

MAYUR THAKKAR & CO.

CHARTERED ACCOUNTANT

Address : 224, Siddhivinayak Tower Freeganj Ujjain (M.P.)

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Mobile number- 9806179002, 9340148415

AUDIT REPORT IN CONNECTION WITH ANNUAL AUDIT OF NAGAR PARISHAD

TARANA

We have examined the Receipt & Payment Account, for the year ended on 31st March 2020, attached herewith, of Nagar Parishad Tarana. 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 Tarana;
- We report the following observations/suggestions :
"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 schedules B-I to B-IV;
- Details regarding revenue collection against the budgeted targets and the growth attained during the year in comparison to previous year in given in "Annexure B-I";
- Subject to above:-

- I. We have obtained all the information and explanations which, to the of best 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' and 'B' give a true and fair view of the Receipts and Payments account of the Nagar Parishad Tarana for the year ended on as at 31st March 2020.

Place: Ujjain

Date: 07.07.2020

Signature of the Auditor
Chartered Accountant

UDIN : 20433671AAVAH3599

Membership number - 433671

Partner

C.A. Chirag Jain

FOR : Mayur Thakkar & Company

Annexure A

Notes to accounts

1. The grants/Subsidies were credited in bank accounts of Municipality without intimating about the nature of grant/subsidy. Therefore, it is difficult for the accountants to account the grant in proper heads as well as for auditors in verifying it. The proper sanctioning authority is requested to send the intimation letter specifying the nature of grants/subsidies. Amount of Rs 600000/- of grant has been shown in Other unknown grant in receipt and payment account. Details of same are not available with ULB.
- We suggest that summarized statement of monthly grant released and deductions made there from should be obtained from directorate Bhopal and same should be reconciled.
2. Chungikshatapuri and Yatrikar received from directorate Bhopal is accounted for on net amount actually received in the bank after the deduction from the directorate. Adjustments for deductions made by the directorate, Bhopal from the grant is not grossed up in the books of account.
- We suggest that deduction made by the directorate should be account for separately.
3. We are unable to verify the details of capitalization of expenditure, since there is no proof available for completion of work from respective department. Also, no fixed assets register were maintained by ULB and there is no cross check mechanism exists to ensure the completion of project accept payment of final bill it is suggested that a proper internal control system should be framed to identify the fixed assets and its recognitions in fixed asset register and books of accounts of ULB.
4. We suggest that account 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 extra interest income can be generated.
5. It was observed that proper log registers for vehicle usage, No of KMS of run, vehicles details was not maintained. Therefore we are unable to comment on the diesel/petrol expenses incurred by ULB.
6. Miscellaneous and unknown income of Rs 34956/- and Rs 171362/- has been shown in receipt and payment account. ULB is advised to book the respective income in respective heads.
7. ULB has purchase various materials such as for water works, cleaning and electricity but is observed that stock register for the same with consumption of material are not

(Signature)
20/05/2018

accounted for properly. Thus we are unable to comment upon stock positions of ULB.

8. Audit objection of Rs 5096/- has been shown in receipt and payment account. The details and justification has not been provided to us.

9. Pass book for post office account not found.

10. On Sample verification of Tenders/bids invited during the financial year, it was found that payments were made in excess of the amount quoted by the contractors during the bidding process. It was explained to us that it pertains to the additional work that were done by the contractors on the direction of ULB. However details/proper sanctioning of such additional work was not provided to us for verification.

11. In case of running projects, where the payments are made as the progress of the work, since the ULB have not maintained double entry accounting records. It is not possible to verify whether the payment is made as per the contract terms & whether any excess amount has been paid to the vendors.

12. It is observed that expenditure/payments for various heads are booked wrongly in interhead of expenditure/payments as total expenditure/payments will be same but individually heads of payments are not showing correct figures.

13. Fixed asset register is not maintained and stores register is not properly maintained by ULB. Nagar parishad should be advised to maintain register of fixed assets & Stores register properly containing location, quantity, amount for proper internal control.

14. It is advisable to ULB that work from contractors should be completed within time frame and action to be taken against such contractors if not completed within given time frame.

15. Opening balance difference of Rs 220425/- in IDSMT cash book for which no documents and evidence has been produced before us. Another cash book of IDSMT has been found during course of our audit and balance of such has not been incorporated in previous audit report closing balance. Opening balance of another IDSMT cash book is Rs 1739110/-.

(Signature)
11/10/2019
Joint Audit Officer
District Audit Office
District of ...

Annexure B

AUDIT OF REVENUE

S.No.	INDICATORS	OBSERVATIONS	REMARKS
(i).	The Auditor is responsible for audit of revenue from various sources.	We have audited all the sources by applying Sample Test Check Basis from where municipality is deriving its revenue for the financial year 2019-20 and details of various sources have been reported in Receipt & Payment Account.	Audit of revenue is carried on sample basis on vouchers and receipt books provided for the purpose of audit.
(ii)	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 the sources of revenue from various sources, by applying sample test check basis from the counterfiles of the receipt books and found that in some cases there was delay in depositing the cash in the Bank Account. However it was explained to us that, the same was due to Bank Holiday. Moreover it was observed that Proper Receipt Registers were not maintained by the different Revenue Departments of the ULB because of which it was difficult to reconcile the daily Receipts with the Cash Book.	In some cases, delayed deposit was observed due to Bank Holidays/ Saturday/ Sundays.
(iii)	Percentage of Revenue Collection Increase/decrease in various heads in property tax, Samakikar, Shop rent, Nagar Vikas upkar and education cess has been mentioned in "Annexure - B-I".	Percentage of revenue collection increase/decrease in various heads in Property tax, Water tax, Samakikar, Shop rent, Nagar Vikas upkar and education cess has been mentioned in "Annexure - B-I".	Percentage of revenue collection has been increased in all the kar except in Samakikar (both for current year & receivables), Water tax & Shop rent for current year only. Municipality should focus on recovery of above mentioned taxes in best possible manner and take appropriate action also for long time defaulter.
(iv)	Delay beyond 2 working days shall be immediately brought to the notice of Commissioner (MCO)	We have checked the sources of revenue from various sources, by applying sample test check basis from the counterfiles of the	No discrepancies observed.

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(V) Entries in Cash Book should be verified.	receipt books and found that, in some cases there was a delay of depositing the cash in the Bank Account. However it was explained to us that, the same was due to Bank Holiday.	It was observed that Proper Receipt Registers were not maintained by the different Revenue Departments of the ULB because of which it was difficult to reconcile the daily Receipts with the Cash Book.	Municipality should use actual figures of past year while preparing budget so that under or over recovery is comparable against budgeted figures. Refer Annexure "B-II" for detailed.	Auditor shall specifically mention in report the revenue recovery against the Quarterly & Monthly Targets. Any lapses in revenue recovery shall be mentioned on the basis of actual past income and expenditure if we compare with the budgeted figure the realisation of income is not up to the mark and we compare the same with the past year actual income the growth is positive. Recovery against target has been specifically mentioned in Annexure "B-II".	(VII) The Auditor shall verify the interest income from FDR and verify that interest income is duly & timely recorded in Cash book based on Accrual Basis. It is recorded only at the time it is credited to the Bank account of the ULB. We suggest that accounts should be linked with Autosweep account with the bank so that idle fund gets transferred to short term deposit without affecting the liquidity of fund, so that interest income can be earned. Also the ULB should timely Renew its Fixed Deposit. Municipality is bearing interest loss by not keeping its funds in auto sweep account as a ULB it receives	(VIII) The Cases were investments are made on lesser interest rates shall be brought to the notice of There exist no investments except Fixed deposits with Bank. FDRs are invested at the prevailing interest rate.	(VIIII) The Cases were investments are made on lesser interest rates shall be brought to the notice of
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AUDIT OF EXPENDITURE

S.No	INDICATORS	OBSERVATIONS	REMARKS
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(i)	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 F.Y.2019-20.	ULB is not in a practice to book the expenses in Particular GL Codes. Therefore there are high chances of booking expenses in wrong head.
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(ii)	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.	No Discrepancies observed on our sample test basis observation.
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(iii)	Auditor shall check monthly balance of the Cash Book & guide the accountant to rectify the errors.	We have verified the balance of the	Double checking of the balances of the Cash book should be done to avoid differences.
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(iv)	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.	While verifying the expenditure incurred in a particular scheme on sample test check basis it was observed that Expenditure/Payments for various heads are booked wrongly in Inter head of Expenditure/Payments, as total Expenditure/Payments will be same but individually heads of payments are not showing correct figures.	Also The ULB have maintained a Single Cash Book & Bank Accounts for all the State received Grants & ULB's revenue is same and all the expenditures are routed through said Bank accounts. Therefore there are high probability that the expenditure of a particular scheme is done in excess of the funds allocated for the said
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Commissioner/CMO.	huge fund and the same is utilized over a span of time in instalments, So if the account is auto sweep optimum utilization of such funds can be done.
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AUDIT OF BOOK KEEPING

S.No	INDICATORS	OBSERVATIONS	REMARKS
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(1)	Auditor is responsible for audit of all the books of accounts as well as stores.	We have verified the Cash book, Cashier cash book, Grant register, Bank account statements, Vouchers, Receipt books, and all the records maintained by the municipality and found some discrepancies as mentioned in the notes to accounts attached to this report.	The Books of accounts and records as provided by municipality for the purpose of audit has been verified. Municipality has not properly maintained SD register, EMD register, Fixed asset register, Stores register. Also proper Receipt register have not been maintained by the various revenue departments. It is hereby suggested to strictly complete these registers and maintain properly.
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(II)	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. Difference in opening balance of cash book and audit report has been found which has been mentioned in "Annexure B-III".	The books of accounts are being made in Single entry System based on Cash Basis. Apart from that only Cash Books are maintained. We suggest ULB should follow proper accounting standards based on Double Entry System.
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(III)	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 separate advance register has been maintained by ULB.	It is suggested that advance register should be maintained by ULB. So that proper recovery of advances should be done.
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(IV)	The auditor shall verify that all the temporary advances have been fully recovered.	No separate advance register has been maintained by ULB.	It is suggested that advance register should be maintained by ULB. So that proper recovery of advances should be
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Chirag Jain

Chirag Jain

AUDIT OF FDR

		(V)	Bank Reconciliation Statement shall be verified from the records of ULB & the bank concerned.	Bank reconciliation statement has been prepared by ULB and no discrepancies have been observed by us.	No discrepancies observed.	done.
		(VI)	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.	Grant register has been prepared by the municipality. Receipts and payment are verified from grant register and no discrepancies have been observed.	Municipality should enquire on timely basis for clarifying the head under which the grants are provided by the government.	
		(VII)	The Auditor shall verify the fixed assets register from the records & the discrepancies shall be brought to the notice of CMO.	During the course of audit we observed that the fixed Asset register is not properly maintained by the ULB.	We Suggest that Fixed asset register to maintain indicating both Quantity and Value of fixed assets.	
		(VIII)	The auditor shall reconcile the accounts of receipt and payments especially for project funds.	No receipt and payment accounts have been prepared related to project fund hence it is not possible for us to reconcile the same.	Balances of Grant Register are not properly linked out.	

S.No	INDICATORS	OBSERVATIONS	REMARKS
(1)	The auditor is responsible for audit of all FDR & TDR.	During the course of our of audit we observe that in cash book opening and closing balance is Rs 9,70,000 (opening balance) and Rs 13,31,361 (closing balance) during FY 2019-20. But in FDR Amount invested on 12.10.2015 is Rs 13,31,361 and matured amount on 12.10.2020 is Rs 18,83,517. From the above it is clear that amount of interest is	FDR to be renewed timely so that proper interest accrued during such period can be recorded and we suggest that ELB should obtain TDS certificate from bank to properly account for interest in books of account.

5/1/19
 For the Director
 Municipal Corporation

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AUDIT OF TENDER/BIDS

S.No	INDICATORS	OBSERVATIONS	REMARKS
(I)	The auditor is responsible for audit of all tenders/bids invited by ULB.	We have audited tenders/ bids invited by the ULB -during the FY.2019-20 by applying Sample Test Check Basis and no contraventions or exceptions were noticed during the course of audit has been mentioned in Notes to accounts.	Mentioned in Notes to accounts.
(II)	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.	No discrepancies were observed.

(II)	Auditor shall ensure that proper records of FDR are maintained and all renewals are timely done.	ULB have not properly recorded the interest on the FDR timely. Also the FDR renewed depository receipt have not been obtained after maturity of last FDR. Apart from the above some Old Fixed deposit to the extent of Rs. 13000 in the name of Hithgrahis & CMO not recorded in the books of accounts neither they have been renewed timely by the ULB.	FDR to be renewed timely so that proper interest accrued during such period can be recorded.
(III)	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 discrepancies were observed.
(IV)	Interest earned on FDR shall be verified from entries in the Cash Book.	As regards the verification of the interest earned and its reporting in the cash book we draw attention to the point that municipality is not recording the interest income from FDR in books.	We suggest Municipality should record the interest earned on FDRs as and when the same are renewed.

(III)	Auditor shall verify that receipts of tender fee/bid processing fee/performance guarantee both during the construction and maintenance period.	We have verified the receipts of Bid processing fees/Tender fees on sample test basis.	Separate register should be maintained mentioning the details of tender fees received from the tender and SD deducted.
(IV)	The bank guarantee, if received in lieu of bid processing fee/performance guarantee shall be verified from the issuing bank.	As a performance guarantee the municipality obtained bank guarantee from the contractors. During the year no bank guarantee has been issued/revoked during the year.	No Such instances have been found.
(V)	The Conditions of BG's shall also be verified and any BG with any such condition which is against the interest of the ULB shall be verified and brought to the notice of Commissioner/CMO.	No bank guarantee has been issued/revoked during the year.	Not Applicable
(VI)	The cases of extension of BG shall be brought to the notice of Commissioner/CMO proper guidance to extend the BG shall also be given to ULB.	No such extension of BG has been found during the course of audit.	None.

AUDIT OF GRANTS & LOANS

S.No	INDICATORS	OBSERVATIONS	REMARKS
(i)	Auditor is responsible for audit of Grants given by CG and its utilization.	We have verified Grants given by CG and its utilization during the course of audit. Details of such has been mentioned in Annexure - B- IV "	Utilisation Certificates are not provided by the ULB for the purpose of audit.
(ii)	Auditor is responsible for audit of Grants received from State Government and its utilization.	We have verified Grants given by CG and its utilization during the course of audit. Details of such has been mentioned in Annexure - B- IV "	Utilisation Certificates are not provided by the ULB for the purpose of audit.
(iii)	The auditor shall ensure that the loan availed by ULB for creation of HEDCO shall be used for the purpose of ULB.	No such instances	

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perform audit of loans provided for physical infrastructure and its utilization. During this audit the auditor shall specifically comment on the revenue mechanism ie; whether the asset created out of the loan has generated desired revenue or not. He shall also comment on the possible reasons for non-generation of the revenue.	(IV) The auditor shall specifically point out any diversion of funds from receipts/grant/loans to revenue expenditure and from one scheme/project to another.
of physical infrastructure. During the course of audit, it was observed that Loan from HUDCO had been taken by the ULB. However no further details of the application of the Loan, Utilisation Certificates have been provided to us for verification.	Diversion of Funds cannot be determined due to improper maintenance of Grant Registers and due to non adherence of guidelines of opening a different Bank account for each of the specified Grant. The ULB have maintained a Single Cash Book & Bank Accounts for all the State received Grants & ULB's revenue is same and all the expenditures are routed through said Bank accounts. Therefore there may be chances that there may be diversion of Grants.

No such instances observed

observed.

133896W

Pragati

11/10/11

Comparative chart as required by Scope head 1 (subhead 3)

Particulars	2019-20 (A)	2018-19	% of growth
Sampatti Kar current year	106999/-	52705/-	103.01%
Sampatti Kar Previous year	151520/-	137036/-	10.57%
Sameti Kar Current year	129943/-	200184/-	-35.08%
Sameti Kar Previous year	486508/-	609890/-	-20.23%
Shiksha Upkar current year	19024/-	7546/-	152.11%
Shiksha upkar Previous year	24169/-	13660/-	76.93%
Water tax current year	121924/-	285110/-	-57.24%
Water Tax receivables	366835/-	787750/-	-53.43%
Nagarinya Vikas upkar current year	31046/-	13871/-	123.82%
Nagarinya vikas upkar previous year	43795/-	24733/-	77.07%
Shop Kiya Current year	233477/-	276118/-	-15.44%
Shop Kiya Previous year	546408/-	224595/-	143.29%

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Details Regarding Revenue collection against the Budgeted Targets

S.No.	Particulars								
		Audited Actual 18- 19	(A)	Budget 19-20	(B)	Audited Actual 19-20 (C)	Growth In Budget as compared to 18-19 % (B- A)/A*100	Actual Achievement 19- 20 in % (C/B)*100	
1	Sampati kar Current year	52705/-	1770000/-	106999/-	3258.3%	6.04%			
2	Sampati Kar Previous year	137036/-	2414042/-	151520/-	1661.61%	6.28%			
3	Samekit Kar current year	200184/-	615000/-	129943/-	207.22%	21.13%			
4	Samekit Kar Previous year	609890/-	2565545/-	486508/-	320.66%	18.96%			
5	Shiksha Upkar Current year	7546/-	27500/-	19024/-	264.43%	69.18%			
6	Shiksha Upkar previous year	13660/-	60500/-	24169/-	342.90%	39.95%			
7	Water Tax current year	285110/-	1231220/-	121924/-	331.81%	9.90%			
8	Water tax previous year	787750/-	4630000/-	366835/-	487.75%	7.92%			

Over Budget

5.11.19

9.	Nagar Vikas Upkar	13871/-	4400/-	31046/-	217.21%	70.55%
10.	Nagar Vikas Upkar	24733/-	71500/-	43795/-	189.09%	61.25%
11.	Shop rent Current year	276118/-	1375550/-	233477/-	398.18%	16.97%
12	Shop rent Previous year	224595/-	2475550/-	546408/-	1002.22%	22.07%

The above data reveals that Budgets estimated of income are estimates on very higher side. 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.

Annexure "B-III"

Opening Balance difference has been found in cash book and previous auditor report.

Scheme Name and bank account details	Balance as per cash book	Balance as per Previous audit report	Difference
CNI Adosachrana SBI 44536	RS 346312/-	RS 347075/-	RS 763/-
CNI Payal Yojana SBI 39314 and Bank of Baroda 1029	RS 6256926/-	RS 6274758/-	RS 17832/-
IDSMT Scheme	RS 11617578/-	RS 11838003/-	RS 220425/-

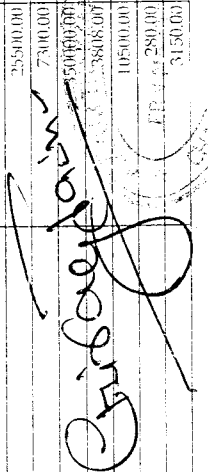
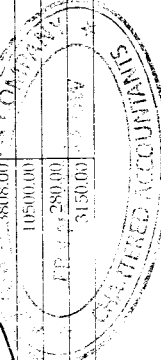
Another cash book of IDSMT has been found during course of our audit and balance of such has not been incorporated in previous audit report closing balance. Opening balance of another IDSMT cash book is RS 1739110/-.

For and to the credit of
the account of the
Government of India

(Signature)

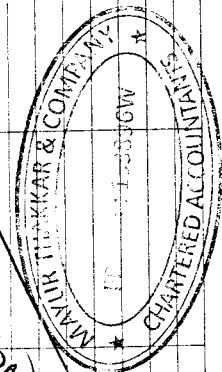
Receipts & Payment Account for the Year ended 31.03.2020

Receipts	Amount (Rs)	Amount (Rs)	Payment	Annexure-BI	
				Amount (Rs)	Amount (Rs)
To Opening Balances as per Cash Books			Revenue Expenditure		
SRI 80750	2130726.100		Establishment Expenses		
641 7049	269291.000		Salary Sathi Employee	20208241.000	
223946000	223946000		Daily Wages	14920822.000	
31742.000	31742.000		Panishad Bhatha	319048.000	
29483.000	29483.000		Bharan peshan bhatha	45000.000	
8434.000	8434.000		Panibhashit Pension	275620.000	
7353402.000	7353402.000		G.H.	682575.000	
3002621.000	3002621.000		Arrear Salary	1048729.000	37500035.000
273966.000	273966.000				
985714.000	985714.000		Administrative expenses		
7102521.000	7102521.000		Street Light & Tubewell Electricity	3317931.000	
6885003.000	6885003.000		Electricity expenses (H)	1362013.000	
970000.000	970000.000		Diesel/Fuel Expenses	2057454.000	
2505248.000	2505248.000		Telephone expenses	60832.000	
1246176.000	1246176.000		Upkar Rashi	184661.000	
8138467.000	8138467.000		Playa polika office building rent	318600.000	
346311.000	346311.000		Legal fees	19000.000	
6000262.000	6000262.000		CST return filing fees	93900.000	
250131	250131		Books and Periodicals	6000.000	
1161578	1161578		Advertisement / Nevada vevayoti prakashan	384314.000	
1700110	1700110	91313760.000	Bank Charges	3123.000	7807828.000
Revenue Receipts			Operation and Maintenance expenses		
Pazar Bhithas	36239.000		Repair and maintenance Vehicles	544529.000	
Block Pukam Current Year	233477.000		Renewal expenses	1271048.000	
Block Pukam Outstanding	34648.000		Water works	1567041.000	
Samprad Kar Current year	100000.000		Plavon Kar Connection expenses	709857.000	
Samprad Kar Outstanding	151500.000		Halpraday Samagri	6207430.000	
Samprad Kar Current year	129433.000		Repair and maintenance tubewell/Minir Pump	1009681.000	
Samprad Kar Outstanding	480908.000		Sanitation Purchase Material expenses	3099342.000	
Water Tax Current year	121924.000		Electricity Material purchase expenses	1358635.000	15767363.000
Water Tax Outstanding year	36835.000				
Nagar Vikas Kar - Current year	31046.000		Capital Expenditure & Assets		
Nagar Vikas Kar - Outstanding	43795.000		Capital WIP and Fixed assets		
Education cess - Current year	19024.000		CC road Nirman	9666128.000	
Education cess - Outstanding	24169.000		Public toilet	1187007.000	
User charge Current year	170105.000		Bus stand Nirman	1286521.000	
User Charge Outstanding year	127833.000		Nali/CC Nirman	1046346.000	
Nali connection	699591.000		Sabji mandi Nirman	1152795.000	
Namanaran Shulk	777927.000		JCB Purchase	2657841.000	
(CST)	85936.000		PM Awas Yojana (Higrahi Anshdaan)	5365500.000	
Pradharshan Shulk	100.000		CM Adosachrana brant CC road Nirman	4745958.000	
Larker Cleaning Charges	25000.000		CM Payal Yojana (Water Works)	1796370.000	77193966.000
Avedan Shulk	7300.000				
Dukan Nilami	15000.000		Loans, advances and deposits		
Pashu Vadh Shulk	10500.000		Sanchit Nidhi	273181.000	
Pashu Prapayur Shulk	10500.000		Hudco Loan Principal	1287600.000	
Right to information fees	10500.000		Hudco Loan Interest	1400618.000	
Yela Tanker	31500.000		Amount Rashi	172363.000	

30/03/2020 नगरपालिका कार्यालय
 नगर प्रमुख कार्यालय, काठमाडौं

NAGAR PARISHAD FARANA, DISTRICT UJJAIN				
Income & Expenditure Account for the Year ended 31.03.2020				
Expenditure	Amount (Rs.)	Amount (Rs.)	Income	Amount (Rs.)
Revenue Expenditure			Revenue Receipts	
Establishment Expenses			Bazar Bhethak	316219.00
Salary, Stahi Employee	20208241.00		Block Dukan Current Year	233477.00
Daily Wages	14920822.00		Block Dukan Outstanding	546408.00
Parishad Bhatta	319048.00		Sampati Kar Current year	106999.00
Bharan pesham bhatta	4500.00		Sampati Kar Outstanding	151520.00
Parishad Pension	275620.00		Samekit Kar Current year	129943.00
GP	682575.00		Samekit Kar Outstanding	486508.00
Arrear Salary	1048729.00	37500035.00	Upkar - Current year	121924.00
Administrative expenses			Upkar - outstanding year	366835.00
Street Light & Inflowwell Electricity	3317931.00		Nagar Vikas Kar - Current year	31046.00
Electricity expenses (HH)	1362013.00		Nagar Vikas Kar - Outstanding	43795.00
Diesel/Fueloil Expenses	2057454.00		Education cess - Current year	19024.00
Telephone expenses	60832.00		Education cess - Outstanding	24169.00
Upkar Kashi	184661.00		User charge - Current year	170105.00
Nagar palika office building rent	318600.00		User charge - Outstanding year	127833.00
Legal fees	19000.00		User Charge - Outstanding year	699591.00
GSI return filing fees	93900.00		Nal Connection	777927.00
Books and Periodicals	5000.00		Namantation Chulk	85936.00
Advertisement / Nivada vivyapthi prakashan	384314.00		GSI	100.00
Bank Charges	3123.00	7807828.00	Pradharshan Shulk	25500.00
Operation and Maintenance expenses			Tanker Cleaning Charges	7300.00
Repair and maintenance - Vehicles	544529.00		Acedan Shulk	350000.00
Borewell expenses	1271048.00		Dukan Nilami	3808.00
Water works	1367041.00		Pashu Vadi Shulk	10500.00
Naaven Nal Connection expenses	709857.00		Pashu Panjivan Shulk	280.00
Palpraday Samaghi	620710.00		Right to information fees	3150.00
Repair and maintenance - tubewell, Motor pump	1009681.00		Nida Tanker	16000.00
Sanitation Purchase Material expenses	3099342.00		Amnal Shulk	388900.00
Electricity Material purchase expenses	158635.00	15767563.00	Tender form	20070.00
Miscellaneous Expenses	3898665.00		Sahukari licence fees	1200.00
			Tire charges fees	500.00
			Marriage registration fees	2400.00
			Water tanker supply	2250.00
			Anguypati shulk	296.00
			Water tanker	23786.00
			Cycle Stand	114065.00
			Vikas Kar (Others)	3660.00
			Kardata Shulk	1600.00
			JCR rent received	60.00
			Penalty	360.00
			Ration card	500.00
			Nal Repair	5415544.00



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नगर पंचायत सराना
नगर पंचायत सराना

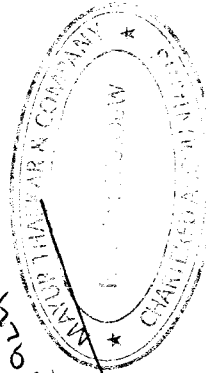
		Assigned revenue and compensation		
		Champakshahi Puri	27352502.00	
		Nirvan Kar	1104000.00	
		Yatri Kar	1413000.00	
		Rajya viti avog anudan	5642000.00	
		Mulbhoot anudan	6894000.00	
		Mudrank shuk	1006000.00	
		Other unknown grant	600000.00	44011502.00
		Interest Income		
		For Main Cash book	1700495.00	
		From Sanchit Nidhi Cash book	407998	
		From PM Awas Yojana Cash book	754231	
		From CM Adolsachrachna Cash book	183391	
		From CM Shakti Payal Yojana	181961	
		From HSNII Cash book	435961	3664037.00
		Miscellaneous Receipts		
		Miscellaneous	34956.00	
		Unknown Income	171362.00	
		Audit objection	5096.00	211414.00
		Excess of expenditure over income DTY	11671594.00	11671594.00
Total	64974091.00	Total	64974091.00	64974091.00

DATE : 07.07.2020

PLACED : Ujjain

AS PER OUR AUDIT REPORT ON EVEN DATE

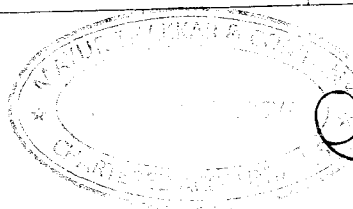
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 11/07/2020

Annexure - 1 - Miscellenous expenses

S.No	Particulars	Amount
		178960
1	Talab Ghahrikaran	16281
2	Photcopy expenses	377058
3	Election expneses	425326
4	Mela 2018-19 expenses	169740
5	Nadi Khudai	4250
6	CD Purchase	16200
7	Table Almirah	74969
8	Vehicle insurance expenses	40175
9	Stationery expenses	13920
10	Scholaya paint expenses	95462
11	Chuna	37990
12	National festival expneses	5376
13	Scholava Gate expneses	18900
14	Garage Nirman	10589
15	Jali Repair	56633
16	Welding work expenses	20000
17	GL code Budget expneses	17210
18	Refreshment expenses	6700
19	Phool - Har Expenses	114010
20	Religious festival celebration expenses	36000
21	Court expenses	134054
22	Material Purchase - others	27000
23	CC-TV camera Purchase	5500
24	Digital Signature expenses	13500
25	Drawing & Design expenses	7985
26	Nal repair	25200
27	Painting Marble) expenses	28755
28	National festival expneses	18924
29	R&M - jalpraday	9750
30	Online Tondoring expneses	3600
31	Cultural expenses	141475
32	tent kiraya	325620
33	DPR expneses	115034
34	Flex printing expenses	15400
35	Sound system expenses	7096
36	Water Supply arrangement expenses	8208
37	Fan purchase	10260
38	Cooler expenses	12500
39	Vehicle rent expenses	20931
40	Park arrangement expenses	15000
41	Antveshti Sahayata	67205
42	R&M Computer	37715
43	Newspaper	89775
44	Nikah Samelan	931486
45	Survekshan (Swatchta) Expenses	23720
46	Teacher day celebration expenses	23184
47	Flex printing expenses	43949
48	Tractor rent	3898665
	Total	



Chraghain

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

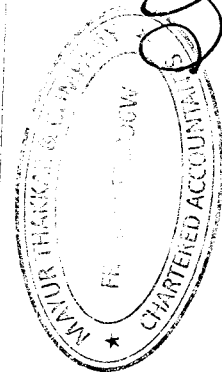
Name of U/B: Nagar Parishad Tarana
Name of Auditor: Mayur Thakkar &
Company

Sl. No.	Parameters	Description	Year 2019-20 % of Growth	Observation in Brief	Suggestions
	Audit of Revenue				
	मांदरेव कर वसुली		Year 2018-19		
(i)	समयिक	189711	258510	36.25% Satisfactory performance has been observed	We suggest that UI B should take strict action against long time defaulters who do not repay their taxes beyond 4-5 years continuously.
(ii)	समयित कर	810074	616451	23.90% Samekit Kar has substantially declined by 23.90% as compared to previous year.	UI B Should more focus on recovery of Samekit kar by adopting proper revenue recovery model and recovery should be done from those who are not paying from last 4-5 years continuously.
(iii)	नगरीय विकास उपकर	88601	71841	94.87% Satisfactory performance has been observed	We suggest that UI B should take strict action against long time defaulters who do not repay their taxes beyond 4-5 years continuously.
(iv)	शिक्षा उपकर	617430	505532	18.12% Shiksha Upkar has been significantly reduced by 18.12% as compared to previous year	UI B Should more focus on recovery of Shiksha upkar by adopting proper revenue recovery model and recovery should be done from those who are not paying from last 4-5 years continuously.
(v)	कुल योग नगर राजस्व वसुली	1658555	1455343	50.32% Shop rent recovery has been declined from the previous year. It was also observed that municipality has no consistent recovery procedures in case of Shop rent (Outstanding)	Shop rent and outstanding recovery should be consistent by applying appropriate revenue recovery procedures.
(vi)	शुद्ध लाभानुभवा उपकर	1072840	888790	54.11% Water tax has been reduced substantially declined by 54.11% as compared to previous year	UI B Should more focus on recovery of Water tax by adopting proper revenue recovery model and recovery should be done from those who are not paying from last 4-5 years continuously.
(vii)	कुल योग	0	0		Nil
(viii)	अन्य कर / शुल्क	0	0		
(ix)	कुल योग	1573573	1286644		UI B has very slow tax recovery in the current year. UI B should apply appropriate procedures specially in recovery of old outstanding dues.
(x)	मूल योग	3229428	2741987		



मुख्य नगर परिषद टराना
नगर परीक्षक दायना वि. लखन

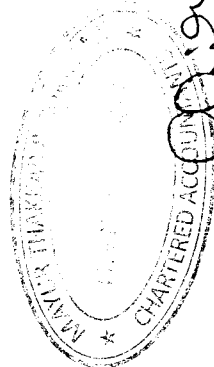
Audit of Expenditure	Expenditure is properly maintained by Nagar Municipality and appears to be true and fair except as per Annexure B-II	Refer Annexure B-III	
Audit of Book Keeping	The Nagar Parishad has properly maintained books of accounts, and records related to daily transactions except mentioned in Annexure B-IV	Refer Annexure B-IV	Refer Annexure B-IV
1. Audit of HDR	During the course of our audit we come across, 2 HDR named in favour of Nagar Palika Varanasi and same has been physically verified by us. Out of which one HDR account number 9471 We observe that in cash book opening and closing balance is Rs 9,70,000 (opening balance) and Rs 13,31,361 (closing balance) during FY 2019-20. But in HDR Amount invested on 12.10.2015 is Rs 13,31,361 and matured amount on 12.10.2020 is Rs 18,83,517. From the above it is clear that amount of interest is not properly recorded in cash book.	It is to be reviewed timely so that proper interest accrued during such period can be recorded.	
2. Audit of Lenders/Bids	We have audited tenders/bids invited by the UI B during the FY 2019-20 by applying Sample Test Check Basis and no contraventions or exceptions were noticed during the course of audit has been mentioned in Notes to accounts.	It was observed that contracts could not be completed on time due to various reasons. Registers for Security Deposit details and Lenders sold details are not maintained.	It is advisable to UI B that work from contractors should be completed within time frame and action to be taken against such contractors if not completed within time frame.
3. Audit of Grants & Loans	The records related to grants receipts and payments are properly maintained by Nagar Parishad.	The grants received by municipality is through proper channel and the payments are made by the municipality for the purpose for which the same is provided by government. The municipality is not sure of the head under which some grants are received as the same are directly credited in the month of March without mentioning heads.	Municipality should enquire on timely basis for clarifying the head under which the grants are provided by the government.
4. Incidences relating to diversion of funds from Capital receipts/Grants/Loans to Revenue Nature Expenditure and from one scheme/project to another	Diversion of Funds cannot be determined due to improper maintenance of Grant Registers and due to non adherence of guidelines of opening a different Bank account for each of the specified Grant. The UI B have maintained a Single Cash Book & Bank Accounts for all the State received Grants & UI B's revenue is same and all the expenditures are routed through said Bank accounts. Therefore there may be chances that there may be diversion of Grants.	We didn't came across any such diversion of fund.	We suggest specific project bank account such as Water works used separate bank account so that grant and its utilization can be reconcile.



Dr. S. Singh

5.11.20
प्रा.प. नगरपालिका
विकास अधिकारी

6	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 charges etc.	Revenue receipts as mentioned- Rs.5302497/- and Revenue expenditure as mentioned- Rs.6974091 /- Therefore percentage as required = 121.90% $(6974091/5302497) \times 100$	Higher Revenue expenditure has been incurred as compared to revenue receipts.	We suggest that revenue expenditure should be controlled by U.B. by using appropriate procedures to control regular expenditure.
	b) Percentage of Capital Expenditure with respect to Total Expenditure	Capital Expenditure- Rs. 2739366 /- Total Expenditure- Rs.14219867 /- Therefore percentage as required = 54.29% $(2739366/14219867) \times 100$	Since we don't know ideal ratio so we are not able to comment upon it.	Since we don't know ideal ratio so we are not able to comment upon it.
7	Whether all the temporary advances has been fully recovered or not.	Advance register has not been maintained by Nagar Palikahad	Not Applicable	
10	Whether the Bank reconciliation Statement have been regularly prepared.	Bank reconciliation Statement prepared by U.B.	Refer Bank reconciliation statement	



Signature
 10.10.2019
 10.10.2019

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Bank Reconciliation statement for FY 2019-20

SBI 2076

for 19-20

Closing Balance As per cash book	9913939.00
Closing Balance As per Bank	9913939.00

SBI 70432

for 19-20

Closing Balance As per cash book	77276.00
Closing Balance As per Bank	77276.00

NMGB 2424

for 19-20

Closing Balance As per cash book	32582.00
Closing Balance As per Bank	32582.00

BOI 4626

for 19-20

Closing Balance As per cash book	31742.00
Closing Balance As per Bank	31742.00

BOI 4399

for 19-20

Closing Balance As per cash book	30431.00
Closing Balance As per Bank	30431.00

BOB 2610

for 19-20

Closing Balance As per cash book	10202378.00
Closing Balance As per Bank	10202378.00

मुख्य नगर पुलिस अधीक्षक
नगर प्रमुख तथा नगर वि. अधिकारी

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BOB 5164
for 19-20

Closing Balance As per cash book		5099117.00
Closing Balance As per Bank		5099117.00

BOB 3344
for 19-20

Closing Balance As per cash book		7449207.00
Closing Balance As per Bank		7449207.00

HDFC 5021
for 19-20

Closing Balance As per cash book		15872.00
Closing Balance As per Bank		15872.00

HDFC 6200
for 19-20

Closing Balance As per cash book		71145.00
Closing Balance As per Bank		71145.00

HDFC 2938
for 19-20

Closing Balance As per cash book		12850971.00
Closing Balance As per Bank		12850971.00

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मुख्य कार्यकारी अधिकारी
भारतीय पोस्टल सेवा विभाग

NAGAR PARISHAD TARANA, DISTRICT UJJAIN
BALANCE SHEET AS ON 31.03.2020

LIABILITIES	Amount (Rs)	Amount (Rs)	ASSETS	Amount (Rs)	Annexure-B1 Amount (Rs)
Municipality fund	82488488.00		Capital Expenditure & Assets		
	-11671594.00	70816894.00	Capital WIP and Fixed assets		
			CC road Nirman	9066128.00	
			Public toilet	1187007.00	
			Bus stand Nirman	1286521.00	
			Nali CC Nirman	1046346.00	
			Sabji mandi Nirman	1152795.00	
			ICB Purchase	2657841.00	
			PM Awas Yojana (Hirgrahi Anshda	53655000.00	
			CM Adosachrana Grant CC road N	4745958.00	
			CM Payjal Yojana (Water Works)	1796370.00	77193966.00
			Closing Balance		
			SBI 72076	9913939	
			SBI 70432	77276	
			Narmada Gramin Bank 2424	12582	
			PNB 4846	31742	
			BOI 4299	30431	
			SBI 165	8500	
			HDFC 76200	71145	
			HDFC 3021	15872	
			HDFC 2938	12850971	
			Post office no statement available	1434	
			BOB 2610	1020278	
			BOB 3344	244920	
			BOB 3164	5090117	
			PNB SANCHI NIDHI	4011361	
			SBI 380759 Sanchi Nidhi	145785	
			PNB Awas Yojana BOB-4333	370630	
			ICICI BANK STATEMENT	703347	
			MUKHYA MANTRI ADHOSWAR	5783245	
			SHAHRI PAYJAL SBI 39314	4642517	
			IDSMT SCHEME DUKAN NILAM	12382164	
			IDSMT Scheme (Others)	1793910	81945853.00
Total	159139819.00	159139819.00	Total	159139819.00	159139819.00

DATE : 07.07.2020

PLACE : Ujjain

AS PER OUR AUDIT REPORT ON EVEN DATE

(Signature)

Since opening balances of Municipality fund, Capital receipt and liabilities, deposits, loans and advances and Capital expenditure are not available to us we cannot upon accuracy of Balance sheet. We do not certify accuracy of balance sheet because of non-availability of opening balances also in last audit year audit report balance sheet has not been attached.

For: Mayur Thakkar & Co.
Chartered Accountants

(PARTNER)
FRN : 133896W

मुख्य नगर पालिका अधिकारी
नगर पालिका तारणा वि. उज्जैन