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DIRECTORATE OF COOPERATIVE AUDIT: ORISSA: BHUBANESWAR

Circular No...../ VI(1) 15/2011/ Audit-8

Date.....18.7.2011

Subject : Format for preparation of Audit Report of Priority Societies like RCMS, Wholesale C.C. Store, Weaver Coop. Societies and H.B.C.S.

Earlier, after extensive consultation with different working groups of Circles, the model format for preparation of Audit reports of Cooperative Banks and PACS have been prescribed by this Directorate.

Since the existing format for preparation of audit reports of other priority Cooperative Societies like RCMS, Whole Sale Consumer Cooperative Store, Weaver Cooperative Societies and House Building Cooperative Societies is not adequate enough to access the Management Information properly and lacks uniformity and transparency, it was felt necessary to have a model format for preparation of audit report of the above societies to maintain uniformity and smooth implementation in the field for reproduction of qualitative audit report as per requirement of the present system and make it adaptable to computerised environment.

To standardise the audit report format of such type of societies, a workshop consisting of different working groups of AAGCS/ SAAGCS of Circles was held on dt.30.1.2010. As per suggestions of the working groups, model format of RCMS, W/S C.C. Store, WCS and HBCS has now been devised for preparation of audit reports by the auditors.

All AAGCS of Circles are impressed upon to Circulate the audit report for the above type of Societies amongst the auditors under their administrative control for their guidance at the time of audit and ensure that the audit report of these societies are prepared in the format along with required financial statements, schedules and other statements from the accounting year 2010-11 (including the arrear year).

The above instructions shall be followed by all concerned meticulously without any deviation, what so ever, failing which it shall be considered as a statutory breach.

15/7/11

Auditor General

Cooperative Societies, Orissa.

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Memo No. 4269 (16)

Date. 18.7.11

Copy with copy of enclosures forwarded to the AAGCS of Circles for information and necessary action.

Prasanna
Joint Auditor General 18.7.2011

Cooperative Societies, Orissa.

Memo No. 4270 (2)

Date. 18.7.11.

Copy with copy of enclosures forwarded to the R.C.S., Orissa/ Director of Textiles and Handloom, Orissa for information and necessary action. They are requested to instruct their field functionaries to circulate this format to the Cooperative Societies functioning under their local authority for doing the needful.

Prasanna
Joint Auditor General 18.7.2011

Cooperative Societies, Orissa.

Memo No. 4271

Date. 18.7.11.

Copy to Director, Printing & Stationery, Government Press, Cuttack for information and necessary action.

Prasanna
Joint Auditor General 18.7.2011

Cooperative Societies, Orissa.

Memo No. 4272

Date. 18.7.11.

Copy along with copy of the enclosure forwarded to the P.S. to Commissioner cum Secretary to Government. Cooperation Department for her kind perusal.

Prasanna
Auditor General 18.7.2011.

Cooperative Societies, Orissa.

Copy to Guard file/ 20 spare copies.

2. Regu. No. & Date

RECEIVED

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3. Full address of the Society

4. Name of the Administrative Circle

5. Society affiliation.

a) Name of the Apex Society.

b) Name of Financing Bank & its Branch :

6. Name of the Block

7. Area of operation.

8. Date of functioning

9. Year and period of audit

10. Chronological number of audit

11. Name & Address of the Secretary/ Chief Executive and period of working

a) During the period under Audit

b) At the time of Audit

18. Physical verification on the date of commencement of audit.

i) Cash.

ii) Bank deposits

2. Management.

A) Board of Management during the period under audit.

Sl. No.	Name of the Members	Elected/ Nominated by Board or Govt.	Designation	Date of assumption	Period of functioning.
1	2	3	4	5	6

B) Board of Management at the time of Audit.

Sl. No.	Name of the Members	Elected/ Nominated by Board or Govt.	Designation	Date of assumption	Period of functioning
1	2	3	4	5	6

Audit Observation.

B.- Legal compliance on formation of Board, if any:

Name of the custodian of records.

- a) During the year of audit :
- b) At the time of audit. :

Authority of Audit

Name & Designation of Auditor

- A) Present :
- B) Last year. :

Place of Audit.

Days devoted for audit

- a) Date of commencement of audit :
- b) Date of completion of audit. :
- c) Total days devoted for audit :

iii) Securities if any.

iv) Postage

v) Others (Specify)

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19. Insurance and its period of coverage.

i) Cash

ii) Building & Machinery.

iii) Stocks

vi) Vehicles

N.B.:- Policy No., Amount Coverage, Period of Coverage & Shortfall if any.

Audit observation:-

N.B.:- Observation on retention of cash balance along with other points.

PART - B

1. Introduction.

(Aims and objective along with activities of Society to fulfil the aim. In this context the achievements/ failure of society in the present scenario.)

2. Bye laws with date of amendments if any :-

(Preservation of Regd. Bye-laws with all up to date amendments, non-compliance of provisions of Bye-laws, contradictions and suggestions.)

4. (B) Sub-Committee

(A) **Membership Position: (Both Male & Female)**

Class of members	Membership Position: (Join Male & Female)																								
	Member position at the beginning of the year										Member enrolled during the year					Membership ceased during the year					Membership position at the end of the year.				
	ST	S.C.	Gen.		OBC		Total		ST	S.C.	Gen.	OBC	Total	ST	S.C.	Gen.	OBC	Total	ST	S.C.	Gen.	OBC	Total		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Class																									
Class																									
Class																									
Class																									

Comparative figures of membership for last three years.

Year	Male	Female	Total	Remark
1	2	3	4	5

Observations.

Board meetings held during the period under audit:

No.	Date of Board Meeting	No. of Members attended	No. of resolutions passed

Important resolutions passed by the meeting.

Observations.

- Convening of meeting as per provision of Bye-laws.
- Quorum of the meeting as per provisions of Bye-laws.
- Any deviation noticed in the resolution which contradicts the provisions of Act & Rules and circular instructions of higher authorities.
- Remarkable works made by the Board of Management.
- Compliance of resolutions passed by Board in the subsequent period.
- Board of Management superseded during the year under audit and competent authority's order no. and date along with reasons for such supersession.
- Name of the MIC/ Administrator if appointed in place of Board of Management on supersession, the order no. for such appointment along with Name, Designation, Address and Date of functioning of such MIC/ Administrator.
- Members of the Board of Management, who have lost their qualification and action taken against.

5. Annual General Body Meeting.

- Date of General Body meeting and members present.
- Whether AGB was convened as per the provisions of Act and observance of quorum.
- No. of resolution passed.
- Resolutions taken by AGB contravening the rule provision.
- Auditors views on such resolutions.
- Appointment of staff and approval of Budget.
- Any irregularities.

6. Staff Position.

A - Particulars on sanctioned staff strength.

Sl. No.	Category of Employee	Sanctioned strength	Name of the authority & sanctioned Order No. & Date	Approved scale of pay	Present strength	Vacancies
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B - Present staff position. (including deputation staff)

Sl. No.	Name of the employee	designation	Order No & Date of appointment	Educational qualification	Scale of pay	Present salary	Security deposit
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Audit Observation

(The details of irregularities noticed during the period under audit).

10. Funds utilised in the business (Comparative 3years figure).

Details of funds

Share Capital

Authorised Share Capital

No.	Class of Share	Value per Share	No. of share	Amount
	Individual			
	Government			
	Others			
Total				

Paid up Share Capital

Class of Share	Value per Share	No. of share available	Amount
Individual			
Government			
Others			
Total			

Observation

(Observation on maintenance of Share Capital Register, Reconciliation of Share Capital amount along with irregularities notice in course of audit).

Reserves/ Funds

	During this year	Last year
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i) Reserve fund

ii) Capital Reserve

iii) Other fund (Specify)

Financial assistances in shape of subsidy/ Share Capital Assistances/ Grant/ Financing Bank and other agencies etc. and its details

Received up to last year.

From whom received	Purpose of receipt	Total financial assistances received	Utilised up to the end of last year	Balance remained un-utilised at the end of the last year
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Financial Assistances received during the year of Audit.

From whom received. Govt. Order No. & date.	Purpose of Assistance	Amount of assistance	Amount Utilised	Amount remained un-utilised at the end of the year.
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it observation.

1. Members Share.

2. Govt. Share.

3. Reserve Fund.

4. Other funds.

5. Borrowings from Bank

6. Borrowings from Creditors

7. Deposits.

Total

B) Utilisation of Funds.

a) Investments.

Total

Note on difference between Sources & Uses of fund.

11. Business of the Society (Operational activities)

A) Purchase particulars

Particulars	Opening Stock		Purchase during the year		Total	
	Quantity	Amount	Quantity	Amount	Quantity	Amount
1. Agril. Input						
2. Pesticide						
3. PDS						
4. Non-PDS						
5. Any other scheme						
6. Govt. sponsored programme						
Total						

D) Godown and Office Building details.

B) Sales particulars

Particulars	Sales during the year		Closing Stock	
	Quantity	Amount	Quantity	Amount
Agri. Input				
Pesticide				
PDS				
Non-PDS				
Any other scheme				
Govt. sponsored programme				
Total				

B.E.P. = $\frac{\text{Total loss side of P/L A/c}}{\text{Margin of Profit}}$

(BEP is the volume of output at which neither a profit and a loss is incurred i.e. the point which sales realisation and costs match).

Processing business.

1. Opening Balance
2. Raw materials procured.
3. Direct expenses.
4. Indirect expenses.
5. Cost of production.
6. Finished goods.
7. Semi finished goods.
8. Raw material closing stock.
9. Margin
10. Sales.
11. Impaired stock.
12. Closing finished stock.
13. Gross profit.

Whether Gross Profit is compatible to margin allowed and sufficient to meet the staff cost ed for production.

of production to achieve BEP = $\frac{\text{Fixed cost}}{\text{Contribution per unit.}}$

tribution per unit = Sales price – variable cost, Sales price = fixed cost + variable cost, Profit ution per unit – fixed cost).

12. Cash and Bank balance.

- i) Cash in Hand
- ii) Current A/c with Bank
- iii) Saving A/c with Bank
- iv) Fixed deposit with Banks
- v) Other Deposits.

Audit Observation

13. Investment.

- i) Govt. & other Trust security.
- ii) Share with other Cooperatives.
- iii) Investment with Bank.
- iv) Postal securities (NSC/ KVP).
- v) Investment of Staff Provident Fund.
- vi) Investment of Reserve Fund.
- vii) Other Investments.

Audit Observation.

14. Details of Fixed Assets.

	<u>Volume/ Quantity</u>	<u>Purchase value</u>	<u>Book value</u>
a) Land			
b) Building			
c) Furniture & Fixtures			
d) Computers			
e) Vehicles			
f) Machineries			
g) Others if any (Specify)			

5. **Closing Stock.**

- i. Book balance of the CS for Closing Stock (depot wise)
- ii. Verified balance of the closing stock (depot wise)
- iii. Any impairment/ surplus
- iv. Admissible shortage
- v. Market value (Purchase value) of Closing Stock.

Audit Observation.

6. **Sundry Debtors**

Period wise classification to be made up to 3 years.

7. **Sundry Creditors**

Period wise classification to be made up to 3 years.

8. **Bills receivable/ goods for sale.**

9. **Borrowings**

Current year

Last Year

Last but previous year

DCCB

Other Banks/

Financing agency

Others (specify)

Total

10. **Budget.**

(Details of Budget along with approval and expenditure against the provision).

i) **Projected Income & Expenditure.**

Sl. No.	Particulars	Projected Income	Actual Income	Projected Expenditure	Actual Expenditure	Excess/ Less

Audit Observation.

22. Compliance/ Rectification on audit observations of last year.

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23. Inspection by Administrative Authority/ Financing Bank.

24. List of records maintained by the Society.

Records required to be maintained	Records actually maintained	Records examined by the Auditor	Auditor's remark.
1	2	3	4

(Irregularities noticed in maintenance of records and audit observations there on.)

25. a) Cost of Management.

Total of the Loss side

(-) Interest paid
Provision

Net profit if any

Cost of Management :-

b) Cost of Staff/ Establishment.

Audit Observation

The amount of the contribution was received

26. a) Working Capital

Total of Liabilities

(-) Accumulated Loss

(-) Contra, if any

Total

b) Working Fund

Total of Liability

Accumulated Loss

Contra, if any

Fixed Assets

Total

Audit Observation

Profit/ Loss

(Detail narration on reason for loss, if the Society sustained loss)

Reports & Returns

Defects and Irregularities noticed during the audit

Audit Fees

Audit Classification

General Remark

Signature & designation of Auditor

Position of depreciation on Fixed Assets as on 31.03.....

Type of Fixed Assets	Purchase value of Assets	% of depreciation allowed	Depreciation allowed up to previous year	Amount of depreciation this year	Net value at the close of the year	Addition during the year	Total value at the end of the year
2	3	4	5	6	7	8	9

Statement showing of Borrowing and Repayment as on 31.03.....

Financing agency	Type of Loan	Code No.	Opening balance at the beginning of the year	Repayment during the year	Borrowing during the year	Balance as on 31.03.
2	3	4	5	6	7	8

Interest on Borrowing

Particulars of Borrowing	Rate of Interest from Financing Institution
2	3

Statement of Cash, Postage & Bill Balance as on 31.03.

Particulars	Amount
2	3

Statement of Investment as on 31.03.

Particulars of Investment	Amount	Remark
2	3	4

Details of Advances

Sl. No.	Name of the person	Amount outstanding	Date from which outstanding
1	2	3	4

Details of Sundry Debtors as on 31.03.

Sl. No.	Name of the party	Amount outstanding at the end of the previous year	Amount outstanding as on 31.03.
1	2	3	4

Details of Sundry Creditors as on 31.03.

Sl. No.	Name of the party	Amount outstanding at the end of the previous year	Amount outstanding as on 31.03.
1	2	3	4

Audit recovery Statement as on 31.03.

Sl. No.	Name of the Persons with designation	Amount of recovery as on 31.03	Reasons
1	2	3	4

FINAL AUDIT REPORT OF WCC STORE

PART - A

1. **Name of the Society** :
2. **Full address of the Society** :
3. **Regd. No. & Date** :
4. **Name of the Administrative Circle** :
5. **Society affiliation.** :
 - a) Name of the Apex Society. :
 - b) Name of Financing Bank & its Branch :
6. **Name of the Block** :
7. **Area of operation.** :
8. **Date of functioning** :
9. **Commercial Banks/ RRBs functioning under the area of operation of the Society** :
10. **Year and period of audit** :
11. **Name & Address of the Secretary/ Chief Executive and period of working** :
 - a) During the period under Audit :
 - b) At the time of Audit :
12. **Management.**

A) Board of Management during the period under audit.

Sl. No.	Name of the Members	Elected/ Nominated by Board or Govt.	Designation	Date of assumption	Period of functioning.
1	2	3	4	5	6

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B) Board of Management at the time of Audit.

Sl. No.	Name of the Members	Elected/ Nominated by Board or Govt.	Designation	Date of assumption	Period of functioning
1	2	3	4	5	6

Audit Observation.

N.B.:- Legal compliance on formation of Board, if any.

13. Authority of Audit :

14. Name & Designation of Auditor :

A) Present :

B) Last year. :

15. Days devoted for audit :

a) Date of commencement of audit :

b) Date of completion of audit. :

c) Total days devoted for audit :

16. Physical verification on the date of commencement of audit. :

(A) i) Cash. :

ii) Bank deposits :

iii) Securities if any. :

iv) Postage :

v) Others (Specify) :

(B) Insurance and its period of coverage.

i) Cash :

ii) Building & Machinery. :

iii) Stocks :

iv) Vehicles :

v) Others, if any :

N.B.:- Policy No., Amount Coverage, Period of Coverage & Shortfall if any.

Audit observation:-

N.B.:- Observation on retention of cash balance along with other points.

PART - B

1. Introduction.

(Aims and objective along with activities of Society to fulfil the aim. In this context the achievements/ failure of society in the present scenario.)

2. Bye laws with date of amendments if any :-

(Preservation of Regd. Bye-laws with all up to date amendments, non-compliance of provisions of Bye-laws, contradictions and suggestions.)

3. (A) Membership Position. (Both Male & Female)

Class of Members	Member position at the beginning of the year										Member enrolled during the year										Membership ceased during the year										Membership position at the end of the year.									
	S.I.		S.C.		Gen.		OBC		Total		S.I.		S.C.		Gen.		OBC		Total		S.I.		S.C.		Gen.		OBC		Total		S.I.		S.C.		Gen.		OBC		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
A Class																																								
B Class																																								
C Class																																								
Total																																								

B) Comparative figures of membership for last three years.

Year	Male	Female	Total	Remark
1	2	3	4	5

Audit Observations.

4. Role of Board of Management.

a) Board meetings held during the period under audit:

i) Sl. No. Date of Board Meeting No. of Members attended No. of resolutions passed

ii) Important resolutions passed by the meeting.

Audit Observations.

- 1) Convening of meeting as per provision of Bye-laws.
- 2) Quorum of the meeting as per provisions of Bye-laws.

- 3) Any deviation noticed in the resolution which contradicts the provisions of Act & Rules and circular instructions of higher authorities.
- 4) Remarkable works made by the Board of Management.
- 5) Compliance of resolutions passed by Board in the subsequent period.

b) Sub-Committee

(Details of sub-committee formed by Board of Management, its members, function and resolution passed).

Audit Observations and suggestions

Board of Management superseded during the year under audit and competent authority's order no. and date along with reasons for such supersession.

Name of the MIC/ Administrator if appointed in place of Board of Management on supersession, the order no. for such appointment along with Name, Designation, Address and Date of functioning of such MIC/ Administrator.

Members of the Board of Management, who have lost their qualification and action taken against.

Annual General Body Meeting.

- a) Date of General Body meeting and members present.
- b) Whether AGB was convened as per the provisions of Act and observance of quorum.
- c) No. of resolution passed.
- d) Resolutions taken by AGB which is contravenes the Codal provision.
- e) Auditors views on such resolutions taken in the AGB.
- f) Appointment of staff and approval of Budget.
- g) Any irregularities.

Staff Position.

A – Particulars on sanctioned staff strength.

Sl. No.	Category of Employee	Sanctioned strength	Name of the authority & sanctioned Order No. & Date	Approved scale of pay	Present strength	Vacancy
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B – Present staff position. (including deputation staff)

Sl. No.	Name of the employee	designation	Order No & Date of appointment	Educational qualification	Scale of pay	Present salary	Security deposit
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Audit Observation

he details of irregularities noticed during the period under audit).

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7. Share Capital

A) Authorised Share Capital.

<u>Sl.No.</u>	<u>Class of Share</u>	<u>Value per Share</u>	<u>No. of share</u>	<u>Amount</u>
1.	Individual			
2.	Government			
3.	Others			
Total				

B) Paid up Share Capital.

<u>Sl.No.</u>	<u>Class of Share</u>	<u>Value per Share</u>	<u>No. of share available</u>	<u>Amount</u>
1.	Individual			
2.	Government			
3.	Others			
Total				

Audit Observation

(Observation on maintenance of Share Capital Register, Reconciliation of Share Capital amount along with irregularities notice in course of audit).

8. Working Capital

Total of Liabilities as per Balance Sheet as on

(-) Accumulated Loss

(-) Contra, if any

Total

(Comparative statement of Working Capital for last three years along with Auditor's observation),

9. Reserves/ Funds

During this year Last year

i) Reserve fund

ii) Capital Reserve

iii) Dividend equalisation fund

iv) Building Fund

v) Common good fund

vi) Other fund (Specify)

0. Financial assistances in shape of subsidy/ Share Capital Assistances/ Grant from Govt., Financing Bank and other agencies etc and its details.

) Received up to last year.

From whom received	Purpose of receipt	Total financial assistances received	Utilised up to the end of last year	Balance remained un-utilised at the end of the last year
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) Financial Assistances received during the year of Audit.

From whom received. Govt. Order No. & date.	Purpose of Assistance	Amount of assistances	Amount Utilised	Amount remained un-utilised at the end of the year.
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audit observation.

1. Funds utilised in the business (Comparative 3years figure).

Details of funds	Current year	Previous year	Last but previous year
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Source of Funds

1. Members Share.
2. Govt. Share.
3. Reserve Fund.
4. Other funds.
5. Loan from CCB/ other Banks
6. Loan from Govt./ Other Loans
7. Deposits.

Total

Utilisation of Funds.

- a) Investments.
- b) Closing Stock
- c) Fixed Assets
- d) Other Assets (excluding bad & doubtful assets)

Total

Note on difference between Sources & Uses of fund.

12. Business of the Society

Type of business the society under taken during the year.

A) Consumer Business

- i. Observation on Resolution made by Board of Management/ purchase committee/ order of the administrative department on purchase of goods, sale price fixation, Sales Man's duty, closing stock at the end of the year and stock verification along with irregularities thereon.
- ii. Observation on fixation of less sale price than the purchase price, non saleable goods, purchase without any approval, stock excess/ shortage, stock shortage without administrative approval, if any.
- iii. Business during the year.

Particulars	Opening Stock value			Purchase during the year			Total value of stock		
	Controlled	Non controlled	Total	Controlled	Non controlled	Total	Controlled	Non controlled	Total
Total									

Particulars	Sale during the year			Closing stock at the end of the year		
	Controlled	Non controlled	Total	Controlled	Non controlled	Total
Total						

$$B.E.P. = \left\{ \frac{\text{Total Expenditure of P/L A/c - Provision}}{\text{Margin of Profit}} \right\} \times 100$$

- B) Audit observation on maintenance of accounts for consumer goods and the business along with comments on verified stock position with Book Balance.

Book Balance	Verified Stock	Shortage/ excess	Person responsible for such shortage

N.B. :- Stock verification report to be attached.

C) Borrowing from DCCB/ other financing agency.

Name of the DCCB/ financing agency	Amount borrowed	Amount repaid	Amount outstanding as at the close of the year	Rate of interest
1	2	3	4	5

Audit observation.

3. Cash and Bank balance.

Details of account

Last day of audited year

Previous year

Audit Observation

4. Investment.

- i) Share with other Cooperatives.
- ii) Investment with DCCB.
- iii) Investment with other Banks.
- iv) Postal securities (NSC/ KVP).
- v) Investment of Staff Provident Fund.
- vi) Investment of Reserve Fund.
- vii) Other Investments.

Audit Observation.

i. Details of Fixed Assets.

	<u>Volume/ Quantity</u>	<u>Purchase value</u>	<u>Book value</u>
a) Land			
b) Building & Machinery			
c) Computer			
d) Vehicles			
e) Furniture & Fixtures			
f) Others if any (Specify)			

i. Bad & Doubtful Assets and Provision thereof

A detailed statement to this effect to be showing Bad & Doubtful Assets and provision to the extent of its requirement is to be prepared.

17. **Budget.**

(Details of Budget along with approval and expenditure against the provision).

i) **Projected Income & Expenditure.**

Sl.No	Particulars	Projected Income	Actual Income	Projected Expenditure	Actual Expenditure	Excess/ Less

Audit Observation

18. **Realisable amount from employees and other officials of the Society as per Balance Sheet along with action taken**

a) Total No. of persons involved.

b) Total amount for recovery.

(Details given in Statement).

19. **Detail notes on**

- a. Bills receivable.
- b. Sundry Creditors.
- c. Sundry Debtors.

20. **Compliance/ Rectification on audit observations of last year.**

21. **Inspection by Administrative Authority/ Financing Bank/ Apex Society.**

22. **List of records maintained by the Society.**

Records required to be maintained in the prescribed proforma	Records actually maintained	Records examined by the Auditor	Auditor's remark.
1	2	3	4

(Irregularities noticed in maintenance of records and audit observations there on.)

3. **Cost of Management.**

Total of the Loss side

-) Interest paid
- Provision
- Net profit if any

Cost of Management :-

4. **Profit/ Loss.**

(Detail narration on reason for loss, if the Society sustained loss)

5. **Submission of Reports & Returns.**

6. **Defects and Irregularities noticed during the audit.**

7. **Audit Fees.**

8. **Audit Classification/ Marks secured.**

9. **General Remark.**

Signature & designation of Auditor

Position of depreciation on Fixed Assets as on 31.03.....

Sl. No.	Type of Fixed Assets	Purchase value of Assets	% of depreciation allowed	Depreciation allowed up to previous year	Amount of depreciation this year	Net value at the close of the year	Addition during the year	Total value at the end of the year
1	2	3	4	5	6	7	8	9

Statement showing of Borrowing and Repayment as on 31.03.....

Sl. No.	Financing agency	Type of Loan	Code No.	Opening balance at the beggning of the year	Repayment during the year	Borrowing during the year	Balance as on 31.03.
1	2	3	4	5	6	7	8

Rate of Interest on Borrowing

Sl. No.	Particulars of Borrowing	Rate of Interest from Financing Institution
1	2	3

Statement of Cash, Postage & Bill Balance as on 31.03.

Sl. No.	Particulars	Amount
1	2	3

Details of Investment as on 31.03.

Sl. No.	Particulars of Investment	Amount	Remark
1	2	3	4

Details of Advances

Sl. No.	Name of the person	Amount outstanding	Date from which outstanding
1	2	3	4

Details of Sundry Debtors as on 31.03.

Sl. No.	Name of the party	Amount outstanding at the end of the previous year	Amount outstanding as on 31.03.
1	2	3	4

Details of Sundry Creditors as on 31.03.

Sl. No.	Name of the party	Amount outstanding at the end of the previous year	Amount outstanding as on 31.03.
1	2	3	4

Audit recovery Statement as on 31.03.

Sl. No.	Name of the Persons with designation	Amount of recovery as on 31.03	Reasons
1	2	3	4

Stock Statement (Closing) as on 31.03.

Signature of the Auditor

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FINAL AUDIT REPORT OF WCS

PART - A

1. **Name of the Society** :
2. **Full address of the Society** :
3. **Regd. No. & Date** :
4. **Chronological number of audit** :
5. **Name of the Administrative Circle** :
6. **Society affiliation.** :
 - a) **Name of the Central/ Apex Society.** :
 - b) **Name of Financing Bank & its Branch** :
7. **Name of the Block** :
8. **Area of operation.** :
9. **Date of functioning** :
10. **Year and period of audit** :
11. **Name & Address of the Secretary/ Chief Executive and period of working** :
 - a) **During the period under Audit** :
 - b) **At the time of Audit** :

1. Management

Board of Management during the period under audit.

Sl. No.	Name of the Members	Elected/ Nominated by Board or Govt.	Designation	Date of assumption	Period of functioning.
1	2	3	4	5	6

B) Board of Management at the time of Audit.

Sl. No.	Name of the Members	Elected/ Nominated by Board or Govt.	Designation	Date of assumption	Period of functioning
1	2	3	4	5	6

Audit Observation.

. Name of the custodian of records.

- a) During the year of audit :
- b) At the time of audit. :

. Authority of Audit :

. Name & Designation of Auditor :

- A) Present :
- B) Previous :

. Place of Audit. :

. Days devoted for audit :

- a) Date of commencement of audit :
- b) Date of completion of audit. :
- c) Total days devoted for audit : Previous Year Current year

18. Physical verification on the date of commencement of audit.

- i) Cash.
- ii) Bank deposits
- iii) Securities if any.
- iv) Postage
- v) Others (Specify)

19. Insurance and its period of coverage.

- i) Cash, Cash in safe, Cash in transit :
- ii) Building & Machinery. :
- iii) Stocks :
- vi) Vehicles :
- vii) Other (specify) :

N.B.:- Policy No., Amount Coverage, Period of Coverage & Shortfall if any.

Audit observation:-

N.B.:- Observation on retention of cash balance along with lapses on other points.

PART - B

1. Introduction.

(Aims and objective vis-a-vis achievement and analysis thereon)

2. Eye laws with up to date amendments if any :-

(Observation on non-compliance of provision of Eye-Laws, Suggestions)

(A) **Membership Position. (Both Male & Female)**

Class of members	Member position at the beginning of the year										Member enrolled during the year										Membership ceased during the year										Membership position at the end of the year									
	S.T.		S.C.		Gen.		OBC		Total		S.T.		S.C.		Gen.		OBC		Total		S.T.		S.C.		Gen.		OBC		Total		S.T.		S.C.		Gen.		OBC		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
None																																								
None																																								
None																																								
at																																								

Comparative figures of membership for last three years.

Year	Male	Female	Total	Remark
1	2	3	4	5

Audit Observations.

Role of Board of Management.

Board meetings held during the period under audit:

Sl. No.	Date of Board Meeting	No. of Members attended	No. of resolutions passed

Important resolutions passed in the meeting.

Details of sub-committee formed by Board of Management, its members, function and solution passed.

Audit Observations.

- 1) Convening of meeting as per provision of Bye-laws.
- 2) Quorum of the meeting as per provisions of Bye-laws.
- 3) Any deviation noticed in the resolution which contradicts the provisions of Act & Rules and circular instructions of higher authorities.
- 4) Remarkable works made by the Board of Management.
- 5) Compliance of resolutions passed by Board in the subsequent period.

5. Annual General Body Meeting.

- a) Date of General Body meeting and members present.
- b) Whether AGB was convened as per the provisions of Act and observance of quorum.
- c) No. of resolution passed.
- d) Resolutions taken by AGB which contravenes the Codal provisions.
- e) Auditors views on such resolutions taken in the AGB.
- f) Appointment of staff and approval of Budget.
- g) Any irregularities.

6. Staff Position.

A – Particulars on sanctioned staff strength.

Sl. No.	Category of Employee	Sanctioned strength	Name of the authority & sanctioned Order No. & Date	Approved scale of pay	Present strength	Vacancy
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B – Present staff position. (Including deputation staff)

Sl. No.	Name of the employee	designation	Order No & Date of appointment	Educational qualification	Scale of pay	Present salary	Security deposit
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Audit Observation

(The details of irregularities noticed during the period under audit).

7. Share Capital

A) Authorised Share Capital.

Sl. No.	Class of Share	Value per Share	No. of share	Amount
1.	Individual			
2.	Government			
Total				

Paid up Share Capital

<u>No.</u>	<u>Class of Share</u>	<u>Value per Share</u>	<u>No. of share available</u>	<u>Amount</u>
1.	Individual			
2.	Government			
Total				

Auditor's Observation

(Observation on maintenance of Share Capital Register, Reconciliation of Share Capital amount along with irregularities notice in course of audit).

(A) Working Capital

Total of Liabilities as per Balance Sheet as on
Accumulated Loss
Contra, if any
Total

(B) Working Fund

Total of the Liabilities
Accumulated loss if any
Contra, if any
Fixed Assets
Total

Comparative statement of Working Capital for last three years along with Auditor's observation)

Reserves/ Funds

	During this year	Last year
i) Reserve fund		
ii) Capital Reserve		
iii) Other fund (Specify)		

10. Financial assistances in shape of subsidy/ Share Capital Assistances/ Grant from Govt., Financing Bank and other agencies etc and its details.

A) Received up to last year.

From whom received	Purpose of receipt	Total financial assistances received	Utilised up to the end of last year	Balance remained un-utilised at the end of the last year
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B) Financial Assistances received during the year of Audit.

From whom received, Govt. Order No. & date.	Purpose of Assistance	Amount of assistances	Amount Utilised	Amount remained un-utilised at the end of the year.
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Audit observation.

11. Funds utilised in the business (Comparative 3years figure).

Details of funds	Current year	Previous year	Last but previous year
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A) Source of Funds

1. Members Share.
2. Govt. Share.
3. Reserve Fund.
4. Other funds.
5. Borrowings, if any (Specify)

Total

B) Utilisation of Funds.

- a) Investments.
- b) Business

Total

Audit observation.

Note on difference between Sources & Uses of fund.

Business of the Society during the year.

Processing/ Manufacturing Business

Raw material used				Processed Goods				
Name	Volume	Amount	Costing	Name	Volume	% of Raw Materials used	Amount	Cost of processed goods

Semi Product				Closing	
Name	% of Raw Materials used	Volume	Amount	Name	Volume

Observation : Any irregularity detected during audit, discrepancy detected in stock verification report and physical stock may be reported.

(A) Yarn Stock Position

Particulars	At the beginning of the year		Purchased during the year		Issued to members		Stock balance	
	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount

(B) Stock position of Cloth

Particulars	At the beginning of the year		Purchased during the year		Issued to members		Stock balance	
	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount

Observation : Any shortage in stock be mentioned with persons responsible.

Cash and Bank balance.

Details of account

Last day of audited year

Previous year

1. Cash in hand
2. Current A/c with Bank
3. Saving A/c with Bank
4. Fixed deposit with Bank
5. Other Deposit

Audit Observation

15. Investment.

- i) Govt. & other Trust security.
- ii) Share with other Cooperatives.
- iii) Investment with Bank
- iv) Postal securities (NSC/ KVP).
- v) Investment of Staff Provident Fund.
- vi) Investment of Reserve Fund.
- vii) Other Investments.

Audit Observation.

16. Details of Fixed Assets.

	<u>Volume/ Quantity</u>	<u>Purchase value</u>	<u>Book value</u>
a) Land			
b) Building & Machinery			
c) Computer			
d) Vehicles			
e) Furniture & Fixtures			
f) Others if any (Specify)			

17. Realisable amount from employees and other officials of the Society as per Balance Sheet along with action taken

- a) Total No. of persons involved.
- b) Total amount for recovery.
(Details given in Statement).

18. Budget.

(Details of Budget along with approval and expenditure against the provision).

i) Projected Income & Expenditure.

Sl. No	Particulars	Projected Income	Actual Income	Projected Expenditure	Actual Expenditure	Excess/ Less
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Audit Observation.

9. **Reconciliation of accounts**

Sl. No.	Particulars	G.L. Balance	Subsidiary Balance	Difference	Person responsible
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10. **Detail notes on**

- Bills receivable.
- Sundry Creditors.
- Sundry Debtors.

(Period wise classification be made up to 3 years)

11. **Compliance/ Rectification on audit observations/ defects of last year.**

12. **Inspection by Administrative Authority.**

13. **List of records maintained by the Society.**

Records required to be maintained in the prescribed proforma	Records actually maintained	Records examined by the Auditor	Auditor's remark.
1	2	3	4

(Irregularities noticed in maintenance of records and audit observations there on.)

Cost of Management.

Total of the Loss side of P & L A/c

Interest paid

Provision

Net profit if any

Cost of Management :-

Observation : Regarding keeping the CoM within the specified limit of Working Capital.

(Comparative figures for 3 years be given along with audit comment)

14. **Staff Cost/ Cost of Establishment**

Pay, Gratuity, wages, Bonus paid & payable comprise the staff cost.

(Comparative figures for 3 years be given along with audit comment)

26. Manufacturing Cost : Fixed cost + Variable cost

Sales Price = Manufacturing cost + profit

BEP = $\frac{\text{Fixed cost} \times 100}{\text{Variable Cost}}$

No Profit no loss = $\frac{\text{All expenditures of P/L A/c}}{\text{Margin of profit}}$

27. Profit/ Loss.

(Detail narration on reason for loss, if the Society sustained loss)

28. Submission of Reports & Returns.

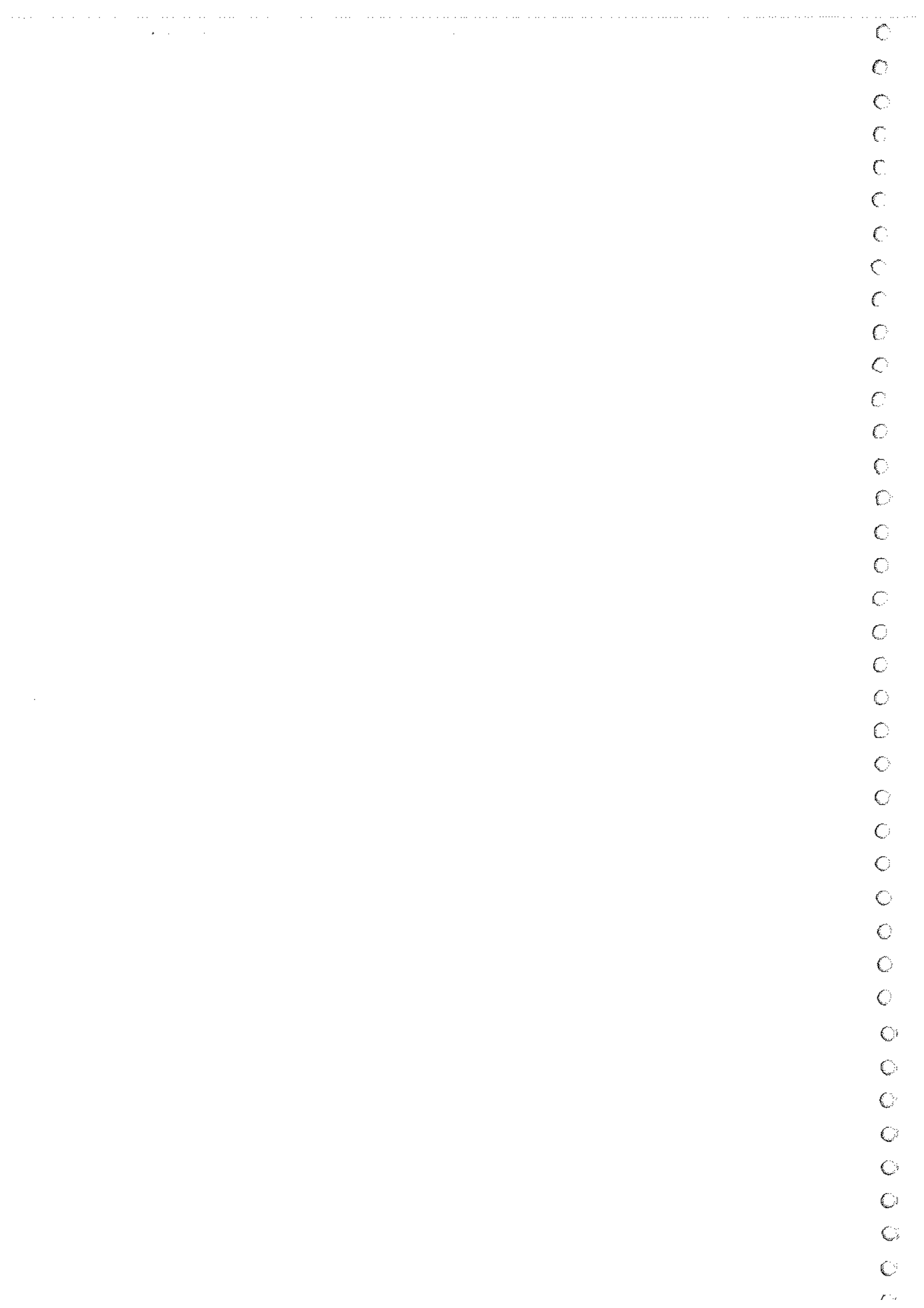
29. Defects and Irregularities noticed during the audit.

30. Audit Fees.

31. Audit Classification/ Marks secured.

32. General Remark.

Signature & designation of Auditor



Position of depreciation on Fixed Assets as on 31.03.....

Sl. No.	Type of Fixed Assets	Purchase value of Assets	% of depreciation allowed	Depreciation allowed up to previous year	Amount of depreciation this year	Net value at the close of the year	Addition during the year	Total value at the end of the year
1	2	3	4	5	6	7	8	9

Statement showing of Borrowing and Repayment as on 31.03.....

Sl. No.	Financing agency	Type of Loan	Code No.	Opening balance at the beggling of the year	Repayment during the year	Borrowing during the year	Balance as on 31.03.
1	2	3	4	5	6	7	8

Rate of Interest on Borrowing

Sl. No.	Particulars of Borrowing	Rate of Interest from Financing Institution
1	2	3

Statement of Cash, Postage & Bill Balance as on 31.03.

Sl. No.	Particulars	Amount
1	2	3

Details of Investment as on 31.03.

Sl. No.	Particulars of Investment	Amount	Remark
1	2	3	4

Details of Advances

Sl. No.	Name of the person	Amount outstanding	Date from which outstanding
1	2	3	4

Details of Sundry Debtors as on 31.03.

Sl. No.	Name of the party	Amount outstanding at the end of the previous year	Amount outstanding as on 31.03.
1	2	3	4

Details of Sundry Creditors as on 31.03.

Sl. No.	Name of the party	Amount outstanding at the end of the previous year	Amount outstanding as on 31.03.
1	2	3	4

Audit recovery Statement as on 31.03.

Sl. No.	Name of the Persons with designation	Amount of recovery as on 31.03	Reasons
1	2	3	4

Signature of the Auditor

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FINAL AUDIT REPORT OF HCPS

PART - A

1. **Name of the Society** :
2. **Full address of the Society** :
3. **Regd. No. & Date** :
4. **Chronological number of audit** :
5. **Name of the Administrative Circle** :
6. **Affiliation.** :
 - a) **Name of the Apex Society.** :
 - b) **Name of Financing agency** :
7. **Name of the Block** :
8. **Area of operation.** :
9. **Date of functioning** :
10. **Year and period of audit** :
11. **Name & Address of the Secretary/ Chief Executive and period of working** :
 - a) **During the period under Audit** :
 - b) **At the time of Audit** :

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2. Management.

A) Board of Management during the period under audit.

Sl. No.	Name of the Members	Elected/ Nominated by Board or Govt.	Designation	Date of assumption	Period of functioning.
1	2	3	4	5	6

B) Board of Management at the time of Audit.

Sl. No.	Name of the Members	Elected/ Nominated by Board or Govt.	Designation	Date of assumption	Period of functioning
1	2	3	4	5	6

Audit Observation.

B.- Legal compliance on formation of Board, if any.

1. Name of the custodian of records.

- a) During the year of audit :
- b) At the time of audit. :

2. Authority of Audit :

3. Name & Designation of Auditor :

- A) Present :
- B) Previous :

4. Place of Audit. :

5. Days devoted for audit :

- a) Date of commencement of audit :
- b) Date of completion of audit. :
- c) Total days devoted for audit :

Previous Year Current year

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18. **Physical verification on the date of commencement of audit.**

- i) Cash.
- ii) Bank deposits
- iii) Securities if any.
- iv) Postage
- v) Others (Specify)

19. **Insurance and its period of coverage.**

- i) Cash
- ii) Building & Machinery
- iii) Stocks
- vi) Vehicles
- vii) Other (specify)

N.B.:- Policy No., Amount Coverage, Period of Coverage & Shortfall if any.

Audit observation:-

N.B.:- Observation on retention of cash balance along with other points.

PART - B

1. **Introduction.**

(Aims and objective along with activities of fulfil the aim. In this context the achievements/ failure of the Society in the present scenario.)

2. **Bye laws with up to date amendments if any :-**

(Observation on non-compliance of provision of Bye-Laws, Suggestions)

(A) **Membership Position. (Both Male & Female)**

Class or Members	Member position at the beginning of the year										Member enrolled during the year					Membership ceased during the year					Membership position at the end of the year.									
	ST		S.C.		Gen.		OBC		Total		ST		S.C.		Gen.		OBC		Total		ST		S.C.		Gen.		OBC		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Class																														
Class																														
Class																														
Total																														

Comparative figures of membership for last three years.

Year	Male	Female	Total	Remark
1	2	3	4	5

Audit Observations.

Role of Board of Management.

a) Board meetings held during the period under audit:

Sl. No.	Date of Board Meeting	No. of Members attended	No. of resolutions passed
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Important resolutions passed in the meeting.

Audit Observations.

- 1) Convening of meeting as per provision of Bye-laws.
- 2) Quorum of the meeting as per provisions of Bye-laws.
- 3) Any deviation noticed in the resolution which contradicts the provisions of Act & Rules and circular instructions of higher authorities.
- 4) Remarkable works made by the Board of Management.
- 5) Compliance of resolutions passed by Board in the subsequent period.

b) Sub-Committee

(Details of Sub-committee formed by Board of Management, its members, function and resolution passed)

Audit Observations and suggestions.

10. Share Capital**A) Authorised Share Capital**

<u>Sl.No.</u>	<u>Class of Share</u>	<u>Value per Share</u>	<u>No. of share</u>	<u>Amount</u>
1.	Individual			
2.	Government			
3.	Others			
Total				

B) Paid up Share Capital

<u>Sl.No.</u>	<u>Class of Share</u>	<u>Value per Share</u>	<u>No. of share available</u>	<u>Amount</u>
1.	Individual			
2.	Government			
3.	Others			
Total				

Audit Observation

(Observation on maintenance of Share Capital Register, Reconciliation of Share Capital amount along with irregularities notice in course of audit).

11. Working Capital

Total of Liabilities as per Balance Sheet as on

(-) Accumulated Loss

(-) Contra, if any

Total

(Comparative statement of Working Capital for last three years along with Auditor's observation),

12. Reserves/ Funds

During this year Last year

i) Reserve fund

ii) Capital Reserve

iii) Other fund (Specify)

Board of Management superseded during the year under audit and competent authority's order No. and date along with reasons for such supersession.

Name of the MIC/ Administrator, if appointed in place of Board of Management on supersession, the order No. for such appointment along with Name, Designation, Address & Date of functioning of such MIC/ Administrator.

Members of the Board of Management, who have lost their qualification and action taken against.

Annual General Body Meeting.

- a) Date of General Body meeting and members present:
- b) Whether AGB was convened as per the provisions of Act and observance of quorum.
- c) No. of resolution passed.
- d) Resolutions taken by AGB which contravenes the Codal Provision.
- e) Auditors views on such resolutions taken in the AGB.
- f) Appointment of staff and approval of Budget.
- g) Any irregularities.

Staff Position.

A – Particulars on sanctioned staff strength.

Sl. No.	Category of Employee	Sanctioned strength	Name of the authority & sanctioned Order No. & Date	Approved scale of pay	Present strength	Vacancy
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B – Present staff position. (Including deputation staff)

Sl. No.	Name of the employee	designation	Order No & Date of appointment	Educational qualification	Scale of pay	Present salary	Security deposit
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dit Observation

(The details of irregularities noticed during the period under audit).

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13. **Financial assistances in shape of subsidy/ Share Capital Assistances/ Grant from Govt., Financing Bank and other agencies etc and its details.**

A) **Received up to last year.**

From whom received	Purpose of receipt	Total financial assistances received	Utilised up to the end of last year	Balance remained un-utilised at the end of the last year
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B) **Financial Assistances received during the year of Audit.**

From whom received. Govt. Order No. & date.	Purpose of Assistance	Amount of assistances	Amount Utilised	Amount remained un-utilised at the end of the year.
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Audit observation.

14. **Funds utilised in the business (Comparative 3years figure).**

Details of funds	Current year	Previous year	Last but previous year
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A) **Source of Funds**

1. Members Share.
2. Govt. Share.
3. Reserve Fund.
4. Other funds.
5. Loan from OCHC
6. Loans from LIC
7. Loan from Government
8. Other Loans, if any (Specify)
9. Deposits

Total

B) **Utilisation of Funds.**

- a) Investments.
- b) Loans & Advances

Total

Note on difference between Sources & Uses of fund.

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5. Business of the Society

A) Lending purpose wise.

- i. Individual lending for construction of dwelling house on their own Plot.
- ii. Individual lending for purchase of land.

Audit Observation :

- a) Whether title of the Land proposed for purchase examined and taken as pledge, details be given.
- b) Amount financed during the year.
- c) Amount collected during the year.
- d) Amount of interest realised.

- iii. Individual lending for purchase of land & house.

Audit Observation :

- a) Are all clarification in respect of transfer of title and encumbrance is obtained from respective authority before advancing.
- b) Amount financed during the year.
- c) Amount collected during the year.
- d) Amount of interest realised.

- v. Individual lending for repairing/ extension/ renovation of the existing house.

Audit Observation :

- a) Are the title deed and occupation has been examined before advancing and appropriate security has been taken against advance.
- b) Amount financed during the year.
- c) Amount collected during the year.
- d) Amount of interest realised.

- v. Corporate Finance, if any.

Audit Observation :

- a) Is the proposals has been properly appraised and all title enforcement details has been examined before financing.
- b) Amount financed during the year.
- c) Amount collected during the year.
- d) Amount of interest realised.

B) Real Estate business.

Is the Society presently undertake any sale and purchase of land, if yes, details be given.

a) Land purchased/ Land taken on lease for sale

1. Area.
2. Mutated/ not mutated.
3. Kism.
4. Whether Govt / Private land.
5. If private, whether it belongs to General/ SC/ ST.
6. Are all limitation in respect of purchasing land from ST/ SC is maintained.
7. Value of Land (Rate to be specified).
8. Registration/ Agreement expenses.
9. Development expenses/ erosion.
10. Net Land available for sale.
11. Sale price after costing (Rate to be specified compared to Govt. Rate).
12. Sold – (a) Out right, (b) Credit Sale.
13. Rate of interest charged on credit sale.
14. Area sold & balance to be disposed.
15. Rent paid on balance unit of land.
16. Land kept for construction of building.
17. Nos. of building proposed.

Price of core building – 1R, 2R, 3R, Duplex & Flat etc.

18. Are all the infrastructure development available in the site.

(a) Hand over process/ Outright sale (procedure in brief).

(b) Home loan sale (instalment) – procedure in brief.

i) Max. Nos. of instalments.

ii) Rate of interest.

b) Project wise plotted scheme

- i. Total Area of the project.
- ii. No of plots in the project with size.
- iii. Open space/ space for road/ common use etc.
- iv. No of plots sold & balance No. of plots available.

c) Costing of the Project.

Land Value	Rs.
Registration Cost	Rs.
Development Cost	Rs.
Margin of Profit	Rs.
Total	Rs.

Sale Rate per Sqr. ft.

Total amount to be earned from the sale of plots.

d) Net result of the business during the year.

5. **Borrowings.**

Category of Borrowing and Institution	Amount borrowed during the year	Amount repaid during the year	Amount outstanding at the end of the year	Rate of interest
1	2	3	4	5

Audit Observation :

7. **Cash and Bank balance.**

Details of account

Last day of audited year

Previous year

1. Cash in hand

2. Current A/c with DCCB & other Bank

3. Saving A/c with DCCB & other Bank

4. Fixed deposit with DCCB & other Bank

5. Other Deposit

Audit Observation

8. **Investment.**

i) Govt. & other Trust security.

ii) Share with other Cooperatives.

iii) Investment with DCCB & other Banks

iv) Postal securities (NSC/ KVP).

v) Investment of Staff Provident Fund.

vi) Investment of Reserve Fund.

vii) Other Investments.

Audit Observation.

9. **Details of Fixed Assets.**

Volume/ Quantity

G.L. value

Book value

a) Land

b) Office Building

c) Furniture & Fixtures

d) Computer

e) Vehicles

f) Disposable Land

g) Construction for sale.

h) Construction materials

i) Others if any (Specify)

20. Loans & Advances

Loans & advances financed during the year under audit along with its comparison to the previous year. The details of collection made during the year need be furnished.

A) DCB

Principal - Demand, Collection and Balance of Loans during the year.

Interest - Demand, Collection and Balance of Interest during the year.

Audit Observation

21. Provisions for Bad & Doubtful Debts

Audit Observation

- Whether provision against Bad & Doubtful debts have been made in terms of Circular instructions issued to this effect.
- Whether adequate provision is made against all bad assets identified.
- Amount of provisions made during the year.
- Amount of provision made at the close of the year.
- Amount of provision made against OD Loans & Interest.

22. Legal action taken for recovery of OD Loans

a) Cases pending with Legal forum

Particulars	Dispute stage		E.P. Stage	
	No	Amount	No	Amount
Pending at the beginning of the year.				
Cases filed during the year.				
Total				
Cases disposed during the year.				
Cases pending for finalisation.				

b) Cases pending for E.P. at Society level.

Particulars	No	Amount
i. Decree at the beginning of the year pending for E.P.		
ii. Decree received during the year.		
Total		
i. After mutual recovery, decree disposed		
ii. After E.P., decree disposed.		
iii. Decrees pending at the end of the year.		

23. Verification of loans at the time of audit.

Sl. No. Name of the Loanee Date of verification Date of loan financed Amount of loan

(Whether loan outstanding is tallied with loan ledger ? the comment of audit.)

1. Budget:

(Details of Budget along with approval and expenditure against the provision).

i) Projected Income & Expenditure.

Sl. No	Particulars	Projected Income	Actual Income	Projected Expenditure	Actual Expenditure	Excess/ Less
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Audit Observation.

ii. Audit observation on Credit appraisal, sanction & disbursement of Loan and documentation.

iii. Reconciliation of accounts

Sl. No.	Particulars	G.L. Balance	Subsidiary Balance	Difference	Person responsible
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iv. Realisable amount from employees and other officials of the Society as per Balance Sheet along with action taken

a) Total No. of persons involved.

b) Total amount for recovery.

(Details be given in Statement).

v. Detail notes on

a. Bills receivable.

b. Sundry Creditors.

c. Sundry Debtors.

(Period wise classification be made up to 3 years)

vi. Compliance/ Rectification on audit observations of last year.

vii. Inspection by Administrative Authority.

List of records maintained by the Society.

Records required to be maintained in the prescribed proforma	Records actually maintained	Records examined by the Auditor	Auditor's remark.
1	2	3	4

(Irregularities noticed in maintenance of records and audit observations there on.)

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32.(i) Cost of Management.

Total of the Loss side

(-) Interest paid

Provision

OTS Loss

Net profit if any

Cost of Management :-

Observation : regarding keeping the CoM within the specified limit of Working Capital.

(ii) Staff Cost/ Cost of Establishment

(Comparative figures for 3 years be given along with audit comment).

33. Profit/ Loss.

(Detail narration on reason for loss, if the Society sustained loss)

34. Submission of Reports & Returns.

35. Defects and Irregularities noticed during the audit.

36. Audit Fees.

37. Audit Classification/ Marks secured.

38. General Remark.

Signature & designation of Auditor

