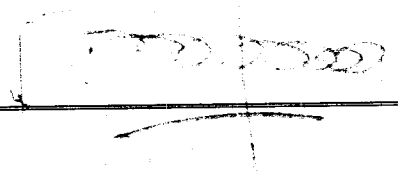
**Establishment Expenses:** Establishment Expenses includes the following Expenses:

1. Salaries, Wages & Bonus
2. Benefits and Allowances
3. Pension
4. Other Terminal & Retirement Benefits

**Salaries, Wages & Bonus:-** Salaries, Bonus & Wages are recognized on the basis of due.

Salaries, Wages & Bonus are taken from the data maintained by the Accounts Department & same as incorporated in Income & Expenditure Accounts.

Salary, Wages & Bonus due for the month of March paid in April is taken as Salary Payable under the Current Liabilities Head in the Balance Sheet.



**Benefits and Allowances & Pension:** Same approach is considered in the case of Benefits and Allowances & Pension.

**Administrative Expenses & Operating & Maintenance Expenses:** Administrative Expenses & operating & Maintenance Expenses are taken from the data maintained by the Accounts department. Unpaid part is treated as payables & shown under the head Miscellaneous Expenses in the Balance sheet.

**Bank Charges:** Bank charges are taken from the data maintained by Accounts Departments & Bank Statements.

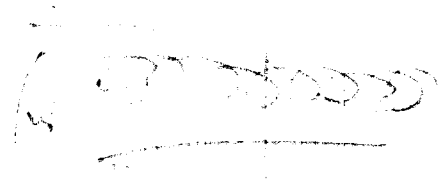
**Election & own Programs Expenses:** Election & Own program expenses are taken on cash basis from the data maintained by Accounts Department.

Own Program Expenses includes the expenses incurred for tournaments & programs conducted by Gwalior Municipal Council.

**Grants, Contribution & Subsidies:** Grants includes the grants given by the Gwalior Municipal Council for revenue purposes. Such as Grant to Manav Kusth Ashram etc.

**Other Points:**

1. Reserve @ 5% of the Total Income earned by the Municipal Council is created during the Year as per **President-in-Council Kaamkaaz Sanchalan Adhiniyam, 1998.**  
Where total income means Income Earned during the Year except Grants & Compensations, Contributions, Loans & Subsidies.
2. In other words, Depreciation has been charged on the basis of average useful life prescribed in MPMAM. Assets having Amount Rs. 5000/- or less is treated as revenue Expenditure as per MPMAM. Where Date of Creation is not identified the Depreciation is charged for whole Year.
3. Income & Expenditure for the Year 2009-2010 included the data received from MPUSP & ADB.

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4. Some of the entries into the systems are rectified by us due to wrong posted by MC Data Operators & after rectifications the closing balances are taken into consideration.
5. In some cases Accounting Codes are also changed by us as per MPMAM and accordingly its impact on Income & Expenditure.

**Other Income & Expenditure Points:**

**Income**

1. Bank Interest Includes the Interest received from Saving Bank Accounts & the Interest received from Auto sweep.
2. Interest received from Schemes Bank Accounts like Pensions etc. are directly credited to respective schemes.
3. Revenue Contribution includes the Contribution made by Janbhagidari or others.
4. No Assets / Liabilities, as Revenue are written back during the Year.
5. No Profit on sale / disposal of Assets arises during the Year.

**Notes to the Accounts –Balance Sheet**

Balance Sheet is made without considering opening Balances as OBS of Ulb is not still approved.

**1. Municipal (General) Fund:**

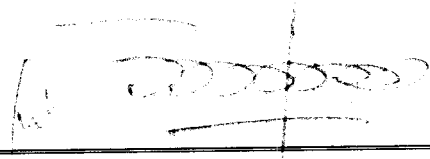
.Municipal fund as on 01.04.2019 is balancing figure of Assets & Liabilities as Per MPMAM includes all Funds and Bank differences along with adjustments of Income & Expenses.

**4. Grant**

**4.1 Grant:** Grants have been listed subject to the ready availability of the Grant records maintained, and the corresponding Bank Accounts, wherever, separately maintained for the purpose. This is subject to scrutiny and adjustment.

**5. Un-Secured Loan:** there are no unsecured loans taken by MC as of 31<sup>st</sup> March, 2020.

**5.1 Secured Loan:** Loan from HUDCO has been taken by the MC previously.

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**6. Fixed Assets:** The Valuation of fixed assets has been done as per methodology provided in MPMAM and the generally accepted Accounting Principles..

## **7. Investment**

**7.1 Investment- General Fund:** FDR from Municipal Funds with the Banks has been shown Under Investment - General Fund.

**7.2 Investment – Other Fund:** FDR from the Grant funds & Special Funds like GPF, FBF & Schemes and Projects fund etc. have been shown under Investment - Other Fund.

**8. Current Assets:** Current Assets include the items prescribed in the MPMAM

**Bank:-** Bank balance as on 31.03.2020, has been worked out on the basis of bank statements/Bank Cash Book provided and after Reconciliation & adjustments. reconciliation are not done due to non-availability of Bank Statements.

**Cash:-** The cash in hand as of 31-03-10 are taken "NIL" as per the Day Book maintained by the Accounts Department.

## **Advances to Staff**

. The Advance paid to staff is taken from the Statement provided by the Accounts Department& the same taken as current asset.. These advances are subject to reconciliation and confirmation.

## **Security Deposit**

### **Security Deposit with Telecom Dept / Cell phone service provider**

As per available records, no deposits were paid. Therefore, the same is considered as Nil. Confirmation from the said department/agency is awaited.

### **Security Deposit with Electricity Board**

As per available records, no deposits were paid. Therefore, the same is considered as Nil. Confirmation from the said department/agency is awaited.

## **9. Current Liabilities**

**9.1 Security Deposit from Contractors:** The figure has been arrived from the data maintained by the Accounts Departments after adjustment of Refund. The amount is subject to reconciliation and confirmation.

