

कार्यालय नगर परिषद उन्हेल, जिला-उज्जैन (म.प्र.)

क्रमांक 575/लेखा/2020

उन्हेल दिनांक 15/09/2020

प्रति

संयुक्त संचालक महोदय
नगरीय प्रशासन एवं विकास
उज्जैन, संभाग उज्जैन

विषय :- वर्ष 2019-20 के लेखाओं की CA ऑडिट रिपोर्ट भेजने बाबत।


संदर्भ :- श्रीमान का पत्र क्रमांक लेखा/सी.ए. ऑडिट/2019-20/3258 उज्जैन
दिनांक 02/09/2020,

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महोदय,

उपरोक्त संदर्भित पत्र के पालन में निवेदन है कि, SBCJ एण्ड एसोसिएट्स
सी.ए. कमलनयन जैन 7/26 प्रगति नगर नानाखेड़ा बस स्टेण्ड के पास उज्जैन से वर्ष
2019-2020 का सी.ए. ऑडिट कराया जाकर ऑडिट रिपोर्ट 02 प्रति में संलग्न प्रेषित है।

संलग्न :- CA ऑडिट रिपोर्ट
02 प्रति


मुख्य नगर पालिका अधिकारी
नगर परिषद उन्हेल, जिला उज्जैन





AUDIT REPORT

OF

NAGAR PARISHAD, UNHEL

DISTRICT - UJJAIN (M.P.)

FOR THE YEAR ENDED ON 31ST MARCH 2020

FINANCIAL YEAR : 01.04.2019 TO 31.03.2020

AUDITORS

S B C J & ASSOCIATES

CHARTERED ACCOUNTANTS

7/26, PRAGATI NAGAR, NEAR NANAKHEDA BUS STAND,

UJJAIN - 456 010 (M.P.)

MOBILE - 9098935635

EMAIL - KNJCA@YAHOO.COM

AUDIT REPORT SIGNED BY

CA. KAMALNAYAN JAIN

(M.Com., LL.B., FCA)

S B C J & Associates
Chartered Accountants

Head Office :

LIG-212-B, E-7, Arera Colony,
Near Union Bank of India,
Bhopal - 462 026 (M.P.)



CA. Kamalnayan Jain
(M.Com. LL.B. FCA)

7/26, Pragati Nagar
Near Nanakheda Bus Stand
Ujjain - 456 010 (M.P.)
Mobile - 90989 35635
Email - knjca@yahoo.com

AUDITOR'S REPORT

NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)

Report on the Financial Statements


We have audited the accompanying financial statement of **NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)**, which comprises of the **Receipts and Payments Account** for the year ended on **31st March, 2020**. The above Institution do not keep its accounts on double entry system of accounting therefore, there are no Balance Sheet and Income & Expenditure Account. The Institution only prepares Receipts and Payments Account. The Institution follows Cash System of Accounting. The observations on the scope of audit work prescribed and other notes, comments and explanatory information etc. are attached herewith.

Management's Responsibility for the Financial Statements

The Institution's Management is responsible for the preparation of the Receipts and Payments Account that give a true and fair view of the Receipts and Payments in accordance with the Accounting Standards and in accordance with the accounting principles generally accepted in India. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the Receipts and Payments Account that give a true and fair view and are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the above Receipts and Payments Account based on our audit. We conducted our audit in accordance with the standards on Auditing issued by


[CA. Kamalnayan Jain]
नगर परिषद, उन्हेल (म.प्र.)

[Accountant]



the Institute of Chartered Accountants of India. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Receipts and Payments Account is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and the disclosures in the Receipts and Payments Account. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Receipts and Payments Account, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institution's preparation and fair presentation of the Receipts and Payments Account in order to design audit procedure that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institution's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by the Management as well as evaluating the overall presentation of the Receipts and Payments Account. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion. Test check methods have been applied in areas where ever the same has been considered appropriate.

Opinion

In our opinion and to the best of our information and according to the explanations given to us, the aforesaid Receipts and Payments Account give a true and fair view, in conformity with the accounting principles generally accepted in India, read with significant accounting policies, of the Receipts and Payments of the Institution for the year ended on that date.

Date – 10th September, 2020
Place – Ujjain (M.P.)



For S B C J & Associates
Chartered Accountants

[Signature]

CA. Kamalnayan Jain
(Partner)

MRN. – 409833

FRN. – 007051C

UDIN - 20409833AAAABT8094

[Chief Municipal Officer]

[Accountant]

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नगर परिषद, उज्जैन (म.प्र.)

S B C J & Associates
Chartered Accountants

CA. Kamalnayan Jain
(M.Com. LL.B. FCA)

Head Office :

LIG-212-B, E-7, Arera Colony,
Near Union Bank of India,
Bhopal - 462 026 (M.P.)



7/26, Pragati Nagar
Near Nanakheda Bus Stand
Ujjain - 456 010 (M.P.)
Mobile - 90989 35635
Email - knjca@yahoo.com

OBSERVATIONS ON THE SCOPE OF AUDIT WORK PRESECIBED

NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)

FOR THE FINANCIAL YEAR ENDED ON 31ST MARCH, 2020

(1) AUDIT OF REVENUE :

(i) The Institution is following Cash System of Accounting for recording receipts. The receipts of revenue from all the sources on the above basis have been examined.

(ii) The revenue receipts have been checked from the counterfoils of receipts books. They are generally found to have been duly recorded in the Challans, Cashier's Cash Book and Accountant's Cash Book. Few instances where some discrepancies have been noticed are mentioned as under :

Date	Amount (Rs.)	Observation
15.10.2019	600/-	The amount is erroneously entered in Cash Book as Rs. 6000/- however, the correct amount of Rs. 600/- is taken in Khatoni Book. Further, the correct effect of the same is considered in receipts and payments account prepared by the institution.
02.03.2020	50/-	All the amounts have been correctly entered in the receipts side of the cash book, however, while considering closing balance of the day, there is a summation error of Rs. 50 /-. The institution has deducted this amount of Rs. 50 /- from Misc. / Vividh Receipts while preparing the Receipts & Payments Account to match the closing balance.

मुख्य नगर प्रलिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)

[Chief Municipal Officer]

[Accountant]



Remark as to above defects :-

The above mentioned mistakes are required to be rectified in the Cash Book of Nagar Parishad however it has been informed to us that the effect of the above entries has been taken in the closing balances as mentioned in the Receipts and Payments Account.

The revenue receipts are generally found on test check, to have been deposited in bank account in time. On some days there are delays in deposit of money in bank account but they are generally of not more than 2 days. For these minor delays the account officer has offered explanation that they are mostly due to bank holidays. It is informed to us that the challan for deposit of money in bank is internally checked by an independent person apart from a person who has received money and has issued receipt to the tax payer etc. However, on the basis of test check, in few cases, it is noticed that the challans have not been checked / not signed for checking by such independent person. It is suggested that the pre bank deposit checking of challan with counterfoils of receipts by an independent person should be invariably done in all cases.

(iii) The percentage of increase / decrease in revenue collection in various heads prescribed, as compared to the corresponding figures mentioned in the Receipts and Payments Account of the previous year i.e., of Financial Year 2018-19 are as under :

Head of Income	Recovery In Financial Year 2019-20 (Rs.)	Recovery In Financial Year 2018-19 (Rs.) (As per Chart of Audit Report of F.Y. 2018-19)	Increase / (-) Decrease (Rs.)	% of Increase / (-) Decrease
(1)	(2)	(3)	(4)	(5)
Property Tax (Sampatti Kar)	9,07,503/-	9,03,219/-	+ 4,284/-	+ 0.47 %
Samekit Kar	4,22,410/-	4,30,136/-	- 7,726/-	- 1.80 %
Shiksha Upkar	2,19,362/-	1,98,344/-	+ 21,018/-	+ 10.60 %
Jal Kar	14,09,713/-	8,17,138/-	+ 5,92,575/-	+ 72.52 %
Nagariya Vikas Upkar	7,79,056/-	7,57,453/-	+ 21,603/-	+ 2.85 %

(iv) The revenue receipts are generally found to have been deposited in bank account in time. On some days there are delays in deposit of money in bank account but they are generally of not more than 2 days. For these minor delays the account officer has offered explanation that they are mostly due to bank holidays. It is informed to us that the challan for deposit of money

[Chief Municipal Officer]

[Accountant]

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(v) The entries in Cash book have been verified with respective vouchers, counterfoils of receipts, bank deposit slips etc. Few instances of errors, omissions, mistakes etc. came across during the course of audit such as the amount entered in cash book is not exactly on the same date as appearing in bank statement.

Head of Income	Yearly Target (Budgeted Amount) (Rs.)	Recovery In Financial Year 2019-20 (Rs.)	Over Target / (-) Shortfall (Rs.)	% of Over Target / (-) Shortfall
Property Tax (Sampatti Kar)	26,50,000/-	9,07,503/-	- 17,42,497/-	- 65.75 %
Samekit Kar	16,25,000/-	4,22,410/-	- 12,02,590/-	- 74.01 %
Shiksha Upkar	5,00,000/-	2,19,362/-	- 2,80,638/-	- 56.13 %
Jal Kar	32,50,000/-	14,09,713/-	- 18,40,287/-	- 56.62 %
Nagariya Vikas Upkar	18,00,000/-	7,79,056/-	- 10,20,944/-	- 56.72 %

Some of the important observations regarding FDRs are as follows :

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- FDR are only recorded in the Cash Book when the Maturity is received or the New FDR is made.
- Renewal details of FDR are not available in some cases. The entire details have been given in the attached Annexure "A".

(viii) The entire details of Fixed Deposits along with the rate of interest thereof and comments regarding lesser rate of interest (wherever appears to be so) have been given in the attached Annexure "A".

(2) AUDIT OF EXPENDITURE :

- The Institution is following Cash System of Accounting. The expenses have been recorded on payment thereof. The audit has been done in respect of general expenditure and expenditure incurred under the schemes.
- The entries of expenditure made in the cash book have been verified from the relevant vouchers and supporting. Some of the discrepancies which came across on test check are as under :

Date	Voucher Number	Amount	Description
02.04.2019	N.A.	Rs. 50,00,000/-	The amount of Rs. 50,00,000 duly recorded in cash book but no voucher number is given in cash book and voucher is not found on record
04.04.2019	N.A.	Rs. 7,50,000/-	The amount of Rs. 50,00,000 duly recorded in cash book but no voucher number is given in cash book and voucher is not found on record
08.04.2019	04	Rs. 7,01,828/-	Expenses Voucher not found on record.
12.04.2019	13	Rs. 1,51,805/-	Expenses Voucher not found on record.
12.04.2019	11	Rs. 97,893/-	Expenses Voucher not found on record.
01.05.2019	N.A	Rs. 5,64,331/-	The amount of Rs 5,64,331 /- duly recorded in cash book but no voucher number is given in cash book and voucher is not found on record.

[Chief Municipal Officer]

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08.05.2019	46	Rs. 6,92,951/-	Expenses Voucher not found on record.
24.06.2019	116	Rs. 2,00,000/-	The amount of Rs. 2,00,000/- is entered in cash book, however the voucher is found for only Rs. 1,90,695/-. No voucher found for differential amount of Rs. 9,305/-
22.07.2019	145	Rs. 9,60,000/-	The amount of Rs. 9,60,000/- entered in cash book, however, the voucher is having amount of Rs. 10,00,000/-
03.08.2019	194	Rs. 7,33,485/-	Expenses Voucher not found on record.
29.09.2019	284	Rs. 65,062/-	Expenses Voucher not found on record.
24.10.2019	351	Rs. 7,67,772/-	Expenses Voucher not found on record.
28.11.2019	453	Rs. 4,92,792/-	Expenses Voucher not found on record.
19.12.2019	493	Rs. 24,192/-	Expenses Voucher not found on record.
17.01.2020	642	Rs. 4,06,957/-	Expenses Voucher not found on record.
07.02.2020	649	Rs. 9,32,081/-	Expenses Voucher not found on record.
12.03.2020	693	Rs. 2,00,000/-	Expenses Voucher not found on record.
21.03.2020	705	Rs. 52,920/-	Expenses Voucher not found on record.

- (iii) The institution does not maintain daily opening and closing balances of the bank accounts in the cash book, instead grand total of all the banks and cash in hand (if any) is directly recorded in cash book on daily basis. In absence of daily / monthly bank wise balances in cash book, we can not comment on matching of monthly balances. Further, there are some mistakes in the cash book (some instances of which have been mentioned in this audit report at other respective places). It is also pertinent to state here that the municipality has no practice to prepare monthly bank reconciliation statements, instead yearly bank reconciliation statements in respect of some banks have been prepared to the extent information is available. The same are attached herewith at **Annexure "B-1" to Annexure "B-8"**. It is also observed by us that the number of bank accounts kept by the Municipality appears to be more than its reasonable requirements. Therefore, the number of bank accounts may be reduced to reasonable extent by considering the actual requirements of the municipality. This may be helpful in ensuring smooth, correct and timely accounting of bank entries in the cash book and in preparation of bank reconciliation statements.

[Chief Municipal Officer]

[Accountant]

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- (iv) During the course of audit, it is observed that expenditure for a particular scheme is limited to the funds allocated for that particular scheme. We did not find any over payment during our test check.
- (v) The expenditures incurred were generally in accordance with the guidelines, directives, acts and rules issued by the Government of India / State Government. No adverse cases of contravention of the same came across during the course of test check.
- (vi) The expenditures are found to be generally supported by the financial and administrative sanction of the competent authority limited to the administrative and financial limits of the sanctioning authority. However, in some cases, the expenses are not supported by the vouchers (few instances of which have been mentioned in this audit report at other respective places).
- (vii) Appropriate sanction of the competent authority has been obtained for incurring expenses. Expenditures without proper sanction were not come to our notice during the course of audit on test check basis.
- (viii) It is explained to us that the Utilization Certificates have not been issued by the Municipality in all the cases. The same have been issued by the Municipality only in the cases where they have been asked by the higher authorities. The Municipality does not keep and maintain its accounts on double entry system of accounting, therefore, there is no Income and Expenditure Account and Balance Sheet. Further, Fixed Assets Register is not maintained by the municipality.
- (ix) It is informed to us that the Municipality provides Festival Advances only to its employees which are recovered through deduction in salary of that employee in upcoming months. No other advance is given to the Contractors or any other persons.

(3) AUDIT OF BOOK KEEPING :

- (i) All the books of accounts i.e., Accountant's Cash Book, Cashier's Cash Book, Khata Khatoni etc. have been examined during the course of audit. The institution has not maintained Grant Register, Security Deposit Register, Advance Register and Fixed Deposit Register etc. Some of the records maintained by the Municipality are not in proper format and also not completed.
- (ii) It is informed to us that the Municipality is required to maintain its accounting records as per Madhya Pradesh Municipal Accounting Manual (MPMAM) but presently the Municipality is not fully following the same.
- (iii) It is informed to us that the Municipality provides Festival Advances only to its employees which are recovered through deduction in salary of that employee in

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[Accountant]

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upcoming months. No other advance is given to the Contractors or any other persons. The institution has not maintained any Advance Register.

- (iv) As mentioned supra, the Festival Advance given to employees are recovered through deduction in salary of that employee in upcoming months.
- (v) It is informed to us that the municipality has no practice to prepare bank reconciliation statements on monthly basis and it is not possible to prepare the exact reconciliation for all the bank statements. However, yearly bank reconciliation statements in respect of some banks have been prepared to the extent information is available.
- (vi) The grants have been verified from the entries in the cash book. The Municipality has not maintained any grant register. It is suggested that the institution should prepare a grant register and record all the entries related to the grants in the grant register. Further, it is also suggested that the grant register should be updated regularly.
- (vii) It is informed to us that the fixed asset register have not been maintained by the institution, therefore, it is not possible for us to comment on status of fixed assets.
- (viii) The receipts and payments for the grants / project funds have been included in the receipts and payments account and cash book of the institution.

(4) AUDIT OF FIXED DEPOSITS / TERM DEPOSITS WITH BANKS :

- (i) The municipality has not maintained any register of Fixed Deposits with banks. The audit of fixed deposits has been done with the help of Fixed Deposit Receipts issued by banks and the available Fixed Deposit Account Statements. The details regarding fixed deposits made, there maturity, renewal, interest thereon, physical verification of Fixed Deposit Receipts etc. have been given in the attached **Annexure "A"**.
- (ii) It is observed during the course of audit that renewal of some of the fixed deposits / term deposits was not timely done by the municipality. The complete details regarding renewal of fixed deposits / term deposits have been given in the attached **Annexure "A"**.
- (iii) The details regarding rate of interest at which the each Fixed Deposit have been given in the attached **Annexure "A"**. It is suggested that since the Municipality makes big deposits therefore, every time when new Fixed Deposit is made / Old Fixed Deposits are renewed, it may issue request letters to the reputed banks to quote best possible higher interest rates. So that the Municipality may have good options available for earning higher interest rates. The option for auto renewal should be invariably opted (only as a precautionary measure, without prejudice to the above mentioned suggestion) so that in case when renewal could not be done timely, the Municipality may not suffer any interest loss.

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[Accountant]

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- (iv) The Municipality is following cash basis of accounting. Therefore, the entries of interest received have been verified in the cash book on the above basis. Interest Certificates have not been obtained from the some of the banks by the institution.

Besides the above, Some of the important observations regarding FDRs / TDRs which came across to our notice during the course of audit are as follows :

- The municipality has not maintained any FDR Register.
- Details of deductions (like TDS etc.) is not available.
- Interest Certificates have not been obtained from some of the banks.
- FDR are only recorded in the Cash Book when the Maturity is received or the New FDR is made.
- It is observed that municipality does not get timely renewal of the FDRs/TDRs. Renewal details of FDR are not available in some cases. The entire details have been given in the attached **Annexure "A"**.

(5) AUDIT OF TENDERS / BIDS :

- (i) The tenders / bids invited by the Municipality have been audited on test check basis. It is noticed that no tender register has been kept and maintained by the Municipality, though it is informed to us that tender process is completely online as per govt. directives.
- (ii) The Municipality has generally followed competitive tendering procedures for the bids. Further, it is informed to us that tender process is completely online, therefore, there may be instances where tendering / bidding is done only by a single bidder.
- (iii) The Municipality has obtained tender fee / bid processing fee. No adverse case of non obtaining of the same came across on test check during the course of audit.
- (iv) It is informed to us that the Municipality has obtained bank guarantee only in one case. Complete details of the same is as under –

Sr. No.	Particulars	Description
1	Name of the Person	Prakash Agrawal
2	Name of the Bank	Bank of Maharashtra
3	Issuing Branch	Ujjain Main Branch (233), Ujjain

[Chief Municipal Officer]

[Accountant]

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नगर परिषद, उन्हेल (म.प्र.)



4	Date of issue of Original B.G.	01.09.2018
5	Date of Extension of B.G.	30.11.2019
6	Expiry Date of B.G.	29.11.2020 (Extended for one year)
7	B.G. No.	BG/06/2018-19/BOM/233/01092018 dated 01.09.2018
8	Name of Beneficiary	CMO, Municipal Council, Unhel, Dist. Ujjain
9	B.G. Amount	Rs. 4,42,930/- (Indian Rupees Four Lakh Forty Two Thousand Nine Hundred Thirty and Paise Zero Only)
10	B.G. issued in Relation to	Construction of Bus Stand
11	Terms and Condition	As per Original B.G. Bond No. BG/06/2018-19/BOM/233/01092018 dated 01.09.2018

- (v) The institution has provided us Extension of Bank Guarantee dated 30.11.2019. On verification of the same, it is noticed that the Terms and Condition of the extension is same as per original BG. It is further informed to us that the original Bank Guarantee documents are presently not available with the municipality, therefore, we can not comment whether the terms and conditions of BG are against the interest of the ULB.
- (vi) As mentioned *supra* in point no. (iv), there is only a single BG and that too has been duly extended for one year (i.e. BG expiry date 29.11.2020).
- (vii) The Municipality has not maintained any Security Deposit Register (i.e. Nikshep or Amanat Register) for deposits obtained and returned to the outsiders. Further, the municipality is not getting signatures of the contractors / outsiders / Third Parties on the back of the Deposit Receipts. It is suggested that signatures of the contractors / outsiders / Third Parties should invariably be taken on the back of the document in interest of the Municipality.

(6) AUDIT OF GRANTS AND LOANS :

- (i) The audit has been done in respect of grants given by the Central Government. These grants are included in the receipts and payments account and cash book maintained by the institution. In this regard no adverse cases of non proper utilization have come across on test check during the course of audit.

[Chief Municipal Officer]

[Accountant]

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- (ii) The audit has been done in respect of grants given by the State Government. These grants are included in the receipts and payments account and cash book maintained by the institution. In this regard no adverse cases of non proper utilization have come across on test check during the course of audit.
- (iii) It is informed to us that neither any loan has been provided for physical infrastructure nor any asset was created.
- (iv) No instances of diversion of funds from capital receipts / grants / loans to revenue expenditure and from one scheme to another came across during the course of audit.

OTHER OBSERVATIONS / NOTES / COMMENTS / INFORMATION :

- (i) The Municipality is a registered entity under GST Act having GST registration No. 23AAALN0327P1Z1 registered as a Regular Taxpayer. It is found during the course of the audit that Municipality is not filing the GST Returns timely. Details of the same as appearing on GST Portal is as follows :-

Filing Details for GSTR 3B			
Financial Year	Tax Period	Date of filing	Status
2019-2020	March	03/05/2020	Filed
2019-2020	February	19/03/2020	Filed
2019-2020	January	21/02/2020	Filed
2019-2020	December	17/01/2020	Filed
2019-2020	November	20/12/2019	Filed
2019-2020	October	26/11/2019	Filed
2019-2020	September	26/11/2019	Filed
2019-2020	August	26/11/2019	Filed
2019-2020	July	13/09/2019	Filed
2019-2020	June	13/09/2019	Filed
Filing Details for GSTR 1			
Financial Year	Tax Period	Date of filing	Status
2019-2020	January	21/02/2020	Filed
2019-2020	December	17/01/2020	Filed
2019-2020	November	17/01/2020	Filed
2019-2020	October	26/11/2019	Filed
2019-2020	September	26/11/2019	Filed
2019-2020	August	26/11/2019	Filed
2019-2020	July	13/09/2019	Filed
2019-2020	June	13/09/2019	Filed
2019-2020	May	21/07/2019	Filed
2019-2020	March	12/05/2019	Filed
2018-2019			

[Chief Municipal Officer]

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- (ii) The Municipality has to get GST registration as a Tax Deductor also, however, it is noticed during the course of audit that the institution neither registered as a Tax Deductor under GST Act nor deducted any TDS under GST Act. It is a serious breach of law and attracts penalties, therefore, it is suggested that the institution should adhere to the GST Act and Rules without failure.
- (iii) The abstract sheet for reporting in audit paras is attached herewith.
- (iv) The Municipality has not maintained any Security Deposit Register (i.e. Nikshep or Amanat Register) for deposits obtained and returned to the outsiders. Further, the municipality is not getting signatures of the contractors / outsiders / Third Parties on the back of the Deposit Receipts. It is suggested that signatures of the contractors / outsiders / Third Parties should invariably be taken on the back of the document in interest of the Municipality.
- (v) Cash in hand at the end of the financial year as appearing in the Receipts and Payments Account was not physically verified by us. The same is taken to be correct as valued, verified and certified by the Municipality.



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[Chief Municipal Officer]

[Accountant]

NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
Receipts & Payments Account (Page 1/3)
For the Period From 01st April, 2019 to 31st March, 2020

(Rounded Off to Rupees)

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
To Opening Balances :		By Payments During The Year :	
Cash in Hand	145521	Salary & Remunerations - Regulars	7640208
Cheque in hand	21886	Yaatra Bhatta	4800
Bank Balances :		Office Aaksmita	203125
Allahabad bank	5403542	Stationary & Printing	157614
Axis Bank 117691	7994	Daily Wages Workers	8978635
Axis Bank 87242	479412	Fire Wood Expense	18000
BOB 450	5487495	Prakash Sthapana	10050
BOB 451	7764203	Vidyut Pravah Street Light	1736741
BOI 1060	2917892	Prakash Saamgri	697584
BOI UNHEL 0013	1919565	Filter Plant Expenses	906688
BOI UNHEL 3187	35534	H.T. Vidyut Expenses	2708781
FDR HDFC 50300191551363	3032916	Jal Aaksmita	3308559
FDR JSKB 174000021351	747379	Jal Pradaay Marammat, Sadharan and New Project	256463
FDR NUGB 0422451100000430	2951917	Pey Jal Sankat Karya Yojna	8250
HDFC 18560	4828915	Pey Jal Vyay	17840
HDFC 29631	2524968	Sulabh Complex and Saarvajnik Shochalaya Nirmaan	13000
ICICI 37649	1564448	Vyaktigat Shochalaya	1360
ICICI 4333	13774549	Vahan / Furniture Purchase	97350
IDBI 18142	1116429	Sludge Management Expenses	594173
JSKB 11428	180266	Vahan Durusti / Rent / Insurance Expenses	812485
JSKB 11916	831561	Diesel Expenses	848652
JSKB 11961	336160	Rashi Transfer	800000
NUGB 0075	111863	FDR	6000000
NUGB 1115	12547	Mulbhoot Suvidha	2267853
NUGB 4010	3406401	Rajya Vitt Aayog	20296
SBI 35408	6720675	Sadak Marammat Anuksharan	506165
SBI 39734	264316	Naye Raaste Sadako And Naaliyo ka Nirmaan	12359425
		Marammat & Navikaran	576070
		Bhawan & Dukan Niraman	4641146
Total Opening Balances :	66588354	Anya Nirman	813599
		Entry Gate Nirman	3176539
To Receipts During The Year :		PMAY Expenses	17519070
Niryat Kar Kshatipurti	323800	Vigyapan Expenses	668706
Tender Form Shulk	132000	Raashtriya / Dharmik Tyohaar	368321
Samelot Kar (Due Amount)	191290	14th Vitt Ayog	58696
Samelot Kar (Current Year)	231120	Chunaav Nirvachan	165666
Up. Kshatipurti	19865907	Miscellaneous / Vividh Expenses	89879
Sampatti Kar (Due Amount)	416941	Pension Anshdaan	1257880
Sampatti Kar (Current Year)	490562	Talab Deepening Vyay	2582630
Shiksha Vikas Upkar (Due Amount)	97103	Kanuni Prabhar	207000
Shiksha Vikas Upkar (Current Year)	122259	Adhyaksh / Upadhyaksh / Parshad Maandey	469391
Nagriya Vikas Upkar (Due Amount)	332493	Telephone Expenses	54970
Nagriya Vikas Upkar (Current Year)	446563	EPF / GPF	1759711
Balance Carried Forward To Page 2	89238392	Balance Carried Forward To Page 2	89238392

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प.)
(Chief Municipal Officer)

(Accountant)

NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
Receipts & Payments Account (Page 2/3)
For the Period From 01st April, 2019 to 31st March, 2020

(Rounded Off to Rupees)

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
Balance Carried From Page 1	89238392	Balance Carried From Page 1	85383371
Jal Pradaay Bill (Due Amount)	683085	Arrears Bhugtaan	423862
Jal Pradaay Bill (Current Year)	648377	Stadium Nirmaan	6830595
Jal Adhibhar	78251	Tax Amaanat	604948
Vilamb Shulk	245841	Nikshep	1177563
Miscellaneous / Vividh Receipts	344564	Viniyamtikaran Karamchaari Ka Vetan	2854002
Mudrank Shulk	2289	Solid Waste Management Expenses	452931
Process Shulk	5200	Dar / Hudco Installments	3577730
Stamp Shulk	5420	Swacchta Expenses	4173436
Hoarding & Flex Shulk	14000	Chungi Deduction	3189456
Vahan Shulk	5000	Bus Stand Nirmaan	4399487
Fire Vahan Shulk	500	Water Purifier & Allum Purchase	1338083
Seva Kar	130609	Clothes & Raincoat Vitran	13940
Samudayik Bhawan Kiraya	59516	Vividh Fees & Shulk	72000
Samjhota Shulk	22350	Flex, Banner etc. Expenses	6072
Namantaran & Namantaran Aavedan Shulk	171774		
Aavedan Shulk	6679		
Pani Tanker Shulk	36500	To Closing Balances :	
Pani Panjiyan Fees Nilami	903750	Cash in Hand	100192
Bazar Baithak Receipts	557502	Bank Balances :	
Septic Tank Aay	1500	Allahabad Bank 4169	1590143
Vikas Shulk	1926022	Axis Bank 117691	8279
Rashi Transfer	0	Axis Bank 87242	332858
Fair Charges	15788	BOB 450	2030093
Bhumi / Bhawan / Dukan Kiraya (Current Year)	118656	BOB 451	64062
Bhumi / Bhawan / Dukan Kiraya (Due Amount)	1102015	BOI 1060	511039
Bhawan Nirman Anugya Shulk	289430	BOI UNHEL 0013	845884
Audit Objection Recovery	3028	BOI UNHEL 3187	36771
Naksha Navinikaran Shulk	1500	FDR HDFC 50300191551363	3218790
Anya Anudan	4826706	FDR JSKB 174000021351	800443
Talab Deepening Praptiya	2212000	FDR NJGB 0422451100000430	3141836
Saahukaari Licence Fees	7510	FDR Canara 5564301000015	5042644
Kshatipurti Receipts	936644	FDR IDBI 1815105000001519	1003699
Raashan Card Shulk	291	HDFC 18560	716492
Dukan Nilami Rashi	654000	HDFC 29631	819351
Pension Anshdaan	87474	ICICI 4333	11258760
Vinidhaano Per Byaaj (Interest)	1689788	ICICI 4949	1948629
Kar	1882000	IDBI 18142	150638
Sansadh Nidhi	1027400	JSKB 11428	212355
Rajya Vitt Aayog	1934000	JSKB 11916	1271390
14th Vitt Ayog	6214000	JSKB 11961	353131
Sadak Marammat Anuksharan	845000	Canara 2147	1242482
Mulbhoot Suvidha Anudan	4084000	Axis Bank 42891	1612949
Balance Carried Forward To Page 3	123018351	Balance Carried Forward To Page 3	152810386

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)

(Chief Municipal Officer)

(Accountant)



NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
Receipts & Payments Account (Page 3/3)
For the Period From 01st April, 2019 to 31st March, 2020

(Rounded Off to Rupees)

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
Balance Carried From Page 2	123018351	Balance Carried From Page 2	152810386
PMAY Grant	14750000	NJGB 0075	111863
Vishesh Nidhi Anudaan	125000	NJGB 1115	12998
M. Adhosanrachana Anudaan	8000000	NJGB 4010	506972
Tax Amaanat	5471405	SBI 35408	6269825
Sewage Yojana	530000	SBI 39734	263018
FDR	6000000		
Amaanat	62000		
Swachhata Mission	1938000		
Prashaman Shulk	36000		
Swachhata Kar	200		
Salary Return Aay	44106		
Grand Total Rs.	159975062	Grand Total Rs.	159975062

These financial statements have been prepared by us. We certify the correctness of the above particulars.

As Per Our Report Of Even Date Attached

(Chief Municipal Officer)

(Accountant)

Date - 10th September, 2020
Place - Ujjain (M.P.)



For S B C J & Associates
Chartered Accountants

[Signature]
CA. Kamalnayan Jain
Partner
MRN. 409833
FRN. 007051C

UDIN - 20409833AAAABT8094

[Signature]
मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)

(Chief Municipal Officer)

(Accountant)

NAGAR PARISHAD, UNHEL, DISTRICT - UJJAIN (M.P.)

**Annexure "A" (Forming Part of Statement Of Observations On The Scope Of Audit Work Prescribed)
Details Of Fixed Deposits / Term Deposits Made With Banks**

Name Of Bank	Account No.	Date Of FDR / Renewal	Date Of Maturity	Interest Rate	Principal / Renewed Amount	Maturity Amount	Renewal Due Date	Physical Verification of FDR
Canara Bank	5564301000015/1	23.01.2020	22.02.2020	4.50%	5000000	5000000	22.02.2020	Verified
IDBI Bank	1815105000001519	15.02.2020	16.03.2020	4.50%	1000000	1003699	16.03.2020	Verified
Madhya Pradesh Gramin Bank	042245110000430	INA	INA	INA	INA	INA	INA	Not Verified
HDFC Bank	50300191551363	INA	INA	INA	INA	INA	INA	Not Verified
Jila Sehkari Kendriya Bank	174000021351	INA	INA	INA	INA	INA	INA	Not Verified

FOOTNOTES :-

INA stands for Information Not Available.

FDRs have been automatically renewed by the bank on maturity date but the renewed copy of these FDRs are not available with Nagar Parishad.

The above statements has been prepared by us. We certify the correctness of the above particulars.

(Chief Municipal Officer)

(Accountant)

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)



NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
Annexure "B-1" (Forming Part of Statement Of Observations On The Scope Of Audit Work Prescribed)

BANK RECONCILIATION STATEMENT

NAME OF THE BANK - ALLAHABAD BANK
ACCOUNT NO. - 50430414169
PERIODICITY - 01.04.2019 TO 31.03.2020

PARTICULARS	AMOUNT
CLOSING BALANCE AS PER CASH BOOK AS ON 31.03.2020	1590143
CLOSING BALANCE AS PER BANK STATEMENT AS ON 31.03.2020	1590143

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)



NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
Annexure "B-2" (Forming Part of Statement Of Observations On The Scope Of Audit Work Prescribed)

BANK RECONCILIATION STATEMENT

NAME OF THE BANK - IDBI BANK
ACCOUNT NO. - 1815104000018142
PERIODICITY - 01.04.2019 TO 31.03.2020

PARTICULARS	AMOUNT
CLOSING BALANCE AS PER CASH BOOK AS ON 31.03.2020	150638
CLOSING BALANCE AS PER BANK STATEMENT AS ON 31.03.2020	150638

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)



NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
Annexure "B-3" (Forming Part of Statement Of Observations On The Scope Of Audit Work Prescribed)

BANK RECONCILIATION STATEMENT

NAME OF THE BANK - CANARA BANK
ACCOUNT NO. - 5564101002147
PERIODICITY - 01.04.2019 TO 31.03.2020

PARTICULARS	AMOUNT
CLOSING BALANCE AS PER CASH BOOK AS ON 31.03.2020	1242482
CLOSING BALANCE AS PER BANK STATEMENT AS ON 31.03.2020	1242482

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)




NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
Annexure "B-4" (Forming Part of Statement Of Observations On The Scope Of Audit Work Prescribed)

BANK RECONCILIATION STATEMENT

NAME OF THE BANK - BANK OF BARODA
ACCOUNT NO. - 54420100000450
PERIODICITY - 01.04.2019 TO 31.03.2020

PARTICULARS	AMOUNT
CLOSING BALANCE AS PER CASH BOOK AS ON 31.03.2020	2030093
CLOSING BALANCE AS PER BANK STATEMENT AS ON 31.03.2020	2030093


मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)



NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
Annexure "B-5" (Forming Part of Statement Of Observations On The Scope Of Audit Work Prescribed)

BANK RECONCILIATION STATEMENT

NAME OF THE BANK - BANK OF INDIA
ACCOUNT NO. - 911120100001060
PERIODICITY - 01.04.2019 TO 31.03.2020

PARTICULARS	AMOUNT
CLOSING BALANCE AS PER CASH BOOK AS ON 31.03.2020	511039
CLOSING BALANCE AS PER BANK STATEMENT AS ON 31.03.2020	511039

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मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प.)



NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
Annexure "B-6" (Forming Part of Statement Of Observations On The Scope Of Audit Work Prescribed)

BANK RECONCILIATION STATEMENT

NAME OF THE BANK - BANK OF INDIA
ACCOUNT NO. - 911110100003187
PERIODICITY - 01.04.2019 TO 31.03.2020

PARTICULARS	AMOUNT
CLOSING BALANCE AS PER CASH BOOK AS ON 31.03.2020	36771
CLOSING BALANCE AS PER BANK STATEMENT AS ON 31.03.2020	36771

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प.)



NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
Annexure "B-7" (Forming Part of Statement Of Observations On The Scope Of Audit Work Prescribed)

BANK RECONCILIATION STATEMENT

NAME OF THE BANK - BANK OF INDIA
ACCOUNT NO. - 911110210000013
PERIODICITY - 01.04.2019 TO 31.03.2020

PARTICULARS	AMOUNT
CLOSING BALANCE AS PER CASH BOOK AS ON 31.03.2020	845884
CLOSING BALANCE AS PER BANK STATEMENT AS ON 31.03.2020	845884

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)




NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
Annexure "B-8" (Forming Part of Statement Of Observations On The Scope Of Audit Work Prescribed)

BANK RECONCILIATION STATEMENT

NAME OF THE BANK - HDFC BANK
ACCOUNT NO. - 50100254718560
PERIODICITY - 01.04.2019 TO 31.03.2020

PARTICULARS	AMOUNT
CLOSING BALANCE AS PER CASH BOOK AS ON 31.03.2020	716492
CLOSING BALANCE AS PER BANK STATEMENT AS ON 31.03.2020	716492


मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)



S B C J & Associates Chartered Accountants

Head Office :
LIG-212-B, E-7, Arera Colony,
Near Union Bank of India,
Bhopal - 462 026 (M.P.)



CA. Kamalnayan Jain
(M.Com. LL.B. FCA)

7/26, Pragati Nagar
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Ujjain - 456 010 (M.P.)
Mobile - 90989 35635
Email - knjca@yahoo.com

REVISED ABSTRACT SHEET FOR REPORTING ON AUDIT PARAS FOR FINANCIAL YEAR 2019-20

NAME OF ULB : NAGAR PARISHAD, UNHEL, DISTRICT UJJAIN (M.P.)
NAME OF AUDITOR : S B C J & ASSOCIATES, CHARTERED ACCOUNTANTS

S. No.	Parameters	Description			Observation in Brief	Suggestions
		Recovery In Financial Year 2018-19 (Rs.)	Recovery In Financial Year 2019-20 (Rs.)	% Of Growth		
01	AUDIT OF REVENUE					
	<u>Rajaswa Kar Vasuli</u>					
	Property Tax (Sampatti Kar)	9,03,219/-	9,07,503/-	+ 0.47 %	% has increased in comparison with earlier year. However, in some heads it is less than current year's target. There are no monthly / quarterly target for revenue collection.	Attempt should be made to increase the revenue collection. Apart from yearly targets, monthly / quarterly targets should also be made for revenue collection.
	Samekit Kar	4,30,136/-	4,22,410/-	- 1.80 %		
	Shiksha Upkar	1,98,344/-	2,19,362/-	+ 10.60 %		
	Nagariya Vikas Upkar	7,57,453/-	7,79,056/-	+ 2.85 %		
	Total Rs.	22,89,152 /-	23,28,331/-	+ 1.71 %		

[Chief Municipal Officer]

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)

[Accountant]



Gair Rajaswa Vasuli					Attempt should be made to increase the revenue collection. Apart from yearly targets monthly / quarterly targets should also be made for revenue collection.	
					% has increased in comparison with earlier year. Further, it is less than current year's target / also. There are no monthly / quarterly targets for revenue collection.	
	8,49,440/-	12,80,187/-	+ 50.71 %			
Bhawan Bhumi Kiraya	8,17,138/-	14,09,713/-	+ 72.52 %			
Jal Upbhokta Prabandhan	0.00	0.00	0.00 %			
Thos Apshisht Prabandhan	28,49,519/-	43,49,546/-	+ 52.64 %			
Other Tax, Fees etc.	45,16,097/-	70,39,446/-	+ 55.87 %			
Total Rs.	68,05,249/-	93,67,777/-	+ 37.66 %			
Grand Total Rs.						

Foot Note: - All the figures for the F.Y. 2018-19 are taken from the last year audit report.

AUDITOR'S COMMENTS / OBSERVATIONS / SUGGESTIONS ON REVISED ABSTRACT SHEET PARAMETERS

AUDITOR'S COMMENTS / OBSERVATIONS / SUGGESTIONS ON REVISED ABSTRACT SHEET				Suggestions
Parameters		Description	Observation in Brief	
S. No.				
01	Audit of Revenue	<p>Checking of revenue receipts</p> <p>Checking of % increase / decrease in revenue collection as compared to previous year.</p> <p>Checking of Delay in bank deposit</p> <p>Verification of cash book entries.</p> <p>Checking of Recovery against revenue targets</p> <p>Verification of interest on fixed deposits and timely accounting.</p> <p>Checking for instances of lesser rates of fixed deposit interest.</p>	<p>Mistakes found in cash book entries (details in report).</p> <p>Deficiency in internal control found (details in report).</p> <p>Increase in collection of major items as compared to previous year but less than current year's target (details in report).</p> <p>Lesser interest rate fixed deposit found (details in report).</p>	<p>Entries in cash book (especially for bank transactions) should be made carefully and timely.</p> <p>Internal control should be strengthened i.e., before deposit of receipts in bank, the challan should be invariably checked by an independent person from counterfoils of receipts.</p> <p>Efforts should be made to achieve revenue targets.</p> <p>Efforts required to achieve better FD rate of interest</p> <p>Bank interest entries should be regularly made in cash book.</p>

[Chief Municipal Officer]

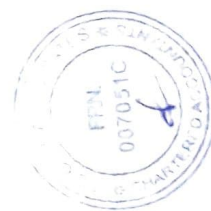
[Accountant]

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)



02	Audit of Expenditure	<p>Checking of expenses in cash book from vouchers</p> <p>Checking of monthly balances</p> <p>Checking for Administrative powers for expenditure, proper sanction</p> <p>Checking of utilization certificates.</p> <p>Checking of temporary advances.</p>	<p>Few instances found for non proper scrutiny of quotations / invoices.</p> <p>Utilization certificates not prepared.</p>	<p>Day closure of bank balances should be recorded in cash book.</p> <p>Quotations should be carefully scrutinized before accepting the same.</p> <p>Sanctioning norms should be carefully followed.</p> <p>Utilization certificates should be prepared invariably in all cases.</p>
03	Audit of Book Keeping	<p>Checking of system of accounting</p> <p>Checking of books of account, advance registers, bank reconciliation, grant register, fixed asset register etc.</p>	<p>Single entry system of accounting is followed by the institution.</p> <p>Double entry system is not followed.</p> <p>Balance Sheet and Income Expenditure Account is not prepared.</p> <p>Manual books of account are kept.</p> <p>Computerized books of account are not kept. Due to that there are few totaling and posting (Khatoni) mistakes (details in report).</p> <p>Fixed asset register was not maintained (details in report).</p> <p>Large number of bank accounts may be in excess of real requirement (details in report).</p>	<p>Double entry system should be followed. Balance Sheet and Income Expenditure Account should be prepared.</p> <p>Computerized books of account should be maintained through appropriate software to avoid totaling and posting (Khatoni) mistakes.</p> <p>Bank reconciliation should be prepared regularly and timely and also in respect of all bank accounts.</p> <p>Till full computerization is made, Khatoni entries and totaling should be carefully made and differences should be regularly reconciled.</p> <p>Fixed asset register should be completed regularly.</p> <p>Number of bank accounts should be</p>

[Accountant]



[Chief Municipal Officer]

मुख्य नगर पालिका अधिकारी
पंचकुला, हरियाणा
नगर परिषद, पंचकुला (म.प.)

			kept at minimum as per real requirement for better controlling. Books of Accounts should be maintained as per MPMAM.
04	Audit of FDR / TDR	<p>Checking of appropriateness of rate of interest</p> <p>Verification of fixed deposit receipts</p> <p>Checking of timely renewals</p> <p>Checking of interest entries etc.</p>	<p>Instance of lesser rate of interest found (details in report).</p> <p>Instance of non timely renewal found (details in report).</p> <p>Some of the FDRs not provided for verification.</p> <p>Attempt should be made to earn best rates of interest.</p> <p>Timely renewal of fixed deposit should be made.</p> <p>Regular and timely entry of interest should be done in cash book.</p> <p>Deductions made by banks (if any) should be asked and refunds should be obtained.</p> <p>Renewed fixed deposit receipts should be obtained invariably from banks.</p>
05	Audit of Tenders / Bids	<p>Checking of competitive procedures in tenders / bids</p> <p>Checking for tender fees</p> <p>Checking of bank guarantees etc.</p>	<p>Instances of acceptances of single bid not found.</p> <p>Tender register not maintained (details in report).</p> <p>Bank Guarantee found in one case.</p> <p>Attempt should be made to avoid work allotment in case of only single bid.</p> <p>Bank guarantee expiry / renewal etc. matters should be carefully dealt with. On expiry it should be got renewed within time.</p> <p>Tender register should be maintained.</p>

[Chief Municipal Officer]

[Accountant]



06	Audit of Grants & Loans	Checking of grants , its utilization and diversion of grants for other purposes	Instances of excess expenditure than grant were not found (details in report). Utilization certificate not prepared. (details in report). Grant register is not maintained.	Utilization certificates should be invariably prepared in all cases. Grant received should be tallied with the grant issued / sanctioned. Entries should be made for deductions if any. Grant register should be maintained in proper format and it should be updated regularly.
07	Incidences relating to diversion of funds from Capital receipts / Grants / Loans to Revenue Nature Expenditure and from one scheme / project to another.	Incidences relating to diversion of funds	No incidence came across during audit.	Utilization certificates should be invariably prepared for all cases.
08 (a)	Percentage of Revenue Expenditure (Establishment, Salary, Operation & Maintenance) with respect to Revenue Receipts (Tax and Non-Tax)	The municipality is not maintaining its accounts on double entry system. Therefore, in respect of various items, exact classification as to its treatment as revenue expenditure / capital expenditure is not clarified. Therefore, in the present circumstances, calculation of this percentage is not practicable.	The municipality is not maintaining its accounts on double entry system. Therefore, in respect of various items, exact classification as to its treatment as revenue expenditure / capital expenditure is not clarified. Therefore, in the present circumstances, calculation of this percentage is not practicable.	The municipality should keep its books of accounts on double entry system. The municipality should also follow the detailed guidelines mentioned in the MPMAM for keeping its books of accounts.

[Chief Municipal Officer]

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म. प.)

[Accountant]



08 (b)	Percentage of Capital Expenditure with respect to Total Expenditure.	The municipality is not maintaining its accounts on double entry system. Therefore, in respect of various items, exact classification as to its treatment as revenue expenditure / capital expenditure is not clarified. Therefore, in the present circumstances, calculation of this percentage is not practicable.	The municipality is not maintaining its accounts on double entry system. Therefore, in respect of various items, exact classification as to its treatment as revenue expenditure / capital expenditure is not clarified. Therefore, in the present circumstances, calculation of this percentage is not practicable.	The municipality should keep its books of accounts on double entry system. The municipality should also follow the detailed guidelines mentioned in MPAM for keeping its books of accounts.
09	Whether all the temporary advances have been fully recovered or not.	Checking of terms and conditions of temporary advances. Checking of advance register. Checking of recovery installments. Checking of interest income (if any) on temporary advance given.	Presently, the Municipality is providing Festival Advances only to its employees. It is informed to us by the institution that No other advances are given to anybody else. Advance Register is not maintained. Interest is not charged on the advances given.	The terms and conditions of advance should not be detrimental to the interest of the municipality. The municipality should maintain the advance register in proper format. The advance register should be regularly updated. Interest should be charged on advance given to employees or any other person.
10	Whether the Bank Reconciliation Statements are being regularly prepared.	Checking of Bank statements with cash book. Checking of Bank Reconciliation Statement.	There is no bank wise daily balancing in the cash book. Only total of closing balances and opening balances of cash and bank are found in cash book. In absence of daily balancing, differences between bank balances and cash book balances could not be	Bank reconciliation should be prepared regularly and timely and also in respect of all bank accounts. Differences carried from earlier years (if any) should also be reconciled. The number of bank accounts should be reduced to reasonable extent by considering the actual requirements

[Accountant]

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[Chief Municipal Officer]

मुख्य नगर पालिका अधिकारी
नगर परिषद, उन्हेल (म.प्र.)

identified.

The municipality has no practice to prepare bank reconciliation statements on a regular basis.

of the municipality this may be helpful in ensuring smooth correct and timely accounting of bank entries in the cash book and in preparation of bank reconciliation statements.

For S & C Accounts
Cashier Accounts



CA Kamalakar Singh
(Signature)
AMN - 2020/21
20/11/2020
1000 - 2020/2021/2020

(Accountant)

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