

Baheti and Co.
CHARTERED ACCOUNTANTS

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AUDIT REPORT FOR THE YEAR ENDING 2019-2020

NAGAR PARISHAD MIHOW GAON DISTT. INDORE (M.P.)

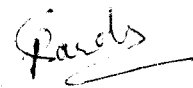
AUDIT REPORT IN CONNECTION WITH ANNUAL AUDIT OF MHOW GAON NAGARPARISHAD

We have examined the Receipt & Payment Account, for the year ended on 31st March 2020, attached herewith, of MHOW GAON Nagar Parishad, INDORE. With regards to the Audit, we have made the following observation:

- We certify that the Receipt & Payment Account are in agreement with the books of account maintained at the office of Nagar Parishad.
- We report the following observations/discrepancies/inconsistencies:
[As per notes to accounts in annexure "A" Attached.]
- The observations/discrepancies/inconsistencies observed in regards with the scope of audit have been detailed out in Annexure B, along with its sub-issues in detail.
- Details regarding revenue collection against the budgeted targets and the growth attained during the year in comparison to previous year is given in "Annexure C" and "Annexure B 2".
- Subject to above:-
 - I. We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of the audit;
 - II. In our opinion, proper books of accounts have been kept by the 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 explanations given to us, the said accounts read with notes thereon given in above Annexure "A" give a true and fair view of the Receipts and Payments account of the MHOW GAON Nagar Parishad for the year ended on as at 31st March 2020.

Place: Indore

Date: 18/12/2020



Priyanka Sarda
Chartered Accountant
Membership No.

UDIN : 20441153AAAAABA3262

Notes to the accounts – Annexure “A”

- 1 We suggest that current accounts should be linked with another sweep account with the bank so that idle fund automatically gets transferred to short term deposit without affecting the liquidity of fund, so that interest income can be earned.
- 2 We suggest that Bank Ledger Accounts for all banks should be prepared so that Bank Reconciliation Statement can be prepared periodically.
- 3 We are unable to express our opinion on Balance Sheet as on 2019-20 because Parishad did not provide us closing Balance Sheet

Description to above opinion

As per our discussion with concern person at Parishad they are unable to provide us closing balance sheet as they do not have opinion balances to prepare current year financial statement.

Audit of Revenue

S. No.	Indicators	Observation	Remarks
1	The Auditor is responsible for audit of revenue from various sources.	We have audited all the sources by applying Sample Test. Cases of Bakhsham were municipality is deriving its revenue for the financial year 2019-20 and details of various sources have been reported in Receipt & Payment Account.	The Sammitkan, Sametkan, Talkar, Nagarika, Vikas plan, were found to have slow growth.
2	The Auditor is Responsible for checking the revenue receipts from the counter files of receipt books & verifies that the money received is duly deposited in respective bank accounts.	We have checked all the revenue receipts from the counterfiles of the receipt books and they are found to be in agreement with the figures reported in the cash book and ledgers. All the revenue receipts are being deposited in a bank properly.	No discrepancies found.
3	Percentage of Revenue Collection Increase decrease in various	Percentage of revenue collection increase decrease in various heads in Property tax, Sametkan, Shiksha plan, Nagarika, Vikas plan and other tax have been	There has been significant downfall in recovery of sammitkan and samekt both

Parishad

Signature

Items of Property Tax entered in Annexure - "B-1".

Sanctioned

Salary of p.kar

Nagriya Vikas pkar &

Other Tax as

compared to previous

year shall be part of

Audit Report

Outstanding year as
outstanding year

4. Delay beyond 2 working days shall be immediately brought to the notice of the CMO.
5. The amount received through different revenue sources have been deposited in bank on the same day when received except in some cases which are annexed to this report.

6. Entries in Cash Book should be verified.
- We have verified all entries reported in the cash book on sample test check basis and found to be satisfactory.

7. Auditor shall specifically mention in report the revenue recovery against the Quarterly & Monthly targets. All expenses in revenue recovery shall form part of report.
- Budgets estimated of income and expenditure are prepared on very higher side we suggest that budgeted income and expenditure should be estimated on the basis of actual past year and expenditure. If we compare with the budgeted figure the realization of income is not up to the mark and we compare the same with the past year actual income the growth is positive. Recovery is less than target this year income is actual. Annexure "B-2"
- Municipality should use actual figures of past year while preparing budget for the current year and compare against budgeted figures.

8. The Auditor shall verify the interest income from FDR and verify that interest income is duly & timely recorded in Cash Book.
- The interest income is recorded on cash basis only. i.e. only when FDR's mature. Therefore, there is no interest income recorded during the financial year 2019-20 and no FDR are matured during the current financial year. At the end of the year 2019-20 one FDR made of Rs 2,00,00,000 on date 20/03/2020.
- The Balance of FDRs should also form part of Opening and Closing balances of Cash and Bank balance. Detailed comments are made in the Audit of FDRs.

9. The cases were investments are made.
- There were no investments except FDRs and FDR are on increasing interest rates of 8%.

[Signature]

[Signature]

CHIEF ACCOUNTANT

20/03/2020

on lower interest rates

shall be brought to the

notice of

Commissioner (CMO).

Audit of Expenditure

S. No.	Indicators	Observations	Remarks
1.	The auditor is responsible for audit of expenditure under all the schemes.	We have audited the expenditures incurred by the municipality using sample test check basis during the FY 2016-17. The irregularities found during the audit are mentioned in following para.	Recovery against target has been specifically mentioned in Annexure "B-2".
2.	The Auditor is responsible for checking the entries in Cash Book & Verifying them from relevant vouchers.	We have audited the expenditures incurred by the municipality by applying sample test check basis. On checking the entries in cash book with relevant vouchers we found some minor discrepancies which are annexed in the report as "Annexure-B-3"	There are 3 entries found where parishad expenditure on their bill Amount. Parishad has to recover the excess amount expended from the particular party for which is given in the Annexure B-3
3.	Auditor shall check monthly balance of the Cash Book & guide the accountant to rectify the errors.	We examined the daily balances of the cash book and arithmetic & clerical errors have been identified by us, which was drawn with inappropriately and rectified at the year end. Closing Balance has been audited out correctly by giving correct debit or credit effects.	Municipality has to more focus on arithmetic errors.
4.	Auditor shall verify that the expenditure of a particular scheme is limited to the funds allocated for that particular scheme any over payment shall be brought to the notice of commissioner (CMO).	The funds allocated for particular schemes were not enough for that scheme. Very small amount of payments were made using own funds of Municipality. are annexed in this report as "Annexure-B-4"	Out of Own Fund expenses are brought to the notice with the "Annexure B-4".
5.	Auditor shall verify that expenditure in accordance with the guidelines	All the amounts have been expended in accordance with the guidelines, conditions, freedoms and rules issued by the government of the state or central government. It is to be noted that the	Amounts were expended within the guidelines issued by the Government.

Rawls

Signature of the Auditor
Date: 10/01/2018
Place: [illegible]

directives, act and rules issued by government of India.

and no contraventions were found or noticed during the course of audit.

6. During the audit financial propriety shall also be checked. All the expenditure should be supported by financial administrative functions.

We found that all the expenditures were properly supported by the relevant and required documents. The expenditure was regularly sanctioned by the administrative and financial sanctioning authority i.e. competent authority i.e. CMO President.

No discrepancies found.

7. All the cases where appropriate sanction has not been obtained shall be reported and the compliance of Audit observation shall be ensured during the Audit.

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.

All the expenses were properly sanctioned.

8. Auditor is responsible for verification of scheme project wise Utilization certificates (U.C.S.) & shall be taken with Income & Expenditure records and creation of Fixed Assets.

From the verification of utilization certificates and discussion with the management we found that they are preparing Utilization certificates properly for specific Schemes Projects on timely basis and when they are being asked from the higher authority sanctioning authority.

U.C.S. are maintained by the management of the U.B.

Audit of Book Keeping

S. NO.	Indicators	Observations	Remarks
1.	Auditor is responsible for audit of all the books or accountants as well as stores.	We have verified the Cash, Store, Ledger, Cashier Cash book, Order Register, Bank account statement, Voucher, Receipt books, Charan books and all the other Cash books specifically for other projects maintained by the municipality by applying sample test check basis. The books were found to be true and	The Books & accounts are properly maintained by the U.B.

Signature

Signature

all the assets & liabilities & the current
Assets & liabilities are dealt with in
respective parts.

2. Auditor shall verify that all the books of accounts and stores are maintained as per Accounting Rules applicable to ULB. any discrepancies observed should be brought into notice.
The books of Accounts are being maintained in Single Entry Accounting System by applying cash system of Accounting. Ledgers are maintained only for Income and Expenses. Individual Bank Account ledgers are not maintained. Only consolidated Bank book is prepared.
We suggest that Bank Ledger Accounts for all banks should be prepared so that proper Bank Reconciliation Statement can be prepared on fortnightly.
3. 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 the audit report.
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 the audit report.
No Discrepancies found.
4. Bank Reconciliation Statement shall be verified from the records of ULB & the bank concerned.
As per the explanation given by the management, the correct Bank Reconciliation Statement for all concerned bank accounts was not made and only bank passbook & statement were produced before us for verification.
Totally mistakes need to be avoided.
5. Auditor shall be responsible for verifying the entries in the grant register. The Receipt & payments of grants shall be duly verified from the entries in the Cash Book.
We have reconciled the accounts of receipts and payments for the grant received and utilized during the year.
No discrepancies found.
6. The Auditor shall verify the fixed assets register from the records & the
No discrepancies found.

Paadli

the fixed assets register discrepancies shall be brought to the notice of CMO.

discrepancies shall be brought to the notice of CMO.

7. The auditor shall reconcile the Receipt & payment for project the accounts of receipt and funds are recorded and all the payments especially for receipts and payments of project funds are annexed to the report. No such instances observed.

Audit of FDR

S. No.	Indicators	Observations	Remarks
1.	The auditor is responsible for audit of all FDR & TDR.	We have physically verified all FDRs and TDR Register were the FDRs held by the municipality and complete details of which are being hereby annexed to this report as Annexure "B-5".	
2.	Auditor shall ensure that proper records of FDR are maintained and all renewals are timely done.	Management is maintaining all records of FDRs and information thereby. Risk of not getting timely renewal of FDRs almost nil and management has prepared proper register and records for the FDRs and they are in agreement with the physical FDRs.	No Discrepancy observed.
3.	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).	All the FDRs have been kept at the appropriate rate of interest and we didn't come across any instances where the FDRs have been kept at low rate of interest than the prevailing market rate.	No Discrepancy were found.
4.	Interest earned on FDR shall be verified from entries in the Cash Book.	No Interest on FDR receipts during in the year 2019-20.	No Discrepancies were found.

Signature

Signature

Audit of Tenders Bids

S. No.	Indicators	Observations	Remarks
1.	The Auditor is responsible for audit of all tenders bids invited by U.B.	We have audited tenders bids invited by the U.B. during the FY 2014-2015 by applying Sample Inspection Basis. We found that all tenders bids are invited on competitive basis except those which are invited on non competitive basis. We have been discussed in next points.	None
2.	Auditor shall check whether competitive tendering procedures are followed for all bids.	By applying Sample Test Check Basis. We found that competitive tendering procedures are being followed by the Municipality except in one case where a private contractor was involved in the bidding process.	None
3.	Auditor shall verify that receipts for tender fees bid processing fee performance guarantee etc. during the construction and maintenance period.	We have verified the receipts of Bid processing fees, tender fees and the same have been accounted for in the books of account.	None
4.	The Bank Guarantee, if received, in lieu of bid processing fee performance guarantee shall be verified from the issuing bank.	There are no Bank Guarantee.	No such instances found.
5.	The conditions of Bids shall also be verified and any Bids in any such condition which is against the interest of the U.B. shall be verified and brought to the attention of the Commissioner (M.O).	No such instances observed.	No such instances observed.
6.	The cases of extension of	As no guarantees were received by	None.

Gardes

[Signature]
[Name]
[Designation]

BCI shall be brought to the notice of the municipality in question or notice of extension of the BCI. If the Commission or VMO proper notices guidance to extend the BCI shall also be given to UFB.

Audit of Grants and Loans

S. No.	Indicators	Observations	Remarks
1.	Authority is responsible for audit of Grants received and its utilization.	On verification of receipts and communication with the management we find that grant is being received by the Central and Utilization Certificates have been issued by the Authority.	None
2.	Authority is responsible for audit of Grants received from State Government and its Utilization.	We have audited various grants received from the state government and the proper receipt and Utilization Certificates have been issued by the Authority.	None
3.	The auditor shall perform audit of loans provided for physical infrastructure and its utilization. During this audit the auditor shall specifically comment on the revenue mechanism. He shall also comment on the possible reasons for non-generation of the revenue.	On DDO's audit of the project of Rayachoti and the project is not yet completed. Localization of the revenue does not arise.	None
4.	The auditor shall specifically report on any diversion of funds from capital receipts grant loans to revenue expenditure and non-productive project to	On sample basis check basis on the records we found that any diversion of funds from capital receipts grant loans to revenue expenditure.	No such instances observed

Gaidh

[Signature]

Annexure "B-1"

Audit of Tax Deducted at Source

S. No.	Indicators	Observations	Remarks
1.	Auditor is responsible for verify TDS Return Filing.	On verification of records, TDS Return are filed periodically. Some transaction are liable for TDS Deduction but council not deducted TDS regarding such persons which are given below.	Suggest to council for TDS Deduction with Provision of Income tax Act, 1961 and comply TDS on such transaction.

NAGAR PARISHAD MHOW GAON, DISTRICT INDORE

Annexure "B-1"

Amount deposited in the Bank after 2 working days

Date of receipt	Date of deposit	Amount	Delay in deposit
30.05.2019	01.06.2018	5350	3 Days
27.11.2019	30.11.2019	2390	3 Days

Gadke

Annexure "B-2"

Signature of the Auditor
Date
Place

S. No.	Particulars	Budget 18-19(B)	Audited Actual 18-19(C)	Growth in Budget as compared to 18-19 (B)-(C)
1	Property tax payable outstanding	18,66,661	18,84,941	18
2	Property tax current	18,21,87	17,13,878	6
3	Saleable Kar payable outstanding	503,696	486,189	23
4	Saleable Kar current	5,000	27,12,216	97
5	Shiksha upkar payable outstanding	18,61,67	18,61,67	27
6	Shiksha upkar current	6,17,81	18,17,14	62
7	Water Kar payable outstanding	1,08,337	53,833	176
8	Water Kar Current	8,518	17,81,78	106
9	Toll tax payable outstanding	22,77,853	17,13,277	23
10	Toll tax current	6,21,000	56,25,815	18

The above data reveals that Budget estimate of income are estimated to very high. We suggest that budgeted income should be estimated on the basis of actual past income collections. If we compare with the budgeted figure the realization of income is not up to the mark whereas when we compare the same with the past year actual income the growth is positive.

Kishu

18-19-20-21

Annexure-"B-3"

Discrepancies observed during Audit of Expenditure

Excess payment made to the vendor

Date	Name of the Party	Payment Amount	Bank A/c No.	Excess Payment
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Annexure "B-4.1"

Details of Grant released and utilization in the year

Grant Name	Amount received grant (fund)	Amount as expense that Grant (fund)	of Utilise from own fund
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Annexure "B-4.2"

Grants which remain unutilized during the Year

Grant Name	Opening Balance	Amount received grant (fund)	Amount as expense that Grant (fund)	of Unutilized grant from
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Utilization certificate is not prepared by the PWSA

Annexure-"B-5"

FDR No. _____
Yrs Bank

Bank

FDR Date	Maturity Date	FDR Amount
20/03/2017	20/03/2021	2,00,00,000

Paale

Seal & sign of Auditor

Signature of Auditor
Signature of PWSA
Signature of PWSA

2.32.74.23:

Parilla

100

100

Goods

Figure 1. The effect of the concentration of the *Agrobacterium* suspension on the transformation efficiency of *Agrobacterium* strains. The concentration of the *Agrobacterium* suspension was 10⁶ cells/ml (a), 10⁷ cells/ml (b), 10⁸ cells/ml (c), and 10⁹ cells/ml (d). The concentration of the *Agrobacterium* suspension was 10⁶ cells/ml (a), 10⁷ cells/ml (b), 10⁸ cells/ml (c), and 10⁹ cells/ml (d). The concentration of the *Agrobacterium* suspension was 10⁶ cells/ml (a), 10⁷ cells/ml (b), 10⁸ cells/ml (c), and 10⁹ cells/ml (d). The concentration of the *Agrobacterium* suspension was 10⁶ cells/ml (a), 10⁷ cells/ml (b), 10⁸ cells/ml (c), and 10⁹ cells/ml (d).

कार्यालय नगर परिषद, महुगांव

રાજસ્વ આય

31-03-2020 को समाप्त होने वाले वर्ष के लिए

[illegible]

part 1

Journal of Management Inquiry 18(6)

कार्यालय नगर परिषद महगाव		
पूजीगत प्राप्तिगण		
31-03-2020 को समाप्त होने वाले वर्ष के लिए		
	राशि	राशि
संग्रह भण्डार	12,00,000	
राज्यवित्त आयोग	30,00,000	
14 विस अर्थान	40,00,000	
अर्थान निधि	40,00,000	
विशेष निधि	40,00,000	
अर्थान	40,00,000	
अर्थान राशि	4,03,29,263	4,03,29,263

**Fixed*

नगर परिषद महगाव

महगाव

महगाव

कार्यालय नगर परिषद महुगांव

बैंक मूलह पत्रक

अंतिम शेष 31 मार्च 2020 को बैंक अनुसार

क्र	बैंक नाम	खता नंबर	राशी
1	State Bank of India	000000053016622932	1,14,56,899
2	Bank of India	SS3110100005879	58,821
3	State Bank of India	382110100005879	54,24,899
4	State Bank of India	382110100005879	10,48,799

1,79,86,899

संशोधित अंतिम शेष 31 मार्च 2020 की स्थिति में खता वही में

1,79,86,899

Handwritten signature

नगर प्रमुख
महुगांव
10/04/2020

कार्यालय नगर परिषद् महुगाव
केश फ्लो
31-03-2020 को समाप्त हाने वाले वर्ष के लिए

	विवरण	राशि
A	प्रारंभिक शुल्क	1,27,11,331
B	संग्रहित राशि	8,18,71,551
	प्रारंभिक राशि	1,27,11,331
	अवधि	8,18,71,551
C	प्रारंभिक राशि	6,18,91,927
	अवधि	8,18,71,551
	अवधि	8,18,71,551
D	अवधि (A+B+C)	1,27,11,331

Page

नगर परिषद् महुगाव
नगर प्रमुख
महुगाव

कार्यालय नगर परिषद महुगांव

अंतिम शेष बूटी सुधर

नोट 1

विवरण	रुपये
नगर बट्टे में 31 मार्च 2020 को अंतिम शेष	1,76,82,760
लाइज	
नगर बट्टे में लाइज में और बांध रचना का अंश ली जाने वाली राशि	1,05,179
रोड खेत में बांधा वाली जिसे नगर बट्टे में शामिल में महुगांव स्थित	2,08,260
संशोधित अंतिम शेष 31 मार्च 2020 को स्थिति में	1,79,96,199

Pards

नगरपालिका प्रमुख
महुगांव
महाराष्ट्र

INAGAR PARISHAD TIRHOWAON

Revised Abstract Sheet for reporting on Audit for Financial Year 2019-2020

Sr. No. Parameters	Parameters			Observation in Brief	Suggestions
	Actual of previous year	Revised of current year	% of Growth		
1. Assets					
a) Fixed Assets				Optimisation of assets for improvement of	Optimisation of assets for improvement of
b) Current Assets				Optimisation of assets for improvement of	Optimisation of assets for improvement of
c) Other Assets				Optimisation of assets for improvement of	Optimisation of assets for improvement of
2. Liabilities				Optimisation of assets for improvement of	Optimisation of assets for improvement of
a) Fixed Liabilities				Optimisation of assets for improvement of	Optimisation of assets for improvement of
b) Current Liabilities				Optimisation of assets for improvement of	Optimisation of assets for improvement of
3. Income				Optimisation of assets for improvement of	Optimisation of assets for improvement of
a) Income from Assets				Optimisation of assets for improvement of	Optimisation of assets for improvement of
b) Income from Other Sources				Optimisation of assets for improvement of	Optimisation of assets for improvement of
4. Expenditure				Optimisation of assets for improvement of	Optimisation of assets for improvement of
a) Expenditure on Assets				Optimisation of assets for improvement of	Optimisation of assets for improvement of
b) Expenditure on Other Sources				Optimisation of assets for improvement of	Optimisation of assets for improvement of
5. Audit of Books Keeping				Optimisation of assets for improvement of	Optimisation of assets for improvement of

4 miles

4 miles

Pre-Workshop Abstract Sheet for Replication Session 1 (November 20, 2020)

Franks