

Internal Audit Report

The Internal Audit of **Rajpur – Sonarpur Municipality (ULB)** for the period from 01.04. 2014 to 31.03.2015 has been conducted by us as per West Bengal Municipal Act and Rules framed there under from 05.06.2017 to 07.07.2017.

The objective of the Internal audit is to assess whether the financial statement have been maintained by the ULB in proper manner as prescribed by West Bengal Municipal Act,1993 and rules framed there under, so as to evaluate the internal control system for better utilisation of Assets of the ULB, better management of the resources and risk, proper accountability, transparency as well as improved municipal Governance, as a whole. The objective of Internal Audit also include evaluation of the Internal Control System of the ULB effectively and its improvement in a structured manner.

The ULB has been using Accounting software namely PURO-HISAB, since the financial year 2006-07 under double Entry Accounting prepared by Change Management Unit, Govt. of West Bengal. The Software has been customised for the preparation of Annual Financial Statement of Urban Local Bodies of West Bengal.

The said Accounting Software ensures the generation of Annual Financial Statement and related other reports to comply the West Bengal Municipal Act and rules framed there under.

We have conducted our audit in accordance with auditing standards generally accepted in India. Inspection report on the audit of transactions of Rajpur Sonarpur Municipality has been produced before us for the period of our audit and we have considered the same while conducting our work and in our report also.

During the course of our audit we have interacted with various departments as mentioned below.

- 1) Establishment Department
- 2) Accounts & Finance Department
- 3) Sanitation Department
- 4) Public Works Department
- 5) Electric Department
- 6) Building Plan Department
- 7) Trade License Department
- 8) Water Supply Department
- 9) Property Tax Department



A1. GENERAL INFORMATION

Name of the ULB: RAJPUR – SONARPUR MUNICIPALITY

No. Of Wards of the ULB: 35

Area of the ULB: 49.25 Sq Km

Name the Chairman/

Chairperson/Administrator/

Board Administration for the

- 1) FY 2014-15 : Sri Indu Bhushan Bhattacharyya (From 01/04/2014 to 17/07/2014)
2) Admiistrator : Sri Partha Acharyya (From 18/07/2014 to 31/03/2015)
3) Present Chairman : Dr. Pallab Das

Name of the Vice Chairman:

- 1) During FY under Audit : Sri Amitabha Chowdhury (From 01/04/2014 to 17/07/2014)
2) Present Vice-Chairman : Smt. Santa Sarkar

Name of the Executive Officer:

- 1) During FY under Audit : Sri Anup Kumar Mondal (from 01/04/2014 to 31/03/2015)
2) Present Executive Officer : Sri Sukumar Das (from 23/12/2015 till date)

Name of the Finance Officer:

- 1) During FY under Audit : Sri Sujit Kayal (From 05/03/2014 to Present)
2) Present Finance Officer : Sri Sujit Kayal

Address of the ULB : Rajpur – Sonarpur Municipality ,P.O. – Harinavi, Dist. – South 24 Pgs south, Kolkata-700148

A2. Comparison of Revenue Incomes between 2013-14 and 2014-15

1. Revenue Income :

Major Head code of Revenue	Head of Income	Schedule of Income & Expenditure A/c(Rs)	Amount (Rs) 2013-14(Rs)	Amount (Rs) 2014-15(Rs)	Increase (I) / Decrease(D) in revenue in come (Rs)	% Increase / Decrease in revenue in come
110	TAX REVENUE ITEMS	I-1	63,36,931.72	57,80,283.76	5,56,647.96(D)	8.78%
120	ASSIGNED REVENUES AND COMPENSATIONS	I-2	2,30,82,681.00	191,94,721.00	38,87,960.00(D)	16.84%
130	RENTAL INCOME FROM MUNICIPAL PROPERTIES	I-3	20,57,973.15	23,90,978.00	3,33,004.85(I)	16.18%
140	FEES AND USER CHARGES	I-4	33,41,56,881.11	268,228,542.86	6,59,28,338.25 (D)	19.73%
150	SALE AND HIRE CHARGES	I-5	19,91,828.50	14,84,760.51	5,07,067.99(D)	25.46%
160	REVENUE GRANTS, CONTRIBUTIONS AND SUBSIDIES	I-6	6,58,10,043.00	771,18,037.75	1,13,07,994.75 (I)	17.18%
170	INCOME FROM INVESTMENTS	I-7	8,63,308.84	0.00	8,63,308.84(D)	-
171	INTEREST EARNED	I-8	2,12,47,974.70	241,24,434.19	28,76,459.49(I)	13.54%
180	OTHER INCOME	I-9	-1,03,00,404.00	34,59,388.00	-68,41,016.00	-

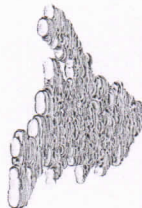


2. Comparison of Revenue Expenses between 2013-2014 and 2014-15

Major Head code of Revenue	Head of Income	Schedule of Income & Expenditure A/c(Rs)	Amount (Rs) 2013-14(Rs)	Amount (Rs) 2014-15(Rs)	Increase(I) / Decrease(D) in revenue in come (Rs)	% Increase / Decrease in revenue in come
210	ESTABLISHMENT EXPENSES	I-10	4,03,10,852.00	7,72,47,665.00	3,69,36,813.00(I)	91.62%
220	ADMINISTRATIVE EXPENSES	I-11	7,77,16,684.90	10,18,11,797.00	2,40,95,112.10(I)	31.00%
230	OPERATION AND MAINTENANCE	I-12	6,76,34,713.00	9,08,10,018.00	2,31,75,305.00(I)	34.26%
240	INTEREST AND FINANCE CHARGES	I-13	10,45,071.33	11,72,483.72	1,27,412.39(I)	12.19%
250	PROGRAMME EXPENSES	I-14	26,09,252.00	33,191.00	25,76,061.00(D)	98.73%
260	REVENUE GRANTS, CONTRIBUTIONS AND SUBSIDIES	I-15	2,31,250.00	0.00	2,31,250.00(D)	-
270	PROVISIONS AND WRITE OFFS	I-16	0.00	-3,47,681.00	-3,47,681.00	-
271	MISCELLANEOUS EXPENSES	I-17	0.00	78,390.00	78,390.00(I)	100.00%
272	DEPRECIATION ON FIXED ASSETS	I-0	13,68,511.00	3,62,27,652.00	3,48,59,141.00(I)	2547.23%
280	PRIOR PERIOD ITEMS	I-0	7,25,500.00	27,880.00	6,97,620.00(D)	96.16%

B1. Audit Observation on Cash and Bank Management:

As explained by the ULB during course of our audit all cash receipts from the various departments like property tax, trade license etc. are collected by cashier and are entered in the accounting software. The entire cash collected by the ULB deposited into Bank Account of Municipal fund own source at regular intervals. No amount of cash collected from various departments of the ULB is retained in the Municipality for a long period. The head-wise revenue income is entered in the accounting software at the time of receipt of all collections.



Summary of Cash for FY 2014-15 as per Cash Book.

Particulars	For the FY 2014-15
Opening Balance	91,04,123.54
Receipts during the year	429,713,291.15
Total	438,817,414.69
Payments during the year	429,708,784.15
Closing Balance	91,08,630.54

As explained before us no physical verification of cash mentioning the denomination of notes has been done during the period of our audit including closing balance as on 31st March 2015 .

B2. During the course of our audit we have observed that various bank accounts have been maintained and bank reconciliation statements have been prepared at the end of the financial years. Details of which are given below.

Detailed balance of Cash, Bank and treasury balance as per following table :

Sl. No.	A/c No	purpose	Balance as per Cash book as on 31.03.2015	Balance as per Pass book as on 31.03.2015	Bank Reconciliation Statement Prepared(Yes/No).
1	Treasury		300,651,555.00	301,299,186.00	Yes.
2	UBI-0135050000207	General	248,762,008.00	251,978,756.00	No.
3	UBI-0135050003265	Health,KDMA	18,21,527.00	18,79,883.00	Yes.(Note – 1)
4	UBI-0135010144681	Developmen	320,137,229.00	317,817,660.00	Yes.(Note – 2)
5	UBI-0135010157406	SJSRY	64,13,279.00	65,75,497.00	Yes.(Note – 3)
6	UBI-0135050005403	NOAP	16,76,560.00	52,70,180.00	Yes.(Note – 4)



7	UBI- 0135050006281	HDF	14,14,493.00	13,42,875.00	Yes.(Note -5)
8	UBI- 0135050004113	Matrisadan	12,53,838.00	10,78,132.00	Yes.
9	UBI- 0135010176354	Revolving Fund	20,10,001.00	20,70,316.00	Yes.
10	UBI- 0135010171182	Pension	31,95,636.00	31,05,954.00	Yes.
11	UBI- 0135010198404	Mid Day Meal	24,241,361.00	24,376,692.00	Yes.
12	UBI- 0135010232463	13 th Finance	61,513,191.00	61,795,100.00	Yes.
13	UBI- 0135010325295	SHUP	92,74,385.00	92,74,385.00	Yes.
14	UBI- 0135010313674	WBUES	2,99,708.00	2,99,708.00	Yes.
15	UBI- 0135010246217	K. Suman	38,99,828.00	41,34,780.00	Yes.
16	UBI- 0135010248136	Sujan	60,645.00	60,645.00	Yes.(Bank statement was not available for verification)
17	UBI- 0135010249775	Swapan	1,733.00	1,733.00	Yes.
18	UBI- 0135050002862	MP Land, Beup	17,235,922.00	17,272,019.00	Yes.(Note - 6)
19	Union Bank- 54850201000512 9	BSUP P II	65,906,862.00	70,567,846.00	Yes.(Bank statement was not available for verification))
20	Union Bank- 54850201000331 9	BUSP P I	24,421,239.00	30,122,797.00	Yes.(Bank statement was not available for verification)
21	UBI - 17611	UPHCS	86,53,218.00	87,37,671.00	Yes.
22	UBI - 27335	Auditorium	17,020,860.00	16,520,860.00	Yes.
23	UBI - 27326	Ray	1,92,494.00	1,92,494.00	Yes.
24	UBI- 01350102226004	BRGF	11,973,828.00	12,399,626.00	Yes.



As explained before us for the following bank accounts were inoperative during the financial year 2014-15

Bank Name	Account Number
Central Bank of India	OLD-3518
State Bank of India	10410383174
United Bank of India	0135010305754
Bank of India	2240
Bank of India	2385
Bank of India	2502
United Bank of India	0004229(422)
United Bank of India	1410
United Bank of India	0135010187224
United Bank of India	0135050005896
United Bank of India	2106010029838

Auditors Suggestion on BRS:

- 1) All old un-reconciled entries to be thoroughly scrutinized and proper adjustment for the same to be done.
- 2) Proper adjustments to be made for stale cheques.
- 3) Necessary action to be taken for all the inoperative Bank Accounts.
- 4) In some cases cheque number and cheque date has not been mentioned in the BRS. Those cheques to be identified immediately and necessary action to be taken for those cheques.

B3. Stores Management :

As Explained before us, the Stores valuation has been done on FIFO basis. But no physical verification of Stores has been done by the ULB at periodic interval. However the closing Balance of department wise Stores as per physical verification done by the ULB as on 31.03.2015 were as follows:

S.L. No.	Department	Value Of Closing Stock(Rs.)
1.	Electric	1,12,232.00
2.	Sanitary	28,40,341.00
3.	P.W.D	2,14,925.00
4.	Water Supply	47,81,662.63
5.	Stationery	193636.62
	Total	8142797.25

We could not verify the method of valuation of stock from the system as no information in this regard has been produced before us. Total value of physical verification of stock as conducted by various departments as on 31st March 2015 was Rs 8142797.25 but in the Balance Sheet the total stock value has been shown as Rs.116147888.87.

As explained before us this is mainly due to delay in booking the the stores issue items in the accounting software. We have suggested to book the issue entry on real time basis so as to reconcile the physical stock of materials with book balance of stock. We also suggest to verify stock physically at regular intervals and reconcile the same with book balance and pass necessary entries for difference if any specially at the end of the year.



B4. Reconciliation of Advance:

As per advance statement produced before us and as per transaction audit report the position of advance during the period of our audit is given below.

Particulars	For the Year 2014-15
Opening Balance of Advance	291,71,065.00
Add: Addition during the year	77,584,098.00
Total	106,755,163.00
Less: Adjusted During the year	83,040,206.00
Closing Balance of Advance	237,14,957.00

As per Balance Sheet total advance as on 31st March 2015 was Rs. 181,435,392.87 which we could not reconcile with the balance as mentioned above and no satisfactory explanation in this regard has been given before us. We suggest that accounting should be made in proper ledger head wise and should be reconciled with register maintained for this purpose.

B5. Investment own fund:

During the period of our audit we have observed that one cumulative fixed deposit of Rs. 8345141.00 with United Bank of India Rajpur branch dated 05-08-2010 for a period of 36 months bearing 7.25% rate of interest p.a matured on 05-08-2013 amounting to Rs. 10352539.57 and reinvested with a value of Rs. 10254457.77 for a period of 36 months @8.75% interest p.a. and interest earned on that for the year 2014-15 was Rs. 975872.03 and no TDS has been deducted as per certificate of the bank but we could not verify the same from the accounts maintained by the ULB in the accounting software. As explained before us the entry related to this has not been passed in the accounts properly. We are suggesting to rectify the mistake and pass proper accounting entries immediately.

B6. Deduction and Payment of statutory liabilities:-

We have checked the deduction and payment of various statutory liabilities as per accounts maintained by the ULB with the challans and returns produced before us for Income tax TDS, Professional Tax, Works contract tax deducted from subcontractors etc and following discrepancies have come to our notice.



B6. 1. Tax Deducted at source from employees and others :-

TDS From Employees (24Q)

Month	Liability as per Return	Payment as per Challan	Date of Payment	Liability as per ledger	Payment as per ledger
April	24,000.00	8,000.00	29/04/2014	1,07,636.00	1,07,636.00
May		8,000.00	27/05/2014	42,101.00	39,336.00
June		8,000.00	28/06/2014	45,538.00	67,711.00
July	24,000.00	8,000.00	09/08/2014	41,622.00	35,277.00
August		8,000.00	27/08/2014	16,116.00	8,116.00
September		8,000.00	26/09/2014	81,694.00	67,500.00
October	26,833.00	8,000.00	31/10/2014	8,000.00	8,000.00
November		8,000.00	08/12/2014	79,681.00	1,03,611.00
December		10,833.00	26/12/2014	18,260.00	7,427.00
January	26,363.00	8,000.00	24/01/2015	75,267.00	67,267.00
February		18,363.00	27/02/2015	25,507.00	7,144.00
March		-	-	37,544.00	37,544.00

TDS other than employees (26Q)

Month	Liability as per Return	Payment as per Challan	Date of Payment	Liability as per ledger	Payment as per ledger
April	11,47,342.00	3,72,980.00	On 16/5/14 Rs.1700/-,4516/-,130704. On 21/05/14 Rs.17138/-,483/-,4717/-,4146/,22532/-,891/-, On 15/05/14 Rs.91/-,27494/-,400/-,784/-,20544-,42406/-,26820/-, 62917/-. On 19/05/14 Rs.3493/-,1204/-.	3,38,315.00	3,41,644.00
May		3,80,709.00	On 06/06/14 Rs.113858/-,4104/-,9055/-,128989/-,4512/-,4562/-,19488/-,147/-,7341/-,7262/-,17329/-,31384/-,2402/-,On 07/06/14 Rs.30276/-.	3,37,238.00	3,50,433.00
June		3,93,653.00	On 05/07/14 Rs.29435/-,79262/-,65373/-,23789/-,112838/-,25694/-,453/-,5547/-,3417/-,7779/-,11104/-,18230/-,709/-,2191/-,146/-,On 07/07/14 Rs.2159/-,5527/-.	3,97,041.00	3,86,849.00
July	965953.00	3,13,605.00	On 09/08/14 Rs.8116/-,29750/-, On 08/08/14 Rs.626/-,45232/-,11913/-,8871/-,10436/-,7667/-,44840/-,471/-,38230/-,57794/-,35938/-,13721/-.	2,58,531.00	4,85,348.00



August		2,07,075.00	On 08/09/14 Rs.29750/-,19574/-,47155/-,14335/-,16575/-,666/-,2939/-,54470/-,2620/-,9270/-,1636/-,687/-,7398/-.	2,60,250.00	1,68,750.00
September		4,47,980.00	On 26/09/14 Rs.6796/-,29750/- .On 4/10/14 Rs.2191/-,37669/-,42325/-,3275/-,630/-,5205/-,148/-,121396/-,110812/-,87791/-.	4,21,298.00	4,18,238.00
October		3,26,790.00	On 10/11/14 Rs.15909/-,11636/-,12181/-,9832/-,11838/-,29750/-,58187/-,76532/-,39736/- .On 13/11/14 Rs.1410/- .On 14/11/14 Rs.3812/-,185/-,8315/-,1547/-,36960/-,8960/-.	2,12,619.00	2,84,862.00
November	797902.00	2,83,762.00	On 08/12/14 Rs.1078/-,4622/-,2142/-,3470/-,9568/-,8355/-,3089/-,7427/-,29750/-,15185/-,46908/-,44961/-,26092/-,66504/-,14881/-.	3,07,445.00	2,38,230.00
December		1,84,034.00	On 07/01/15 Rs.7767/-,On 09/08/15 Rs.10683/-,10648/-,34563/-,36398/-,49755/-,5596/-,5658/- .On 08/01/15 Rs.11891/-,9969/-,1086/-.	1,92,256.00	2,40,839.00
January		3,82,978.00	On 24/01/15 Rs.29750/- . On 18/02/15 Rs.93195/-,On 09/02/15 Rs.7144/-,149695/-,73444/-,29750/-.	1,21,315.00	3,16,334.00
February	1014074.00	2,71,692.00	On 09/03/15 Rs.134387/-,29750/- . On 12/03/15 Rs.62123/-,45432/-.	4,22,721.00	2,60,305.00
March		3,72,485.00	On 28/03/15 Rs.5322/-,16943/-,1710/-,133145/-,82234/-,19063/-,51618/-,25197/- . On 10/04/15 Rs. 29750/-,7503/-.	3,56,501.00	3,35,232.00

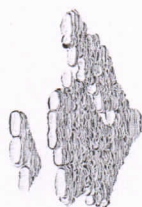


B6.2. Professional Tax deducted from employees

Month	Liability as per Return	Payment as per Challan	Liability as per Ledger	Payment as per ledger
April	26,510.00	27,105.00	47,850.00	27,105.00
May	20,520.00	22,915.00	22,915.00	22,915.00
June	24,330.00	24,580.00	27,530.00	24,580.00
July	23,570.00	23,570.00	20,330.00	23,570.00
August	19,880.00	19,880.00	19,880.00	4,060.00
September	19,990.00	16,750.00	20,770.00	-
October	19,750.00	19,750.00	18,970.00	3,930.00
November	20,250.00	20,160.00	20,160.00	20,160.00
December	19,950.00	20,040.00	20,040.00	20,040.00
January	19,880.00	19,880.00	19,880.00	4,060.00
February	19,880.00	19,880.00	19,880.00	19,880.00
March	19,810.00	19,895.00	24,440.00	4,080.00
Total	2,54,320.00	2,54,385.00	2,82,645.00	1,74,380.00

B6.3. Liability of Sales tax deducted at source (STDS) from Contractors.

Month	Liability as per Return	Payment as per Challan	Liability as per Ledger	Payment as per ledger
April	5,32,173.00	5,32,173.00	5,52,279.00	5,58,818.00
May	3,90,651.00	3,90,651.00	3,64,006.00	3,75,875.00
June	6,50,569.00	6,50,569.00	6,22,411.00	6,27,218.00
July	4,76,029.00	4,82,831.00	2,81,222.00	2,43,516.00
August	1,12,987.00	1,12,987.00	79,083.00	2,95,086.00
September	5,53,798.00	5,53,798.00	5,53,798.00	5,93,719.00
October	4,40,073.00	4,33,271.00	4,33,271.00	3,69,810.00
November	4,20,402.00	4,20,402.00	4,28,757.00	4,73,127.00
December	5,68,206.00	7,02,096.00	6,37,524.00	5,64,984.00
January	10,73,801.00	9,39,911.00	9,39,911.00	4,27,276.00
February	11,21,767.00	11,22,887.00	11,22,887.00	15,40,649.00
March	9,68,169.00	9,67,599.00	13,00,574.00	10,39,073.00
Total	73,05,012.00	73,09,175.00	73,15,723.00	71,09,151.00



B6. 4. Provident Fund of Employees:-

We have checked the deduction of provident fund of employees from the register maintained and statement prepared for this purpose along with challans for payment of the same but we could not verify the deduction from the ledger accounts maintained for this purpose in the accounting software. As explained before us proper accounting entries have not been made correctly in the software.

We suggest that proper accounting entries to be passed in the accounting system so as to reconcile the deduction with register and payment challans on monthly basis. Details of month wise deduction and payments are given below:-

Details of Provident fund deduction and payment for the year 2014-15

Month	PF Deduction as per register	Payment as per Challan	Date of Payment	Challan No.	Liability as per ledger	Payment as per ledger
April	3,70,935.00	3,70,935.00	02/05/2014	00048	7,52,870.00	17,37,788.00
May	3,64,985.00	3,64,985.00	01/06/2014	00057	3,64,985.00	12,06,870.00
June	3,64,485.00	3,64,485.00	04/07/2014	00011	3,64,485.00	3,78,192.00
July	3,64,685.00	3,64,685.00	13/08/2014	00024	3,64,685.00	1,33,124.00
August	3,63,585.00	3,63,585.00	05/09/2014	00113	3,63,585.00	98,557.00
September	3,65,705.00	3,65,705.00	29/09/2014	00198	3,65,705.00	99,600.00
October	3,65,705.00	3,65,705.00	05/11/2014	00072	3,65,705.00	2,69,200.00
November	3,69,855.00	3,69,855.00	01/12/2014	00104	3,69,855.00	2,20,000.00
December	3,73,155.00	3,73,155.00	09/01/2015	00014	3,73,155.00	-
January	3,78,155.00	3,78,155.00	06/02/2015	00013	3,78,155.00	-
February	3,71,095.00	3,71,095.00	10/03/2015	00017	3,71,095.00	5,90,735.00
March	3,95,550.00	3,95,550.00	18/04/2015	00014	-	-



B6. 5 Deduction and payment of Labour welfare cess:-

Month	Collection As per register	Govt. Scheme 99% As per register	ULB Share 1% As per register	Payment date As Per register	Payment As Per register	Receipt As per Ledger	Payment As per Ledger
April	866446.00	857782.00	8664.00	20/06/14	893040.00	1030270.00	2893040.00
May	2055816.00	2035258.00	20558.00			2175102.00	(20/06/14)
June	4631019.00	4584709.00	46310.00	16/07/14	4584709.00	4848652.00	4584652.00 (16/07/14)
July	6691687.00	6624770.00	66917.00		-	6841457.00	
August	1760969.00	1743359.00	17610.00	10/09/14	1743359.00	1837116.00	1743359.00 (10/09/14)
September	3868036.64	3829356.00	38680.00	13/11/14	5369888.00	4062871.64	5369888.00 (13/11/14)
October	1556093.00	1540532.00	15561.00			1669799.00	
November	1025012.00	1014762.00	10250.00	29/01/15	2338078.00	1151596.00	2338078.00
December	1336683.00	1323316.00	13367.00			1413457.00	(29/01/15)
January	1764432.00	1746788.00	17644.00	-	-	1860186.00	-
February	1662559.00	1645933.00	16626.00	-	-	1928014.00	-
March	4295090.56	4252140.00	42951.00	24/04/15	4252140.00	4423542.56	-



B7. Checking of bills of suppliers and contractors.

We have checked the detailed process of tendering of various work of the ULB and bills of various suppliers and contractors prepared based on that on sample testing basis and our observations are given below.

Sl. No.	Party Name	Date	Bill & Voucher no.	Remarks	Type
1	Banachari Mridha	24/09/2014	2362 & 2794	Actual TDS amount should be Rs.2580 but deducted Rs 5160 wrongly	Contractor Bill
2	Rabin Chandra Manna	30/06/2014	4815 & 2558	In the bill one item has been taken as Rs.1137.50 instead of Rs 11.37 so there was over payment of Rs. 1126.13	Contractor Bill
3	Maa Durga Construction	11/10/2014	7361 & 2683	Actual TDS amount should be Rs.2636.00 but deducted Rs 1636.00 wrongly	Contractor Bill
4	Pioneer Tube & Industries Pvt. Ltd	10/11/14	8808 & 3200	Actual labour cess deduction amount should be Rs.4617.00 but deducted Rs 14000.00 wrongly from the bill and posted in accounts accordingly.	Contractor Bill

B8. Maintenance of Fixed Assets register:

Fixed assets register has not been maintained properly though manual Fixed asset register has been maintained for the financial year 2014-15 but in the register details of all the assets along with its location and with proper identification numbers have not been mentioned. So we could not identify the location of the assets and we were unable to verify the same physically.



B11. Collection of Property Tax

During the course of our verification we have found that property tax collection as maintained ward wise in foxpro system was not matching with the ledger heads maintained for this purpose. As explained before us property tax collection and demand was maintained in foxpro system and proper reconciliation of the same with accounting software has not been done. We strongly suggest through reconciliation of the same so as to assess the actual receivables.

Details of differences as given below.

Particulars	As per Foxpro.	As per ledger
Total Arrear Demand	38909839.02	-
Total Current Demand	50280638.31	50280638.31
Total Arrear Collection	8480769.33	8613134.99
Total Current Collection	34063521.20	33660398.53

Note 1 - 1.

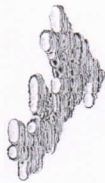
Bank :- United Bank Of India

A/c Number :- 0135050003265

1. It has been shown in the BRS that the following cheque has been issued from bank but not yet cleared. Actually the same should be reversed in the bank book since the time of presenting the cheque has already expired.

<u>Date</u>	<u>Cheque No</u>	<u>Amount(Rs.)</u>
25-07-06	743603	45,366

2. Cheque no. 692644 dated 25/09/2014 amounting to Rs 12990 issued and cleared from Bank but in the Bank Reconciliation Statement the same has been shown as not yet cleared.



Note 1 - 2.

Bank :- United Bank Of India

A/c Number :- 0135010144681

1. It has been shown in the BRS that the following cheque has been issued from bank but not yet cleared. Actually the same should be reversed in the bank book since the time of presenting the cheques have already expired.

<u>Date</u>	<u>Cheque No</u>	<u>Amount(Rs.)</u>
04-04-05	678344	9067
09-06-10	148290	40288
08-07-10	613858	10200
11-11-10	635382	32707
11-11-10	635384	14,340
21-12-11	437995	19,845
10-01-13	2907	141,140
02-12-13	488927	8000
08-02-14	573623	135000
21-02-14	573654	25843
10-05-14	634876	212944

2. It has been shown in the BRS that the following cheques have been issued from the bank but from the bank book, we have observed that no such cheques have been issued.

<u>Date</u>	<u>Cheque No</u>	<u>Amount(Rs.)</u>
No date.	No che. No.	88,871
No date.	No che. No.	15,989
No date.	No che. No.	67,828
No date.	No che. No.	173,607

Note 1 - 3.

Bank :- United Bank Of India

A/c Number :- 0135010157406

1. It has been shown in the BRS that the following cheques have been issued from bank but not yet cleared. Actually all these cheques should be reversed in the bank book since the time of presenting the cheques have already expired.

<u>Date</u>	<u>Cheque No</u>	<u>Amount(Rs.)</u>
No date.	No che. No.	10,000
No date.	No che. No.	1,588



Note :- 4.

Bank :- United Bank Of India

A/c Number :- 0135050005403

1. It has been shown in the BRS that the following cheques have been issued from bank but not yet cleared. Actually all these cheques should be reversed in the bank book since the time of presenting the cheques have already expired.

<u>Date</u>	<u>Cheque No</u>	<u>Amount(Rs.)</u>
11-11-10	615292	400
04-12-10	615331	3,200
19-09-11	18231	800
08-10-12	693354	700
08-10-12	693355	1,200
14-11-12	693384	400

Note :- 5.

Bank :- United Bank Of India

A/c Number :- 0135050006281

1. It has been shown in the BRS that the following cheques have been issued from bank but not yet cleared. Actually all these cheques should be reversed in the bank book since the time of presenting the cheques have already expired.

<u>Date</u>	<u>Cheque No</u>	<u>Amount(Rs.)</u>
No date	Old cheque	75
No date	Old cheque	765
12-08-09	730604	1,068
12-12-11	No che.no.	4,000

Note :- 6

Bank :- United Bank Of India

A/c Number :- 0136050002862

1. It has been shown in the BRS shown that the following cheques have been issued from bank but not yet cleared. Actually all these cheques should be reversed in the bank book since the time of presenting the cheques have already expired.

<u>Date</u>	<u>Cheque No.</u>	<u>Amount(Rs.)</u>
No date.	Old cheque	16,000
No date.	Old cheque	16,000
18-10-06	730240	2,440
15-07-09	730576	22,440
16-07-09	730578	15,880

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For S. K. PAUL & CO.
Chartered Accountants
Firm Regn. No. :- 304092E

Kiran Sankar Bhattacharyya
CA. Kiran Sankar Bhattacharyya
Partner
Membership No. 080497

24/07/2017