

कार्यालय नगर परिषद कटंगी जिला जबलपुर
(म0प्र0)

क्रमांक / 358 / न0प्र0 / 2021
प्रति,

कटंगी, दिनांक 18/06/2021

आयुक्त महोदय,
नगरीय प्रशासन एवं विकास,
संचालनालय म.प्र. भोपाल।

विषय:- वर्ष 2019-20 की सी.ए. ऑडिट रिपोर्ट जमा करने विषयक।

संदर्भ:- आपका पत्र क्रमांक/शा-2/2020/7266 भोपाल दिनांक 26.05.2020।

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विषयांतर्गत लेख है, कि इस निकाय का ऑडिट कार्य वर्ष 2019-20 खरे पामेचा एण्ड कम्पनी, भोपाल द्वारा पूर्ण कर ऑडिट रिपोर्ट इस कार्यालय में प्रस्तुत की गई हैं। अतः ऑडिट रिपोर्ट की प्रति संलग्न कर आवश्यक कार्यवाही हेतु सादर सम्प्रेषित।

संलग्न:- सी.ए. ऑडिट रिपोर्ट मूलप्रति।

मुख्य नगर प्रालिका अधिकारी
नगर परिषद कटंगी
जिला-जबलपुर

AUDIT REPORT

We have examined the Receipts & Payments Account of **MUNICIPAL COUNCIL KATANGI DISTRICT JABALPUR** for the year ended 31st March 2020, which is in agreement with the books of account maintained by the said Municipal council. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of the audit. In our opinion, proper books of account have been kept by the above said concern so far as appears from our examination of books, subject to the comments given below:

1. These financial statements are the responsibility of the management of the concern. Our responsibility is to express an opinion on these financial statements based on our audit.
2. We have conducted our audit in accordance with auditing standards generally accepted in India. Our audit includes examining on test basis, evidence supporting the amounts and disclosed in the financial statements. Our audit also assigns the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the financial statement.
3. In our opinion and to the best of our information and according to explanations given to us, the said accounts give a true and fair view in respect of Receipt & Payment Account for the year ending as on 31st March 2020.

Date:-30/12/2020

Place:-Jabalpur

For KHARE PAMECHA & CO.
CHARTERED ACCOUNTANTS

बुद्ध भन्नेर विवाह विधि-
नगर पालिका कार्यालय
जिला-जबलपुर

लेखापाल
नगर पालिका कार्यालय
जिला-जबलपुर


CA Bhupendra Sharma
(Partner)

Mem. No. : 409124

MUNICIPAL COUNCIL KATANGI

AUDIT OBSERVATION

Audit of Revenue:

- We have audit all the resources of revenue
- Yes, we checked all the Revenue receipt from the counter file of Receipt Book and verified that the money received is also deposited in respected Bank Account.
- CMO gives 2 Working days for the Deposition of Money to the Bank but at the time of auditing we found that there is no delay in the Revenue Receipt and also deposited to the Bank time to time.
- Cash Book has been verified with Receipts and payments vouchers & ROKARIYA receipts cash book.
- No, Lapses in the Revenue Recovery and the payment has been done Quarterly and Monthly.
- FDRs have been made during the year and physically found there.
- No, we have not seemed any Investment on lesser interest rate.

Audit of Expenditure:

- We covered all the Expenditure during the process of Audit.
- While checking the Cashier Cash Book and Accountant Cash Book, all the bills and voucher are correct according to books however there are some little mistake are observed they are as follow :
 - TDS is not deducted on Some Bills.
- No mistake we found in monthly balance of the Cash Book.
- We verified that Expenditure of Particular schemes were not over Budget and expended according to guideline, directives, acts and rules issued by Government of India/ State Government.

- All the Expenses were under financial propriety and the Expenditure is according to the financial and administrative sanction accorded by the competent authority.
- In our view, no such cases occurred in which appropriate sanction has not been taken, hence there is no need to report the instances to Commissioner/CMO.
- All Utilization certificates has been checked with expenses vouchers and tallied with income & expenditure records.
- As per the ULB guideline if the Fire Brigade going outside of Municipal Area there is some decide amount which has to be paid by the other MC/GP is not taken by the ULB.

Audit of Book Keeping:

- We checked all the books of accounts which maintained by the Municipal Council. As per stock register entries are done.
- Fix Assets register has not been maintained properly.
- Advances given to the employee During the Year and it accounted for properly in the books of Accounts.
- Bank reconciliation statement has been prepared by Municipal Council.
- All Receipts and payments have been entered in Grant Register.
- Grants register was complete.
- We examine and reconcile all the accounts of receipts and payments of fund for special purpose.

Audit of FDR's:

- We have checked all the FDR and reconciled the fund out of which such FDRs were prepared.
- NO FDRs/TDRs are kept at low rate of interest than the prevailing rate of interest.
- FDR's Interest Entries has been passed at the year end.

Audit of Tender's:

- We examine all the Tenders/bids documents invited by ULB's.
- All the Tenders have followed competitive tendering procedures.
- During the process of Audit we found that tender fee has been received and performance guarantee both during the construction and maintenance guarantee has received and verified.
- No Bank guarantee has been received.
- Contract closures is also be verified and Security Money return to contractor.

Audit of Grant's & Loans:

- Municipal council has received grant from Central Govt and utilizes it properly.
- We examine all the grants receive from the State government and its utilization.
- Neither Assets/Physical Infrastructure has been generated out of Loan taken in the current financial year.
- During Audit we found that some grants are like mixed nature i.e. Capital & revenue nature therefore in that cases we can't bifurcate how much portion belongs to revenue or capital. Except that all grants use for the purpose for which grants have received.

MUNICIPAL COUNCIL KATANGI, DIST-JABALPUR

RECEIPT & PAYMENT ACCOUNT

For the period from 1 April 2019 to 31 March 2020

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
<u>Opening Balance</u>		<u>Establishment Expenses</u>	
Cash in Hand	-	Salaries, Wages and Bonus	2,12,10,097
Cash in Bank	6,29,94,061	Benefits and Allowances	5,48,822
		Pension	4,85,384
<u>Tax Revenue</u>		Other Terminal & Retirement Benefits	4,30,856
Water Tax	5,34,305		
Consolidated Tax	3,79,920	<u>Administrative Expenses</u>	
Property Tax	5,12,994	Office maintenance	34,427
Town Development Cess	36,388	Communication Expenses	21,519
Education Cess	31,898	News Paper	3,269
Export Duty	6,000	Audit Fee	35,400
		Printing and Stationery	93,212
<u>Assigned Revenues & Compensation</u>		Traveling & Conveyance	1,21,400
Stamp Value	1,40,000	Fuel Exp.	7,77,320
Compensation in lieu of Octroi	1,82,81,362	Legal Exp.	44,700
Compensation in lieu of Pilgrim Tax	6,05,992	Advertisement and Publicity	4,06,166
		Meeting Exp.	1,48,258
<u>Rental Income from Municipal Properties</u>		Other Administrative Expenses	1,944
Market Rent	2,35,962	Insurance Exp.	47,040
Shop Rent	5,55,041	Web Exp.	8,850
Shop Premium	9,19,425	Consultancy & Technical Fee	6,44,587
Rent from Community Hall	2,21,920		
Mutation Fee	93,210	<u>Operations & Maintenance</u>	
Teen Shed Rent	50,600	Electricity Exp.	35,10,682

<u>Fees & Charges</u>			
Application Fee	1,801	Hire Charges Vehicle & Machinery	5,85,700
Building Permission	10,525	R&M - Buildings	1,24,658
Licensing Fee	6,922	R&M - Roads, Bridge & Flyover	4,32,620
Coloniser License Fee	1,00,000	R&M - Drains	50,300
Nal Connection Charges	1,17,674	R&M - Water Ways	4,81,954
Cleaning Charges	33,500	R&M - Vehicles	1,62,669
Fee for Certificates or Extracts	248	R&M - Office & Other Equipments	28,757
Bus Stand Fee	1,66,400	Consumption of Electric Fittings	14,17,629
Mise Fee	17,720	Consumption of Waterways Material	1,56,110
		Garbage & Clearance Expenses	10,59,042
		Computer Consumables	50,900
<u>Sale & Hire Charges</u>		<u>Own Programme Exp.</u>	
Sale of Tender Paper	3,83,494	Cultural Activities Exp.	6,52,061
Sale of Garbage	3,900	Festival Exp.	75,924
		Election Exp.	4,69,861
<u>Other Income</u>		Plantation Exp.	91,500
Interest	1,38,259	Jungle Wood Exp.	1,53,930
Other Income		Fornament Exp.	2,10,010
<u>Grants, Contributions & Subsidies Rec.</u>		<u>Fixed Assets</u>	
MoolBhut Suvidha	45,26,000	Buildings	3,82,006
Grant for Road Const.	10,88,000	Road	99,25,669
Swachha bharat Abhiya	22,75,000	Stadium	40,75,257
State Finance Corp	29,67,000	Community Hall	21,70,730
14th Finance	1,61,30,000	Boundrywall	2,14,325
Anteyesti Yojana	7,05,000	Teen Shed	43,20,535
		Public Toilet	7,84,171
<u>Deposits</u>		Pond Development	15,55,442
Water Deposit		Culvert	2,19,975

DETAILS OF FIXED DEPOSIT IN BANKS

S. No.	Bank Name	FDR Creation Date	FDR No.	Amount	Rate of Deposit	Period of Deposit
1	Central Bank of India	23/10/2006	37/193	1,55,283	7.25%	5 Years
2	Central Bank of India	4/1/2005	35/295	2,00,840	6%	3 Years
3	Central Bank of India	4/1/2005	35/296	2,30,867	6%	3 Years
4	Central Bank of India	4/1/2005	35/297	1,00,000	6%	3 Years
5	Jila Sahkari Kendriya Bank Maryadit	23/12/2004	1529	1,50,000	6.25%	5 Years
6	Jila Sahkari Kendriya Bank Maryadit	23/12/2004	1528	2,00,000	6.25%	5 Years

ABSTRACT SHEET FOR REPOTION ON AUDIT PARAS FOR FINANCIAL YEAR 2019-20

NAME OF ULB :- MUNICIPAL COUNCIL KATANGI
NAME OF AUDITOR :- CA BHUPENDRA SHARMA

Sr No.	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTION
		2018-19	2019-20	% of Growth		
1	Audit of Revenue					
A. REVENUE COLLECTION						
a.	Property Tax	3,97,307.00	5,12,994	29.12%	Revenue collection by MC was positive in comparison with the previous FY 2018-19	Council Should keep on working towards collection of revenue to maintain there growth in the up coming year.
b.	Consolidated Tax	4,37,290.00	3,79,920	-13.12%	Revenue collection by MC was negative in comparison with the previous FY 2018-19.	Council Should look out the areas of leakage of recovery and work hard on collection.
c.	Town Development Cess	36,777.00	36,388	-1.06%	Revenue collection by MC was negative in comparison with the previous FY 2018-19.	Council Should look out the areas of leakage of recovery and work hard on collection.
d.	Education Cess	25,378.00	31,898	25.69%	Revenue collection by MC was positive in comparison with the previous FY 2018-19.	Council Should keep on working towards collection of revenue to maintain there growth in the up coming year.
TOTAL (A)		8,96,752.00	9,61,200.00			

B. NON REVENUE COLLECTION						
a.	Rent of Land & Buliding	11,94,974.00	10,63,523.00	-11.00%	Revenue collection by MC was negative in comparison with the previous FY 2018-19.	Council Should look out the areas of leakage of recovery and work hard on collection.
b.	Water Tax	4,63,243.00	5,34,305	15.34%	Revenue collection by MC was positive in comparison with the previous FY 2018-19.	Council Should keep on working towards collection of revenue to maintain there growth in the up coming year.
c.	Solid Waste Management			-	-	-
d.	Other Fees & Taxes	11,92,163.00	10,79,653.00	-9.44%	Revenue collection by MC was negative in comparison with the previous FY 2018-19.	Council Should look out the areas of leakage of recovery and work hard on collection.
TOTAL (B)		28,50,380.00	26,77,481.00			

GRANT TOTAL (A) + (B)	37,47,132.00	36,38,681.00
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Sr No.	PARAMETERS	DESCRIPTION	OBSERVATION IN BRIEF	SUGGESTION
2	Audit of Expenditure	01. Some Voucher are found without signed by CMO / President. 02. In some cases we found that council has purchased material from unregistered firms. 03. Some Vouchers are not found at the time of Audit. 04. Some Vouchers are found without Note sheet.	There were some discrepancies observed, they are as follow : TDS is not deducted on Some Bills.	01. Council should properly follow the purchase rules. 02. Voucher must be signed by the concerned officer. 03. Council should purchase material through registered dealer and through proper valid bill. 04. Sanctioned letter should be attached with Voucher.
3	Audit of Book Keeping	01. Proper Registers which are required to maintained were not found in PWD Department. 02. Book of Account of accounts department were properly Maintained. 03. Store Deptt. : Demand letters were not found for any material as water supply. 04. Fixed Assets Register was not maintained. 05. Charge List & Register were not prepared by the council	There were some totalling mistake in Cash Book.	01. Council should Maintained All Books of account which are mandatory as per UFB guidelines.
4	Audit of FDRs	Fixed Deposit has been created by Municipal Council during the year.	There were no quotation from other Banks for Best interest rate.	The Council should take quotation from all the Bank for Interest rate of FDR.

5	Audit of Tenders / Bids	We examine some Tenders/bids documents. Record of Tender File are Proper Maintained.	01. All the Tenders have followed competitive tendering procedures 02. During the process of Audit we found that tender fee has been received and performance guarantee both during the construction and maintenance guarantee has received and verified. 03. No Bank guarantee has been received.	Record of Tender File & wids documents should be Properly Maintained.
6	Audit of Grants & Loans	01. Grants Register Was Incomplete. 02. Some Payments were made more than grant amount received.	01. Municipal council has received and utilised grant from Central Govt. 02. Grant Register was found without detail of opening balances, closing balances & amount which paid excessively, form which head it head adjusted. 03. We examine all the grants received from the State government and its utilization. 04. During Audit we found that some grants are like mixed nature i.e. Capital & revenue nature therefore in that cases we can't bifurcate how much portion belongs to revenue or capital. Except that all grants use for the purpose for which grants have received.	Grants Register must be Prepared as per ULB approved format.
7	Incidences relating to diversion of fund from Capital receipts/ grants / Loans to Revenue Nature Expenditure and from one scheme / Project to another	We didn't found any Incidences relating to diversion of funds from Capital Receipts\Grants\Loans to Revenue Nature Expenditure and from one Scheme to another.	No any fund diversion was found	Council must not use any fund other than objective which was sanctioned for

8	Any Other				
a.	Percentage of Revenue Expenditure (Establishment, Salary, Operation & Maintenance) with respect to revenue Receipts (Tax and non tax) excluding Octroi, Entry Tax, Stamp Duty and other grants etc.	955.77%	Revenue expenses are very high in comparison of revenue income	Council should seriously take action to increase revenue collection	
b	Percentage of Capital Expenditure with respect to total Expenditure	48.63%	Capital expenditures occupied very much low part of expenditures	Council should make efforts for more capital exp. For the development of council	


 (Chairman)
 Municipal Council
 Panchajanya

Municipal Council
 Panchajanya
 Panchajanya

Labour Cess		2,66,498.00
Totalling Mistake		1,80,719.00
Closing Balance		
Cash in Bank - Main Cash Book		6,29,94,060.55
Cash in Bank - PMAY Cash Book		78,20,343.50
Cash in Bank HHSDP Cash Book		1,28,44,043.00
TOTAL	45,64,81,309.00	45,64,81,309.00

1

Bank Reconciliation statement					
As on: 31st March 2020, Katangi					
State Bank Of India-30661562931					
Particulars	Cheque No.	Passbook Date	Cash book date	Detail (Rs.)	Amount (Rs.)
A. Closing balance as per Cash Book as on 31.03.2020					42,48,272.98
Add:-					
B.					
Less:-					
C.					
D. Adjusted balance as per Cash Book				[A + B - C]	42,48,272.98
E. Closing balance as per Bank statement as on 31.03.2020					42,48,272.98
F. Difference found				[D - E]	

Bank Reconciliation statement					
As on: 31st March 2020, Katangi					
Central Bank of India- 1977905922					
Particulars	Cheque No.	Passbook Date	Cash book date	Detail (Rs.)	Amount (Rs.)
A. Closing balance as per Cash Book as on 31.03.2020					28,18,962.00
Add:-					
B.					
Less:-					
C.					
D. Adjusted balance as per Cash Book				[A + B - C]	28,18,962.00
E. Closing balance as per Bank statement as on 31.03.2020					28,18,962.00
F. Difference found				[D - E]	

Bank Reconciliation statement					
As on: 31st March 2020, Katangi					
State Bank of India- 30881012963					
Particulars	Cheque No.	Passbook Date	Cash book date	Detail (Rs.)	Amount (Rs.)
A. Closing balance as per Cash Book as on 31.03.2020					1,85,807.90
Add:-					
B.					
Less:-					
C.					
D. Adjusted balance as per Cash Book				[A + B - C]	1,85,807.90
E. Closing balance as per Bank statement as on 31.03.2020					1,85,807.90
F. Difference found				[D - E]	

लेखापाल
नगर पस्विद कटंगी
जिला-जबलपुर

मुख्य नगर पालिका अधिकारी
नगर पस्विद कटंगी
जिला-जबलपुर

Bank Reconciliation statement						
As on: 31st March 2020, Katangi						
State Bank Of India-30153967048						
Particulars	Cheque No.	Passbook Date	Cash book date	Detail (Rs.)	Amount (Rs.)	
A. Closing balance as per Cash Book as on 31.03.2020					2,14,22,567.40	
Add:-						
B.						
Less:-						
C.						
D. Adjusted balance as per Cash Book				[A + B - C]	2,14,22,567.40	
E. Closing balance as per Bank statement as on 31.03.2020					2,14,22,567.40	
F. Difference found				[D - E]		

Bank Reconciliation statement						
As on: 31st March 2020, Katangi						
State Bank Of India-30297376130						
Particulars	Cheque No.	Passbook Date	Cash book date	Detail (Rs.)	Amount (Rs.)	
A. Closing balance as per Cash Book as on 31.03.2020					2,79,924.00	
Add:-						
B.						
Less:-						
C.						
D. Adjusted balance as per Cash Book				[A + B - C]	2,79,924.00	
E. Closing balance as per Bank statement as on 31.03.2020					2,79,924.00	
F. Difference found				[D - E]		

Bank Reconciliation statement						
As on: 31st March 2020, Katangi						
Union Bank Of India-597502010005937						
Particulars	Cheque No.	Passbook Date	Cash book date	Detail (Rs.)	Amount (Rs.)	
A. Closing balance as per Cash Book as on 31.03.2020					53,65,345.28	
Add:-						
B.						
Less:-						
C.						
D. Adjusted balance as per Cash Book				[A + B - C]	53,65,345.28	
E. Closing balance as per Bank statement as on 31.03.2020					53,65,345.28	
F. Difference found				[D - E]		

लेखापाल
नगर परिषद कटंगी
जिला-जबलपुर

मुख्य नगर पालिका अधिकारी
नगर परिषद कटंगी
जिला-जबलपुर

Bank Reconciliation statement

As on: 31st March 2020, Katangi

Central Bank Of India-1977904713

Particulars	Cheque No.	Passbook Date	Cash book date	Detail (Rs.)	Amount (Rs.)
A. Closing balance as per Cash Book as on 31.03.2020					7,97,626.50
Add:-					
B.					
Less:-					
C.					
D. Adjusted balance as per Cash Book				[A + B - C]	7,97,626.50
E. Closing balance as per Bank statement as on 31.03.2020					7,97,626.50
F. Difference found				[D - E]	

Bank Reconciliation statement

As on: 31st March 2020, Katangi

Central Bank Of India-917010044700090

Particulars	Cheque No.	Passbook Date	Cash book date	Detail (Rs.)	Amount (Rs.)
A. Closing balance as per Cash Book as on 31.03.2020					3,84,379.00
Add:-					
B.					
Less:-					
C.					
D. Adjusted balance as per Cash Book				[A + B - C]	3,84,379.00
E. Closing balance as per Bank statement as on 31.03.2020					3,84,379.00
F. Difference found				[D - E]	

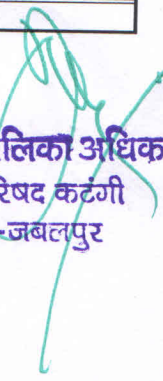
Bank Reconciliation statement

As on: 31st March 2020, Katangi

ICICI Bank-076201001348

Particulars	Cheque No.	Passbook Date	Cash book date	Detail (Rs.)	Amount (Rs.)
A. Closing balance as per Cash Book as on 31.03.2020					71,12,446.00
Add:-					
B.					
Less:-					
C.					
D. Adjusted balance as per Cash Book				[A + B - C]	71,12,446.00
E. Closing balance as per Bank statement as on 31.03.2020					71,12,446.00
F. Difference found				[D - E]	


 लेख्यापाल
 नगर परिषद कटंगी
 जिला-जबलपुर


 मुख्य नगर पालिका अधिकारी
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