

**MUNICIPAL COUNCIL SHAHGANJ,
(MADHYA PRADESH)**

**RECEIPTS AND PAYMENTS ACCOUNT
INCOME AND EXPENDITURE STATEMENT
AND
BALANCE SHEET
AS ON 31.03.2020**

PRAMOD K. SHARMA & CO.

Chartered Accountants

Head Office : 11 & 12, IInd Floor, Sarnath Commercial Complex, Opp.

Board Office, Shivaji Nagar, Bhopal - 462016

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AUDIT REPORT

We have examined the Receipts & Payments Account of **MUNICIPAL COUNCIL SHAHGANJ, DISTRICT SEHORE (M.P)** for the year ended 31st March 2020, which are 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:

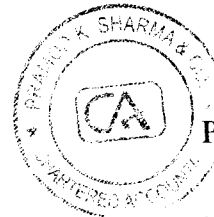
1. These financial statements are the responsibility of the management of the concern. Our responsibility is to express an opinion on these financial statements based on our audit.
2. We have conducted our audit in accordance with auditing standards generally accepted in India. Our audit includes examining 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:-

Place:-Bhopal

For PRAMOD K. SHARMA & CO.

CHARTERED ACCOUNTANTS



Pramod K Sharma
(Partner)

Mem. No. : 076883

Branches : Rucrapur, Jalandha, Saharanpur, Indore, Gwalior, Shahdol, Delhi, Panchkula and Kullu (H.P.)

MUNICIPAL COUNCIL SHAHGANJ

AUDIT OBSERVATIONS

Audit of Revenue

- We have audited the resources of revenue on the sample basis.
- Yes, we checked some Revenue receipts from the counter file of Receipt Book and verified that the money received is also deposited in respective 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, we have not seemed any Investment on lesser interest rate.
- Receipts & Payment A/c, Income & Expenditure A/c which have been enclosed with the audit report were provided by the Council and examined by us on sample basis.

Audit of Expenditures

- We covered the Expenditures on the sample basis during the process of Audit.
- While checking Accountant Cash Book and vouchers provided us, the bills and vouchers were found satisfactory according to books.
- We verified that Expenditures of Particular schemes were not over Budget and expended according to guidelines, directives,

acts and rules issued by Government of India/ State Government.

- All the Expenses were under financial propriety and the Expenditure was 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 CMO.

As per the ULB guideline, if the Fire Brigade going outside of Municipal area, there is some decided amount which has to be paid by the other MC is not taken by the ULB.

Audit of Book Keeping

- We couldn't check all the books of accounts which were maintained by the Municipal Council.
- Except Cash book, many registers/records have not been maintained properly. Some observations in respect of records of ULB are as follows -

Accounts Department

Audit observations are as follow -

- Some irregularities were observed regarding obtaining and maintenance of bills and voucher files respectively which were suggested for rectification and paying attention in future.
- It is suggested to affix Proper stamps on cash book and other records.
- Grant Register and other necessary records were maintained properly and found satisfactory.

Store Department

- Due to non-availability of last year's store records, we are unable to comment upon the opening balances of the materials.
- Demand letters were not obtained for issuing the materials from store.

Revenue Department

- The collection books (VasooliKatte) were found non-submitted back to the store according to the store records.
- As per our observation, the daily revenue collection was deposited timely into the bank.

Sanitation Department

- The records of usage of materials, chemicals issued from store department were maintained and necessary suggestions have been given to keep records better.
- Logbooks were maintained and found satisfactory.
- Proper vehicle repairing register and light repairing register should be maintained.

Water Supply Department

- Proper records for repairing of motor pumps, hand pumps, pipe lines should be maintained separately. Although store records contain the detail in regard of repairing.

PWD Department

- Proper Construction Register should be maintained by the ULB.
- During the audit of note sheets which were enclosed with the vouchers, we found that proper work process was followed by the ULB.

Audit of FDRs

- While Auditing, we found that there were four FDRs made by the ULB.
- NO FDRs/TDRs are kept at low rate of interest than the prevailing rate of interest

Audit of Tenders

- During the audit we have not been provided any tender file. However, on the basis of examination of note sheets attached to the vouchers, we found some irregularities and have been shown at respective place in this audit report.
- No Bank guarantee has been received.

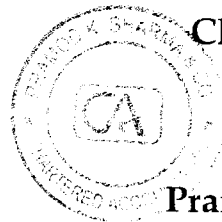
Audit of Grants & Loans

- We examined all the grants received from the State government and some of their utilization on sample basis.
- During the 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 have been used for the purpose for which grants have received.

For PRAMOD K. SHARMA & CO.

Chartered Accountant



Pramod Kumar Sharma
(Partner)

Balance Sheet of Municipal Council Shahganj
as on 31st March 2020

	Particulars	Schedule No.	Amount (Rs.)	Current Year (Rs.)	Previous Year (Rs.)
A	SOURCES OF FUNDS				
A1	Reserves and Surplus				
	Municipal (General) Fund	B-1	942,448		(1,876,578)
	Earmarked Funds	B-2	-		-
	Reserves	B-3	110,856,707		109,804,811
	Total Reserve & Surplus			111,799,154	107,928,234
A2	Grants, Contributions for specific purposes	B-4		58,113,453	64,810,086
A3	Loans				
	Secured loans	B-5		8,009,345	8,376,382
	Unsecured loans	B-6		-	-
	Total Loans			8,009,345	8,376,382
	TOTAL OF SOURCES OF FUNDS (A1+A2+A3)			177,921,953	181,114,702
B	APPLICATION OF FUNDS				
B1	Fixed Assets	B-11			
	Gross Block		155,244,821		154,192,925
	Less: Accumulated Depreciation		62,425,189		50,621,402
	Net Block		92,819,632		103,571,524
	Capital work-in-progress		31,372,966	31,372,966	22,849,967
	Total Fixed Assets			124,192,598	126,421,491
B2	Investments				
	Investment - General Fund	B-12		-	-
	Investment - Other Funds	B-13		-	-
	Total Investments			-	-
B3	Current assets, loans & advances				
	Stock in hand (Inventories)	B-14	146,126	-	146,126
	Sundry Debtors (Receivables)	B-15	1,562,635		
	Gross amount outstanding		-		
	Less: Accumulated provision against bad and doubtful Receivables		-	1,708,761	1,305,000
	Prepaid expenses	B-16		-	-
	Cash and Bank Balances	B-17	63,574,377	63,574,377	65,128,595
	Loans, advances and deposits	B-18		90,406	90,406
	Total Of Curent Assets			65,373,544	66,670,127
B4	Current Liabilities and Provisions				
	Deposits received	B-7	8,267,398	8,267,398	8,166,398
	Deposit works	B-8		-	-
	Other liabilities (Sundry Creditors)	B-9	3,376,791	3,376,791	3,810,518
	Provisions	B-10	-	-	-
	Total Current Liabilities			11,644,189	11,976,916
B5	Net Current Assets [Sub Total (B3) - Sub Total (B4)]			53,729,355	54,693,211
C	Other Assets	B-19		-	-
D	Miscellaneous Expenditure (to the extent not written off)	B-20		-	-
	TOTAL: APPLICATION OF FUNDS (B1+B2+B5+C+D)			177,921,953	181,114,702

Schedule B-1: Municipal (General) Fund (Rs)

as on 31st March 2018

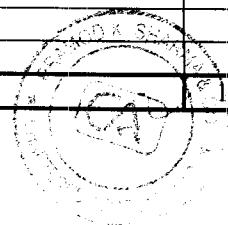
Account Code	Particulars	Water Supply, Sewerage and Drainage	Road Development and Maintenance	Bustee Services	Commercial Projects	General Account	Total
310	Balance as per last account					(1,876,578)	(1,876,578)
	Additions during the year						
31090-02	• Surplus for the year					1,857	1,857
	• Transfers					2,909,704	2,909,704
	Total (Rs.)	-	-	-	-	1,034,984	1,034,984
	Deductions during the year						
	• Deficit for the year					-	-
	• Transfers					92,536	92,536
	Total (Rs.)	-	-	-	-	92,536	92,536
310	Balance at the end of the current year	-	-	-	-	942,448	942,448

Schedule B-2: Earmarked Funds (Special Funds/Sinking Fund/Trust or Agency Fund)

Particulars	Special Fund 1	Special Fund 2	Sanchit Nidhi	Pension Fund	General Provident fund	Total
(a) Opening Balance			-		-	-
(b) Additions to the Special						
• Transfer from Municipal Fund			-			-
• Interest/Dividend earned on						-
• Profit on disposal of Special Fund						-
• Appreciation in Value of Special						-
• Other addition (Specify nature)						-
Total (b)	-	-	-	-	-	-
(c) Payments out of funds						
[I] Capital expenditure on						
• Fixed Asset						-
• Others						-
[II] Revenue Expenditure on						
• Salary, Wages and allowances etc						-
• Rent Other administrative						-
[III] Other:						
• Loss on disposal of Special						-
• Diminution in Value of Special						-
• Transferred to Municipal Fund						-
Total ©	-	-	-	-	-	-
Net Balance of Special Funds (a +	-	-	-	-	-	-

Schedule B-3: Reserves

Account Code	Particulars	Opening balance (Rs.)	Additions during the year (Rs.)	Total (Rs.)	Deductions during the year (Rs.)	Balance at the end of current year (Rs.)
1	2	3	4	5 (3+4)	6	7 (5-6)
31210	Capital Contribution	109,452,139	1,051,896	110,504,034		110,504,034
31211	Capital Reserve			-		-
31220	Borrowing Redemption			-		-
31230	Special Funds (Utilised)			-		-
31240	Statutory Reserve			-		-
31250	General Reserve	352,672		352,672		352,672
31260	Revaluation Reserve			-		-
	Total Reserve funds	109,804,811	1,051,896	110,856,707		110,856,707



Schedule B-4: Grants & Contribution for Specific Purposes

Particulars	Grants from Central Government	Grants from State Government	Grants from Other Government Agencies	Grants from Financial Institutions	Others, specify	Total
Account Code	32010	32020	32030	32040	32080	
(a) Opening Balance	20,504,767	44,305,319	-	-	-	64,810,086
(b) Additions to the Grants *						
• Grant received during the year	5,104,000	3,415,323	-	-	5,940	8,525,263
• Interest/Dividend earned on Grant			-	-	-	-
• Profit on disposal of Grant			-	-	-	-
• Appreciation in Value of Grant			-	-	-	-
• Other addition (Specify nature)			-	-	-	-
Total (b)	5,104,000	3,415,323	-	-	5,940	8,525,263
Total (a + b)	25,608,767	47,720,642	-	-	5,940	73,335,349
(c) Payments out of funds						
• Capital expenditure on Fixed	-	1,051,896	-	-	-	1,051,896
• Capital Expenditure on Other	-	-	-	-	-	-
• Revenue Expenditure on		14,170,000	-	-	-	-
o Salary, Wages, allowances etc.	-	-	-	-	-	-
o Rent	-	-	-	-	-	-
• Other:	-	-	-	-	-	-
o Loss on disposal of Grant	-	-	-	-	-	-
o Grants Refunded	-	-	-	-	-	-
• Other administrative charges	-	-	-	-	-	-
Total (c)	-	15,221,896	-	-	-	15,221,896
Net balance at the year end (a+b)-	25,608,767	32,498,746	-	-	5,940	58,113,453

Schedule B-5: Secured Loans

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
33010	Loans from Central Government	-	-
33020	Loans from State government	-	-
33030	Loans from Govt. bodies & Associations		
33040	Loans from international agencies	-	-
33050	Loans from banks & other financial institutions	8,009,345	8,376,382
33060	Other Term Loans	-	-
33070	Bonds & debentures	-	-
33080	Other Loans	-	-
	Total Secured Loans	8,009,345	8,376,382

Schedule B-6: Unsecured Loans

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
33110	Loans from Central Government	-	-
33120	Loans from State government	-	-
33130	Loans from Govt. bodies & Associations	-	-
33140	Loans from international agencies	-	-
33150	Loans from banks & other financial institutions	-	-
33160	Other Term Loans	-	-
33170	Bonds & debentures	-	-
33180	Other Loans	-	-
	Total Unsecured Loans	-	-

Schedule B-7: Deposits Received

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
34010	From Contractors	8,147,898	8,046,898
34020	From Revenues	119,500	119,500
34030	From staff	-	-
34080	From Others	-	-
	Total deposits received	8,267,398	8,166,398

Schedule B-8: Deposits Works

Account Code.	Particulars	Opening balance as the beginning of the year (Rs)	Additions during the current year (Rs)	Utilization / expenditure (Rs)	Balance outstanding at the end of the current year (Rs)
34110	Civil Works	-	-	-	-
34120	Electrical works	-	-	-	-
34180	Others	-	-	-	-
	Total of deposit works	-	-	-	-

Schedule B-9: Other Liabilities (Sundry Creditors)

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
35010	Creditors		1,069,170
35011	Employee Liabilities	1,525,180	325,610
35012	Interest Accrued and Due		-
35013	Out standing Laibilities	-	-
35020	Recoveries Payable	1,813,900	2,379,125
35030	Government Dues Payable	-	-
35040	Refunds Payable	-	-
35041	Advance Collection of Revenues	-	-
35080	Others	37,711	36,613
	Total Other liabilities (Sundry Creditors)	3,376,791	3,810,518

Schedule B-10: Provisions

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
36010	Provision for Expenses	-	-
36020	Provision for Interest		
36030	Provision for Other Assets		
	Total Provisions	-	-

Schedule B-II: Fixed Assets

Account Code	Particulars	Gross Block				Accumulated Depreciation				Net Block	
		Opening Balance	Additions during the period	Deductions during the period	Cost at the end of the year	Opening Balance	Additions during the period	Deductions during the period	Total at the end of the year	At the end of current year	At the end of the previous year
1	2	3	4	5	6	7	8	9	10	11	12
41010	Land	-	-	-	-	-	-	-	-	-	-
41020	Buildings	20,228,613	724,780	-	20,953,393	2,183,368	732,986	-	2,916,354	18,037,038	-
	Infrastructure Assets					-		-			
41030	• Roads and Bridges	70,867,689	-	-	70,867,689	33,156,690	7,545,590	-	40,702,280	30,165,409	-
41031	• Sewerage and drainage	13,482,988	88,999	-	13,571,987	3,382,643	898,877	-	4,281,520	9,290,468	-
41032	• Water ways	28,349,917	161,827	-	28,511,744	2,945,738	741,308	-	3,687,046	24,824,698	-
41033	• Public Lighting	9,797,152	-	-	9,797,152	3,815,410	893,922	-	4,709,332	5,087,820	-
41015	Lakes and Ponds	-	-	-	-	-	-	-	-	-	-
	Other assets					-		-			
41040	• Plants & Machinery	584,010	45,850	-	629,860	218,855	67,571	-	286,426	343,435	-
41050	• Vehicles	7,693,133		-	7,693,133	3,652,593	654,780	-	4,307,373	3,385,760	-
41060	• Office & other equipment	1,338,596	9,690	-	1,348,286	601,582	265,585	-	867,168	481,118	-
41070	• Furniture, fixtures, fittings and electrical appliances	1,649,235	20,750	-	1,669,985	664,524	3,167	-	667,691	1,002,294	-
4180	• Other fixed assets	201,592	-	-	201,592	-	-	-	-	201,592	-
	Total	154,192,925	1,051,896	-	155,244,821	50,621,402	11,803,787	-	62,425,189	92,819,632	-
41210	Work-in-progress	22,849,967	8,522,999	-	31,372,966	-	-	-	-	31,372,966	-
	Total	177,042,893	9,574,894	-	186,617,787	50,621,402	11,803,787	-	62,425,189	124,192,598	-



Schedule B-12: Investments - General Funds

as on 31st March 2018

Account Code.	Particulars	With whom invested	Face value (Rs.)	Current year Carrying Cost (Rs.)	Previous year Carrying Cost (Rs.)
42010	• Central Government Securities				
42020	• State Government Securities				
42030	• Debentures and Bonds				
42040	• Preference Shares				
42050	• Equity Shares				
42060	• Units of Mutual Funds				
42070	• Other Investments				
	Total of Investments General Fund		-	-	-

Schedule B-13: Investments - Other Funds

Account Code.	Particulars	With whom invested	Face value (Rs.)	Current year Carrying Cost (Rs.)	Previous year Carrying Cost (Rs.)
42110	• Central Government Securities				
42120	• State Government Securities				
42130	• Debentures and Bonds				
42140	• Preference Shares				
42150	• Equity Shares				
42160	• Units of Mutual Funds				
42170	• Other Investments	FDR	-	-	-
	Total of Investments Other Fund		-	-	-

Schedule B-14: Stock in Hand (Inventories)

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
43010	Stores	146,126	146,126
43020	Loose Tools	-	-
43080	Others	-	-
	Total Stock in hand	146,126	146,126

Schedule B-15: Sundry Debtors (Receivables)

Account Code	Particulars	Gross Amount (Rs.)	Provision for Outstanding revenues (Rs.)	Net Amount (Rs.)	Previous year Net amount (Rs.)
43110	<u>Receivables for Property Taxes</u>				
	Less than 5 years	332,744	-	332,744	235,646
	More than 5 years*			-	
	Sub - total	332,744	-	332,744	235,646
	Less: State Government Cesses/Levies in Taxes - Control Accounts				
	Net Receivables of Property Taxes	332,744	-	332,744	235,646
43120	<u>Receivable of Other Taxes</u>				
	Less than 3 years	368,917	-	368,917	107,172
	More than 3 years*				
	Sub - total	368,917	-	368,917	107,172
	Less: State Government Cesses/Levies in Taxes - Control Accounts				
	Net Receivables of Other Taxes	368,917	-	368,917	107,172
43130	<u>Receivable for Water Taxes</u>				
	Less than 3 years	347,456	-	347,456	286,681
	More than 3 years*				
	Sub - total	347,456	-	347,456	286,681
	Less: State Government Cesses/Levies in Taxes - Control Accounts				
	Net Receivables of Other Taxes	347,456	-	347,456	286,681
43140	<u>Receivables for Rent</u>				
	Less than 3 years	513,518	-	513,518	536,550
	More than 3 years*				
	Sub - total	513,518	-	513,518	536,550
43150	<u>Receivables from Government</u>				
	Sub - total		-	-	138,951
	Total of Sundry Debtors (Receivables)	1,562,635	-	1,562,635	1,305,000



Schedule B-16: Prepaid Expenses

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
44010	Establishment		
44020	Administrative		
44030	Operations & Maintenance		
	Total Prepaid expenses	-	-

Schedule B-17: Cash and Bank Balances

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
45010	Cash	1,253	1,253
45020	Balance with Bank - Municipal Funds		
45021	Nationalised Banks	63,573,124	65,127,342
45022	Other Scheduled Banks		
45023	Scheduled Co-operative Banks	-	-
45024	Post Office		
	Sub-total	63,573,124	65,127,342
45040	Balance with Bank - Special Funds		
45041	Nationalised Banks	-	-
45042	Other Scheduled Banks		
45043	Scheduled Co-operative Banks	-	-
45044	Post Office		
	Sub-total	-	-
45060	Balance with Bank - Grant Funds		
45061	Nationalised Banks	-	-
45062	Other Scheduled Banks		
45063	Scheduled Co-operative Banks		
45064	Post Office		
	Sub-total	-	-
	Total Cash and Bank balances	63,574,377	65,128,595

Schedule B-18: Loans, advances, and deposits

Account Code	Particulars	Opening Balance at the beginning of the year(Rs.)	Paid during the current year (Rs.)	Recovered during the year (Rs.)	Balance outstanding at the end of the year (Rs.)
46010	Loans and advances to employees	-	-	-	-
46020	Employee Provident Fund Loans	-	-	-	-
46030	Loans to Others	-	-	-	-
46040	Advance to Suppliers and Contractors	-	-	-	-
46050	Advance to Others	-	-	-	-
46060	Deposit with External	90,406		-	90,406
46080	Other Current Assets	-	-	-	-
	Sub -Total	90,406	-	-	90,406
461	Less: Accumulated Provisions against Loans, Advances and Deposits [Schedule B-18 (a)]				-
	Total Loans, advances, and deposits	90,406	-	-	90,406

Schedule B-18 (a): Accumulated Provisions against Loans, Advances, and Deposits

Account Code	Particulars	Current Year (Rs.)	Previous Year(Rs.)
46110	Loans to Others		
46120	Advances		
46130	Deposits		
	Total Accumulated Provision	-	-

Schedule B-19: Other Assets

Account Code	Particulars	Current Year (Rs.)	Previous Year(Rs.)
47010	Deposit Works		
47020	Other asset control accounts		
	Total Other Assets	-	-

Schedule B-20: Miscellaneous Expenditure (to the extent not written off)

Account Code	Particulars	Current Year (Rs.)	Previous Year(Rs.)
48010	Loan Issue Expenses		
48020	Discount on Issue of Loans		
48030	Others		
	Total Miscellaneous expenditure	-	-



MUNICIPAL COUNCIL SHAHGANJ
RECEIPTS AND PAYMENTS ACCOUNT
For the Period from 1 April 2019 to 31 March 2020

Account Code	Head of Account	Current Period Amount (Rs.)	Corresponding Previous Period Amount (Rs.)	Account Code	Head of Account	Current Period Amount (Rs.)	Corresponding Previous Period Amount (Rs.)
	Opening Balances* Cash balances including Imprest Balances with Banks/Treasury (including in designated bank accounts)	65128594.96	73,344,523		Opening Balances* Cash balances including Imprest Balances with Banks/Treasury (including in designated bank accounts)	-	-
	Operating Receipts				Operating Payments		
110	Tax Revenue		105,847	210	Establishment Expenses		8,381,882
120	Assigned Revenues & Compensations	6,813,289	11,394,134	220	Administrative Expenses		3,293,270
130	Rental income from Municipal Properties		658,450	230	Operations and Maintenance		5,671,017
140	Fees & User Charges	154,638	299,114	240	Interest & Finance Charges	12,173	14,117
150	Sale & Hire Charges	13,200	79,500	250	Programme Expenses		121,468
160	Revenue Grants, Contributions & Subsidies		-	260	Revenue Grants, Contributions & Subsidies	600,000	66,701,821
170	Income from Investments		-	270	Purchase of Stores		8,600
171	Interest Earned	1,566,219	2,281,315	271	Miscellaneous expenses		-
180	Other Income	105,310	26,511	285	Prior period	10,000	-
185	Prior Period	3,436,391					
	Non-Operating Receipts-				Non-Operating Payments		
310	Municipal Fund	1,917,168		310	Municipal Fund		
330	Loans Received	-	-	330	Secured Loan	367,037	379,653
340	Deposits Received		268,400	35020	Recoveries Payable		5,394,965
320	Grants and contribution for specific purposes	8,525,263	89,966,600	35011	Employee Liabilities		1,526,242
350	Other Liabilities		86,613	35080	Other, miscellaneous	23,772,840	50,000
341	Deposit work	-	-	35010	Creditors		21,074,246
35090-02	Realisation of Investment - General Fund	-	-	320	Grants and contribution for specific purposes		-
35090-02	Realisation of Investment - Other Funds	-	-	410	Acquisition / Purchase of Fixed Assets		821,964
341	Deposit works	-	-	412	Capital Work in Progress	890,464	-
35041	Revenue Collected in Advance	-	-	421	Investments - General Fund		-
421	Investment Of Other Fund	-	-	430	stock in hand		-
	Other Loans & Advances (recovery)	-	-	460	Loans, Advances & Deposits		82,000
431	debtors(receivable)	1,239,365	138,833	431	Sundry Debtor (Receivables)		-
	Forgetting Mistake	900,000	-	340	Deposit Received	572,547	-
					Closing Balances # Cash balances including Imprest Balances with Banks/Treasury (including balances in designated bank accounts)	63,574,377	65,128,595
	TOTAL	89,799,437	178,649,841		TOTAL	89,799,437	178,649,841



MUNICIPAL COUNCIL SHAHGANJ
INCOME AND EXPENDITURE STATEMENT
For the Period From 1 April 2019 to 31 March 2020

	Item/ Head of Account	Schedule No	Current Year (Rs)	Previous Year (Rs)
A	INCOME			
	Tax Revenue	IE-1	897,000	105,847
	Assigned Revenues & Compensation	IE-2	6,852,369	11,394,134
	Rental Income from Municipal Properties	IE-3	600,000	658,450
	Fees & User Charges	IE-4	154,638	299,114
	Sale & Hire Charges	IE-5	13,200	79,500
	Revenue Grants, Contributions & Subsidies	IE-6	14,170,000	79,323,244
	Income from Investments	IE-7	-	-
	Interest Earned	IE-8	1,566,219	2,281,315
	Other Income	IE-9	105,310	26,511
	Total - INCOME		24,358,736	94,168,115
B	EXPENDITURE			
	Establishment Expenses	IE-10	7,464,216	9,685,702
	Administrative Expenses	IE-11	1,670,420	7,484,577
	Operations & Maintenance	IE-12	4,957,238	8,222,556
	Interest & Finance Expenses	IE-13	12,173	14,117
	Programme Expenses	IE-14	1,116,058	121,468
	Revenue Grants, Contributions & subsidies	IE-15	759,377	66,701,821
	Provisions & Write off	IE-16	-	8,600
	Miscellaneous Expenses	IE-17	-	-
	Depreciation		11,803,787	13,928,255
	Total - EXPENDITURE		27,783,269	106,167,097
C	<i>Gross surplus/ (deficit) of income over expenditure before Prior Period Items (A-I₇)</i>		(3,424,533)	(11,998,981)
D	Add/Less: Prior period Items (Net)	IE-18	3,426,391	-
E	<i>Gross surplus/ (deficit) of income over expenditure after Prior Period Items (C-D)</i>		1,857	(11,998,981)
F	Less: Transfer to Reserve Funds		-	-
G	<i>Net balance being surplus/ deficit carried over to Municipal Fund (E-F)</i>		1,857	(11,998,981)



Schedule IE - 1 : Tax Revenue

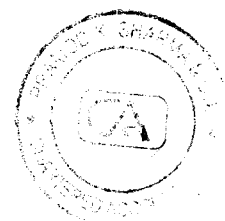
Account Code	Particulars	Current year (Rs.)	Previous year (Rs.)
11001	Property tax	485,000	34,317
11002	Water tax	360,000	65,230
11003	Sewerage Tax	-	-
11004	Conservancy Tax	-	-
11005	Lighting Tax	-	-
11006	Education tax	-	-
11007	Vehicle Tax	-	-
11008	Tax on Animals	-	-
11009	Electricity Tax	-	-
11010	Professional Tax	-	-
11011	Advertisement tax	-	-
11012	Pilgrimage Tax	-	-
11013	Export Tax	-	-
11014	Consolidates Tax	-	-
11015	Octroi & Toll	-	-
11020	Other taxes	52,000	6,300
	Sub-total	897,000	105,847
11030	Less: Tax Remissions and Refund [Schedule IE- 1 (a)]	-	-
	Sub-total	-	-
	Total tax revenue	897,000	105,847

Schedule IE-1 (a): Remission and Refund of taxes

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
11030-01	Property taxes	-	-
11030-11	Other Tax	-	-
	Total refund and remission of tax revenues	-	-

Schedule IE-2: Assigned Revenues & Compensation

Account Code.	Particulars	Current Year (Rs.)	Previous Year (Rs.)
12010	Taxes and Duties collected by others	301,000	18,000
12020	Compensation in lieu of Taxes / duties	6,551,369	11,376,134
12030	Compensations in lieu of Concessions	-	-
	Total assigned revenues & compensation	6,852,369	11,394,134



Schedule IE-3: Rental income from Municipal Properties

Account Code.	Particulars	Current Year (Rs.)	Previous Year (Rs.)
13010	Rent from Civic Amenities	600,000	657,450
13020	Rent from Office Buildings	-	-
13030	Rent from Guest Houses	-	-
13040	Rent from lease of lands	-	1,000
13050	Other rents	-	-
	Sub-Total	600,000	658,450
13060	Less: Rent Remission and Refunds	-	-
	Sub-total	-	-
	Total Rental Income from Municipal Properties	600,000	658,450

Schedule IE- 4: Fees & User Charges - Income head-wise

Account Code.	Particulars	Current Year (Rs.)	Previous Year (Rs.)
14010	Empanelment & Registration Charges	20,551	182,070
14011	Licensing Fees	-	2,000
14012	Fees for Grant of Permit	19,246	4,981
14013	Fees for Certificate or Extract	1,755	120
14014	Development Charges	1,907	27,353
14015	Regularization Fees	-	-
14020	Penalties and Fines	3,898	-
14030	Other Fees	28,846	330
14050	User Charges	77,935	76,200
14070	Entry Fees	-	-
14075	Service / Administrative Charges	500	60
14080	Other Charges	-	6,000
	Sub-Total	154,638	299,114
14090	Less: Rent Remission and Refunds	-	-
	Sub-total	-	-
	Total Income from Fees & User Charges	154,638	299,114



Schedule IE-5: Sale & Hire Charges

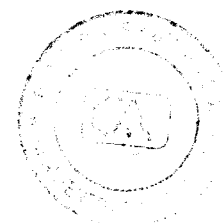
Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
15010	Sale of Products	-	15,000
15011	Sale of Forms & Publications	11,000	64,000
15012	Sale of stores & scrap	-	-
15030	Sale of Others	200	-
15040	Hire Charges for Vehicles	2,000	-
15041	Hire Charges for Equipment	-	500
	Total Income from Sale & Hire charges - income head-wise	13,200	79,500

Schedule IE-6: Revenue Grants, Contributions & Subsidies

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
16010	Revenue Grant	14,170,000	79,323,244
16020	Re-imbursement of expenses	-	-
16030	Contribution towards schemes	-	-
	Total Revenue Grants, Contributions & Subsidies	14,170,000	79,323,244

Schedule IE-7: Income from Investments - General Fund

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
17010	Interest on Investments	-	-
17020	Dividend	-	-
17030	Income from projects taken up on commercial basis	-	-
17040	Profit in Sale of Investments	-	-
17050	Others	-	-
	Total Income from Investments	-	-



Schedule IE- 8: Interest Earned

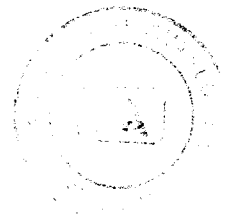
Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
17110	Interest from Bank Accounts	1,566,219	2,281,315
17120	Interest on Loans and advances to Employees	-	-
17130	Interest on loans to others	-	-
17180	Other interest	-	-
	Total - Interest Earned	1,566,219	2,281,315

Schedule IE- 9: Other Income

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
18010	Deposits Forfeited	-	-
18011	Lapsed Deposits	-	-
18020	Insurance Claim Recovery	-	-
18030	Profit on Disposal of Fixed assests	-	-
18040	Recovery from Employees	-	-
18050	Unclaimed Refund/ Liabilities	-	-
18050	Excess Provisions written back	-	-
18060	Miscellaneous Income	105,310	26,511
	Total Other Income	105,310	26,511

Schedule IE-10: Establishment Expenses

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
21010	Salaries, Wages and Bonus	7,451,966	9,300,022
21020	Benefits and Allowances	12,250	345,600
21030	Pert...	-	-
21040	Other Terminal & Retirement Benefits	-	40,080
	Total Establishment expenses	7,464,216	9,685,702

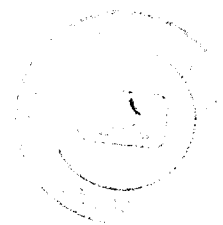


Schedule IE-11: Administrative Expenses

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
22010	Rent, Rates and Taxes	-	-
22011	Office maintenance	1,690	11,986
22012	Communication Expenses	18,000	24,848
22020	Books & Periodicals	4,693	19,124
22021	Printing and Stationery	111,655	150,604
22030	Traveling & Conveyance	837,679	920,799
22040	Insurance	-	-
22050	Audit Fees	-	61,650
22051	Legal Expenses	-	70,000
22052	Professional and other Fees	412,826	360,571
22060	Advertisement and Publicity	146,248	1,344,696
22071	Membership & subscriptions	-	-
22080	Other Administrative Expenses	137,629	4,520,299
	Total Administrative expenses	1,670,420	7,484,577

Schedule IE-12: Operations & Maintenance

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
23010	Electricity & Fuel	1,394,758	736,910
23020	Building Purchases	1,831,198	3,892,929
23030	Demonstration of Stores	-	-
23040	Phone Charges	47,025	516,000
23050	Repairs & maintenance - Infrastructure	1,015,435	1,345,554
23051	Repairs & maintenance - Civic Amenities	193,669	779,110
23052	Repairs & maintenance - Buildings	26,538	136,298
23053	Repairs & maintenance - Vehicles	380,285	302,716
23054	Repairs & maintenance - Furnitures	-	-
23055	Repairs & maintenance - Office Equipments	15,840	51,224
23056	Repairs & maintenance - Electrical Appliances	3,240	8,250
23057	Repairs & maintenance - Others	-	-
23060	Other operating & maintenance expenses	49,250	453,565
	Total Operations & maintenance	4,957,238	8,222,556



Schedule IE-13: Interest & Finance Charges

Account	Particulars	Current Year	Previous Year
24010	Interest on Loans from Central Government	-	-
24020	Interest on Loans from State Government	-	-
24030	Interest on Loans from Government Bodies & Associations	-	-
24040	Interest on Loans from International Agencies	-	-
24050	Interest on Loans from Banks & Other Financial Institutions	-	-
24060	Other Interest	-	-
24070	Bank Charges	12,173	14,117
24080	Other Finance Expenses	-	-
	Total Interest & Finance Charges	12,173	14,117

Schedule IE-14: Programme Expenses

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
25010	Project Expenses	-	47,468
25020	Other Programs	1,116,058	74,000
25030	Other Programs of others	-	-
	Total Programme Expenses	1,116,058	121,468

Schedule IE-15: Revenue Grants, Contributions & Subsidies

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
26010	Grants [specify details]	759,377	-
26020	Contributions [specify details]	-	66,701,821
26030	Subsidies [specify details]	-	-
	Total Revenue Grants, Contributions & Subsidies	759,377	66,701,821



Schedule IE-16: Provisions & Write off

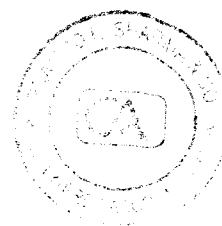
Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
27010	Provisions for doubtful receivables	-	-
27020	Provision for other Assets	-	-
27030	Revenues written off	-	8,600
27040	Assets written off	-	-
27080	Miscellaneous Expense written off	-	-
	Total Provisions & Write off	-	8,600

Schedule IE-17: Miscellaneous Expenses

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
27110	Loss on disposal of Assets	-	-
27120	Loss on disposal of Investments	-	-
27130	Other Miscellaneous Expenses	-	-
	Total Miscellaneous expenses	-	-

Schedule IE-18: Prior Period Items (Net)

Account Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
	Income		
18510	Taxes	-	-
18520	Other - Revenues	-	-
18530	Recovery of revenues written off	-	-
18540	Other Income	3,436,391	-
	Sub - Total income (a)	3,436,391	-
	Expense		
28510	Refund of Taxes	-	-
28520	Refund of Other Revenues	10,000	-
28530	Other Expenses	-	-
	Sub - Total expense (b)	10,000	-
	Total Prior period (Net) (a-b)	3,426,391	-



Bank Reconciliation Statements of Municipal Council Shahganj

BANK RECONCILIATION STATEMENT
BANK OF INDIA A/C NO. - 901410110000991
AS ON 31.03.2020

BALANCE AS PER PASS BOOK			585,333.69
Less: Cheque issued but not present in Bank			
<u>Cheque No.</u>	<u>Date</u>	<u>Amount</u>	
28987	04-02-13	1000	
28989	04-02-13	1000	
28998	04-02-13	500	
29117	25-04-13	500	
29118	25-04-13	750	
29120	25-04-13	1000	
28833	25-04-13	500	
28834	25-04-13	500	
28803	20-05-13	500	
28807	20-05-13	500	
28518	27-05-13	500	
28520	27-05-13	500	
28522	27-05-13	500	
28551	27-05-13	750	
28571	27-05-13	750	
22091	33-04-14	2880	
28846	25-04-14	500	
			(13,130.00)
Less: Charges credited in cash book but not debited in bank book			
	30-08-13	40	
	03-04-14	150	
	26/09/2017	74	
			(264.00)
Less: Amount credited in Bank but not Dabited in cash book			
	16-08-13	100000	
	03-11-16	562	
	25/04/2017	1000000	
	05-03-18	5183	
	08-03-18	5029	
	11-03-18	5074	
	02-04-19	5119	
			(1,120,967.00)
Add: Amount debited in bank book but not credited in cash book			
			663,810.04
Add: Charges debited in bank book but not credited in cash book			
			4,860.00
BALANCE AS PER CASH BOOK			119,642.73

Bank Reconciliation Statements of Municipal Council Shahganj

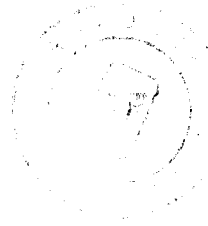
BANK RECONCILIATION STATEMENT MAIN CASH BOOK A/c AS ON 31.03.2020

BALANCE AS PER Z-CASH BOOK			63,453,481.47
Add;-Amt entered in Z-Cash book but not add in Z-Cash book Grand Total			92,536
<u>Date</u>	<u>Cheque No.</u>	<u>Amount</u>	
12-03-20		6,030	
13-03-20		14,140	
16-03-20		4,980	
17-03-20		5,530	
18-03-20		9,700	
20-03-20		8,738	
21-03-20		40,358	
28-03-20		3,060	
Les;-Amt entered in Z-Cash book but not Less in Z-Cash book Grand Total			(2,909,704)
<u>Date</u>	<u>Cheque No.</u>	<u>Amount</u>	
27-06-19		900,000	
09-03-20		1,596,639	
11-03-20		35,215	
18-03-20		4,850	
19-03-20		46,263	
30-03-20		300,737	
31-03-20		26,000	
Add;-Amt Cr in Pass Book But not dr in Z-Cash book			6,076,561.26
<u>Date</u>	<u>Cheque No.</u>	<u>Amount</u>	
31-05-19		1,097,009	
28-09-19		40,000	
20-01-20		48,000	
31-01-20		244,000	
31-01-20		213,000	
2019-20		41,893	
13-03-20		371,788	
14-03-20		213,000	
17-03-20		35,000	
20-03-20		3,458,000	
25-03-20		314,871	
BALANCE AS PER CASH BOOK			66,712,875.07



Municipal Council Shahganj
Bank & Cash Book A/c Balance Summary
As on 31-3-20

S.No	Bank Name	A/c no.	Cash Book Opening	Cash Book closing	Bank Book Opening	Bank Book closing
1	Bank Of India	901410110000991			585,333.69	585,333.69
2	Bank Of India	901410110008593	119,642.73	119,642.73	383,843.13	388,150.13
3	Bank Of India	901410110006074			56,754.42	57,408.42
4	Bank Of India	901410110000734			2,168,799.16	1,630,928.16
5	Bank Of India	901410110000735			452,908.27	11,573.27
6	Bank Of India	901410110000736			352,672.43	352,673.43
7	Bank Of India	901410110000990			20,799.50	73,815.50
8	Bank Of India	901410110006072	65,007,699.23	63,453,481.47	32,201,102.84	280,079.84
9	Bank Of India	901410110006519			54,588.00	57,023.00
10	Bank Of India	901410110007412			14,697,205.88	127,110.16
11	Bank Of India	901410110009271			6,147,132.62	1,313,422.80
12	Bank Of India	901410110008663			277,648.22	280,774.22
13	State Bank Of India	31168835008			11,630,635.52	62,139,916.14
Total			65,127,341.96	63,573,124.20	69,029,423.68	67,298,208.76



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REVISED ABSTRACT SHEET FOR REPORTING ON AUDIT PARAS FOR FINANCIAL YEAR 2019-2020

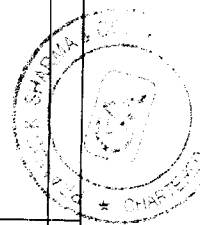
NAME OF ULB :- SHAHGANJ
NAME OF AUDITOR :- PRAMOD K. SHARMA & Co.

Sr No	PARAMETERS	DESCRIPTION			OBSERVATION IN BRIEF	SUGGESTION
		2018-19	2019-20	% of Growth		
1	Audit of Revenue					
	A. REVENUE COLLECTION					
a.	Property Tax	50,838	150,902.00	196.83%	Tax collection has increased in a good way	Council Should keep efforts to maintain such a good growth rate in up coming years in collection of revenue.
b.	Consolidated Tax	46,755	106,075.00	126.87%	Tax collection has reduced	Council Should take step to remove this negativity and increase growth rate in collection of revenue.
c.	Development Tax	11,582	37,087.00	220.21%	Tax collection has increased gracefully	Council Should keep efforts to maintain such a good growth rate in up coming years in collection of revenue.
d.	Education Cess	6,174	23,044.00	273.24%	Tax collection has increased gracefully	Council Should keep efforts to maintain such a good growth rate in up coming years in collection of revenue.
TOTAL (A)		115,349	317,108			

	B. NON REVENUE COLLECTION					
a.	Rent of Land & Buliding/Shops	66,600.00	4,000.00	-93.99%	Rent collection has increased gracefully	Council Should keep efforts to maintain such a good growth rate in up coming years in collection of revenue.
b.	Water Tax	129,330	299,225.00	131.37%	Tax collection has increased in a very good way	Council Should keep efforts to maintain such a good growth rate in up coming years in collection of revenue.
c.	Market Fees	590,850	619,032	4.77%	Fees collection has increased in a very good way	Council Should keep efforts to maintain such a good growth rate in up coming years in collection of revenue.
d.	Other Fees & Taxes	299,114	154,638	-48.30%	Tax collection has reduced	Council Should take step to remove this negativity and increase growth rate in collection of revenue.
TOTAL (B)		1,085,894	1,076,895			

GRANT TOTAL (A) + (B) 1,201,243.00 1,394,003.00

Sr No.	PARAMETERS	DESCRIPTION	OBSERVATION IN BRIEF	SUGGESTION
2	Audit of Expenditure	Expenditures were made with the competent authority	Bills and vouchers were found satisfactory but yet Some bills and vouchers were found with some irregularities which were suggested for rectification and for paying attention in future in regard of bills and vouchers.	Council should obtain proper bills and maintain the bills and vouchers properly with all regards.
3	Audit of Book Keeping	We checked the books of accounts which maintained and made available for us during the audit by the Municipal Council.	All departments had some issues in regards of book keeping. { For more details Refer Observation sheet }	Council should maintain proper books of accounts for all departments
4	Audit of FDRs	While Auditing, we found there was one FDR in the ULB.	FDR register should be maintained and updated properly.	Proper Register should be maintained & Interest on FDRs should be recorded in cashbook timely.
5	Audit of Tenders / Bids	01. We examined Tenders/bids documents on the basis of note sheets attached with the vouchers which were made available for us during the audit. 02. Tenders which were found during the audit have followed proper tendering procedures.	01. As per our observations, council has followed proper tendering process regarding some tenders.	Proper Files/Records should be maintained for Tenders & Bids and proper process should be followed.

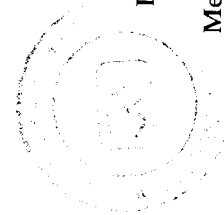


6	Audit of Grants & Loans	Refer the "Audit of Grants & Loans" head of audit observation sheet	During Audit we found that some grants are like mixed nature i.e. Capital & revenue nature therefore in that cases we can't bifurcate how much portion belongs to revenue or capital. Except that all grants have been used for the purposes for which grants have been received.	Grants Register must be Prepared as per ULB approved format and must be completed.
7	Incidences relating to diversion of fund from Capital receipts/ grants / Loans to Revenue Nature Expenditure and from one scheme / Project to another	No Such diversion of fund 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 scheme.	No Such Observation Found	There Should be proper bifurcation of capital and revenue nature receipts and expenditure.
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.	2144.66%	No Such Major Observation found	The Total Expenses is very High in the comparison of Income, so council should make more efforts to meet out the Expenditure form its Revenue Receipts.
b	Percentage of Capital Expenditure with respect to total Expenditure	33.32%	No Such Major Observation found	The capital expenditures are slightly low in comparison of Total expenditures, Council should make policies to increase the percentage of capital expenditures so that council can have more valuable assets.

Date :

Place : Bhopal

For Pramod K. Sharma & co.
Chartered Accountant



Pramod Sharma
(Partner)
Mem. No. : 076883