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DIRECTORATE OF COOPERATIVE AUDIT: ODISHA: BHUBANESWAR

Letter No.VI (4)31/2013 518(16) / Audit-2 Dated. 30.1.14

To

The Assistant Auditor General of Cooperative Societies of circles.

Sub: Adoption of Long Form Audit Report for statutory audit of Urban Cooperative Banks in the state.

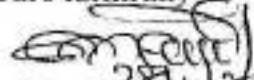
Sir,

A copy of the format of Long Form Audit Report as prescribed by Reserve Bank of India for its adoption for statutory audit report of Urban Cooperative Banks in the state is annexed for your reference. The important 63 points to be dealt in respective para in addition to the points mentioned in the LFAR are enclosed herewith to incorporate the observations in the Audit report.

It is, therefore, requested to circulate it among all auditors and issue necessary instructions to the statutory/ interim auditors of UCBs under your jurisdiction to adopt the same henceforth i.e. from 2013-2014 and onwards.

Action taken in the matter may be intimated to this office.

Yours faithfully

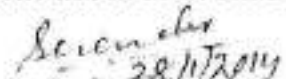

Auditor General

Cooperative Societies, Odisha.

Dated. 30.1.14

Memo No. 519(12)

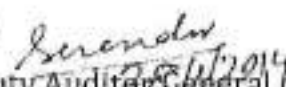
Copy along with the enclosure forwarded to the Chief Executive of UCBs in the state for information and necessary action. They are requested to submit their audit reports as per the enclosed LFAR henceforth i.e. from 2013-2014.


Deputy Auditor General of
Cooperative Societies, Odisha.

Dated. 30.1.14

Memo No. 520(2)

Copy along with the enclosure forwarded to the Registrar of Cooperative Societies, Odisha, Bhubaneswar/ D.G.M, RBI(UBD), Bhubaneswar for information.


Deputy Auditor General of
Cooperative Societies, Odisha.

AKS.13.01.2014.

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**THE STATUTORY AUDIT REPORT OF _____ URBAN
COOPERATIVE BANK LTD. _____ FOR THE YEAR 20**

PART -I

1. Name & Address of the U.C.B. Ltd. :
2. Registration No. & Date :
3. Area of Operation :
4. Date of functioning of the Bank :
5. Year of Audit :
6. Authorisation Order no. & Date :
7. Name of the previous Auditor :
8. Name of the present Auditor :
9. Name of the President and his tenure :
10. Name of the Chief Executive and his
tenure. :
11. Date of commencement of audit :
12. Date of completion of audit :
13. Total No. of days devoted for final
audit. :
14. Total No. of days devoted for
concurrent audit/ Interim audit :

BRANCHES

Sl. No.	Name & Address of the Branch	Name of the Branch Manager & his tenure	Type of audit. Concurrent/ interim	Date of commencement & completion	Total No. days devoted	Name of the Concurrent Auditor/ interim Auditor
1	2	3	4	5	6	7

Extension Counters

Sl. No.	Name & Address of the Extension Counter	Name of the Incharge & his tenure	Type of audit. Concurrent / interim	Date of commencement & completion	Total No. days devoted	Name of the Concurrent Auditor/ interim Auditor
1	2	3	4	5	6	7

Collection Centres

Sl. No.	Name & Address of the Collection Centre	Name of the Incharge & his tenure	Type of audit. Concurrent/ interim	Date of commencement & completion	Total No. days devoted	Name of the Concurrent Auditor/ interim Auditor
1	2	3	4	5	6	7

Observation :-**15. Verifications at the commencement of Statutory Audit.**

(Verification report to be submitted separately, Irregularity if any to be dealt here only in the following points)

i) Verification of Cash Balance

ii) Verification of Postage Stamp

iii) Verification of Govt. & Trust securities.

iv) Verification of Share Certificates.

v) Verification of other Investment.

vi) Verification of Bank Balance.

vii) Verification of Bills.

viii) Verification of Insurance Policies.

ix) Verification of Gold Packets.

x) Verification of other assets.

Observation

PART – II

1. Introduction.

2. Bye – Laws.

Observation

3. Management

Details of formation on Committee of Management during the period of audit and at the time of audit.

SL No.	Name of the members of Committee of Management	Date of functioning	Designation	Tenure
1	2	3	4	5

Observations:

4. Role of Committee of Management :

5. Committee meetings/ AGB meeting :

i) Meetings of Committee of Management.

a) Important resolutions contradictory to Act & Rules, Byelaws etc.

b) Irregularities if any with observation.

ii) Annual General Body meeting.

a) Decision of AGB meeting, contradictory to Act, Rules, Byelaws etc

b) Irregularities if any with observation.

6. Sub Committee.

(Details of Sub-committees, i.e., formation, functioning and decisions taken by the Sub-Committee contradictory to Act, Rules, Byelaws etc.)

7. Key Personnel :

Observations:

8. Administration/ Staff position

Observation :

9. Membership

10. Share Capital/ Authorised Share Capital.

11. Working Capital

Observations :

12. Analysis of Capital

(i) SL No.	Particulars of Capital	Balance as on	Percentage to Working Capital
1	2	3	4
a.	Share Capital		
b.	Borrowed Capital		
	i) Deposit		
	ii) Loans & Borrowings		

(ii) Own Capital

i. Share Capital.

ii. Reserves.

(iii)

Sl. No.	Particulars	Amount	Percentage	
			This Year	Last Year
1	2	3	4	5
1.	Own Capital to			
	Borrowed Capital			
2.	Investment to			
	Working Capital			
3.	Loan & Advances to			
	Working Capital			

(iv) **8. Capital Fund**

Net Worth/ Capital Fund:-

A. Tier - I (Core Capital)

Tier - II Capital

Observations :

13. Analysis of RWA and CRAR

14. Maximum Borrowing Power (MBP)

Observation

15. Borrowings (Details should be given)

Observation

16. Utilisation of Capital

a) Sources & Uses of Funds.

Observation

17. Deposits

A. Low Cost Deposits

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Sl. No.	Particulars	Position as on 31.03. (Previous year)	Position as on 31.03. (Current year)	% of increase (+)/ decrease (-) over last year
1	2	3	4	5

B. High Cost Deposits.

Sl. No.	Particulars	Position as on 31.03. (Previous year)	Position as on 31.03. (Current year)	% of increase (+)/ decrease (-) over last year
1	2	3	4	5

18. Rate of Interest

Interest rate on Deposits

<u>Sl. No.</u>	<u>Particulars</u>	<u>Current Year</u>
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Interest rate of Loans

<u>Sl. No.</u>	<u>Particulars</u>	<u>Previous rate w.e. from</u>	<u>Current rate with effect from</u>
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19. Government Assistance, if any

20. Investment and utilisation of Statutory Reserve & other fund

A. Details position of funds available for investment

Sl. No.	Particulars of Funds/ Reserves	Amount Previous year	Created during current year	Balance
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B. Investment in Government Securities.

C. Investment in other Trustee Securities.

D. Share in other cooperative institutions.

E. PSU Bond etc.

F. Certificate of Deposit.

Observation

21. Investment of Loan

A. Short Term Loan

Sl. No.	Type of Loan	Outstanding as on 31.03 Previous year	Investment made during the year (Current year)	Collection made during the year (Current year)	Balance outstanding as on 31.03 Current year
1	2	3	4	5	6

B. Medium Term Loan

Sl. No.	Type of Loan	Outstanding as on 31.03 Previous year	Investment made during the year (Current year)	Collection made during the year (Current year)	Balance outstanding as on 31.03 Current year
1	2	3	4	5	6

C. Long Term Loan

Sl. No.	Type of Loan	Outstanding as on 31.03 Previous year	Investment made during the year (Current year)	Collection made during the year (Current year)	Balance outstanding as on 31.03 Current year
1	2	3	4	5	6

D. Demand, Collection & Balance. (Principal & Interest)

Observation

22. Credit Appraisal

Observation

23. Sanction / Disbursement

24. Documentation

Observation

25. Review/ Monitoring/ Supervision

26. Maintenance of CRR & SLR

27. Large Advance compared to Exposure limit

28. Funds Management

Observation

29. Bad & Doubtful Advances (NPA)

a) Classification of Assets (NPA) and provisioning thereof.

Observation

30. Internal Control

- i. Inter Branch Reconciliation & with H.O.:
- ii. Inspection of Branch & H.O. :
- iii. Inspection by RCS, Orissa/ RBI :
- iv. Internal Audit:
- v. Vigilance:

Observation**31. Budget****Observation****32. Dividend****Observation****33. Profitability****34. Bonus & Ex-gratia to Staff****35. Vehicle Account****Observation****36. Telephone Account****Observation****37. Do's & Dont's of Directors****Observation of Audit:****38. E.P & Dispute**

- A. E. P. Cases
- B. Dispute Cases
- C. Other Legal cases

39. Surcharge Cases**40. Cost of Management**

Observation

41. Cost of Establishment

42. Real Income/ Net Income

Observation

43. Suspense Account/ Sundry Deposit A/c

44. Maintenance of Books & Records

(Statement on list of records to be maintained should be attached)

45. Audit Fees

46. Fixed Assets:-

47. Others if any:-

PART - II (B)

1. Rectification of audit defects of the previous year.

2. Rectification of defects as per RBI Inspection

3. Major audit defects noticed during the course of final audit.

Defects & Suggestions (Branch wise)

Schedule - 1 - Capital

Authorised Capital
i. Issued, Subscribed
ii. Paid up Capital
Total

Previous Year

Current Year

Schedule - 2 - Reserves

i. Statutory Reserve fund
ii. Building fund
iii. Investment Fluctuation Reserve

Previous Year

Current Year

iv.	Bad & Doubtful Debt Reserve				
v.	Dividend Equalisation Fund				
vi.	Contingency Reserve				
vii.	Special contingency Reserve				
viii.	Reserve Fund (other if any)				
ix.	Charitable Fund				
x.	Contingent Provision against Standard Asset				
xi.	Gratuity to Staff				
xii.	General Reserve				
xiii.	Revaluation Reserve				
xiv.	Special Reserve U/S 36(1)(viii) of IT Act				
xv.	Investment fluctuation fund				
xvi.	Special General Reserve				
	Total				
<u>Schedule – 3 – Deposit and other Accounts</u>		<u>O.B.</u>	<u>During the Year</u>		<u>Balance</u>
			<u>Debit</u>	<u>Credit</u>	<u>Debit</u> <u>Credit</u>
A. <u>Current Deposit</u>					
i.	Individual				
ii.	Other Societies				
	Total				
B. <u>Saving Deposit</u>					
i.	Individual				
ii.	Other Societies				
	Total				
C. <u>Term Deposits</u>					
i.	Individual				
ii.	Other Societies				
	Total				
D. Matured Deposits					
E. Long Term (Subordinate) deposit					
Grand Total (A+B+C+D)					
<u>Schedule – 4 – Borrowings</u>		<u>O.B.</u>	<u>During the Year</u>		<u>Balance</u>
			<u>Debit</u>	<u>Credit</u>	<u>Debit</u> <u>Credit</u>

a) Financing Agency (Specify)				
b) Government				
c) Other Agencies (if any)				
Total				
<u>Schedule – 5 – Other Liabilities</u>	<u>Previous Year</u>	<u>Current Year</u>		
i. Bills payable				
ii. Unclaimed Dividends				
iii. Drafts payable				
iv. Bonus payable to staff				
v. Pay orders issued				
vi. Provision for Income Tax & FBT				
vii. Collection Account				
viii. Interest/ Commission received in advance				
ix. Leave encashment				
x. Sundries				
xi. Interest payable on matured Term Deposit				
xii. Provision for depreciation on Investment				
Total				
<u>Schedule – 6 – Profit & Loss</u>	<u>Previous Year</u>	<u>Current Year</u>		
Profit as per last Balance Sheet				
Less: Appropriations				
i. Statutory Reserve Fund				
ii. Building fund				
iii. Dividend to members				
iv. Charities				
v. Staff welfare fund				
vi. Education fund				
vii. Member's welfare fund				
viii. Ex-gratia to staff				
ix. Contingency reserve				
x. Investment fluctuation reserves				
xi. Investment fluctuation fund				

(b)

Profit for the Last year		
Less: prior period adjustment		
Add: Net profit for the year as per P&L A/c		
Total		
<u>Schedule – 7 – Cash</u>	<u>Previous Year</u>	<u>Current Year</u>
i. Cash in hand		
ii. Current deposit		
iii. Balance with RBI		
iv. Balance with SBI & its subsidiaries		
v. Balance with OSCB		
vi. Balance with DCCBs		
<u>Fixed Deposit</u>		
i. Fixed deposit with SBI & its subsidiaries		
Total		
<u>Schedule – 8 – Deposit with other Banks</u>	<u>Previous Year</u>	<u>Current Year</u>
i. Current Deposits with Private and Nationalised Banks		
ii. Current Deposit with Banks abroad		
iii. Fixed deposit with Private & Nationalised Bank		
iv. Fixed deposit with other Banks		
Total		
<u>Schedule – 9 – Investments</u>		
i. Government Securities		
ii. Other Trustee Securities		
iii. Shares in Coop. Institutions & Coop. Hsg. Societies		
iv. PSU Bonds & Bonds of all India Financial Institutions		
v. Certificate of Deposits		
Total		
<u>Schedule – 10 – Advances</u>		
I. Short Term Loans, Cash Credit, Overdraft, Bills Discounted		
Of which, secured against		
a. Government and other approved Securities		
b. Other Tangible Securities (Including Rs.NIL)		

against endorsement/ acceptances by Banks) c. Unsecured Advances/ Surety Loans with or without collateral Securities. Of the Short Term advances amount due from individual Rs. Of the Short Term advances amount Overdue Rs. Considered Bad & Doubtful of recovery (Fully Provided for) Rs. II. Medium Term Loans of which Secured against a. Govt. & Other approved Securities b. Other Tangible Securities (Including Rs.NIL against endorsement/ acceptances by Banks) c. Unsecured Advances/ Surety Loans with or without collateral Securities. Of the Medium Term advances amount due from individual Rs. Of the Medium Term advances amount Overdue Rs. Considered Bad & Doubtful of recovery (Fully Provided for) Rs. III. Long Term Loans of which Secured against a. Govt. & Other approved Securities b. Other Tangible Securities (Including Rs.NIL against endorsement/ acceptances by Banks) c. Unsecured Advances/ Surety Loans with or without collateral Securities. Of the Long Term advances amount due from individual Rs. Of the Long Term advances amount Overdue Rs. Considered Bad & Doubtful of recovery (Fully Provided for) Rs. Total		
<u>Schedule – 11 – Interest on other Investment</u> i. On Investments ii. On Margin with iii. On Staff Housing Loans iv. On Agricultural Loan Total		

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Schedule - 12 - Premises

Gross Block

At Original cost

Addition during the year

Deductions during the year

Total

Accumulated Depreciation

Opening Balance

Addition during the year

Deduction during the year

Total

NET BLOCK

Schedule - 13 - Furniture & Fixtures

Gross Block

At Original cost

Addition during the year

Deductions during the year

Total

Accumulated Depreciation

Opening Balance

Addition during the year

Deduction during the year

Total

NET BLOCK

Schedule - 14 - Other Fixed Assets

I. Plant & Machinery

Gross Block

At Original cost

Addition during the year

Deductions during the year

Total

Accumulated Depreciation

Opening Balance

Addition during the year

Deduction during the year

Total

NET BLOCK (A)

II. Civil Works

Gross Block

At Original cost

Addition during the year

Deductions during the year		
Total		
Accumulated Depreciation		
Opening Balance		
Addition during the year		
Deduction during the year		
Total		
NET BLOCK (B)		
III. Vehicles		
Gross Block		
At Original cost		
Addition during the year		
Deductions during the year		
Total		
Accumulated Depreciation		
Opening Balance		
Addition during the year		
Deduction during the year		
Total		
NET BLOCK (C)		
IV. Capital Work in Progress (D)		
Total (A+B+C+D)		
Schedule – 15 – other Assets	Previous Year	Current Year
i. Tax refund receivable		
ii. Stock of stationery		
iii. Deposits with telephones		
iv. Advance Income Tax & FBT paid		
v. Miscellaneous Assets		
vi. Deposits towards acquisition of premises		
vii. Depreciation on securities to be amortised		
viii. Forex Gain receivable		
ix. Software expenses		
x. Tax deducted at source		
xi. Margin (Cash) with		
xii. Margin (Cash) with settlement Guarantee fund		
xiii. Sundry Debtors		
Total		

Schedule – 16 – Acquisition costs

a) Acquisition cost carried forward	Rs.
Less : Amortisation during the year	Rs.

Less: Amortisation Reserve

Rs.

Total

STATEMENTS

Statement – 1 – Staff Position

Sl. No.	Name of the post	Grade	Scale of Pay	Approved sanctioned strength	Existing strength	
					Regular	Officiating

Abstract

Regular Staff Male Female Total

General

S.C.

S.T.

SEBC

Total

Statement – 2 – Advances – Priority Sector

No. of accounts

Amount outstanding

Statement – 3

DCB of Loan & Advances

Statement – 4

DCB of Interest

Statement – 5 – NPA

Detail classification and provision thereof with computation of Net NPA.

Statement – 6

Depreciation on Fixed assets.

Statement – 7

Statement of Deposit and Investments.

Statement – 8

Statement of Loans, Investments, Recoveries and Balance as on date of Balance Sheet. (Short Term & Medium Term)

Statement – 9

Statement showing Period wise overdue.

Statement – 10

Statement showing Liquidity maintenance (CRR/ SLR).

Statement – 11

Bank account reconciliation statement.

Statement – 12

Statement showing No. of defaulted Loanees out of total Loanees.

Statement – 13

Statement showing outstanding charges payable.

Statement – 14

Statement showing un-reconciled accounts.

Statement – 15

Statement showing details of advances sanctioned to Directors and their relatives along with their present outstanding.

Statement – 16

Statement showing disposal of E.P. Cases.

Statement – 17

Statement showing disposal of Dispute cases.

Statement 18

Statement showing detail action taken on fraud.

Statement 19

Top twenty defaulters.

Statement 20

Statement on Borrowing and Repayment .

Statement 21

Statement on Insurance coverage .

Statement 22

Statement on defaulted Government employees (as per requirement of Govt.).

Statement 23

Calculation of Risk Weighted Assets & computation of CRAR.

CRITERIA FOR AUDIT CLASSIFICATION OF PRIMARY (URBAN) COOPERATIVE BANKS

An assessment of the working of Primary (Urban) Cooperative Banks excluding salary earner's Societies may be made under the following broad heads and marks given on the basis of specific norms indicated under each head. The Audit Classification of the bank may thereafter be arrived at on the basis of the aggregate marks secured by it, as indicated below:

1.	DEPOSIT MOBILISATION	5 marks
	The marks under this head may be given taking into account the extent of increase in deposits achieved by the Bank over its previous year's level on the basis of the following norms:	
	<u>Increase in total deposits over the previous year</u>	
a.	20% or more	5 marks
b.	Between 15% and upto 20%	4 marks
c.	Between 10% and upto 15%	3 marks
d.	Below 10%	Nil
	<i>Note:</i> If the percentage of institutional deposits in the increase is above 40%, reduce 1 mark for every percent above 40%.	
2.	PERFORMANCE UNDER PRIORITY SECTOR/ WEAKER SECTION ADVANCES	15 MARKS
	Marks under this head may be given on the basis of level of priority sector/ weaker section advances outstanding in relation to the total advances/ priority sector advances of the Bank on the last day of the Cooperative Year as indicated below:	
i.	PERCENTAGE OF PRIORITY SECTOR ADVANCES TO TOTAL ADVANCES AT THE END OF THE YEAR	
a.	60% and above	10 marks
b.	Between 50% and upto 60%	7 marks
c.	Between 40% and upto 50%	5 marks
d.	Below 40%	Nil
ii.	PERCENTAGE OF WEAKER SECTION ADVANCES TO TOTAL PRIORITY SECTOR ADVANCES AT THE END OF THE YEAR	
a.	25% and above	5 marks
b.	Between 15% and upto 25%	3 marks
c.	Less than 15%	Nil
3.	RECOVERY PERFORMANCE	25 marks
	Marks may be given on the basis of the percentage of overdue to the loans and advances outstanding at the end of the Cooperative Year and also steps taken by the Bank to cover the overdue with legal action	
i.	PERCENTAGE OF OVERDUES TO LOANS & ADVANCES OUTSTANDING AT THE END OF THE COOPERATIVE YEAR	

- | | | |
|----|--|----------|
| a. | Overdues upto 5% | 20 marks |
| b. | For every increase of 1.5% or fraction over 5%
reduce 1 mark each | |

ii. PERFORMANCE OF THE BANK IN TAKING EFFECTIVE LEGAL ACTION 5 marks

Cases under Section 101 filed

- | | | |
|----|--------------------------------------|---------|
| a. | Above 75% of overdues over one year | 5 marks |
| b. | 50% to 75% of overdues over one year | 3 marks |
| c. | Less than 50% overdues over one year | Nil |

Note: The performance of the Bank under this head is to be related to the demand instead of outstanding, after ascertaining of DCB Registers by Urban Cooperative Bank.

4. RESERVES/ PROVISIONS TO COVER EROSION IN THE VALUE OF ASSETS	5 marks
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The Banks are required to make full provision in respect of the estimated erosion in the value of their assets comprising Bad & Doubtful Debts and other assets. Depending upon the extent to which the erosion in the value of assets is covered by corresponding reserves and provisions, marks may be given on the following basis:

EXTENT TO WHICH EROSION IS COVERED BY RESERVES/ PROVISION

- | | | |
|----|----------------------------------|---------|
| a. | 100% | 5 marks |
| b. | 50% and above but less than 100% | 3 marks |
| c. | Less than 50% | Nil |

5. MAINTENANCE OF CASH RESERVE/ LIQUID ASSETS	10 marks
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- | | | |
|----|---------------|---------|
| a. | Cash Reserve | 5 marks |
| b. | Liquid Assets | 5 marks |

Full marks may be given under each aspect, if the Bank has maintained the required Cash Reserve/ Liquid Assets throughout the year. No marks should be given if there are defaults.

Note: Defaults due to Cash in Transit may be ignored. Similarly, defaults not exceeding 6 occasions (but not continuous even in respect of such 6 occasions) in a year may be ignored

6. MANAGEMENT OF FUNDS	5 marks
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Urban Cooperative Banks are expected to make judicious use of funds. The Banks should ensure that the surplus in Cash reserve and Liquid Assets does not exceed the optimum level which is 6% in case of Cash Reserve and 30% in case of Liquid Assets and 33% for total Cash Reserve & Liquid Assets taken together. The percentages are in relation to total of Demand & Time Liabilities reckoned under Section 18 & 24 of the Banking Regulation Act, 1949 (As applicable to Cooperative Societies). Marks under this aspect may be given on the following basis:

- | | | |
|----|--|---------|
| a. | Maintenance of Cash Reserve/ Liquid Assets below | 5 marks |
|----|--|---------|

- the optimum level throughout the year
- b. Surplus over the optimum level either under Cash reserve or Liquid Assets or both sporadically observed for short periods not exceeding 3 days at a stretch and not exceeding 10 occasions in a year. 3 marks
- c. If surplus noticed in Cash reserve and / or Liquid Assets over and above the optimum level for long stretches of period and for more than 10 occasions. Nil

7. LOANS AND ADVANCES

10 marks

The Auditor should scrutinize loan cases falling under different categories on a sample or random basis. It should be verified whether, in these cases, the loan application has been complete in all respects, proper scrutiny has been done, sanction has been done by the proper Authority after following all due procedures and whether proper documentation has been done in terms of securities etc. before disbursement. It will be advisable for the Auditor to take up particularly bigger loan cases for scrutiny. The Auditor may give a mark in the range 0 to 10 depending upon irregularities detected.

8. WORKING RESULTS

8 marks

Marks under this head may be given on the following basis:

- i. Bank has earned Profit (on Net Worth profitability) 3 marks
- a. 0 to 0.50 1 mark
- b. 0.50 to 0.75 2 marks
- c. 0.75 to 1 or above 3 marks
- ii. The Bank has made appropriate allocations to various Reserves/ Provisions 1 mark
- iii. The Bank has declared dividend at least 9% 2 marks
- iv. The Bank's Cost of Management was not more than 2% of its Working Capital or 20% of its Gross Profit whichever is less 2 marks

9. OPERATIONAL EFFICIENCY

12 marks

Marks under this head may be given on the following basis:

- i. Compliance with RBI directives 2 marks
- ii. No defaults in the repayment of borrowings from higher financing agencies 2 marks
- iii. No default in the submission of various returns prescribed under the Banking regulation Act 1949 and the Maharashtra Cooperative Societies Act throughout the year 2 marks

- iv. Submission of satisfactory compliance on or before due date to the Inspection Report of RBI and to the last Audit Report 6 marks

10. EFFICIENCY OF MANAGEMENT

[5 marks]

Marks under this head may be given on the following basis:

- i. The meetings of the Board/ Committees/ General Body held regularly 1 mark
- ii. Proper maintenance of Books Accounts 1 mark
- iii. Proper system of internal checks and branch control introduced and observed 1 mark
- iv. Proper system for recruitment of qualified staff and their training introduced 2 marks

AUDIT CLASSIFICATION:

Depending upon the aggregate marks secured by the Bank on the basis of the above 10 norms Audit Classification may be made on the following basis:

Sl.	Marks Secured	Audit Classification
a.	70 and above	A
b.	55 and above but less than 70	B
c.	40 and above but less than 55	C
d.	Less than 40	D

Notes:

1. If the overdues are above 35% the Audit Classification should be reduced by one step below.
2. 2 to 5 marks be reduced if fraud/ misappropriation is detected but no action is taken by Bank.
3. The banks which are under rehabilitation may be classified as 'C'. The Banks which are not satisfying the provisions of Section 11 of the Banking Regulation Act 1949 (as applicable to Cooperative Societies) may be classified under 'D'.

IMPORTANT POINTS TO BE DEALT IN THE STATUTORY AUDIT REPORT OF UCB.

Sl. No	Particulars
1.	Own Fund.
2.	Real exchange value of Capital.
3.	Erosion If any.
4.	CRAR
5.	Excess Cash balance more than 7 days If any.
6.	Whether bank accounts are reconciled periodically or not with difference.
7.	Comments on SBD A/C in Post Office & Other Institutions , dormant or active.
8.	Whether non SLR investments are evaluated periodically/maintenance of CRR & SLR.
9.	Comments on investment policy.
10.	Whether all the investments are evaluated periodically or not.
11.	Maintenance of loan application register & other Irregularities in sanction of loan.
12.	Credit appraisal of loan application.
13.	Issue of sanction order of loan.
14.	Whether fair practice code has been displayed or not.
15.	Maintenance of documentation register & safe keeping of documents.
16.	Whether documents are properly filled up or not.
17.	Operation of CC loan without renewal.
18.	Insurance of Assets in case of hypothecation loans.
19.	Post sanction monitoring visit.
20.	Maintenance of land register.
21.	Whether periodical stock statement have been obtained or not in case of hypothecated loans.
22.	Whether sanction of loans are within the exposure limit or not/over drawal if any.
23.	Is there any loan outstanding beyond the maturity date of FD, NSC & Others in case of Loan Against Deposit.
24.	Is there any system for intimating the depositors after maturity of their deposit.
25.	Amount of Gold Loan outstanding since long and action taken by bank.
26.	Whether DCB Register is properly maintained or not.
27.	Number of dispute and EP cases pending since long for disposal and amount involved.
28.	Balancing of Accounts/Inoperative Accounts.
29.	Reconciliation of Accounts. (Specify the account not balanced and the account remained unreconciled.)
30.	Income leakage.
31.	Interest paid & payable.
32.	Interest received & receivable.
33.	Sundry Debtor & Sundry Creditor.
34.	Reason of loss with list of loss Assets.
35.	Whether interest has been charged on agricultural loan monthly or not.
36.	Whether separate head of Account has been maintained for computer and computer peripherals or not.
37.	Whether Dead Stock verification has been made or not.
38.	Whether Dead Stock register is maintained indicating the name of the article, date of purchase and its value.
39.	Violation of KYC, AML & CFT principles if any.
40.	Maintenance of Complaint register.

41.	Outstanding amount for more than 3 years in case of Suspense Recoverable & Branch Adjustment A/C.
42.	Payment of premium to DICGC in time or not.
43.	Monthly review of Sundry Creditor and Sundry Debtor.
44.	Submission of controlled returns .
45.	Violation of BR Act, RBI Act, OCS Act & Rules and Other Laws.
46.	Board members defaulted <i>in loan dues</i>
47.	Absence from Board Meeting for more than 3 consecutive times by the Directors.
48.	Is there any due date diary for redemption of investments.
49.	Whether monthly Trial Balance is prepared or not.
50.	Whether NDTL is correctly assessed or not.
51.	Frauds if any.
52.	Appointment of staff if any along with its mode of appointment and salary structure. Is there any irregularities.
53.	Disciplinary action taken against the employees of the Bank and procedural irregularity in disposal of the same & its present status.
54.	Observations of auditors on software adopted by Bank. Specify if it is performing properly so as to cater to the actual need.
55.	Comment on NPA.
56.	Third party Cheques/ Bills/Drafts-violation of guideline of RBI (No-18/07.38.23/2009-10/6.9.2009)
57.	Comment on off Balance Sheet items if any.
58.	MIS.
59.	Inspection.
60.	Staff Deposits.
61.	Internal control.
62.	Do's or Don'ts for Directors.
63.	Staff Advances.