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भारतीय लेखापरीक्षा और लेखा विभाग
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I)
पश्चिम बंगाल
स्थानीय लेखापरीक्षा विभाग
2, गवर्नमेंट प्लेस (पश्चिम), पहली मंजिल,
ट्रेजरी बिल्डिंग, कोलकाता -700 001



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL ACCOUNTANT
GENERAL (AUDIT-I), WEST BENGAL
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संख्या / No. : LA/AMG-III/AMC Arambagh(23-24)/24-25/23/6
दिनांक / Dated : 09.01.25

To
The Chairman,
Arambagh Municipality,
P.O- Arambagh,
Hooghly-712601

Sub: Audit Report on Annual Financial Statement for the year 2023-24.

Sir,

I am forwarding the Audit Reports and detailed comments on the AFS for the year 2023-24 under section 87 of West Bengal Municipal Act 1993 as amended till date and annexure containing specified information as per Sub-Rule 2 of Rule 22 of West Bengal Municipal Finance and Accounting Rules 1999 as amended in January 2007. I draw your kind attention to Section 88 of the Act ibid to place the Audit Report before the Chairman-in-Council to take remedial measures and report to the Director of Local Bodies with intimation to this office.

Yours faithfully,

Examiner of Local Accounts
West Bengal

Enclosure: As stated above

Me see
M.
Chairman
Arambagh Municipality



**AUDIT REPORT ON THE ANNUAL FINANCIAL STATEMENTS OF ARAMBAGH
MUNICIPALITY FOR THE YEAR ENDED 31ST MARCH 2024**

We have audited the Balance Sheet of the Arambagh Municipality as at 31st March, 2024 along with Income & Expenditure Account and Receipts & Payments Account for the year ended on that date under section 86 of the West Bengal Municipal Act, 1993 as amended till date. Preparation of these financial statements is the responsibility of the Municipality Management. Our responsibility is to express an opinion on these financial statements based on our audit findings.

2. This Audit Report contains the comments of the Examiner of Local Accounts (ELA) on the accounting treatment with regard to classification, conformity with the best accounting treatment, accounting practices, accounting standards and disclosure norms, etc. Audit observation on financial transactions with regard to compliance with the Laws, Rules and Regulations (Propriety and Regularity Audit) and efficiency-cum-performance aspects, etc., are reported through Inspection Reports/Audit Reports separately.

3. We have conducted our audit in accordance with the Auditing Standards generally accepted in India. These standards require that we plan and perform audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidences supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

4. Based on our audit, we report that:

i. We have obtained all the information and explanations (subject to the observations made below) which, to the best of our knowledge and belief, were necessary for the purpose of our audit.

ii. The Balance Sheet and Income & Expenditure Account and Receipts and Payments Account dealt with by this report have been drawn up in the format prescribed under Accounting Manual for Urban Local Bodies (Part-5 : Forms & Formats) subject to the observations made below.

iii. In our opinion, proper books of accounts and other relevant records have been maintained by the Arambagh Municipality as required under Accounting Manual for Urban Local Bodies (Part – 5 : Forms & Formats) in so far as it appears from our examination of such books and subject to the observations made below.

Management did not adhere to the appropriate internal controls subject to observations made below [Comments as per Sub-rule (2) (1) (d) of the Rule 22 of West Bengal Municipal (Finance & Accounting) Rules, 1999 (Amends) is enclosed (Annexure – 1)].

iv. We further report that-

A. BALANCE SHEET

A.1 LIABILITIES

No comments.

A.2 APPLICATION OF FUNDS

Reference Number: OBS-1492494

Subject: Irregularity in accounting of Electricity Store

Stock-In-Hand (Sch.B-14): Rs.116.54 lakh

Electricity Store (430-10-12) : Rs.24.88 lakh

On detail scrutiny of stock register it was found that one item named "70 Watt Son-Set Back Cover" (Qty. 73 @ Rs. 150.00) valuing Rs.10,950.00 was remained in the stock register as closing stock balance but it was not included in the Statement of the Closing Stock furnished by the Accounts Department and thus the said item was considered as consumption during the period. However, date and authentication of the closing stock was not recorded in the stock register.

The discrepancy needs proper checking and necessary rectification.

In reply the Municipality noted it for future guidance.

Reference Number: OBS-1492515

Subject: Irregular maintenance of records in respect of revenue income

1. Sundry Debtors (Receivables) (Sch.B-15): Rs.610.78 lakh

a. Receivable for Property Tax (code 43110) (Sch.B-15): Rs.474.26 lakh

In terms of para 3.1.4 (d) of the Accounting Manual for Urban Local Bodies (Part 2), Provision on arrears of income shall be made by the ULBs as Sick/Closed Industries - 100% of the due. The age-wise analysis of Receivables of Property Tax shall be made a regular exercise and shown in Notes to Accounts. The age-wise analysis for receivables of arrear tax shall show separately past years' tax as (a) For the last three years, (b) During 3-5 years, (c) During 5-10 years, (d) During 10-15 years, (e) During 15 years.

The Municipality did not prepare age-wise analysis of receivables of Property Tax of Rs.47425972.00.

b. Receivables For Rental Income (431-40-01) : 0.00

The Municipality owned various market and Market rent of Rs.23,23,165.00 was collected during 2023-24 as per ledger (Code- 1301001) but record relating to lease of market was not made available to audit. Only collection from market was entered in the accounts but yearly demand was not booked in the Income & Expenditure Account and thus it could not be ascertained whether there was any outstanding amount receivable from those market.

The Municipality did not furnish any Register for the market and thus it could not be ascertained actual amount of receivable of rent and current year income / demand.

c. Lease Rental Receivables (431-40-06) : Rs.21.25 lakh

Scrutiny of records showed that the Municipality owned various remunerative assets such as Bus stand, Parking space, Sabji Bazar, Bus-stand Latrine, Feri Ghat, Pond etc. which were leased out for earning of revenue as the lease rental.

Test check of records disclosed that above assets were leased out without maintaining auction process. Even no notice was issued by the Municipality for auctioning the assets though some applications were received from the individual and it was allowed. Finally, the assets were leased out on the basis of those applications of the individuals and it was accepted by the Municipality without any competitive bidding process and assessment of the reasonable lease value. No agreement was found on records. As the collection was received from the lease holder without bidding process and valid agreement the identity of the lease holders was not confirmed.

Moreover, no Demand and Collection Register (Rental) was furnished for the purpose of controlling all assets owned by the Municipality. Thus it could not be ascertained as to whether income from all assets were accounted for. The receivable from lease of assets needs detail checing and proper accounting / necessary rectification.

The Municipality replied that the audit observations were noted for future guidance and discrepancy would be corrected in due course of time.

B. INCOME AND EXPENDITURE ACCOUNTS

B.1 INCOME

Reference Number: OBS-1492070

Subject: Excess income considered than expenditure in respect of DA subversion Grant

Revenue Grants, Contributions and subsidies (Sch. I-6) : Rs. 2286.78 lakh

DA Subvention Grant(code:1601002):26.14 lakh

In terms of Para 3.4.1 (c) of the Accounting Principle Grants received or receivable in respect of specific revenue expenditure shall be recognized as income in the accounting period in which the corresponding revenue expenditure is charged to the Income and Expenditure Account.

Above income of Rs.26,13,912.00 was recognized for DA Subvention Grant received by the Municipality from State Government against expenditure on Dearness Allowance (2101002) of Rs.24,84,740.00 Hence an excess income of Rs.1,29,172.00 (Rs. 26,13,912.00 - Rs. 24,84,740.00) was recognized in accounts (2023-24). Such excess income recognition was occurred due to direct increase of income out of grants instead of considering the extent of revenue expenditure out of grants.

Wrong accounting in accounts resulted in understatement of Grants, Contribution for Specific Purposes (Sch. B-4) to the extent of Rs.1.29 lakh with corresponding overstatement of income thereby overstatement of surplus by the same extent.

In reply the municipality did not offer any comment in this regard.

Reference Number: OBS-1492503

Subject: Interest accrued but not due in respect of Investments was not account for Income from Investments (Sch.I-7) - Rs.28.43 lakh

Other Income from Investments (170-80-01) : Rs.27.53 lakh

Above did not include accrued interest on term deposit of Rs. 11,226.00 which was accrued on Term Deposit Created With Special Fund - Bank (421-80-01)- Rs.50.00 lakh as detailed below:

Fixed Deposit Account Number	82000031844808/1	82000031844847/1
Date of Investment (PV no. 2787 & 2788 dated 20.03.2024)	21.03.24	21.03.24
Date of Maturity	03.08.25	03.08.25
Period of Investment (16 months 13 days)	500 days	500 days
Amount of Investment (FROM BUILDING PLAN A/C)	Rs. 25,00,000	Rs. 25,00,000
Amount of Maturity	Rs. 27,80,645	Rs. 27,80,645
Total Interest on Maturity	Rs. 2,80,645	Rs. 2,80,645
Interest Accrued perday	Rs. 561.29	Rs. 561.29
Interest Accrued on 31.03.24 (10 days)	Rs. 5,613	Rs. 5,613
Total Interest Accrued on 31.03.24		Rs. 11,226.00

Non accounting of the above resulted in understatement of asset under Sundry Debtors (Receivables) (B-15) with the corresponding understatement of 'income' thereby understatement of 'Surplus' to the extent of Rs.0.11 lakh.

The Municipality accepted the observation and noted it for future guidance.

B. EXPENDITURE

No comments.

C. RECEIPT & PAYMENTS ACCOUNTS

No comments.

D. GENERAL COMMENTS

Reference Number: OBS-1492559

Subject: Negative balance under recoveries payable ledgers.

1. **Sundry Creditors (Other Liabilities) (Sch.B-9): Rs.435.05 lakh**
Recoveries Payable (code: 350-20):Rs. (-) 162.00 lakh

(i) Above included negative balances of Rs.1,61,709.00 in respect of payables against following heads of accounts

TDS from contractors (350-20-06) : Rs.(-) 121277.00

GST From Contractors – State (350-20-14)) : Rs.(-) 17196.00

GST From Contractors – Central (350-20-15)) : Rs.(-) 17196.00

GST From Suppliers - State (350-20-16) : Rs.(-) 3020.00

GST From Suppliers - Central (350-20-17) : Rs.(-) 3020.00

Negative balance indicates excess amount was debited from the concerned ledger without provision for liability during payment of TDS/GST to the concerned department (for current and previous year 2022-23), GST from contractors (previous year i.e.; 2022-23) and GST from suppliers (for the year 2020-21). Reasons for such irregularity with relevant document was not furnished.

The Municipality should check details of TDS /GST deduction along with accounting of the same and should make necessary rectification.

- (ii) **Collection On Behalf Of Government (350-30-04) : Rs. 202.58 lakh**

Above included Rs.2,02,56,716.00 as Labour Welfare Cess which was collected by the Municipality from building plan sanction on behalf of the State Government and the collection was required to be deposited to the concerned department of Government of West Bengal.

Scrutiny showed that The Municipality did not regularly remit the collection of cess to the Government Department and thus the liability of the Municipality was continuously increasing year on year basis and the outstanding liability arrived at 202.58 lakh.

The Municipality replied that the observation had been noted for future guidance and correction would be made in due course of time.

Reference Number: OBS-1492451 / OBS 1492735

Subject: Non-maintenance of records and other important irregularities

1. **Unsecured Loans (Sch.B-6): Rs. 83.89 lakh**
Loans from State Government (331-20-01) : Rs.83.90 lakh

In terms of Accounting Manual for ULBs (Part-II; Para 3.4.2.a) Interest expenditure on loan shall be recognised on accrual basis and as per Part-II; Para 3.4.2.c, ibid, a provision shall be made for the interest accrued between the date of last payment of interest and the date of financial statements and shall be charged to the current period's Income and Expenditure Statement i.e. interest accrued but not due.

There was outstanding liability for loan from State Government of Rs.83,89,906.00 under Loans from State Government (331-20-01). Last payment of loan installment (9th to 12th installment to SBI Bank - 30668192348) with interest for an amount of Rs.15,39,609.00 (loan Rs.15,00,000.00 and interest Rs.39,609.00) was paid vide PV No. 429 dt. 12.06.2012 and it was reveal from the above ledger thereafter no payment was made during 2013-2024. Thus the liability of the outstanding loan along with interest was still pending. The Municipality neither made any provision for the payment of loan nor recognised interest expenditure on the said loan since long. The Municipality did not submit any basic record, such as terms and conditions of repayment of loan, amount of interest etc., in this regard . Hence, actual amount of outstanding loan, interest payable etc.could not be ascertained. The matter needs detail checking and necessary rectifications, if necessary.

2. Capital Work in Progress (CWIP) (Sch.-B-11) : Rs.770.08 lakh

As per the above schedule / ledgers of CWIP and statement of CWIP furnished by the Municipality, various works was started long time ago but it was not completed till date. No other documents, such as reasons for non-completion of work, steps taken by the Municipality in this regard, was furnished.

3. Irregularities in vouchers

During Accounts Audit test check of voucher showed following irregularities as detailed below:

- a. The Municipality kept all vouchers as per manual voucher number (Manual Cashbook) instead of Computer generated (Purohisab) voucher numbers. As a result vouching could not be linked with the Cash book generated from Purohisab.
- b. Test check of Payment Vouchers,vide PV no. 289, 290, 293, 294, 735 related to 'Repair and Maintenance of Street light post (Code- 230-50-05)' it was reavel that various documents, such as quotation notice, vetted estimate, rate analysis, vrfication of rate offiered by the agencies etc was not found in record.
- c. Test check of Payment Vouchers, vide PV no. 181-183, 339-341, 551-553, 698-700, 933-935, 1273-1275, 1376, 1574-1575, 1867-1869, 2057-2059, 2221-2223, 2278, 2529-2531, 2853-2855 related to Repair and Maintenance of School (Code- 2305111) showed that the Municipality transferred of Rs.10.76 lakh as Financial Assistance to various schools but works bills / utilization certificate from the school was not found on record. As per the accounting principle in absence of works bills / utilization certificate, it should be considered as advance instead of expenditure.
- d. The Municipality had purchased one Ambulance vide Payment Voucher No. 187, dated 02.05.23 for Rs.8,14,865.00 and one car vide Payment Voucher No. 621, dated 19.07.23 for Rs.5,39,037.00. But, various necessary documents, such as, quotation notice etc was not found in record.

4. Asset Register not maintained:-

Asset Register is the primary important document in preparation of Annual Financial statement. But, the Municipality had not been maintaining the said register since long. As a result, actual status of Asset created out of Govt. grant /own fund since inception of the Municipality could not be verified in audit.

The Municipality submitted softcopy of asset matrix for years 2014-23. On the basis of this record the audit could not assure about gross value of actual assets and depreciated values as the ledger head of assets had gross value. The value of assets has no confirmation in absence of physical verification report as on 31-03-24 as well as location and status of the assets.

5. Physical verification of Store/Fixed Asset not conducted:

No physical verification of movable as well as immovable assets was done by the Municipality at a regular interval, as a result the Municipal authority could not ensure whether all the assets accounted for in the Stock Register/Assets Register were physically available or not as on 31.03.2024.

6. Poor Internalization of the Reformed Accounting Procedure:

The reformed accounting in double entry system required close coordination amongst all the departments. But there was no proper coordination with Accounts section in providing appropriate data, reconciling figures generated by the respective departments. Test check of the records revealed that there was lack of co-ordination in between Tax, Engineering and establishment departments with the Accounts department as observed from the above stated comments. This was indicative of poor internalization of the reformed accounting system.

7. Non maintenance of important Registers:

The Municipality did not maintain important register which was an integral part of accounts such as:

- i. Documents Control Registers/ Stock Account of Receipt / Cheque Book (Form No. -15)
- ii. Register of Loans (Form No. -72)
- iii. Summary Statement of Deposit Adjusted (Form No. -108)
- iv. Demand Register (Form No. 109),
- v. Register of Immovable Properties (Form No.118)
- vi. Register of movable Properties (Form No.119)
- vii. Register of Public Lighting System (Form No.123)
- viii. Statement of Cash flow (Form No.125)
- ix. Work Sheet (Form No.142)
- x. Deposit Works Register (Form No.143)
- xi. Register of Loans to Others (Form No.154)
- xii. Reconciliation Statement of Deposits outstanding with the Municipality (Form No.163)

As a result, the relevant figures as depicted in the annual accounts could not be properly verified in audit.

8. Deficiencies/shortcomings in accounting software package 'Purohisab' and other irregularities

- a. The accounting software package 'Purohisab' has no proper locking arrangement in so far as accounting period is concerned i.e. any voucher can be entered at a later date after closing of a particular accounting year on real time basis thereby leaving the system unsecured.

- b) The accounting software package 'Purohisab' is unable to generate complete 'Bank Reconciliation statement' thereby rendering it ineffective as all the record/entries pertaining to Bank Reconciliation statement are being kept manually.
- c) The accounting software package 'Purohisab' did not generate any 'Grant Register', 'Fixed Assets Register', 'Cash Flow statement', etc. as per prescribed format.
- d) There was no scope to save any computer I.P. address against any transaction. Not even that, the name/designation of voucher entering and passing person was not reflected against the voucher posted/passed in any occasions. Hence, both the persons might be the same which frustrated the system of double checking of the vouchers. Moreover, the Municipality failed to furnish any password register or copy of the resolution indicating the persons authorized by the B.O.C. for posting the entries and passing the entries in the system leaving the total system unsecured.

In reply the Municipality stated that it would be corrected in due course.

E. Effect of Audit Comments on Accounts.

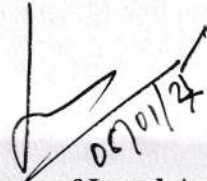
The net impact of the comments given in preceding paras is that the Liabilities as on 31st March, 2024 was understated by Rs. 1.29 lakh, Assets understated by Rs. 0.11 lakh and the Surplus overstated by Rs.1.18 lakh.

v. Subject to our observation in the preceding paragraphs, we report that the Balance Sheet and Income and Expenditure Account and Receipts and Payments Account dealt with by this report are in agreement with the books of accounts.

vi. In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts, and because of the significant matters stated above and other matters mentioned in Annexure I to this Audit Report, **give a true and fair view** in conformity with accounting principles generally accepted in India.

- (a) In so far as it relates to the Balance Sheet of the State of affairs of Arambagh Municipality as at 31 March, 2024 and
- (b) In so far as it relates to the Income and Expenditure for the year ended on that date.

Place: KOLKATA
Date: 08.01.25


08/01/25
Examiner of Local Accounts
West Bengal

Working Sheet on net impact on Accounts of Arambagh Municipality for 2023-24

(Rs.in lakh)

Ref No	Liabilities		Assets		Surplus	
	U/S	O/S	U/S	O/S	U/S	O/S
OBS-1492494	-	-	-	-	-	-
OBS-1492515	-	-	-	-	-	-
OBS-1492070	1.29	-	-	-	-	1.29
OBS-1492503	-	-	0.11	-	0.11	-
Total	1.29	-	0.11	-	0.11	1.29

Liability understated by Rs.(1.29-0.00) lakh = Rs.1.29 lakh

Asset understated by Rs.(0.11-0.00) lakh = Rs.0.11 lakh

Surplus overstated by Rs.(1.29-0.11) = Rs.1.18 lakh (total surplus Rs.117.57 lakh)

U/S – Understatement

O/S - Overstatement

ANNEXURE – 1

Audit comments on the information as asked under Sub rule of Rule 22 of the West Bengal Municipal (Financial & Accounting) Rules, 1999 as amended in January, 2007.

Sl. No	Item of information.	Remarks
1	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.	No deviation was noticed during test check.
2	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 deviation was noticed during test check.
3	Whether all transaction (income, expenditure, assets and liabilities) are correctly classified and stated in sufficient details?	Audit comment given in specific cases.
4	Whether in respect of all bills for charges on accounts of all works and other expenditure proper certificates have been furnished in support of them and that no deviation has been made from the sanctioned plans and the estimate without other sanction of the competent authority?	No deviation was noticed during test check.
5	Whether the amounts received as specific grants have been utilized for the purposes as stated in the grant sanction order?	No deviation was noticed during test check.
6	Whether the special funds, if any, have been created as per the provisions of relevant statutes and whether the special funds have been utilized for the purpose for which created?	Yes.
7	Whether the Municipality is maintaining proper records showing full particulars, including quantitative details and situation of fixed assets? Whether these fixed assets have been physically verified by the management at reasonable intervals? Whether any material discrepancy was noticed on such verification and if so, whether the same have been properly dealt with in the Books of accounts?	No.
8	Whether physical verification has been conducted at reasonable intervals in respect of stores?	No
9	Whether the procedures of physical verification of store followed by the Municipality are reasonable and adequate, if not, the inadequacies in such procedures should be reported.	Dose not arise
10	Whether any material discrepancies have been noticed on physical verification as compared to books of records and if so whether the same have been properly dealt with in the books of accounts?	Dose not arise

11	Whether the valuation of stores is in accordance with the accounting principles laid down by the State Govt. from time to time? 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 materials, should be reported?	Audit comment given in specific cases.																						
12	Whether the parties to whom the loans or advances in the nature of loans have been given by the Municipality, are repaying the principal amounts as stipulated and are also regular in payments of the interest and if not, whether reasonable steps have been taken by the Municipality for recovery of the principal and interest?	Municipality replied that 'No such loan paid'. But, as per Schedule B-18 total closing balance of 'Loans, Advances and Deposits' was Rs. 28.31 lakh																						
13	Whether there exists an adequate internal control procedure for the purchase of store including components, plant and machinery, equipment and other assets?	Internal control needs to be strengthened.																						
14	Whether proper procedure are in place to identify any unserviceable or damaged stores and whether provision for the loss in this respect, if any has been made in the accounts?	No.																						
15	Whether the Municipality is regular in depositing Provident fund dues and Professional Tax deducted with the appropriate authorities and if not, the extent of arrears?	Yes.																						
16	Whether the Municipality is regular in depositing deducted at source (Income Tax and Work contract tax) and other statutory dues, and if not, the nature and cause of such delay and the amount not deposited?	Municipality replied that 'Yes'. But, as per Schedule B9 closing balance as on 31.03.24: Collection On Behalf Of Government – (Code 350-30-04)- Rs.202.56 lakh. Specific observation was issued.																						
17	Whether any personal expenses have been charged to revenue accounts? If so the details thereof.	No deviation was noticed during test check																						
18	Whether the total liabilities of the Municipality can be met out of the Municipal fund when falling due?	No, as calculated below: (Rs. in lakh)																						
		<table border="1"> <thead> <tr> <th>Head</th> <th>Amount</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Earmarked funds</td> <td>338.52</td> <td rowspan="3">2569.44</td> </tr> <tr> <td>Unspent grant-</td> <td>2147.02</td> </tr> <tr> <td>Loan</td> <td>83.90</td> </tr> <tr> <td>Current assets –</td> <td></td> <td></td> </tr> <tr> <td>Current liabilities</td> <td>1535.63</td> <td>1904.87</td> </tr> <tr> <td>Investment</td> <td>369.24</td> <td></td> </tr> <tr> <td>Excess of liability over cash strength</td> <td></td> <td>664.57</td> </tr> </tbody> </table>	Head	Amount	Amount	Earmarked funds	338.52	2569.44	Unspent grant-	2147.02	Loan	83.90	Current assets –			Current liabilities	1535.63	1904.87	Investment	369.24		Excess of liability over cash strength		664.57
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Place: KOLKATA
Date: 08.1.25

Sujit Kumar Parui
Senior Audit Officer
ULB / LAD