PALASHBARI MUNICIPAL BOARD



INTERNAL AUDIT REPORT

OF

PALASHBARI MB

UNDER KAMRUP-R DISTRICT

IN RESPECT OF

OWN REVENUE

FOR THE YEAR ENDED ON 31ST MARCH 2016

RAJESH PODDAR & ASSOCIATES

Chartered Accountants
Block II,Suite # F1, 1st Floor, Parijat Mansion,
Christian Basti, G.S.Road, Dispur
Guwahati - 781005
Ph.: 0361-2342347/98640-32299

E-mail: ca.rajeshpoddar@gmail.com

AJESH PODDAR & ASSOCIATES



CA

rajeshpoddar@gmail.com: +919864032299

To The Chairman, Palashbari Municipal Board Kamrup(R), Assam

Sub: Audit Report for the Financial Year 2015-2016

Ref: Your Letter No. PMB I-15/Misc./16-17/340-342 Dated 17th January, 2017

Dear Sir/Madam,

With reference to above, we have the pleasure in informing you that we have completed the Audit of your Municipal Board under Group for the financial year ended on 31st March 2016, the assignment entrusted to us vide your above referred letter.

The Audit Report of the same is enclosed herewith for your perusal.

Chartered

Yours truly,

For Rajesh Poddar & Associates Chartered Accountants

CA. Rajesh Agarwala Poddar Proprietor

M.No 062980

Dated: 20th April, 2017

Place: Guwahati, Assam

Enclosed: Audit Report

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ajeshpoddar@gmail.com: +919864032299

To The Director, Municipal Administration, Assam Guwahati, Assam

Sub: Audit Report for the Financial Year 2015-16

This Internal Audit Report (hereinafter referred to as "Report") has been prepared as a part of our engagement of Audit for the year ended 31st March 2016, made by the Chairman, Palashbari MB, Kamrup (R), Assam vide engagement letter enclosed to this Report.

We have conducted the Internal Audit in accordance with the auditing principles generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Besides this, being an Audit the salient points of the scope covered by our Audit are as follows:

- 1. The effectiveness of Accounting System and related internal controls specially checking of:
 - a. Own Revenue Collection Registers
 - b. Cash Book
 - c. Bank Book
 - d. Bank Wise Reconciliation of Accounts.
 - e. Maintenance of Records and Register
 - f. Vouchers
 - g. Cheque Book Registers
- 2. The operational efficiency of the Information system and effectiveness of the Internal Controls.
- 3. Compliance with Guidelines and other legal and statutory requirements.

The results and recommendations of our Audit are set out in "Annexure A" of this Report.

We have applied our audit procedures to the grants/funds received by the ULB during the F.Y. 2015-16 and to the expenditures incurred by the ULB during the FY 2015-16 whether out of the fund allocated to the ULB for the Financial Year 2015-16 and its previous years. Further we have not extended our audit procedures in respect of fund allocate/received or fund expended after the end of the F.Y. 2015-16 i.e. in the next F.Y.

The Statutory Auditors of the Municipal Board expresses opinion as to the true and fair view of the Financial Statements. We being Internal Auditor have not expressed any opinion on the financial Statements and accordingly, this report should not be construed as our opinion on the financial statements.

For Rajesh Poddar & Associates

Chartered Accountants

FRN: 325645E

CA. Rajesh Agarwala Poddar

Proprietor M.No 062980

Dated: 20th April, 2017 Place: Guwahati, Assam

Encls. : 1) Executive Summary & Detailed Report (Annexure A)

2) Audit Engagement Letter.

Auditors:

Rajesh Poddar & Associates

Chartered Accountants Christian Basti, G.S Road, Dispur, Guwahati-05 Auditee:

Palashbari Municipal Board For the Financial Year 2015-16

ANNEXURE A:

Executive Summary & Detailed Report

Introduction:

1. Funds/Schemes	a) Own Revenue
2. District	Kamrup (R)
3. ULB	Palashbari Municipal Board
4. Persons-in-Charge	Mr. Binu Das (Chairman) upto 06.04.2015 Mr. Jiten Kumar (Vice Chairman) upto 06.04.2015 Mr. Ratul Sarmah (Chairman) w.e.f. 06.04.2015 Mr. Amiya Kr. Kalita (Vice Chairman) w.e.f 06.04.201 Mr. Prafull Kr. Sarma (Assistant Engineer) Mr. Robin Kalita (Head Assistant) Mr. Bitopan Das (Jr. Accountant)
5. Period covered under the Audit	Financial Year : 2015-16 (Year ended on 31.03.16)
6. Duration of Audit	4 Days on Auditee's location 3 Days on Auditors' Office



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Auditors:

Rajesh Poddar & Associates

Chartered Accountants Christian Basti, G.S Road, Dispur, Guwahati-05 Auditee:

Palashbari Municipal Board For the Financial Year 2015-16

Detailed Report of Observations during the Audit:

SL NO.	PARTICULARS		OBSERVATIONS								
1.	MAINTENANCE OF ACCOUNTS	Trial Balance	We have not found any Cash Trial Balandsed on the records available at the Statement of all the above mentioned fur prepared Receipt and Payment Accounts (FY: 2015-16). The Receipt and Payment 'Annex-A' attached herewith. Annex-A.1 Receipt & Payment A/c for Calandsea. Receipt & Payment A/c for Balandsea. Annex-A.2 Receipt & Payment A/c for Balandsea.	ULB, i.e Cash B ads in the name of of for the Year ended A/c as prepared by ash transaction.	ook of ULB, Bank each fund, we have I on 31st March 2016						
		Cash Book	Fund/scheme wise Cash book containing fund/scheme was maintained by ULB for 20/- has been found in the hands as on 31 in Own Revenue Fund.	the F.Y 2015-16. A	cash balance of Rs.						
		Bank Book	Fund/scheme wise Cash book containing fund/scheme was maintained by ULB for the scheme was managed by ULB for the scheme wa								
		Ledger Book Separate ledger book showing receipts and payments of each fun not maintained by ULB.									
1.1	CASH & BANK BALANCE	Opening Cash & Bank Balance	The Opening and Closing balances of Cash in Hand and of Cash at Bank is give below: Opening Cash and Bank Balances as on 1st April 2015 (Closing of 31.03.2015):								
			Details (Balance as per Book)	Balance as o	on 01.04.2015						
				Cash in Hand	Cash at Bank						
			a) Own Revenue (Annex- A.3)	NIL	Rs. 1,25,796/-						
1.2		Closing Cash & Bank	Closing Cash and Bank Balances as on 31st	March 2016:							
		Balances	Details (Balance as per Book)	Balance as	on 31.03.2016						
				Cash in Hand	Cash at Bank						
	2		a) Own Revenue (Annex- A.3 & B)	20/-	Rs. 2,72,452/-						

Chairman Chairman

Chartered Charte

Auditors:

Rajesh Poddar & Associates

Chartered Accountants Christian Basti, G.S Road, Dispur, Guwahati-05 Auditee:

Palashbari Municipal Board

For the Financial Year 2015-16

SL NO.	PARTICULARS		OBSERVATIONS
1.3	TO THE STATE OF TH	Reconciliation of Bank Accounts	Balance as per Pass Book and Bank balance as per Cash Book as on 31.03.2016 is tallying hence no reconciliation is needed. However quarterly BRS is prepared by the MB to reconcile the quarterly balance.
			While preparing quarterly BRS, it was observed that the balance of cash book is adjusted with the balance as per bank passbook after adding or subtracting the difference which is a wrong practice. So, it is advisable to the MB to only show the difference in BRS and not to adjust the balance of cash book as per bank passbook.
2.	MAINTENANCE OF BOOKS AND REGISTERS	Fixed Assets Register	Fixed asset register has not been maintained by the ULB properly. A fixed asset register is found which was incomplete and not updated.
		Public Assets Register	The ULB has not been maintained Register for Public Assets constructed and maintained by them.
		Attendance Register	Attendance Register has been maintained by the ULB.
3.	MAINTENANCE OF VOUCHERS & DOCUMENTS	Vouchers, Invoices, Purchase Orders, Pay Bills etc.	The MB has maintained vouchers, invoices, etc. which are in order and properly arranged. We also found some bills and vouchers were missing and some bills and vouchers are not sealed and signed by appropriate authority. Refer Annex - C for details.
4.	INTERNAL	Cash Management	
	CONTROL	a) Physical verification of Cash by management.	 Cash Book (with bank transaction) is countersigned by the Chairman after necessary verification of the receipts and payments.
		b) Physical verification of Cash by us.	 We were unable to verify cash balance at the beginning of days' operation on 02-02-2017 as balances as the cash book was not updated.
		c) Maintenance of Cash Book / Bank Book.	 Separate cash book has been maintained by the ULB in the name of each fund/Scheme containing cash and bank column that shows fund wise all cash and bank transactions.
		Control over Expenditure (Vouchers)	The vouchers in respect of utilization of funds and incurring of various expenditures were found to be approved by Chairperson and Accounts committee except some of the expenditure where proper seal and sign of chairman not found.
		Identification of Assets	As informed to us identification mark has not been made on the Public Assets constructed and maintained by the ULB during the FY 2015-16.
			2016

Rothfor

Chairman



Auditors:

Rajesh Poddar & Associates

Chartered Accountants Christian Basti, G.S Road, Dispur, Guwahati-05 Auditee:

Palashbari Municipal Board For the Financial Year 2015-16

SL NO.	PARTICULARS OBSERVATIONS					
5.	COMPLIANCE WITH THE FUND BASED ACCOUNTING NORMS	Utilization of Funds	Fund received from Own Revenue sources has been found to utilised for the expenditures of the MB.			
6.	COMPLIANCE WITH ACCOUNTING PRINCIPLES AND POLICIES	funds and incur	pted Accounting Principles has been followed by the MB in respect of utilization of ring of various expenditures under the Scheme. ed from Banks has been recorded on receipt basis and the same has been taken as Fund.			
7.	LEGAL AND STATUTORY COMPLIANCE	violation of rule The payment rand regulation The ULB has nandatory und It was observed Income Tax Actor Income Tax	ot obtained TAN for deducting VAT from various suppliers/contractors which is a sunder Assam VAT Act, 2003. made by the ULB to the Sales Tax Department is not in accordance with the rules of Sales Tax Act. ot deducted the VAT amount separately on different types of materials, which is ler the Assam Sales Tax Act, 2003. If that TDS has been deducted on payment to supplier which is not required as per t, 1961. Again, it was observed that the ULB had paid various interests and penalties bepartment during the F.Y 15-16 which reflects that the ULB is not complying the rules and regulations under the Income Tax Act, 1961.			
8.	EXTENT OF COVERAGE OF AUDIT PROCEDURES FOLLOWED BY US	accounting. Ou under various h	d Payment A/c are prepared as per historical cost conventions under cash system of ir audit procedures apply to the Own Revenue Fund amounts received by the ULB neads during the FY 2015-16 and also to the expenditures incurred by the ULB during whether out of the fund allocated to the ULB for the Financial Year 2015-16 and its			
9.	FINANCIAL POSITION	As the MB don't have the upon the Financial Position	ne practice of preparing Balance Sheet, hence we are not in position to comment on of the MB.			

Chartered Countaints

Date out

Auditors:

Rajesh Poddar & Associates

Chartered Accountants Christian Basti, G.S Road, Dispur, Guwahati-05 Auditee:

Palashbari Municipal Board

For the Financial Year 2015-16

SL NO.	PARTICULARS	OBSERVATIONS
10.	FINANCIAL PERFORMANC E	The MB has generated revenue during the year from its own sources. A comparative analysis of the revenue generated has been done and indicated in Annexure - D attached herewith. Year to year comparative Analysis indicates that the Own Revenue of the MB from all sources has decreased from Rs. 9,44,103/- in the FY 2014-15 to Rs. 8,66,962/- in the FY 2015-16 showing a decrease in revenue of Rs. 77,141/-, which is a decrease of 8.17%.
		Though the statement shows a decrease of collection of Own Revenue, but the Demand was increase in the FY 2015-16 in comparison to FY 2014-15. Further, an amount of Rs. 11,29,229.00 was received from DC Kamrup (K) Office as Rehabilitation & Resettlement Assistance due to Loss of MB's Assets which may affect the MB's Own Revenue in the coming year.
		During the Audit, it is mention by the Chairman, Palashbari MB that effective measure is taken to increase the Collection Rate. Moreover, according to him, an Assessment of Holding Tax is going on, which enhance the Demand by Approx. 25% to 30%.

ACKNOWLEDGEMENT

We would like to take this opportunity to extend our heartfelt thanks to the management and staff of the MB for their co-operation in successfully completing this audit assignment. We also place on record our appreciation for the staff of the MB for their active co-operation and support.

Dated: 20th April, 2017

Place: Guwahati, Assam

For Rajesh Poddar & Associates

Chartered Accountants

FRN:325645E

CA. Rajesh Agarwala Poddar

M. No. 062980

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OWN REVENUE

ULB : Palasbari Municipal Board District: Kamrup - R

Annex-A.1

Receipt and Payment Account for the Period 2015-2016 (Cash)

	RECEIPTS	TOTAL AMOUNT		PAYMENTS	TOTAL AMOUNT
To	Opening Balance	The state of the s			
	Cash in Hand	*	Ву	Utilisation of Fund	
To	Receipts From Various Taxes			a) Labour Payment	32,000
	a) Holding Tax	1,40,596		b) Supplier Payment	52,000
	b) Market & Shop	2,67,090		c) Electricity Charges	1,37,941
	c) Daily Bazar	1,52,260		d) Telephone Charges	13,072
	d) Trade License	43,090		e) Remuneration to Commissioner	
_		10/070		f) Purchase Of Material	68,501 20,972
To	Receipt From Non Tax Item			g) Purchase of Electrical Item	18,483
	a) Rent From Community Hall	10 500		h) Fooding & Refreashment	20,774
	b) rent from Open house	10,500 8,000		i) fuel Expenses	24,736
	c) Revenue From Raas Utsav	5,000		j) Other operating & Maintenance Expenses	45,330
	d) Hire Charges Of Road Rollar	48,200		k) Printing & Stationery	23,896
	e) security Deposit (Market) refundable	25,800		l) Insurance Expenses	8,427
	f) Building Permission			m) Carriage & Cartage	200
	g) Tender Fee (Non refundable)	1,700		n) Office Expenses	18,381
	h) Earnest money (Refundable)	7,000		o) Compensatin & Socilal Welfare	
	i) Revenue from issuing certificate	4,630	11	p) Advertisement	
	j) Hire Charges Of Truck	12,000		q) TA & DA	1,900
	i) Temporary Rent	90,000		r) Postage & Courier	546
				s) Interest on TDS	22,340
To	Withdrawl From Bank	7,22,005		t) Interest on VAT	
				u) Account Opening Charges	1,000
			By	Statutory Payment	
				VAT	1,893
				TDS	477
				Forest Royalty	375
			By	Other Payments	
				Advance To Employee	2,60,000
			Ву	Deposited to Bank	8,16,607
			То	Closing Balance	
				Cash in Hand	20
	TOTAL	15,37,871		TOTAL	15,37,871





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OWN REVENUE

ULB : Palasbari Municipal Board

District: Kamrup - R

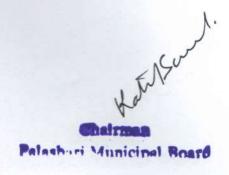
Annex-A.2

Receipt and Payment Account for the Period 2015-2016 (SB A/c No.0007050010062 with United Bank of India, Palasbari Br.)

	RECEIPTS	TOTAL AMOUNT		PAYMENTS	TOTAL AMOUNT
To	Opening Balance				
	Cash at Bank	1,25,796	Ву	Utilisation of Fund	
				Labour Charges	44167
То	Received from Deputy Commissioner, Kamrup (R)	11,29,229		Salary to Staff	15,000
	(Received for Loss of Own Revenue)			Remuneration To chairman, Vice- Chairman commissioner	5,66,130
Te	Receipts From Various Taxes			Consultacy Charges	15,000
	a) Holding Tax	15,000		Social Welfare Works	26,000
	b) Market & Shop	36,096		Payment To Supplier	19,037
				Payment To Supplier Electric Item	49,001
To	Deposited to Bank			Insurance expenses	26,023
				Refund Of Earnest Money	7,500
Te	Advance Recovered From Employee	2,14,000		Bicycle Purchased	4,000
	I NOT THE RESERVE TO THE PARTY OF THE PARTY			Advance To Employee	4,41,500
To	Deposit into Bank	8,16,607		TDS Interest & Penalty	11,680
To	Others Receipts		Ву	Purchase Of Software	1,15,000
	a) Bank Interest		By	Statutory Payments	
			D J		
			By	Others Payments	
				a) Bank Charges	2,234
			Ву	Withdrawal From Bank	7,22,005
			Ву	Closing Balance	
			11	Cash at Bank	2,72,452
10	TOTAL	23,36,728		TOTAL	23,36,728

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OWN REVENUE

ULB: Palasbari Municipal Board

District: Kamrup - R

Annex-A.3

Consolidated Receipt and Payment Account for the Period 2015-2016

	RECEIPTS		TOTAL AMOUNT		PAYMENTS	TOTAL AMOUNT
To	Opening Balance					
	Cash in Hand			Ву	Utilisation of Fund	
	Cash at Bank		1,25,796		a) Labour Payment	76,167
To	Receipts From Various Taxes				b) Salary to Staff	15,000
	a) Holding Tax	1,55,596			c) Electricity Charges	1,37,941
	(b) Market & Shop	3,03,186			d) Telephone Charges	13,072
	c) Daily Bazar	1,52,260			e) Remuneration to Commissioner	6,34,631
	d) Trade License	43,090	6,54,132		f) Purchase Of Material	40,009
					g) Purchase of Electrical Item	67,484
					h) Fooding & Refreashment	20,774
To	Receipt From Non Tax Item				i) fuel Expenses	24,736
100	a) Rent From Community Hall	10,500			j) Other operating & Maintenance	45,330
	b) rent from Open house	8,000			k) Printing & Stationery	23,896
	Revenue From Raas Utsav	5,000			l) Insurance Expenses	34,450
F	d) Hire Charges Of Road Rollar	48,200			m) Carriage & Cartage	200
	e security Deposit (Market) refundable	25,800			n) Office Expenses	18,381
	f) Building Permission	-			26,000	
	g) Tender Fee (Non refundable)	1,700			p) Consultacy Charges	15,000
	h) Earnest money (Refundable)	7,000			g) TA & DA	1,900
	i) Revenue from issuing certificate	4,630			r) Postage & Courier	546
	j) Hire Charges Of Truck	12,000			s) Interest and penalty on TDS	34,020
	i) Temporary Rent	90,000	2,12,830		t) Interest on VAT	
					u) Account Opening Charges	1,000
				_		1.15.000
To	Grant Received		11,29,229	Ву	Purchase of Software	1,15,000
				Ву	Purchase of bicycle	4,000
Ву	Advance recovered from employee		2,14,000	Ву	Advance to employee	7,01,500
				Ву	Refund of Earnest Money	7,500
				Ву	Statutory Payment	
					TDS	477
П					VAT	1,893
					Forest Royalty	375
				Ву		2,234
L				By	Closing Balance	
H				- Dy	Cash at Bank	2,72,45
H				+	Cash in Hand	2,72,43.
_	TOTAL		23,35,987	-	TOTAL	23,35,98







Page 1

ULB: Palasbari Municipal Board

District: Kamrup - R

Annexure - B

Closing Balance as on 31.03.2016

	Cash i	n Hand	Cash at Bank					
Particulars	As per books	Recasted by us	As per books	Recasted by us	As per bank passbook			
a) Own Revenue	Rs.20/-	Rs.20/-	Rs.2,72,452/-	Rs:2,72,452/-	Rs.2,72,452/-			

Chairman i Municir Palasbari Municipal Board

ULB : Palasbari Municipal Board District: Kamrup - R

ANNEXURE - D

Comparative Statement of own revenue collection [Status of Own Revenue Increase /(Decrease)]

Sl. No.	Heads of Collection		2014-15			2015-16			crease/ ecrease)	% of Increase/ (Decrease)
			₹	2,32,382	₹		1,55,596	₹	-76,786	-33.04%
1	Holding Tax Revenue		₹	4,31,430	+		3,03,186	₹	-1,28,244	-29.73%
2	Revenue From Markets & Shops			24820402	-			₹	42,464	38.68%
3	Revenue from Daily (Hat/Ghat) Bazar	:	₹	1,09,796	+	_	1,32,200	₹	12,415	40.47%
4	Trade License Fees	:	₹	30,675	5 3		43,090			162.50%
5	Rent from Community Hall		₹	4,000	0 =	₹	10,500	₹	6,500	
	Rent from Open House	:	₹	90	0 3	₹	8,000	₹	7,100	788.89%
6			₹	16,00	0	₹	48,200	₹	32,200	201.25%
7	Hire Charges of Road Roller		₹		1	₹	12,000	₹	12,000	100.00%
	Hire Charges Of LMV Truck		+		1	₹	25,800	₹	24,300	1620.00%
8	Security Deposit (Market) Received		₹		-	1137.2	A CONTRACTOR OF THE PARTY OF TH	₹	-26,003	
9	Building Permission Fees	:	3	26,00	03	₹		+	1/50 2011/2014	
10	Tender Fees (Non Refundable)	:	1	51,6	00	₹	1,700	₹	-49,90	
	(a. C. Jahle)	:	-	₹ 8,0	00	₹	7,000	₹	-1,00	0 -12.509
11				₹ 6	17	₹	-	₹	-61	7 -100.00
12			+	₹ .		₹	4,630) ₹	4,63	0 #DIV/
13					200	₹	90,000	0	58,80	00 188.46
2	Temporary Rent (Rash Mohoutsav)		:		.00	-		+	₹ 5,00	100.00
1	5 Reserve from Rass Mahotsav		:	₹	_	₹		+		
	Total		:	₹ 9,44,	103	₹	8,66,96	2	₹ -77,1	41 -0.17

FINANCIAL PERFORMANCE

The MS has accounted been during the year from its own sources. A comparative analysis of the revenue generated has been during the Annexure – D attached herewith. Year to year comparative Analysis indicates that the Own Revenue of the MS and Sources has decreased from Rs. 9,44,103/- in the FY 2014-15 to Rs. 8,66,962/- in the FY 2015-16 showing a source of Rs. 77,141/-, which is a decrease of 8.17%.

Though the adverse of collection of Own Revenue, but the Demand was increase in the FY 2015-16 in comparation of Rs. 11,29,229.00 was received from DC, Kamrup (K) Office as Rehabilitation & Resemble 10 and 10 and

During the Audit, it is mention by the Chairman, Palashbari MB that effective measure is taken to increase the Collection.

Rate, Moreover, according to him, an Assessment of Holding Tax is going on, which enhance the Demand by Approx. 25% to

30%.

Chairman Palasbari Municipal Board