

# INTERNAL AUDIT REPORT

(SPUR-PMU/194/IA-140ULBs & SLMA/G-14/SJA/2016/134/39)

## OF NAGAR PANCHAYAT MAHNAR

FOR THE F.Y. 2015-16



*Conducted by:*

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**AUDIT METHODOLOGY AND APPROACH**

**Audit Methodology**

We have conducted the internal audit of Nagar Panchayat -- Mahnar, for the year ending on 31<sup>st</sup> March, 2016 (as per TOR). We familiarized ourselves with documents of Nagar Panchayat, the internal guidelines and circulars applicable during this period under review. We also reviewed the working of the Nagar Panchayat and evaluated the accounting systems and related controls of the Nagar Panchayat in order to plan and perform our audit.

We reviewed transactions from April 01, 2015 to March 31, 2016. Our objective was to check all transactions and to design procedures to detect omissions. We also applied procedures to assess the adequacy of the Nagar Panchayat's financial management systems, including internal controls for entire audit period. We applied necessary tests and controls, as we considers necessary under the circumstances.

During the course of our audit we reviewed the below mentioned documents and registers:

- 1) General Cashbook, all Subsidiary Cash Books for the period from 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016 maintained manually in the Nagar Panchayat..
- 2) Vouchers along with supporting documents;
- 3) Receipt Books
- 4) Pass Book & Bank Statement
- 5) Budgets prepared by the ULB
- 6) Other necessary records and registers

The major observations during the course of Internal audit have been discussed with the Executive Officer & Accountant of the Nagar Panchayat.

