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INDEPENDENT AUDITOR'S REPORT

To the Stakeholders of NEW RAM NAGAR PARISHAD

1. Report on the Financial Statements

We have audited the accompanying Financial statements of NEW RAM NAGAR PARISHAD ("the ULB"), which comprise the Receipt & Payment account as at March 31, 2018.

2. Management's Responsibility for the Financial Statements

The ULB's Management is responsible for the matters with respect to the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the ULB in accordance with the provisions of Municipal ULB Act, 1956 and accounting principles generally accepted in India, including the Municipal Accounting Manual ("the Manual") and Accounting Standards applicable to the Urban Local Bodies. This responsibility also includes maintenance of adequate accounting records in accordance with the Municipal Accounting Manual for safeguarding of the assets of the ULB and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error. However, in this case ULB is not in practice of maintaining balance sheet & Income and expenditure account, so receipt and payment account shall be considered as final statement on which we express our opinion.

3. Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit.

We have taken into account the Municipal Accounting Manual, the accounting and auditing standards and matters which are required to be included in the audit report



as per the letter issued by Directorate, Urban Administration & Development, M.P., Satna in this regard.

We conducted our audit in accordance with the Standards on Auditing issued by Institute of Chartered Accountants of India. Those Standards requires that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and the disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal financial control relevant to the ULB's preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by the ULB's officers, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the financial statements.

4. Qualified Opinion

In our opinion and to the best of our information and according to the explanations given to us, except for the effects of the matter described in the report attached below, the Receipt and payment annexed to this report give true and fair view of financial transactions affected by ULB and recorded these transactions in cash book for the financial year ending as on 31st March, 2018.

5. Basis for Qualified Opinion

The details which form the basis of qualified opinion are reported in the Annexure 1 to this report.

6. Emphasis of Matters

We draw attention to following matters reported in Annexure - 1, annexed to this report.

- a) Accounts prepared as per the Manual in lieu of accounting standards for local bodies as issued by Institute of Chartered Accountants of India.



- b) Difference in revenue recognized by revenue dept. and as entered in books of accounts.
 - c) Non-maintenance/incomplete fixed asset, Grant, Security and other registers as prescribed under manual.
 - d) Non-availability of details and non-recognition of entries in books of accounts related to security deposits provided by contractors and other service providers to the ULB.
 - e) Noncompliance with provisions of GST & EPF/ESIC
 - f) No record of previous outstanding dues against revenues
- Our opinion is not modified in respect of these matters.

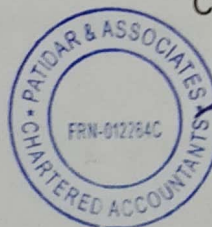
7. We further report that:

- a) We have sought and, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph above, obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit;
- b) Except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph above, in our opinion proper books of account as required by Municipal Accounting Manual have been kept by the ULB so far as appears from our examination of those books.
- c) Except for the matter described in the Basis for Qualified Opinion paragraph above, the Receipt and Payment Account comply with the Municipal Accounting Manual and Accounting Standards applicable to the Urban Local Bodies.
- d) The matter described in the Basis for Qualified Opinion paragraph above, in our opinion, may have an adverse effect on the functioning of the ULB.
- e) The qualification relating to the maintenance of accounts and other matters connected therewith are as stated in the Basis for Qualified Opinion paragraph above.
- f) With respect to the adequacy of the internal financial controls over financial reporting of the ULB and the operating effectiveness of such controls, refer to our separate Report in 'Annexure 1'.

Place : Satna

Date : 30/07/2018

For Patidar & Associates
Chartered Accountants



CA Jitendra Singh
Partner

MRN - 421786

The Annexure 1 referred to in paragraph 6 of Our Report:

1. Audit of Revenue

1) The auditor is responsible for audit of revenue from various sources.

We have verified the revenue from various sources which was recognized and entered in the books of account produced before us for verification.

2) He is also responsible to check the revenue receipts from the counter files of receipt book and verify that the money receipt is duly deposited in respective bank account.

The counter foils or revenue receipts were not made available to us for verification. It was informed to us that the revenue/tax collector/officer directly deposits the amount collected with main cashier at the cash counter, who in turn deposit this amount directly to the bank account. A register is being maintained by main cashier called cashier cash book from which collected amount move into main cash book. A detailed statement containing outstanding demand and tax collected during the year (Vasuli Patrak) was provided to us by the concerned department duly certified by the concerned officer.

iii) Delay beyond 2 working days shall be immediately brought to the notice of commissioner/CMO.

No such instances were noticed during the test check of such entries conducted by us except the circumstances like public holidays, government or local holidays etc.

iv) The entries in Cash book shall be verified:

We have verified the entries in cash book on test check basis and no major discrepancy was noticed by us.

v) The auditor shall specifically mention in the report the revenue recovery against the quarterly and monthly targets any lapses in revenue recovery shall be a part of the report.

No details with respect to quarterly and monthly targets set for the FY 2017-18 and the revenue recovery against such targets were made available to us. Hence, it was not possible for us to report the revenue recovery against the quarterly and monthly targets and any lapses there to.

Below mentioned are few cases of outstanding from various collectable revenues of ULB.



In case of property tax,

Registers maintained for property tax has been made available to us for verification.
Registers maintained for recording dues of property tax does not contain following essential details.

- a) Outstanding dues of previous years
- b) Collection against current year dues
- c) Unique identification no. of property

Therefore it is not possible for us to comment on over all position of outstanding dues of previous years and current year of property tax.

In case of Water Tax

Ward	Name	Outsatanding as on 31-03-2017	Current Due	Outsatanding as on 31-03-2018
187	Azeem Shah	1250	720	2030
368	Arjun Vyechi	1250	720	2030
627	Ved Prakash Gupta	1250	720	2030

Note: Water tax is charges Rs.60 per month and Penalty charged Rs.5 per month.

In case Goods and Service Tax,

In below mentioned case GST Charged on bill received from vendors includes GST @ 28%, however GST is not separately shown in invoice amount and also no GST Number mentioned on bill.

BILL NO.	DATE	SUPPLIER	AMOUNT
20	30/11/2017	Amar Enterprises	3,41,000/-
668	9/10/2017	M/S Sharda Traders	99,000/-



vi) The auditor shall verify the interest income from FDR's and verify that interest is duly and timely accounted for in cash book.
During the course of our verification we found that there is no Fixed Deposits in the possession of Parishad,

vii) The case where, the investments are made on lesser interest rates shall be brought to the notice of the Commissioner/CMO.
As specified, no investment done by ULB during year under review.

2. Audit of Expenditure:

1) The auditor is responsible for audit of expenditure under all the schemes.

We have verified the expenditure under various heads which was recognized and entered in the books of account produced before us for verification.

2) He is also responsible for checking the entries in cash book and verifying them relevant vouchers.

We have verified the entries in cash book on test check basis which were supported by relevant vouchers/note sheets. Test checked vouchers revealed below mentioned discrepancy.

a. It has been observed that TDS has been deducted at the rate of 2.24% instead of 2%, same has been listed below.

Date	Voucher No.	Name	Amount	Remark
27/11/2017	181	Anil Kumar Upadhyaya	323627	TDS deducted @ 2.24%, instead of 2%

b. It has also been observed that no TDS has been Deducted on the below payment to contractor.

Voucher No.	DATE	CONTRACTOR	AMOUNT
198	30/12/2017	Abhishek Enterprises	79475/-, 15892/-, 45900/-, 24408/-, 141012/-, 47600/-

b. EPF has nor been deducted neither Deposited by the Parishad from the Employee's salary to the respective EPF Accounts. This is huge non-compliance with respect to application of PF Act which in turn will involve huge penalties under respective act.



- 3) He should also check monthly balance of the cash book and guide the accountant to rectify errors, if any.

The monthly balances of cash book were checked by us and found correct for verified instances, however we noticed overwriting from pencil in all over cash book, which should be avoided.

- 4) He shall verify that the expenditure for a particular scheme is limited to the funds allocated for that particular scheme any over payment shall be brought to the notice of the Commissioner / CMO.

Verification was conducted and grant registers were not provided for verification, which makes it difficult to verify overutilization of funds.

- 5) He shall also verify that the expenditure is accordance with the guideline, directives, acts and rules issue by Government of India/ State Government.

In absence of availability of guidelines, directives, acts and rules issued by Government of India/ State Government, it was not possible for us to verily the expenditures in accordance with such guidelines etc.

- 6) During the audit financial propriety shall also be checked. All the expenditure shall be supported by financial and administrative sanctions accorded by competent authority and shall be limited to the administrative and financial limits of the sanctioning authority.

We have verified the expenditure on test check basis and it was found that such expenditure were duly supported by financial and administrative sanctions accorded by competent authority. However, in absence of information with respect to administrative and financial limits of the sanctioning authority, it was not possible for us to verify whether the expenditure incurred and sanctioned by authority were within their limits or not.

- 7) All the cases where appropriate sanctions have not been obtained shall be reported and the compliance of audit observation shall be ensured be during the audit Non- compliance of audit para's shall be brought to the notice of Commissioner / CMO).

No such instances were noticed during the test check of such entries conducted by us.

- 8) The auditor shall be responsible for verification of scheme wise project wise Utilization Certificate(UCS). UC's shall be tallied with the income & expenditure and creation of Fixed Asset

As per the explanation given by the ULB during the course of our audit, the ULB is not in the practice of maintaining utilization certificate also in absence of fixed asset register and income and expenditure account it was not possible for us to verify the correctness and reliability of figures at which the fixed asset were created/recognized in the books of accounts.

We are unable to verify the details of capitalization of expenditure since there is not any proof available nor completion of work from respective department. Also no fixed assets register were maintained by ULB hence there is no cross check mechanism existing to ensure the completion of project except payment of final bill. It is suggested that a proper internal control system should be framed to identify the fixed asset and its recognition in fixed asset register and books of account of the ULB.

9) The auditor shall verify that all the temporary advances have been fully recovered.

As per explanation given to us no staff advance / Temporary advance is pending against ULB. Also advance register has not been maintained.

3. Audit of Book Keeping

i) The auditor is responsible for audit of the books of accounts as well as stores.

As per the information and explanation provided to us by the management of the ULB and on perusal of books of accounts by us, it was noticed by us that the ULB has not maintained all the required books of accounts as prescribed under MP MAM. Below mentioned books of accounts were not provided for verification:-

- 1) Staff advances register - As explained register not maintained because of no staff advance policy.
- 2) Fixed Asset register
- 3) Security Register
- 4) FDR Register - as no FD in possession of Parishad.
- 5) Cheque Book Register
- 6) Registers of Property Tax.
- 7) Grant Register

ii) He shall verify that all the books of accounts and stores are maintained as per Accounting Rules applicable to the Urban local Bodies. Any discrepancies shall be brought to the notices of Commissioner / CMO.

As stated in point no. 1 above, as the books of accounts are not maintained as per Accounting Rules applicable to the Urban local Bodies, it was not possible for us to verify the same. Also, the accounts prepared are not in conformity with the accounting standards for local bodies as issued by Institute of Chartered Accountants of India.

iii) The auditor shall verify advance register and see that all the advance are timely recovered according to the condition of advance. All the case of non-recovery shall be specifically mentioned in audit report.



As mentioned above advances to staff and other advances register has not been maintained by the ULB as the it is not in practice of giving any advances to employees.

- iv) Bank reconciliation statement (BRS) shall be verified from the records of ULB and the bank concerned. If bank reconciliation Statement are not prepared the auditor will help in the preparation of BRS

Bank reconciliation statement (BRS) has not been prepared by ULB. Also there in no opening reconciliation of cash book balance. However bank statements of all accounts were provided to us for the purpose of our verification. Overall summary of balances in Cashbook and Bank statement and difference therein has been listed in table below

Bank Accounts Maintained By Nagar Parishad

Bank	Account No. ends with	Balance as on 31-03-18
Allahabad Bank	4339	10,91,938.00
Allahabad Bank	8958	98,063.00
Allahabad Bank	904	5,41,886.00
Allahabad Bank	284	13,62,819.00
Madhyanchal Gramin Bank	7499	2,06,476.00
State Bank Of India	9957	4,79,53,361.78
Total		5,12,54,543.78
Closing Balance of Cash Book as on 31/03/2018		5,13,31,208.20
Difference to be reconciled		76,664/-

- v) He shall be responsible for verifying the entries in the Grant register. The receipts and payment of grants shall be duly verified from the entries in cash book.

Grant register was not provided to us for verification during visit, so, cannot verify receipt and utilisation of grants with cash book.

- vi) The auditor shall verify the fixed assets register from other records and discrepancies shall be brought to the notices of Commissioner / CMO.

The fixed asset register has not been made. Therefore, we are unable to bring the discrepancies to the notice of Commissioner / CMO.

- vii) The auditor shall reconcile the account of receipt and payment especially for project funds.

No receipt and payment account has been prepared related to project funds. Hence, it is not possible for us to reconcile the same. Also grant register was not provided, so accuracy of balance with bank accounts cannot be verified.



4. Audit of FDR

1. The auditor is responsible for audit of all fixed deposits and term deposits.
The ULB have no FDRs in its possession
2. It shall be ensured that proper record of FDR's are maintained and renewals are timely done.
Not Applicable as no FDR has been made
3. The case where FDR'S / TDR are kept at low rate of interest than the prevailing rate shall be immediately brought to the notice of Commissioner/ CMO.
Not applicable.
4. Interest earned on FDR/TDR Shall be verified from entries in the cash book.
Not applicable.

5. Audit of Tenders / Bids

1. The auditor is responsible for audit of all tenders / bids invited by the ULB.
Documents of tender/ bid has been provided for the purpose of verification and found to be consistent and according to generally accepted rules for the same.
2. He shall check whether competitive tendering procedures are followed for all bids.
Proper tendering procedures have been followed by the ULB. E tendering has been done for any procurement / allotments of Rs. 1,00,000/- or more. For value less than 1,00,000/- procurement / allotments are done based on quotations
3. He shall verify the receipts of tender fee / bid processing fee / performance guarantee both during the construction and maintenance period.
Tender Fees / bid processing fees were recorded in cash book in the month in which it is received. No security registers were provided to verify receipt / release of performance guarantee.
4. The bank guarantees, if received in lieu of bid processing fee / performance guarantee shall be verified from the issuing banks.
No such bank guarantees were produced before us for verification.
5. The conditions of BG shall also be verified, any BG with any such condition which is against the interests of the ULB shall be verified and brought to the notice of Commissioner / CMO.
No such bank guarantees were produced before us for verification. Therefore, it is not possible for us to comment on the conditions of BG.
6. The cases of extension of BG shall be brought to the notice of Commissioner / CMO. Proper guidance to extend the BG's shall also be given to ULB



No such bank guarantees were produced before us for verification. Therefore, it is not possible for us to comment on the conditions/extensions of BG.

7. The contract closure shall also be verified by the auditor.
No contract closure documents were made available to us for verification.

6. Audit of Grants and Loans

- i) The auditor is responsible for audit of grants given by Central Government and its utilization.
Grants received from Central government has been verified with grant register and found them to be satisfactory.
- ii) He is responsible for audit of grants received from State Government and its utilization.
Grants received from state government has been verified with grant register and found them to be satisfactory.
- iii) He shall perform audit of loans provided for physical infrastructure and its utilization. During his audit the auditor shall specifically comment on the revenue mechanism i.e. whether the asset created out of the loan has generated the desired revenue or not. He shall also comment on the possible reasons for non-generation of revenue.
We have verified that no loan is obtained by the parishad.
- iv) The auditor shall specifically point out any diversion of funds from capital receipts/ grants/ banks to revenue expenditure.

As per the information available to us and as per our verification of some instances no cases of diversion of funds have been noticed.

However, diversion of funds cannot be ruled out due to improper maintenance of grant funds and non-adherence to guidelines related to opening of a designated bank account for each grant. Possibilities cannot be ruled out for situations wherein same bank account may be used for regular transactions of administration of ULB like salary and other administrative expense. It is strongly suggested to maintain the spirit of financial propriety that separate bank account should be maintained for each fund and monitored separately while regular expense of ULB should be paid through bank account for such purpose. Hence, diversion of fund cannot be rolled out.



नगर परिषद न्यू राम नगर, सतना
प्राप्ति एवं भुगतान खाता 01/04/2017 से 31/03/2018

प्राप्तियों के मद		राशि	भुगतान के मद	राशि
प्रारम्भिक शेष				
नगद	0.00			
बैंक	48691091.00	4,86,91,091.00		
कर प्राप्तियां			शौचालय	3461870.20
सम्पत्तिकर	77,386.00		पेयजल व्यय	1613172.00
समेकितकर	1,44,556.00		निर्माण व्यय	15704452.00
शिक्षा उपकर	20,655.00		अन्य	1850022.80
नगरीय विकास उपकर	22,775.00		स्टेशनरी	140920.38
जलशुल्क	4,13,114.00	6,78,486.00	अमानत राशि	376998.82
			जल प्रदाय सामग्री	5046351.80
अमानती राशि		5,08,600.00	विद्युत सामग्री	1379270.30
14वा वित्त आयोग		96,18,000.00	लेबर	1345610.00
चुंगीकर क्षतिपूर्ति		2,68,59,100.00	सैलरी	14265183.00
मूलभूत सुविधा		79,22,000.00	सफाई व्यय	935383.00
सड़क मरम्मत		10,18,000.00	डी.पी.आर व्यय	938755.80
मुद्रांक शुल्क		40,000.00	डीजल	1090786.40
राज्य वित्त आयोग		43,50,000.00	परिवाहन	300497.26
स्वच्छता मिशन		5,97,000.00	न्यूज़ पेपर	168109.72
व्याज प्राप्ति		25,69,946.00	विद्युत बिल	7305016.00
टैंकर किराया		17,250.00		
निविदा फॉर्म		2,85,300.00		



प्रमाण पत्र		98,325.00		
बाजार बैठकी		6,85,645.00		
अन्य		13,80,214.68		
दावा		143000.00		
उचंत		17,91,650.00	अंतिम शेष	
			नगद	0.00
			बैंक	5,13,31,208.20
योग -		10,72,53,607.68	योग -	10,72,53,607.68

नोट :- मदे ज्ञात नहीं होने के कारण Rs. 17,91,650/- उचन्त खाता में डाली गयी है।

लेखा अधिकारी

मुख्य नगरपालिका अधिकारी



Non recovery of taxes

Urban Local Bodies (ULB) earn revenue from their own resources through taxes, rent, fees, issue of licenses etc. In test checked Nagar Parishad as of 31 March 2018 a sum of Rs.22.87 lakhs (as shown in **Table Below**) plus Interest & Penalties were outstanding against the taxpayers, although the ULBs had powers under section 165 of Madhya Pradesh Municipalities Act, 1961 to approach a Magistrate to seek orders for recovery by distress and sale of any movable property of attachment and sale of immovable property belonging to defaulters, however they had not invoked these power to recover the outstanding taxes. Failure to invoke its powers resulted in non-recovery of outstanding taxes and resource crunch, leading to hindrance in development works.

Type of Tax	Due amount recoverable on 01/04/2017	Received From Previous Dues	Un-Recovered Due for More than a Year	Current Due	Current Received	Un-Recovered due of Curent Year	Total un-recovered amount
Sampatti Kar	3,53,112.00	28,486.00	3,24,626.00	3,84,448.00	16,459.00	3,67,989.00	6,92,615.00
Samekit Kar	4,46,520.00	41,160.00	4,05,360.00	4,75,200.00	40,248.00	4,34,952.00	8,40,312.00
Shiksha upkar	1,11,745.00	8,527.00	1,03,218.00	1,21,146.00	6,366.00	1,14,780.00	2,17,998.00
Nagariya Vikas Upkar	1,19,015.00	10,780.00	1,08,235.00	1,29,522.00	7,939.00	1,21,583.00	2,29,818.00
Jalkar	34,305.00	22,120.00	12,185.00	5,22,000.00	2,27,535.00	2,94,465.00	3,06,650.00
Total	10,64,697.00	1,11,073.00	9,53,624.00	16,32,316.00	2,98,547.00	13,33,769.00	22,87,393.00
Total Un-Recovered amount							22,87,393.00

Place : Satna

Date: 30/07/2018

For Patidar & Associates

Chartered Accountants

CA Jitendra Singh
Partner

MRN - 421786


Name of ULB

New Ram Nagar Parishad, Dist. Satna
Patidar & Associates

Annexure C

Name of Auditor

Patidar & Associates						
S. no.	Parameters	Discription			Observation in Brief	Suggestions
1	Audit of Revenue					
	Rajaswa Kar Wasooli					
		Year 2016-17	Year 2017-18	% of Growth		
1	Property Tax	Rs. 33,342.00	77,386.00	132.10%	Their has been a good improvement in collections as compared to previous year.	ULB should impose strict penalties and legal actions to improve past collections.
2	Samekit Kar	Rs. 28,230.00	1,44,556.00	412.07%	Their has been a good improvement in collections as compared to previous year.	Appreciable efforts however need to put more efforts for collections as there is stilla big amount outstanding.
3	Nagriya Vikas Upkar	Rs. 12,502.00	22,775.00	82.17%	Their has been a good improvement in collections as compared to previous year.	ULB should impose strict penalties and legal actions to improve collections.
4	Shiksha Upkar	Rs. 9,071.00	20,655.00	127.70%	Their has been a good improvement in collections as compared to previous year.	ULB should impose strict penalties and legal actions to improve past collections.
	Total	Rs. 83,145.00	2,65,372.00	219.17%		
	Gair-rajaswa Wasooli					
1	Bhawan Bhoomi Kiraya					
2	Jal Upbhokta Prabhar	Rs. 4,85,532.00	4,13,114.00	-14.92%	Week collections wrt dues of previous years. Need to improve collection procedures and recovery actions	ULB should impose strict penalties and legal actions to improve past collections.
3	Upbhokta Prabhar	Rs. 0.00	Rs. 0.00	-		
4	Other Taxes/Fees	Rs. 0.00	Rs. 0.00	-		
	Total	Rs. 4,85,532.00	Rs. 4,13,114.00	-14.92%		



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Reporting on Audit Paras for Financial Year 2017-18

Name of ULB: New Ramnagar Nagar Parishad, Dist. Satna

Name of Auditor: Patidar & Associates, Chartered Accountants

S. no.	Parameters	Description	Observation In brief	Suggestions
2	Audit of Expenditure:	Verification of Expenditures are as per guidelines, directives, and rules under all schemes and entries of expenditures in cash book, Diversion of Funds, financial propriety of expenditures, scheme project wise utilisation certificate.	Grant register has been maintained by ULB. Expenses properly entered in cash book as per vouchers. Bank reconciliation has not been prepared on monthly basis.	TDS should be deducted correctly, Utilisation certificates should be prepared and verified also registers should be prepared for temporary advances.
3	Audit of Book keeping	Verification of books of accounts and stores are maintained as per accounting rules, advance register and check timely recovery, Bank reconciliation statement, grant register, fixed asset register	All books are not maintained as per accounting rules applicable. List of records not maintained is given in point no. 3 of report attached.	ULB should maintain books and registers as per accounting rules applicable and bank reconciliation should be prepared on monthly basis.
4	Audit of FDR/TDR	Verify fixed deposits and term deposits and their maintenance	No FDR's found in possession of ULB	N.A.
5	Audit of Tenders and Bids	Verify Tenders/Bids invited by ULB and competitive tendering procedures followed	Documents of tenders not provided for verification	
6	Audit of Grants & Loans	Verification of Grant received from Government and its utilisation	Verified and found to be in line.	UC Certificates should be maintained
7	Incidences relating to diversion of funds from capital receipt /grants /Loans		Diversion of funds has not been noticed.	Grant register should be verified with cash book and utilisation certificates to track diversion of funds



	to revenue expenditure and from one scheme /project to another.			
8	a) Percentage of revenue expenditure (Establishment, salary, Operation & Maintenance) with respect to revenue receipts (Tax & Non Tax).	582.00% $(3,67,56,077 / 63,12,166) \times 100$		
	b) Percentage of Capital expenditure wrt Total expenditure.	45.76% $(1,91,66,322 / 5,59,22,399) \times 100$		
9	Whether all the temporary advances have been fully recovered or not.		ULB does not have policy of lending advance money to employees and temporary advance	
10	Whether bank reconciliation statements is being regularly prepared		No details of preparation of BRS has been provided by ULB	It should be prepared on monthly intervals

