

INDEPENDENT AUDITOR'S REPORT

To

THE CHIEF MUNICIPAL OFFICER,

NAGAR PARISHAD NASRULLAGANJ – DIST. SEHORE (M.P)

Report on the Financial Statements

We have audited the accompanying financial statements of NAGAR PARISHAD NASRULLAGANJ, which comprises of the RECEIPTS AND PAYMENT ACCOUNTS AND INCOME & EXPENDITURE ACCOUNTS for the year ended 31st march 2020.

Management's Responsibility for the financial statements

The management of Nagar Parishad [hereby termed as "urban local body (ULB)"] is responsible for the preparation of these financial statements that give a true and fair view in accordance with the Urban Local Bodies Act and Madhya Pradesh Municipalities Act, 1961. This responsibility also includes the design, implementation & maintenance of internal control relevant to the preparation and fair presentation of the financial statements, maintenance of adequate accounting records in accordance with the accounting manual (MPMVM) for safeguarding the assets of the ULB and for preventing and detecting the frauds and other irregularities, selection and application of appropriate accounting policies, making judgment and estimates that are reasonable and prudent, and design, implementation and maintenance of adequate internal financial control, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statement that give a true and fair view from material misstatement, whether due to fraud or error.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on these financial statements based on our audit. We have taken into account the provision of the said Act, the accounting standards and matters which are required to be included in the Auditor's Report under the provisions of the relevant act.

We have conducted our audit in accordance with the auditing standards issued by the ICAI. Those standards require that we comply with ethical requirement and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the



assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal financial control relevant to the Nagar Parishad's preparation and presentation of the financial statements that give a true and fair view 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 Nagar Parishad's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the interim financial statements.

We believe that the audit evidences we have obtained are sufficient and appropriate to provide a basis for our audit opinion on the financial statement.

OPINION

In our opinion and to the best of our information and according to the explanation given to us, the financial statements give a true and fair view conformity with the accounting principles generally accepted in India:-

- 1 In the case of Receipts and payments accounts, of the Receipts and Payments for the year ended on 31st March 2020
- 2 in the case of Income & Expenditure accounts, of the surplus for the year ended on 31st march 2020.

For JHGG & ASSOCIATES
CHARTERED ACCOUNTANTS

CA Kishu Ketan Saxena
(Partner)
(M.No. – 407706)

Date: 12.12.2020
Place: Bhopal

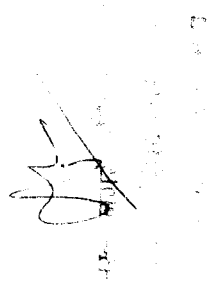
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Revised Abstract Sheet for reporting on Audit for Financial Year 2019-20

Name of ULB: NAGAR PARISHAD, Nasrullaganj (DISTRICT-SEHORE)

Name of Auditor: JHGG & ASSOCIATES - CHARTERED ACCOUNTANTS

S.No	Parameters	Receipts in Rs.			Description	Observation in Brief	Suggestions
1	Audit of Revenue		Year 2018-19	Year 2019-20			
राजस्व कर वसूली							
	सम्पत्तिकर					Property tax collection has increased by 8.40%	Collection employees should be motivated to maintain the collection trend.
1		10 84 553.00		11 75 619.00	8.40		
	समेकित कर					There is huge reduction in collection of Samekit kar. This year's collection has been reduced by 26.41%.	Efforts should have been made to increase revenue collection specially against demand for previous years.
2		4 57 291.00		3 36 513.00	-26.41		
	नगरीय विकास उपकर					Appreciation of 31.20% has been noticed in collection of Nagriye Vikas Upkar.	Efforts should have been made to increase revenue collection specially against demand for previous years.
3		3 29 926.00		4 32 865.00	31.20		
	शिक्षा उपकर					Big reduction in collection of Education cess has been noticed. This year's collection has been reduced by 16.21%.	Efforts should have been made to increase revenue collection specially against demand for previous years.
4		4 32 541.00		3 62 437.00	-16.21		
	कुल योग	23 04 311.00		23 07 434.00	0.14		
	गैर राजस्व वसूली						


 Date: _____

1	भवन भूमि किराया	5 96 034.00	4 57 907.00	-23.17	Downward trend in tax collection has been observed	Collection employees should be motivated to maintain the collection trend.
2	जल उपभोक्ता प्रभार	5 23 554.00	5 31 488.00	1.52	Water tax collection has increased marginally.	Citizens should be educated and motivated to pay the taxes timely
3	डोस अपशिस्ट प्रबंधन उपभोक्ता प्रभार	0.00	0.00	0.00	N.A.	N.A.
4	अन्य कर / शुल्क		27 55 614.00	#DIV/0!	Details not provided in last year's report	Details not provided in last year's report
	कुल योग	11 19 588.00	37 45 009.00	234.50		
	महा योग	34 23 899.00	60 52 443.00	76.77		

S.No.	Parameters	Description	Observation in brief	Suggestions
2	Audit of Expenditure	GST Returns	GST return filed could not be provided for verification	records should be kept at the office of Nagar Palika instead of with Tax consultant
3	Audit of Book Keeping	Manual accounting procedure has been in operation at the Nagar Parishad.	Manual accounting for receipts and payments has been made on Single entry accounting system.	Timely recording of transactions are required, i.e. Once the transaction is recorded for manually (single entry system) at the same time entry should be made in Tally software also, otherwise the very purpose of recoding transactions in Tally may be defeated.

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	Expenditure with respect to total Expenditure	51535976.00	139558058.50	36.93	
9	Whether all the temporary advances have been fully recovered or not.	Grain advances has been recovered.			N.A.
10	Whether the Bank Reconciliation statement have been regularly prepared.	No			N.A.

Note: 1. भवन भूमि किराया: includes दुकान किराया, सामुदायिक भवन किराया, पटाखा दुकान किराया

2. जल उपभोक्ता प्रभार: includes जल कर चालू एवं जल कर बकाया

3. अन्य कर / शुल्क: includes आवेदन शुल्क, कांजी हाउस, तहबाजारी किश्त, सुलभ शौचालय से आय, मवेशी ठीया, पशु पंजीयन, नामांतरण, स्कूल फीस, मुद्रांक शुल्क, भवन निर्माण अनुमति, स्लॉटर आय, नल कनेक्शन शुल्क, रोड कटिंग शुल्क, एक्स्ट्रेक्ट फीस, लाइसेंस फीस, विविध आय, वाहन विराम शुल्क, टैंडर फॉर्म बिक्री, लीज रेंटल, होडिंग शुल्क, नुरमाना, पानी टैंकर से आय, संपत्ति हस्तांतरण शुल्क,

For JHGG & Associates

Chartered Accountants

FRN: 014991C



CA. Kishu Ketan Saxena

Partner

M.No. 407706

Date: 12.12.2020

Place: Bhopal

MUNCIPAL COUNCIL NASRULLAGANJ

INCOME & EXPENDITURE ACCOUNT

FOR THE PERIOD FROM 1 APRIL 2019 TO 31 MARCH 2020

EXPENDITURE	AMOUNT	INCOME	AMOUNT
Establishment Expenses		Tax Revenue	2915627.00
Salaries & Wages	26926753.00	Property Tax (Current)	795791.00
Honorarium	248280.00	Property Tax (O/s)	379828.00
Travel Allowance	890.00	Water Tax (Current)	350018.00
Advances to Employees	200000.00	Water Tax (O/s)	181470.00
		Consolidated Tax (Current)	222000.00
Administrative Expenses, Operation &		Consolidated Tax (O/s)	114513.00
Maintenance Expenses		Education Cess (Current)	240215.00
Electricity Bill - Narmada Plant	2872010.00	Education Cess (O/s)	122222.00
Electricity Bill - others	3654021.00	Nagariye Vikas Upkar (Current)	294948.00
Professional Tax	13660.00	Nagariye Vikas Upkar (O/s)	137917.00
Anugrah Sahayta	50000.00	Bhu Bhatak (Current)	6900.00
Bank Charges	2962.50	Bhu Bhatak (O/s)	5395.00
Income Tax	628058.00	Other Water Tx	64410.00
Commercial Tax	165719.00		

Telephone & Internet Expenses	27953.00	Rental Income from Municipal		14133436.00
Stationery	156001.00	Properties		
Stamp Charges	500.00	Rent from Shops	13675529.00	
Vehicle Rent	210852.00	Temporary Fire Cracker Shops	111600.00	
JCB Charges	1833521.00	Lease Rentals	331307.00	
School Building Rent Deposit	20000.00	Community Hall Rent	15000.00	
Tent Charges	468178.00	Fees & Charges		2816400.00
Diesel/ Petrol Expenses	2581672.00	Water Tanker Charges	15700.00	
Water charges	204800.00	Mutation Charges	1207353.00	
Newspaper & other publication	413427.00	Water Tanker Charges - Mela	178000.00	
Misc. Expenses	163637.00	Registrationn Charges	150.00	
Refund Expenses	30001360.00	Building Permission charges	140910.00	
Legal Expenses	30050.00	Rashan Card	30.00	
Flex Printing	169211.00	New Water Connection charges	47265.00	
Election Expenses	100310.00	RTI Fees	512.00	
School Dress Distribution Expenses	30000.00	Tender charges	46415.00	
Soundaryakaran	2161579.00	Temporary Dakhal	9840.00	
Entertainment Expenses	1125.00	Marriage Certificate	690.00	
Advertisement	465985.00	Application Fees	1180.00	
Audit Fees	38700.00	Licence fees	42425.00	
Earnest Money Refund	5000.00	Bazaar Baithak	182100.00	

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Water Supply Material Purchase	4463610.00		Adhibhar	28449.00	
Cleaning Material Purchase	5438564.00		RCDC	7386.00	
Upkar	152641.00		Certificate	12660.00	
Electric material Purchase	2007235.00		Aashray Shulk	671184.00	
Refreshment Expenses	199782.00		Interest received	60786.00	
Digital Signature	21638.00		Others	163365.00	
Repairs & Maintenance		1892398.00			
Building	92561.00		Excess of Expenditure over		
Water Supply Department Maintenance	654129.00		Income		68156619.50
Vehicle Maintenance	496213.00				
Administrative Articles Repairs etc	179395.00				
Electric Repairs	470100.00				
		88022082.5			88022082.50

For Nagar Parishad **Sehagpur**

For JHGG & Associates

Chartered Accountants

Chief Municipal Officer

Date: 12.12.2020

CA Kishu Ketan Saxena

Partner

Auditor's Comment on the basis of Scope of Audit:

Revenue:

1. We have performed test checking on random basis.
2. Receipts are checked from the base documents such as receipt books, challans, cashier cash book, accounts cash book and different taxes registers.
3. Revenue receipts are checked from counter foils and are found in order.
4. Revenue receipts are generally deposited in bank within two days.
5. Cash book entries are checked and monthly balances are verified.
6. Generally current year revenues are collected in regular intervals however recovery of old outstanding is less as compared to the current collection. Penal charges levied on delayed payment or non-payment of taxes could not be tracked as no such related documents are produced for verification. Demand register is not maintained properly as it also not provides the details of penalty levied on short/ non-payment of taxes, etc.
7. Interest on Fixed Deposits receipts are not accounted for in cash book.

Expenditure:

1. Expenditure vouchers are properly checked and found correct & supported with bills.
2. Monthly cash balances have been arrived.
3. Cash book has been properly maintained and all receipts and expenditures are accounted for.
4. Scheme wise cash book has not been maintained by the Nikay, it is not possible to comment on whether there is diversion of fund from one scheme to another.
5. Expenditures are sanctioned by Competing Sanctioning Authority.
6. Scheme wise Utilization certificates could not be provided for verification.
7. It has been informed to us that grain advances were given to the employees, however, advance register was not maintained by Nikay.

Book Keeping:

1. Accounting rules are followed however Book keeping is not as per the MPMAM, as accounts are maintained manually on single entry system. Entries in cash book are not posted properly, transfer of funds from one bank account to another were not accounted for correctly as only expenditure entries were made



but the corresponding credit entry is missing, however, those expenditure entries are not considered while totaling. Various corrections, over-writing and use of pencil has been noticed in cash book on various occasions. On few occasions even totaling is done in pencil. These practices are strictly required to be avoided.

2. Cash book's opening bank balances are not tallying with last year's closing balances of audited annual accounts. We have considered last year's closing bank balances from last year's audited accounts. Hence current year's closing bank balances are differ from cash book balances.
3. Stores register has not been maintained properly and but found incomplete on the date of verification. Physical verification report as on 31.03.2020 of stores could not be provided for verification.
4. Advances (grain advance) were given to the employees, however advance register was not maintained by the Nikay.
5. Bank Reconciliation Statement has not been prepared by the ULB.
6. Grant register has not been maintained by the Nikay. Entries of grant received have been duly entered in the cash book, but in few occasions for which fund amount has been received was not updated, hence such amounts were taken into consideration as "other grants".
7. Fixed Asset Register has not been maintained by the ULB.

FDR:

Nikay has two fixed deposits with different banks. Interest on Fixed Deposit has not been accounted for in the books of accounts maintained.

Tenders/ Bids:

Tenders/ Bids procedure have generally been properly followed. Competitive online e-tendering procedure is followed for tenders amounting to more than Rs.1 Lakh.

No cases of bank guarantees are found during the course of audit.

Grants:

Grants received are properly accounted for in the cash book. Fund Transfer advise could not be produced for verification, hence, we have to rely on explanation provided ULB officers about how much Grant is received in any head/ scheme.

General Observations:

Statutory compliances are generally followed by the Palika.

Quarterly e-TDS returns and VAT returns could not be provided for verification.

GST has not been deducted from payments made to Service providers and suppliers & contractors. Provident fund account has been maintained in-house and funds are timely deposited in that.

MUNCIPAL COUNCIL NASRULLAGANJ

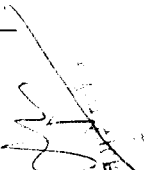
RECEIPT & PAYMENT ACCOUNT

FOR THE PERIOD FROM 1 APRIL 2019 TO 31 MARCH 2020

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
Opening Balance		Establishment Expenses	27375923.00
Cash in Hand		Salaries & Wages	26926753.00
Cash at Bank	47016089.02	Honorarium	248280.00
		Travel Allowance	890.00
Tax Revenue		Advances to Employees	200000.00
Property Tax (Current)	795791.00		
Property Tax (O/s)	379828.00	Administrative Expenses, Operation &	58753761.50
Water Tax (Current)	350018.00	Maintenance Expenses	
Water Tax (O/s)	181470.00	Electricity Bill - Narmada Plant	2872010.00
Consolidated Tax (Current)	222000.00	Electricity Bill - others	3654021.00
Consolidated Tax (O/s)	114513.00	Professional Tax	13660.00
Education Cess (Current)	240215.00	Anugrah Sahayta	50000.00
Education Cess (O/s)	122222.00	Bank Charges	2962.50
Nagariye Vikas Upkar (Current)	294948.00	Income Tax	628058.00
Nagariye Vikas Upkar (O/s)	137917.00	Commercial Tax	165719.00
Bhu Bhatak (Current)	6900.00	Telephone & Internet Expenses	27953.00

[Signature]

Bhu Bhatak (O/s)	5395.00	Stationery	156001.00
Other Water Tx	64410.00	Stamp Charges	500.00
		Vehicle Rent	210852.00
Rental Income from Muncipal Properties	14133436	JCB Charges	1833521.00
Rent from Shops/ shop premium	13675529.00	School Building Rent Deposit	20000.00
Temporary Fire Cracker Shops	111600.00	Tent Charges	468178.00
Lease Rentals	331307.00	Diesel/ Petrol Expenses	2581672.00
Community Hall Rent	15000.00	Water charges	204800.00
		Newspaper & other publication	413427.00
		Misc. Expenses	163637.00
Fees & Charges	2816400	Refund Expenses	30001360.00
Water Tanker Charges	15700.00	Legal Expenses	30050.00
Mutation Charges	1207353.00	Flex Printing	169211.00
Water Tanker Charges - Mela	178000.00	Election Expenses	100310.00
Registrationn Charges	150.00	School Dress Distribution Expenses	30000.00
Building Permission Charges	140010.00	Journal Charges	2101379.00
Rashan Card	30.00	Entertainment Expenses	1125.00
New Water Connection charges	47265.00	Advertisement	465985.00
RTI Fees	512.00	Audit Fees	38700.00
Tender charges	46415.00	Earnest Money Refund	5000.00
Temporary Dakhal	9840.00	Water Supply Material Purchase	4463610.00
Marriage Certificate	690.00	Cleaning Material Purchase	5438564.00


 H.P. 2018
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Application Fees	1180.00
Licence fees	42425.00
Bazaar Baithak	182100.00
Adhibhar	28449.00
RCDC	7386.00
Certificate	12660.00
Aashray Shulk	671184.00
Interest received	60786.00
Others	163365.00
Grants & Subsidies:	
Moolbhoot Suvidha	2240000.00
sadak Marammat	1355000.00
Niryat Kar Anudan	258000.00
Chungi Kshatipurti	14745541.00
Passenger Tax Anudan	501000.00
Rajyavitt Aayog Anudan	4269000.00
14th Finance Commission	3914900.00
Mudrank Shulk	115000.00
Commercial Tax	2866000.00
Pradhanmantri Awas Yojna	77800000.00

134935368.00

Upkar	152641.00
Electric material Purchase	2007235.00
Refreshment Expenses	199782.00
Digital Signature	21638.00
Repairs & Maintenance	
Building	92561.00
Water Supply Department Maintenance	654129.00
Vehicle Maintenance	496213.00
Administrative Articles Repairs etc	179395.00
Electric Repairs	470100.00
Construction Expenses	
Nali Nirman	738536.00
Road Construction	3316196.00
Paver Block	375020.00
Welcome Gate	1018310.00
Tin Shade	300935.00
Shops	3517670.00
Construction Material Purchase	1477519.00
Hume Pipes Purchase	492485.00
Tubewell digging	139210.00
	1892398.00
	11375881.00

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