INTERNAL AUDIT REPORT OF NAGAR PANCHAYAT - GOGRI JAMALPUR

For the Period from April-2015 to March - 2016

INTERNAL AUDIT CONDUCTED BY

THAKUR BHUWANESH & ASSOCIATES

Chartered Accountants 2nd Floor, Nathani Market Sutapatti, Muzaffarpur Bihar-842001

Audit Conducted from: 20th Sep'16 to 24th Sep'16

Report Issued on 2nd Nov 2016

NAGAR PANCHAYAT - GOGRI JAMALPUR (KHAGARIYA) **INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR 2015-16**

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INTERNAL AUDITOR'S REPORT

Joint Secretary and Additional Project Director **Urban Development & Housing** Department, Patna

We have conducted internal audit of the Books of Accounts and related document and vouchers of Nagar Panchayat - Gogri Jamalpur (ULB) for the period of 1-4-2015 to 31-03-2016 in terms of agreement with UD&HD dated 21.03.2016. These Books of Accounts and related document and vouchers are the responsibility of Management. Our responsibility is to express an opinion on the Books of Accounts and related document and vouchers based on our audit.

We have conducted our audit in accordance with the Standard on Internal Audit (SIA) formulated by ICAI. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the Books of Accounts and related document and vouchers are free from material misstatement. An audit includes examining, evidence supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our observations. The salient points of the scope covered by the internal audit are as follows:

- 1. The effectiveness of accounting system.
- 2. Compliance with the legal and statutory requirements.
- 3. Risk-based review and evaluation of the Internal Control.
- 4. Compliance of Bihar Municipal Act.
- 5. Compliance of Bihar Municipal Accounting Manual.

Moreover, our scope of examination also covered the requirements of the specific points as spelled out by the management of the Urban Development & Housing Department. The result and recommendations of our internal audit are set out in Scope, Observations and Annexure of our report.

The statutory auditor of the Urban Development & Housing Department expresses opinion as to the true and fair view of the financial statements. We have not expressed any opinion on the financial statements and accordingly, this report should not be constructed as our opinion on the financial statements.

For Thakur Bhuwanesh & Associates

Chartered Accountants.

FRN: 019690N

(CA. Rajesh Kumar Jha)

Partner

M.NO. 412318 Date: 2nd Nov'2016

Executive Summary

1. Introduction

Name of the Municipality

: Nagar Panchayat – Gogri Jamalpur

Period covered under current audit

: 01.04.2015 to 31.03.2016

Name of Chief Executive Officer for the

period under Audit

: Mrs. Poonam Kumari

2. Results and Findings

Strength observed during the audit engagement	 The following records are available: Cash Book with Subsidiaries Cheque receipt register Remittance Register Log Book of Vehicle Salary Register Daily collection Register of Taxes/user charges /Fees & Fines Staff Cooperation during the Audit period is satisfactory. Physical verification of movable Fixed Assets has been carried out during performance audit.
Weakness observed in the functioning of office, maintenance of records etc. observed during the audit engagement.	 Cashier cash book is not available. Tax Collector generally deposits the collection amount with the interval of 3-7 days. As per Rule 27 of BMAR it should be deposited on daily basis otherwise a sum of Rs. 500/- per day may be imposed for delayed deposit. Some cash expenditure has been made against cash collection. There are some lapses in internal control w.r.t collection of taxes. Demand collection Register has not been prepared. Dues from Tower tax has not been collected



on time.

- Interest @1.5% not imposed on delay payment of Tower registration fees and annual fees beyond 30 days. After 5 years there should be increase by 25% in renewal fee has not been demanded.
- Periodical checking of Books of accounts by Chairman or vice chairman has not been done.
- There is lack of internal control on deposit of various taxes. Due to cash basis accounting liability of Taxes has not been accounted for hence it is difficult to ascertain tax payable at any point of time. Taxes such as VAT, I.T. Royalty etc are collected from time to time but its payments are made on yearly basis which is not proper. Taxes should be remitted to the Govt. account on timely basis otherwise penal action may be taken by the concerned department for delayed deposit of taxes. Rs. 7120 excess TDS amount paid for A.Y. 14-15. Liability of TDS for A.Y 15-16 has not been paid till date. Quarterly TDS return not shown to us.
- Grant Register is not being maintained hence it is difficult to find unutilized grant at any point of time.
- Bank Reconciliation Statement is not prepared hence it is difficult to monitor possible fraud, if any.
- Advance Register is not prepared hence it is difficult to monitor for advances given and adjustment thereof.
- P.F Act has not been followed by the office, Only 6% P.F has been deducted from employees and 6 % P.F. contributed by Office. The same amount not remitted to Recognised Provident Fund Commissioner.
- Budget has not been prepared before the F.Y. 2014-15.



3. Opinion

Overall opinion of the Audit team functioning of the about the Municipality

The overall functioning of the Municipality is very poor due to the following reasons:

- Most of the prescribed Books of accounts are not maintained
- Internal Control w.r.t. collection of taxes, monitoring of grant, monitoring of advances, monitoring of schemes etc. is very poor.
- Collection from own sources is very poor.
- Grant received for various purposes are not utilized on timely basis.
- There are serious lapses in deduction and deposit of statutory dues such as TDS, VAT, Royalty, Labour cess etc.

4. Audit Recommendations

recommendations Audit team on the observed weakness

We recommend the followings:

- All the prescribed books of accounts and Registers should be prepared on real time basis
- Bank reconciliation Statement should be prepared on monthly basis
- Cashier Cash Book should be maintained and written on daily basis.
- Collection by tax collector should be deposited on daily basis.
- Grant Register should be prepared
- All the statutory dues should be deposited on timely basis and returns prescribed under the statute should also be deposited on timely



basis.
 Demand Collection Register of all the wards should be prepared.
 Property tax register should be prepared as per new assessment.
 Collection from own sources should be improved.

5. Comments from Management

Comment from Management	The audit report has been discussed with us; we will try our best to remove the irregularities pointed out in the audit report.
	For Nagar Panchayat — Gogri Jamalpur (Executive Officer)

6. Acknowledgment

We are thankful to Mrs Poonam Kumari (Executive Officer) and Mr. Manoranjan Kumar Dwivedi (Head Clerk) for their support during the period of our audit. We are also thankful to the support staffs of the municipality for their cooperation extended to us during the period of our audit.

For Thakur Bhuwanesh & Associates

Chartered Accountants.

FRN: 019690M

(CA. Rajesh Kumar Jha)

Partner

M.NO. 412318 Date: 2nd Nov'2016

Detailed Audit Report

1. Introduction

The Internal audit of Nagar Panchayat covering period from 1st April 2014 to 31st March, 2015 was conducted by following persons under guidance of CA. B.K.Thakur

- i. Mr. Amit Kumar
- ii. **Mohmad Parwez**

2. Administration

The present body of the ULB has taken charge on 3rd July 2012. The incumbency in the key administrative and executive position was as under:

Smt. Ranjita Kumari Nishad, Chairman from 03.07.2012 to till date, Mrs. Poonam Kumari Executive officer from 03.09.2015 to till date.

3. Review of outstanding audit paras: Status of Audit Observations are as under: Audit Report of AG not shown to us, the following details as per Compliance report send by Office,

SI.No.	Particulars of Audit and date of report	Total No. of Audit Paras.	Total No. of audit paras where necessary improvement/ corrective measure is required	Total No. of audit paras where recovery of cash is proposed	Total No. of audit paras where recovery has been made	Total amount of Recovery	Total No. of outstanding paras where no action has been taken	No. & date of Compliance report
1.	Audit report No. 02/12-13	24	14	Nil	Nil	Nil	00	10/03-01- 2015



4. Finance

ı. Budgetary provisions and expenditure for the last three years

Year	2013-14	2014-15	2015-16
Final/ Revised Budget		Rs. 6,33,50,000	76520000
	Budge not Prepared		
Actual Expenditure		Rs. 2,16,90,463	56374931
Savings (+)/ Excess(-)		Rs. 4,16,59,537	20145069

II. **Volume of transactions**

Period	(F.Y.15-16)	Previous year (F.Y. 14-15)	Corresponding period of previous year (F.Y. 14-15)	Current Period (F.Y. 15-16)	for the current period (F.Y. 15-16)
Opening	65306735				
Balance		6,74,04,680	6,74,04,680	14,67,45,596	14,67,45,596
Receipts	31692000	10,10,31,379	10,10,31,379	46688712	46688712
TOTAL	96998735	16,84,36,059	16,84,36,059	193434308	193434308
Net			·	56374931	56374931
Expenditure	76520000	2,16,90,463	2,16,90,463		
Closing Balance	20478735	14,67,45,596	14,67,45,596	13,70,59,377.00	13,70,59,377.00

III. **Bank Reconciliation**

Preparation of Bank Reconciliation Statement is not in practice; however we have verified the cashbook balance and pass book balance and found the same in order, Scheme wise Bank Account has not been maintained:



It is suggested that Nagar Panchayat should prepare Bank Reconciliation Statements on monthly basis.

IV. **Revenue Receipts**

	T	т	T =	T	1
Period	Budgeted	Previous year (For One year)	Correspondi ng period of previous year	Current Period	Cumulative for the current period
A.Own Source					
Property Tax	1992000	12,92,517	12,92,517	1470985	1470985
Assigned					
revenue	:	748507	748507		
Others (Fees & User Charges)				402995	402995
(b) Administrative Grant					
© Specific Grant (Scheme wise)					
State Government	27600000			24525375	24525375
Other Govt. agencies					
Grant for Construction of Road		0	0		
Grant for Construction of Drain		13835625	13835625		
13th Finance Commission Grant		1829906	1829906	4655665	4655665
4th Finance Commission Grant		14063060	14063060		



				 	
14th Finance Commission Grant				8963062	8963062
Ordine .					
Grant for Water Supply		33130125	33130125		
BRGF		222183	222183	1907630	1907630
Grant for construction of Building		3788125	3788125		
Kabir Anthesthi Yojna		81000	81000		
Grant for salary of Executive Salary		366060	366060		
Allowances of Ward Pasad		474000	474000		
Salary of Teacher					
Social Securities		7718000	7718000		
Civil Amenities		19611000	19611000		
Urban Development Fund		3703000	3703000		
Swachh Bharat Mission	2100000			4763000	4763000
Total				46688712	46688712

٧. Status of Implementation of Double Entry Accounting System

Till date Double Entry Accounting System is not operational in the Nagar Panchayat.

M/S Mukharjee Biswas and Pathak, Chartered Accountants have been appointed by the UD & HD for implementation of Double Entry Accounting System in the Nagar Panchayat, Work in progress, actual status not explain to us.

VI. Status of Municipal Accounts Committee; if meeting held

As per section 98 of Bihar Municipal Act, 2007 it is necessary for the Municipality to constitute a Municipal Accounts Committee at its first meeting in each year or as soon as may be at any meeting subsequent thereto, but no Municipal Accounts Committee has been constituted by the N.P. till the date of our audit.



5. Audit Observations

I. PART- A

All audit objections/ irregularities which have monetary implication, particularly in following areas:

a. Leakage of own source revenue either	Holding Tax
due to wrong assessment or non-levy of property tax, mobile tower tax, rent on municipal properties, advertisement tax fees etc.	Total collection of holding tax is Rs. 1470985.00 against total demand of Rs. 1479951.00 Mobile Tower
	Rs. 94000.00 loss is assessed on non-
	demand of Renewal fee at increased rate
	of 25% of installation. (Detail Attached)
	Rs. 1430000.00 is outstanding on account of Rent for communication tower. (Detail Attached)
b. Excess payment against bill, lack of	We have checked the expenditure
prudence in payment against voucher,	vouched all above Rs. 10000.00 but no
inefficiency in controls resulting loss to	any objectionable thing noticed.
ULBs	
c. Report on findings of field survey of	Field survey of 80 high value properties has
Property Tax of minimum 20 high value	been conducted by us a report thereon is
properties	attached in Annexure



PART-B

All audit objections/ irregularities which have no monetary implication, but significant violation of Act, Rules & directives of UD & HD. Mention the reference Act & Rules wherein remedial measures is required. In this part auditor should report in respect of —

Non- maintenance of books of accounts subsidiary registers

The Nagar Panchayat is maintaining only Cash Book/ Bank Book

As per Bihar Municipal Accounting Manual Following primary Books of accounts are required to be maintained:

- 1. Cash Book (Form Gen-IA)
- 2. Bank Book (Form Gen-IB)
- 3. Journal Book (Form Gen-2)
- 4. Ledger (Form Gen-3)

Journal Book and Ledger are not maintained.

In addition to above following other General Registers and forms are required to be maintained but the same are not being maintained.

- 1 Receipt GEN-8
- 2 Receipt Register GEN-9
- 3 Statement on Status of Cheques Received GEN-10
- 4 Collection Register GEN-11
- 5 Memorandum of Collection GEN-12
- 6 Summary of Daily Collection GEN-13
- 7 Register of Bills for Payment GEN-14
- 8 Payment Order GEN-15
- 9 Cheque Issue Register GEN-16
- 10 Register of Advance GEN-17
- 11 Register of Permanent Advance GEN-18
- 12 Deposit Register GEN-19
- 13 Summary Statement of Deposits Adjusted GEN-20
- 14 Demand Register GEN-21
- 15 Bill for Municipal Dues GEN-22
- 16 Summary Statement of Bills Raised GEN-23
- 17 Register of Notice Fee, Warrant Fee, Other Fees GEN-24
- 18 Summary Statement of Notice Fee, Warrant Fee, Other Fees GEN-25
- 19 Register of Refunds, Remissions and Write-offs GEN-26
- 20 Summary Statement of Refunds and Remissions GEN-27
- 21 Summary Statement of Write-Offs GEN-28
- 22 Statement of Outstanding Liability for Expenses GEN-29
- 23 Documents Control Register/Stock Account of



	Receipt/Cheque Book GEN-30 24 Register of Immovable Property GEN-31 25 Register of Movable Property GEN-32 26 Register of Land GEN-33 27 Function-wise Income Subsidiary Ledger GEN-34 28 Function-wise Expense Subsidiary Ledger GEN-35 29 Asset Replacement Register GEN-36 30 Register of Public Lighting System GEN-37
b. Irregularity in procurement process	No major irregularity observed
c. Non-compliance of directives by UD & HD , GOB	Non compliance of the direction issued by UD & HD, GOB vide letter no. 3/UIG- Ref 10/2012-1251 dated 12.07.2013 in respect of Solid Waste Management. No consumer tax has been imposed.
d. Non Compliance of Act & Rules	Various books of accounts and records, as provided in the Act and Rules are not maintained.
e. Lack of internal Control measures	 There are some lapses in internal control w.r.t collection of taxes. Demand collection Register has not been prepared. Dues from Tower tax has not been collected on time. Interest @1.5% not imposed on delay payment of Tower registration fees and annual fees beyond 30 days. After 5 years there should be increase by 25% in renewal fee has not been demanded. Periodical checking of Books of accounts by Chairman or vice chairman has not been done. There is lack of internal control on deposit of various taxes. Due to cash basis accounting liability of Taxes has not been accounted for hence it is difficult to ascertain tax payable at any point of time. Taxes such as VAT, I.T. Royalty etc are collected from time to time but its payments are made on yearly basis which is not proper. Taxes should be remitted to the Govt. account on timely basis otherwise penal action may be taken by the concerned department for delayed deposit of taxes. Rs. 7120 excess TDS amount paid for A.Y. 14-15. Liability of TDS for A.Y 15-16 has not been paid till date. Quarterly TDS return not shown to us. Grant Register is not being maintained hence it is difficult to find unutilized grant at any point of time.



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	 Bank Reconciliation Statement is not prepared hence it is difficult to monitor possible fraud, if any. Advance Register is not prepared hence it is difficult to monitor for advances given and adjustment thereof. Budget has not been prepared before the F.Y. 2014-15. Advance Register is not prepared hence it is difficult to monitor for advances given and adjustment thereof.
f. Non-compliance of TDS, VAT and other relevant Statute	i) Tax deducted at source of Income Tax. ii) VAT & Royalty are deposited on yearly basis which is not proper it should be deposited within the due date prescribed under the respective statute. lii) We observed that Income Tax, VAT, Royalty & labour cess for whole financial year has been deposited in the month of March 2015. Taxes should be remitted to the Govt. account on timely basis otherwise penal action may be taken by the concerned department for delayed deposit of taxes
g. Deficiency in Pay-roll System	The pay-roll system does not contain leave details of employee. P.F Act has not been followed by the office, Only 6% P.F has been deducted from employees and 6 % P.F. contributed by Office. The same amount not remitted to Recognised Provident Fund Commissioner, all the deductions of PF contribution are being deposited in a separate account opened by the municipality.
h. Utilization of Grant and report on missing Utilization Certificates	Grant Register has not been prepared hence it is difficult to ascertain unutilized grant at any particular time. As explained to us Utilization certificates up to 31.03.2016 has been sent to the Government but copy of the same could not be provided to us.
i. Physical verification of inventory/Stores	Inventory/Store Register has not been prepared and physical verification of inventory/stores has also not been done.
j. Advances, their adjustment & recovery	Advance Register has not been prepared hence it is very difficult to monitor advances, their recovery and adjustment.



k. Any other matters as may be prescribed in due course.



PART- C

General Observations: Auditor should report the deficiencies noticed during their audit and recommend ULB Management to improve internal systems.

Whether the postings for the entries in the books of original entry have been correctly made in the respective ledger accounts	No, Ledger accounts have not been prepared by the N.P.
Whether all the books of accounts and supplementary registers that are prescribed in the Accounts Manual / other applicable regulations have been properly maintained by the ULB;	No, except General Cash Book and Subsidiary Cash Book no other books of accounts have been maintained.
Whether the Quarterly Financial Statements have been compiled on the basis of the actual entries in the books of accounts;	No quarterly Financial Statements have been prepared by the N.P.
Whether the period-end and reconciliation procedures prescribed have been carried out.	No, period-end and reconciliation procedures as prescribed have not been carried out.
Whether the Bank Reconciliation statements have been prepared and are appropriate	No, Bank Reconciliation Statements have not been prepared by the N.P.
Whether all grants from Government have been accounted at gross value with proper entries to various accounts	Yes, all grants from Government have been accounted at gross value but all transactions are not correctly classified with sufficient details.
Whether all transactions (incomes, expenditures, assets and liabilities)are correctly classified and stated in sufficient detail;	No all transactions have been classified as incomes and expenditure only assets and liabilities have not been recognized.
Whether all grants sanctioned or received by the municipality during the year, have been accounted properly, and where any deduction is made out of such grants towards any dues of the ULB? Whether such deductions have been properly accounted;	Grant received during the year has been properly accounted for. Information about grant sanctioned and deductions made out of such grant is not available with the ULB.
Whether any Special Funds have been created as per the provision of any statute and whether the Special Funds	No Special fund has been created by the ULB.



On our test check we did not notice any major deviation.
No, record of fixed assets has not been maintained by the ULB. Physical verification of fixed assets has not been done during the financial year under audit. However movable assets has been physically verified and found the same to be in order.
As explained to us no property of the ULB has been given on lease.
No, physical verification of stores has been conducted by the ULB at reasonable intervals.
No
No physical verification done.
No there is no procedures are in place to identify any unserviceable or damaged stores



Whether the valuation of stores is in No valuation of stores has been done. accordance with the accounting principles laid down in the rules? Whether the basis of valuation of stores is same as in the preceding year? If there is any deviation in the basis of valuation, the effect of such deviation, if material, should be reported; Whether the parties to whom loans or There is no case loans and advances other advances have been given by the ULB are than advance to staff for expenditure. repaying the principal amounts as stipulated and are also regular in payment of the interest and if not, whether reasonable steps have been taken by the municipality for recovery of the principal and interest? Whether advances given to municipal Advance Register has not employees and interest thereon are maintained so we are unable to verify being regularly recovered; whether it is being recovered regularly or not. Whether there exists an adequate No there does not exist any internal internal control procedure for the control procedure for the purchase of purchase of stores, including stores, including components, plant and components, plant and machinery, machinery, equipment and other assets equipment and other assets? Whether applicable procurement rules No significant deviation observed. and procedures are being followed and if so, significant deviations should be identified and reported. Whether the municipality is regular in No, the municipality is not regular in depositing statutory dues including tax depositing statutory dues including tax deducted at source, service tax, VAT, deducted at source, service tax, VAT, works contract tax, cess payable to the works contract tax, cess payable to the government etc., and if not, the nature government etc. We observed that all and cause of such delay and the amount such taxes deducted during the financial not deposited; year has been deposited in the month of March 2015 only. The municipality is not giving any Whether the municipality is regular in contribution to P.F or pension Fund remittance of pension and leave encashment contributions or any other employee contribution to P.F and pension amounts which the municipality is liable fund is being deducted from the salary of to remit towards the retirement dues of the employee and are being deposited in its employees, including employees on a separate bank account opened for the



deputation;	purpose.
Whether any personal expenses have been charged to the municipality's accounts; if so, the details thereof;	We did not notice any such expenses.
Whether all the expenditure incurred by the Municipality are authorized by appropriate provision in the sanctioned budget, whether made originally or subsequently and are in all cases such as are authorized by law;	Yes on our test check we observed that all the expenditure incurred by the Municipality are authorized by appropriate provision in the sanctioned budget
Whether all revenue has been properly assessed, accounted for, collected and recovery action taken on timely basis;	No all revenues have not been properly assessed, accounted for and collected. Recovery action is also not taken on timely basis
Whether all sums due to and received by the Municipality have been brought to account within the prescribed time limits and are in all cases such as are authorized by law;	No tax collected by the tax collector are not deposited on daily basis. We observed that it is being deposited at interval of 5-7 days.
Whether in respect of all bills for charges on account of all works and other expenditure, proper certificates have been furnished in support of them and that no deviation has been made for the sanctioned plans and the estimates without the sanction of the competent authority;	Yes on our test check we observed that all bills for charges on account of all works and other expenditure, proper certificates have been furnished in support of them and that no deviation has been made for the sanctioned plans and the estimates without the sanction of the competent authority
Whether the amounts received as specific grants have been utilized for the purposes as stated in the grant sanction order;	Yes on our test check we observed that amounts received as specific grants have been utilized for the purposes as stated in the grant sanction order
Whether bio-metric devices and payroll software are used at the ULB. If not whether there is satisfactory system of pay-roll accounting; otherwise mention the key deficiencies of the system.	No, bio-metric devices and payroll software are not used at the ULB. Pay roll system of the municipality is deficient as it does not contain leave records, details of deductions made etc.
Whether the grievance redressal mechanism for the ULB is sufficient.	No, we did not observe any grievance redressal cell functioning at the ULB.



Details of Sairat During the year 2015-16

Name of	
Sairat	15-16
Jamal Pur	
Hat	255000
Tikani Hat	5500
Laxmi	
Nagar Hat	29800
Gogri Hat	49500
Public	
Toilet	3500
Total	343300



Detail of due from communication Tower

SI. No.	Company	Location	Year of Estb.	Annual Fee due for enhancement	Add. Fee @ 25%
1	Vodafone	Ł NW	2007-08	2014	6000
2	Vodafone	WN 11	2007-08	2014	6000
3	Vodafone	WN 19	2007-08	2014	6000
4	Airtel	WN 01	2006	2012	10000
5	Airtel	WN 08	2009	2015	2000
6	Airtel	WN 08	2005	2011	12000
7	Airtel	WN 15	2006	2012	10000
8	BSNL	WN 11	2001	2007	12000
9	Reliance	WN 15	2005	2011	12000
10	Vodafone	WN 19	2008	2014	6000
		Total			94000

2015-16 TOWER

RELIANCE	Due	Collection	Balance
VODA	9000	-	9000
AIRTEL	169000		169000
TATA INDCOM	169000		169000
BHARTIYE INFORT	159000		159000
RELIANCE JIO	24000		24000
VODA	249000	24000	225000
VODA	249000	24000	225000
VODA	249000	24000	225000
VODA	225000		225000
TOTAL DUE	1502000	72000	1430000



