



# K B Chaturvedi & Associates

Chartered Accountants

804, Ratan Kund, Chaubia Para Mathura.

Ph.No. : +91-9634166922

E-mail : ca.chaturvedikb@gmail.com

To

The Executive Officer

Nagar Palika Parishad Hapur

District – Hapur

Sub. : Verification of Dual Entry work.

Dear Sir

In reference to above mentioned work, the provided data of Dual Entry Accounting System Work done at your Nagar Palika for the FY 2015-16, though the preparation of the provided data is the responsibility of palika's management but the responsibility to verify this is given to me.

As per given Cash book, bank statements etc. the work of Dual Entry seems fine in my own opinion.

Place: Mathura

Date: 21 /03/2017

  
K.B. Chaturvedi  
(Chartered Accountants)

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**AUDITED FINANCIAL STATEMENT**

**OF**

**NAGAR PALIKA PARISHAD, HAPUR**

**DIST – HAPUR (U.P.)**

**FOR**

**THE YEAR ENDED**

**ON**

**31<sup>st</sup> MARCH, 2016**

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# ASHISH B M AGARWAL & CO.

Chartered Accountants

80, Gupta Colony, Transport Nagar, Meerut.

Ph.No. : +91-9897908097

E-mail : ashu\_ca2003@yahoo.co.in

## AUDITORS REPORT

TO,

THE GOVERNING BODY,  
NAGAR PALIKA PARISHAD HAPUR  
DIST- HAPUR

### Report on the Financial Statements

- 1- We have audited the accompanying financial statements of NAGAR PALIKA PARISHAD HAPUR ("the Local body") which comprise the Balance Sheet as at 31<sup>st</sup> March, 2016, the Statement of Income & Expenditure for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

- 2- The management of the local body' is responsible for preparation of these financial statements that give true and fair view of the financial position and financial performance in accordance with the accounting principles generally accepted in India, including the Accounting Standards applicable to the local bodies. I his responsibility also include maintenance of adequate accounting records and safeguarding! the assets of the local body, preventing and detecting frauds and other irregularities, selection and application of appropriate accounting policies, making judgments and estimates that are responsible and prudent and design, implementation and maintenance of adequate internal financial control, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement. whether due 10 fraud *or* error

### Auditor's Responsibility

- 3- Our responsibility is to express an opinion on these financial statements based on our audit.
- 4- We have taken into account the accounting and auditing standards and matters which in our opinion are required to be included in the audit report.
- 5- We conducted our audit in accordance with the Standards on Auditing. Those Standards require that we oomph with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statement are free from material misstatement.





# ASHISH B M AGARWAL & CO.

**Chartered Accountants**

80, Gupta Colony, Transport Nagar, Meerut.

Ph.No. : +91-9897908097

E-mail : ashlu\_ca2003@yahoo.co.in

- 6- An Audit involves performing procedures to obtain audit evidence about the amounts and the disclosures in the financial statements the procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making (hose risk assessments, the auditor considers internal financial control relevant to the local body's preparation of the financial statements that give true and fair view in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of (he accounting estimates made by management, as evaluating the overall presentation of the financial statements.
- 7- We believe that the audit evidence. we have obtained is Sufficient and appropriate to provide a basis for our audit opinion on the financial statements

## Opinion

- 8- In our opinion and to the best of our information and according to the explanations given to us. The aforesaid financial statements give a true and fair view in conformity with the accounting principles generally accepted in India, of the state of affairs of the-local body as at 31st March. 2016 and its deficit for the year ended on that date.

**For Ashish B.M. Agarwal & Co.**  
**Chartered Accountant**

(CA, Ashish Agarwal)  
Proprietor  
Place: Meerut



NAGAR PALIKA PARISHAD HAPUR  
Balance Sheet as on 31.3.2015

Code No.	Item/ Head of Account	Schedule No	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4	5
	<b>LIABILITIES</b>			
	Reserve & Surplus			
3-10	Municipal (General) Fund	B-1	1,51,61,60,713.71	1,76,26,84,815.23
3-11	Earmarked Funds	B-2	0.00	0.00
3-12	Reserves	B-3	0.00	0.00
	<b>Total Reserves &amp; Surplus</b>		<b>1,51,61,60,713.71</b>	<b>1,76,26,84,815.23</b>
3-20	Grants, Contributions for specific purposes	B-4	0.00	0.00
	Loans			
3-30	Secured Loans	B-5	0.00	0.00
3-31	Unsecured Loans	B-6	0.00	0.00
	<b>Total Loans</b>		<b>0.00</b>	<b>0.00</b>
	Current Liabilities and Provisions			
3-40	Deposits Received	B-7	0.00	0.00
3-41	Deposit works	B-8	0.00	0.00
3-50	Other Liabilities (Sundry Creditors)	B-9	59,21,485.00	52,46,185.00
3-60	Provisions	B-10	0.00	0.00
	<b>Total Current Liabilities and Provisions</b>		<b>59,21,485.00</b>	<b>52,46,185.00</b>
	<b>TOTAL LIABILITIES</b>		<b>1,52,20,82,198.71</b>	<b>1,76,79,31,000.23</b>
	<b>ASSETS</b>			
	<b>Fixed Assets</b>			
4-10	Gross Block	B-11	1,33,13,84,297.26	1,31,23,87,836.26
4-11	Less: Accumulated Depreciation		-9,78,57,928.61	0.00
	Net Block		1,23,35,26,368.65	1,31,23,87,836.26
4-12	Capital Work-in-Progress		0.00	0.00
	<b>Total Fixed Assets</b>		<b>1,23,35,26,368.65</b>	<b>1,31,23,87,836.26</b>
	<b>Investments</b>			
4-20	Investment – General Fund	B-12	0.00	0.00
4-21	Investments – Other Funds	B-13	0.00	0.00
	<b>Total Investments</b>		<b>0.00</b>	<b>0.00</b>
	<b>Current Assets, Loans and Advances</b>			
4-30	Stock in Hand (Inventories)	B-14	0.00	0.00
4-31	Sundry Debtors(Receivables)	B-15	0.00	0.00
4-32	Less: (Accumulated prov.against debts)		0.00	0.00
4-40	Prepaid Expenses	B-16	0.00	0.00
4-50	Cash and Bank Balances	B-17	28,85,55,830.06	45,55,43,163.97
4-60	Loans, advances and deposits	B-18	0.00	0.00
4-61	Less: Accumulated provision against Loans		0.00	0.00
	<b>Total Current Assets, Loans &amp; Advances</b>		<b>28,85,55,830.06</b>	<b>45,55,43,163.97</b>
4-70	Other Assets	B-19	0.00	0.00
4-80	Miscellaneous Exp.(to the extent not written off)	B-20	0.00	0.00
	<b>TOTAL ASSETS</b>		<b>1,52,20,82,198.71</b>	<b>1,76,79,31,000.23</b>
			0.00	

Signed in terms of our audit report of even date attached

For CA. Ashish BM Agarwal & co.  
Chartered Accountant

For Nagar Palika Parishad, Hapur

(CA. Ashish Agarwal  
Proprietor  
Place: Meerut

(Accountant)

(Executive officer)

Schedule B- 1: Municipal (General) Fund [Code No 310]

Code No.	Particulars	Opening balance as per the last account (Rs.)	Additions during the year * (Rs.)	Total (Rs.)	Deductions during the year ** (Rs.)	Balance at the end of the current year (Rs.)
1	2	3	4	5(3+4)	6	7 (5- 6)
310- 10	Municipal Fund	1,762,684,815.23	(246,524,084.67)	1,516,160,730.56	0.00	1,516,160,730.56
310- 90	Excess of Income Over Expenditure			0.00		0.00
	Total Municipal fund (310)	1,762,684,815.23	(246,524,084.67)	1,516,160,730.56	0.00	1,516,160,730.56

1,516,160,713.71



**Schedule B-2: Earmarked Funds**

**Schedule B – 2: Special Funds/ Sinking Fund/ Trust or Agency Fund [Code No 311]**

Amount in Rs.

Particulars	Special Fund 1	Special Fund 2	Special Fund 3	Special Fund 4	Special Fund 5	Pension Fund	General Provident fund
Code No.							
(a) Opening Balance							
(b) Additions to the Special Fund							
(i) Transfer from Municipal Fund							
(ii) Interest/ Dividend earned on Special Fund							
Investments							
(iii) Profit on disposal of Special Fund Investments							
(iv) Appreciation in Value of Special Fund Investments							
(v) Other addition (Specify nature)							
Total (b)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total (a+ b)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(c) Payments out of funds							





Schedule B- 3: Reserves [Code No 312]

Code No.	Particulars	Opening balance (Rs.)	Additions during the year (Rs.)	Total (Rs.)	Deductions during the year (Rs.)	Balance at the end of the current year (Rs.)
1	2	3	4	5 (3+ 4)	6	7 (5- 6)
312- 10	Capital Contribution			0.00		0.00
312- 11	Capital Reserve			0.00		0.00
312- 20	Borrowing Redemption Reserve			0.00		0.00
312- 30	Special Funds (Utilised)			0.00		0.00
312- 40	Statutory Reserve	0.00		0.00		0.00
312- 50	General Reserve	0.00		0.00		0.00
312- 60	Revaluation Reserve			0.00		0.00
	<b>Total Reserve funds</b>	0.00	0.00	0.00	0.00	0.00

Schedule B- 4: Grants & Contribution for Specific Purposes [Code No 320] Amount in Rs.

Particulars	Grants from Central Government	Grants from State Government	Grants from Other Government Agencies	Grants from Financial Institutions	Grants from Welfare Bodies	Grants from International Organisations	Others
Code No.							
(a) Opening Balance	0.00	0.00	0.00				
(b) Additions to the Grants *							
(i) Grant received during the year		0.00	0.00				



**Schedule B-5: Secured Loans [Code No 330]***Amount in Rs.*

Code No.	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
330-10	Loans from Central Government	0.00	0.00
330-20	Loans from State government	0.00	0.00
330-30	Loans from Govt. bodies & Associations	0.00	0.00
330-40	Loans from international agencies	0.00	0.00
330-50	Loans from banks & other financial institutions	0.00	0.00
330-60	Other Term Loans	0.00	0.00
330-70	Bonds & debentures	0.00	0.00
330-80	Other Loans	0.00	0.00
	<b>Total Secured Loans</b>	<b>0.00</b>	<b>0.00</b>

**Schedule B-6: Unsecured Loans [Code No 331]**

Code No.	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
331-10	Loans from Central Government	0.00	0.00
331-20	Loans from State government	0.00	0.00
331-30	Loans from Govt. bodies & Associations	0.00	0.00
331-40	Loans from international agencies	0.00	0.00
331-50	Loans from banks & other financial institutions	0.00	0.00
331-60	Other Term Loans	0.00	0.00
331-70	Bonds & debentures	0.00	0.00
331-80	Other Loans	0.00	0.00
	<b>Total Un-Secured Loans</b>	<b>0.00</b>	<b>0.00</b>



**Schedule B-7: Deposits Received [Code No 340]**

*Amount in Rs.*

Code No.	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
340-10	From Contractors	0.00	0.00
340-20	From Revenues	0.00	0.00
340-30	From staff	0.00	0.00
340-80	From Others	0.00	0.00
<b>Total deposits received</b>		<b>0.00</b>	<b>0.00</b>

**Schedule B- 8: Deposits Works [Code No 341]**

*Amount in Rs.*

Code No.	Particulars	Opening balance as the beginning of the year Amount (Rs)	Additions during the current year Amount (Rs)	Utilisation / expenditure Amount (Rs)	Balance outstanding at the end of the current year Amount (Rs)
1	2	3	4	5	6
341- 10	Civil Works	0.00	0.00	0.00	0.00
341- 20	Electrical works	0.00	0.00	0.00	0.00
341- 80	Others	0.00	0.00	0.00	0.00
<b>Total of deposit works</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Schedule B- 9: Other Liabilities (Sundry Creditors) [Code No 350]**

Amount in Rs.

Code No.	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
350- 10	Creditors	5,921,485.00	5,246,185.00
350- 11	Employee Liabilities	0.00	0.00
350- 12	Interest Accrued and Due	0.00	0.00
350- 20	Recoveries Payable	0.00	0.00
350- 30	Government Dues Payable	0.00	0.00
350- 40	Refunds Payable	0.00	0.00
350- 41	Advance Collection of Revenues	0.00	0.00
350- 80	Others	0.00	0.00
	<b>Total Other liabilities (Sundry Creditors).</b>	<b>5,921,485.00</b>	<b>5,246,185.00</b>

**Schedule B- 10: Provisions [Code No. 360]**

Code No.	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
360- 10	Provision for Expenses		
360- 20	Provision for Interest		
360- 30	Provision for Other Assets		
	<b>Total Provisions</b>	<b>0.00</b>	<b>0.00</b>

**Schedule B- 9: Other Liabilities (Sundry Creditors) [Code No 350]**

opening security	5246185.00
security receipt	1587300.00
security payment	912000.00
closing	5921485.00
opening INSURANCE	0.00
insurance receipt	0.00
insurance payment	0.00
closing	0.00

**Schedule B- 11: Fixed Assets [Code No. 410 & 411]**

Amount in Rs.

Code No	Particulars	Gross Block				Accumulated Depreciation				Net Block	
		Opening Balance	Additions during the period	Deductions during the period	Cost at the end of the year	Opening Balance	Additions during the period	Deductions during the period	Total at the end of the year	At the end Of current year	At the end of the previous year
1	2	3	4	5	6	7	8	9	10	11	12
410- 10	Land	497,194,755.00			497,194,755.00			0.00	0.00	497,194,755.00	497,194,755.00
410- 20	Buildings	516,420,643.18			516,420,643.18			51642064.32	(51,642,064.32)	464,778,578.86	516,420,643.18
	<b>Infrastructure Assets</b>	0.00							0.00	0.00	
410- 30	Roads and Bridges	1.00			1.00				0.00	1.00	1.00
410- 31	Sewerage and drainage	1.00			1.00				0.00	1.00	1.00
410- 32	Water ways :	0.00			0.00			0.00	0.00	0.00	0.00
	Lakes And Ponds	64,530,738.11			64,530,738.11			9679610.72	(9,679,610.72)	54,851,127.39	64,530,738.11
	Water Works Distribution	119,570,137.50			119,570,137.50			17935520.63	(17,935,520.63)	101,634,616.88	119,570,137.50
410- 33	Public Lighting	26,380,000.84			26,380,000.84			3957000.13	(3,957,000.13)	22,423,000.72	26,380,000.84
	<b>Other assets</b>	0.00			0.00				0.00	0.00	0.00
410- 40	Plants & Machinery	43,972,686.63			43,972,686.63		430,520.00	6628191.99	(6,628,191.99)	37,775,014.63	43,972,686.63
410- 50	Vehicles	17,995,529.39			17,995,529.39		8,178,525.00	3312718.78	(3,312,718.78)	22,861,335.61	17,995,529.39
410- 60	Office & other equipment	0.00			0.00				0.00	0.00	0.00
410- 70	Furniture, fixtures, fittings and electrical appliances	494,713.98			494,713.98			49471.40	(49,471.40)	445,242.58	494,713.98
	Other fixed assets	25,828,629.64			25,828,629.64		#####	4653350.65	(4,653,350.65)	31,562,694.99	25,828,629.64
410- 80					0.00						
	<b>Total</b>	1,312,387,836.26	0.00	0.00	1,312,387,836.26	0.00	#####	97,857,928.61	(97,857,928.61)	1,233,526,368.65	1,312,387,836.26



**Schedule B-12: Investments - General Fund [Code 420]**

*Amount Rs.*

Code No.	Particulars	With whom invested	Face value (Rs.)	Current year Carrying Cost (Rs.)	Previous year Carrying Cost (Rs)
1	2	3	4	5	6
420-10	Central Government				
	Securities				
420-20	State Government				
	Securities				
420-30	Debentures and Bonds				
420-40	Preference Shares				
420-50	Equity Shares				
420-60	Units of Mutual Funds				
420-80	Other Investments				
	<u>Total of Investments</u>			<u>0.00</u>	<u>0.00</u>
	<u>General Fund</u>				

**Schedule B-13: Investments - Other Funds [Code 421]***Amount Rs.*

Code No.	Particulars	With whom invested	Face value (Rs.)	Current year Carrying Cost (Rs.)	Previous year Carrying Cost (Rs)
1	2	3	4	5	6
421-10	Central Government Securities				
421-20	State Government Securities				
421-30	Debentures and Bonds				
421-40	Preference Shares				
421-50	Equity Shares				
421-60	Units of Mutual Funds				
421-80	Other Investments				
<b>Total of Investments Other Funds</b>				<b>0.00</b>	<b>0.00</b>

**Schedule B-14: Stock in Hand (Inventories) [Code 430]***Amount in Rs.*

Code No.	Particulars	Current Year Amount (Rs.)	Previous year Amount (Rs.)
1	2	3	4
430-10	Stores	0.00	0.00
430-20	Loose Tools		
430-30	Others	0.00	0.00
<b>Total Stock in hand.</b>		<b>0.00</b>	<b>0.00</b>

Schedule B- 15: Sundry Debtors (Receivables) [Code No 431]

Code No.	Particulars	Gross Amount (Rs.)	Provision for Outstanding revenues (Rs.)	Net Amount (Rs.)	Previous year Net amount (Rs.)
1	2	3	4	5 = 3 - 4	6
			(Code No 432)		
431- 10	Receivables for Property Taxes	0.00	0.00	0.00	0.00
	Less than 5 years *				
	More than 5 years*				
	Sub – total				
431- 91	Less: State Government Cesses/ Levies in Taxes – Control Accounts			0.00	0.00
	<b>Net Receivables of Property Taxes</b>	0.00	0.00	0.00	0.00
431- 19	Receivable of Other Taxes	0.00	0.00	0.00	0.00
	Less than 3 years*				
	More than 3 years*				
431- 99	Sub- total				
	Less: State Government Cesses/ Levies in Taxes – Control Accounts	0.00	0.00	0.00	0.00
	<b>Net Receivables of Other Taxes</b>	0.00	0.00	0.00	0.00
431- 20	Receivables of Cess Income	0.00	0.00	0.00	0.00
	Less than 3 years*				
	More than 3 years*				
	Sub- total				
431- 30	Receivables for Fees and User Charges	0.00	0.00	0.00	0.00
	Less than 3 years*				
	More than 3 years*				
	Sub – total				
431- 40	Receivables from Other Sources	0.00	0.00	0.00	0.00
	Less than 3 years*				
	More than 3 years*				
	Sub – total				
431- 50	Receivables from Government	0.00	0.00	0.00	0.00
	<b>Total of Sundry Debtors (Receivables)</b>	0.00	0.00	0.00	0.00



Schedule B-16: Prepaid Expenses [Code No 440]

Code No	Particulars	Current year Amount (Rs.)	Previous year Amount (Rs)
1	2	3	4
440-10	Establishment		
440-30	Administrative		
440-20	Operations & Maintenance		
<b>Total Prepaid expenses</b>		0.00	0.00

Schedule B-17 :Cash and Bank Balances [Code No 450]

Code No	Particulars	. Current year Amount (Rs.)	Previous year Amount (Rs)
1	2	3	4
450-10	Cash	379,060.00	529,353.00
	<b>Balance with Bank – Municipal Funds</b>	0.00	0.00
450-21	Nationalised Banks	288,176,770.06	455,013,810.97
450-22	Other Scheduled Banks	0.00	0.00
450-23	Scheduled Co-operative Banks	0.00	0.00
450-24	Post Office		
	<b>Sub-total</b>	288,176,770.06	455,013,810.97
450-41	<b>Balance with Bank – _____ Special Funds</b>		
450-42	Nationalised Banks		
450-43	Other Scheduled Banks		
450-44	Scheduled Co-operative Banks		
	Post Office		
	<b>Sub-total</b>	0.00	0.00
	<b>Balance with Bank – _____ Grant Funds</b>		
450-61	Nationalised Banks	0.00	
450-62	Other Scheduled Banks		
450-63	Scheduled Co-operative Banks		
450-64	Post Office		
	<b>Sub-total</b>	0.00	0.00
<b>Total Cash and Bank balances</b>		<b>288,555,830.06</b>	<b>455,543,163.97</b>

Schedule B-18: Loans, advances and deposits [Code 460]

Code No	Particulars	Opening Balance at The beginning of the year (Rs.)	Paid during the current Year (Rs.)	Recovered during the year (Rs.)	Balance outstanding at the end of the year (Rs.)
1	2	3	4	5	6
460-10	Loans and advances to employees	0.00			0.00
460-20	Employee Provident Fund Loans	0.00			0.00
460-30	Loans to Others				0.00
460-40	Advance to Suppliers and Contractors				0.00
460-50	Advance to Others				0.00
460-60	Deposit with External Agencies				0.00
460-80	Other Current Assets				0.00
	<b>Sub -Total</b>	0.00	0.00	0.00	0.00
461	- Less: Accumulated Provisions against Loans, Advances and Deposits (Schedule B - 18 (a))	0.00	0.00	0.00	0.00
<b>Total Loans, advances, and deposits</b>		0.00	0.00	0.00	0.00



Schedule B-18 (a): Accumulated Provisions against Loans, Advances, and Deposits  
(Code No 461)

Code No.	Particulars	Current Year Amount (Rs.)	Previous year Amount (Rs.)
1	2	3	4
461-10	Loans to		
461-20	Advances		
461-30	Deposits		
<b>Total Accumulated Provision</b>		0.00	0.00

Schedule B-19: Other Assets [Code No 470]

Code No.	Particulars	Current Year Amount (Rs.)	Previous year Amount (Rs.)
1	2	3	4
470-10	Deposit Works		
470-20	Other asset control accounts		
<b>Total Other Assets</b>		0.00	0.00

Schedule B-20: Miscellaneous Expenditure (to the extent not written off) [Code No 480]

Code No.	Particulars	Current Year Amount (Rs.)	Previous year Amount (Rs.)
1	2	3	4
480-10	Loan Issue Expenses Deferred		
480-20	Discount on Issue of Loans		
480-30	Deferred Revenue Expenses		
480-90	Others		
<b>Total Miscellaneous expenditure.</b>		0.00	0.00



**NAGAR PALIKA PARISHAD HAPUR**

**Schedule I-1: Tax Revenue [Code No 110]**

Minor Code No	Particulars	Current year (Rs.)	PreviousYear (Rs.)
1	2	3	4
110-01	Property tax	6,912,044.00	7,589,994.00
110-02	Water tax	8,847,449.00	11,215,842.50
110-03	Sewerage Tax	304,476.00	491,321.00
110-04	Conservancy Tax	0.00	0.00
110-05	Lighting Tax	0.00	0.00
110-06	Education tax	0.00	0.00
110-07	Vehicle Tax	2,173,704.00	1,053,848.00
110-08	Tax on Animals	0.00	0.00
110-09	Electricity Tax	0.00	0.00
110-10	Professional Tax	0.00	0.00
110-11	Advertisement tax	982,236.00	951,777.00
110-12	Pilgrimage Tax	0.00	0.00
110-51	Octroi & Toll	0.00	0.00
110-52	Cess	0.00	0.00
110-80	Other taxes	115,452.00	29,640.00
	Cinema hall tax	0.00	0.00
	<b>Sub-total</b>	<b>19,335,361.00</b>	<b>21,332,422.50</b>
	Less: -		
110-90	Tax Remissions & Refund [Schedule 1-1 (a)]	0.00	0.00
	<b>Total tax revenue</b>	<b>19,335,361.00</b>	<b>21,332,422.50</b>

Code No	Particulars	Current year (Rs.)	Previous year (Rs.)
1	2	3	4
	Property taxes		
	Octroi and toll		
	Cess Income		
	Advertisement tax		
	Others		
	<b>Total refund and remission of tax revenues</b>	<b>0.00</b>	<b>0.00</b>

Schedule I-2 : Assigned Revenues & Compensation [Code No 120]

Code No	Particulars	Current year (Rs.)	Previous year (Rs.)
1	2	3	4
120-10	Taxes and Duties collected by others		
120-20	Compensation in lieu of Taxes / duties		
120-30	Compensations in lieu of Concessions		
<b>Total assigned revenues &amp; compensation</b>		<b>0.00</b>	<b>0.00</b>

**Schedule I-3: Rental income from Municipal Properties [Code No 130]**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
130-10	Rent from Civic Amenities	0.00	0.00
130-20	Rent from Office Buildings	1,015,064.00	1,158,828.00
130-30	Rent from Guest Houses	0.00	0.00
130-40	Rent from lease of lands		
130-80	Other rents	3,527.00	5,423.00
	<b>Sub-Total</b>	<u>1,018,591.00</u>	<u>1,164,251.00</u>
	Less:	0.00	0.00
130-90	Rent Remission and Refunds		
	Sub-total	<u>0.00</u>	<u>0.00</u>
	<b>Total Rental Income from Municipal Properties</b>	<u><b>1,018,591.00</b></u>	<u><b>1,164,251.00</b></u>



**Schedule I-4 : Fees & User Charges [Code No 140]**

**Schedule I-4 (a): Fees & User Charges – Function wise**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
	Municipal Body		
	Administration		
	Finance, Accounts, Audit		
	Election		
	Record Room		
	Estate		
	Stores & Purchase		
	Workshop		
	Census		
	<b>Total income from fees &amp; user charges – Function wise</b>	0.00	0.00

**Schedule I-4 (b): Fees & User Charges – Income head-wise [Code 140]**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
140-10	Empanelment & Registration Charges		
140-11	Licensing Fees	369,061.00	402,864.50
140-12	Fees for Grant of Permit		
140-13	Fees for Certificate or Extract	58,904.00	33,202.00
140-14	Development Charges		
140-15	Regularization Fees		
140-20	Penalties and Fines	734,153.00	504,661.00
140-40	Other Fees	425,956.00	51,389.00
	Road cutting charges	183,363.00	189,465.00
140-50	User Charges	0.00	0.00
140-60	Entry Fees		
140-70	Service / Administrative Charges		
140-80	Other Charges	948,352.00	939,299.25
	<b>Sub-Total.</b>	2,719,789.00	2,120,880.75
	Less:		
140-90	Rent Remission and Refunds		
	Sub-total	0.00	0.00
	<b>Total income from Fees &amp; User Charges – Income head-wise</b>	2,719,789.00	2,120,880.75
140 -50	<b>User Charges</b>		
	Revenue from Hospitals	0.00	
		0.00	0.00

**Schedule I-5 : Sale & Hire Charges [Code No 150]**

**Schedule I-5 (a): Sale & Hire Charges – Function wise**

Code No	Particulars	Current Year (Rs.)	Previous Year (Rs.)
1	2	3	4
	Municipal Body		
	Administration		
	Finance, Accounts, Audit		
	Election		
	Record Room		
	Estate		
	Stores & Purchase		
	Workshop		
	Census		
	.....		
	<b>Total Income from Sale &amp; Hire charges – Function wise</b>	0.00	0.00

**Schedule I-5 (b): Sale & Hire Charges – Income head-wise [Code No 150]**

Detailed Head Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
150-10	Sale of Products	477,870.00	566,722.00
150-11	Sale of Forms & Publications		
150-12	Sale of stores & scrap		
150-30	Sale of Others	21,500.00	22,499.00
150-40	Hire Charges for Vehicles		
150-41	Hire Charges for Equipment		
	<b>Total Income from Sale &amp; Hire charges – income head-wise</b>	499,370.00	589,221.00

**Schedule I-5 : Sale & Hire Charges [Code No 150]**

**Schedule I-5 (a): Sale & Hire Charges – Function wise**

Code No	Particulars	Current Year (Rs.)	Previous Year (Rs.)
1	2	3	4
	Municipal Body		
	Administration		
	Finance, Accounts, Audit		
	Election		
	Record Room		
	Estate		
	Stores & Purchase		
	Workshop		
	Census		
	.....		
	<b>Total Income from Sale &amp; Hire charges – Function wise</b>	0.00	0.00

**Schedule I-5 (b): Sale & Hire Charges – Income head-wise [Code No 150]**

Detailed Head Code	Particulars	Current Year (Rs.)	Previous Year (Rs.)
150-10	Sale of Products	477,870.00	566,722.00
150-11	Sale of Forms & Publications		
150-12	Sale of stores & scrap		
150-30	Sale of Others	21,500.00	22,499.00
150-40	Hire Charges for Vehicles		
150-41	Hire Charges for Equipment		
	<b>Total Income from Sale &amp; Hire charges – income head-wise</b>	499,370.00	589,221.00



**Schedule I-6: Revenue Grants, Contributions & Subsidies [Code No160]**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
160-10	Revenue Grant	463,466,258.00	515,122,141.00
160-20	Re-imburement of expenses		
60-30	Contribution towards schemes	0.00	
<b>Total Revenue Grants, Contributions &amp; Subsidies</b>		<b>463,466,258.00</b>	<b>515,122,141.00</b>

**Schedule I-7: Income from Investments – General Fund [Code No 170]**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
170-10	Interest on Investments	0.00	
170-20	Dividend		
170-30	Income from projects taken up on commercial basis		
	Profit in Sale of Investments		
170-40	Others	0.00	
170-80			
<b>Total Income from Investments</b>		<b>0.00</b>	<b>0.00</b>

**Schedule I-8: Interest Earned [Code No 171]**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
171-10	Interest from Bank Accounts	19,290,809.18	10,575,541.73
171-20	Interest on Loans and advances to Employees	0.00	
	Interest on loans to others	0.00	
171-30	Other Interest	0.00	
171-80			
<b>Total. – Interest Earned</b>		<b>19,290,809.18</b>	<b>10,575,541.73</b>

**Schedule I-9: Other Income [Code No180]**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
180-10	Deposits Forfeited		
180-11	Lapsed Deposits		
180-20	Insurance Claim Recovery	556,479.00	554,725.00
180-30	Profit on Disposal of Fixed asses		
180-40	Recovery from Employees		
180-50	Unclaimed Refund/ Liabilities		
180-60	Excess Provisions written back		
180-80	Miscellaneous Income	2,398,138.00	3,159,243.00
<b>Total Other Income</b>		<b>2,954,617.00</b>	<b>3,713,968.00</b>

**Schedule I-10: Establishment Expenses [code no 210]**

**Schedule I-10 (a): Establishment Expenses – Function wise**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
	Municipal Body		
	Administration	231,752,969.00	175,629,760.00
	Finance, Accounts, Audit	1,176,000.00	0.00
	Election		
	Sewer department salary	0.00	0.00
	Hospital Department salary		
	Pension	28,079,214.00	24,600,000.00
	Record Room		
	Estate		
	Stores & Purchase		
	Workshop		
	Census		
	P.F	10,352,090.00	8,904,575.00
	<b>Total establishment expenses – Function wise</b>	<b>271,360,273.00</b>	<b>209,134,335.00</b>

Note:

The total function wise expenses as per Schedule I-10 (a) should tally with the total Establishment expenses as per Schedule I-10 (b).

**Schedule I-11 (b): Administrative Expenses – Expenditure head-wise**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
220-10	Rent, Rates and Taxes		
220-11	Office maintenance		
220-12	Communication Expenses	0.00	0.00
220-20	Books & Periodicals	0.00	0.00
220-21	Printing and Stationery	0.00	0.00
220-30	Travelling & Conveyance	38,544.00	131,893.00
220-40	Cleaning expenses	26,221,223.00	18,350,261.00
	Lighting expenses	34,953,829.00	791,303.00
220-50	Audit Fees		
220-51	Legal Expenses	40,644.00	204,739.00
220-52	Professional and other Fees	0.00	0.00
220-60	Advertisement and Publicity	1,189,597.00	1,091,756.00
220-61	Membership & subscriptions		
	Security	0.00	0.00
220-80	Other Administrative Expenses	0.00	0.00
	<b>Total establishment expenses – expense head wise</b>	<b>62,443,837.00</b>	<b>20,569,952.00</b>

**Total administrative expenses – expense head wise**

Note:

The total function wise expenses as per Schedule I-11 (b) should tally with the total administrative expenses as per Schedule I-11 (a).

Schedule I-12: Operations and Maintenance [Code No 230]

Schedule I-12 (a): Operations & Maintenance Expenses – Function wise

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
	Municipal Body		
	Administration		
	Finance, Accounts, Audit		
	PLA- SFC Expenses		
	PLA- TFC Expenses		
	Revolving Expenses		
	Election		
	Record Room		
	Estate		
	Stores & Purchase		
	Workshop		
	Census		
	.....		
	<b>Total Operations &amp; Maintenance expenses – Function wise</b>	0.00	0.00

Note:

The total function wise expenses as per Schedule I-12 (a) should tally with the total Operations & maintenance expenses as per Schedule I-12 (b).

Schedule I-12 (b): Operations & Maintenance – Expenditure head-wise

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
230-10	Power & Fuel		
230-20	Bulk Purchases	0.00	0.00
230-30	Consumption of Stores		
	Water Work	1,725,825.00	
230-40	Hire Charges	2,891,204.00	21,267,391.00
230-51	Repairs & maintenance –Infrastructure Assets	0.00	0.00
230-52	Repairs & maintenance – Civic Amenities		
230-53	Repairs & maintenance – Buildings	3,852,699.00	2,246,549.00
		<b>8,469,728.00</b>	<b>23,513,940.00</b>

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
230-54	Repairs & maintenance – Vehicles		
230-59	Repairs & maintenance – Others	0.00	0.00
230-80	Other expenses	6,824,201.00	5,287,848.00
	<b>Total operations &amp; maintenance - expense head wise</b>	<b>15,293,929.00</b>	<b>28,801,788.00</b>

Note:

The total function wise expenses as per Schedule I-12 (b) should tally with the total Operations & maintenance expenses as per Schedule I-12 (a).



Schedule I-13: Interest & Finance Charges [Code No 240]

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
240-10	Interest on Loans from Central Government		
	Interest on Loans from State Government		
240-20	Interest on Loans from Government Bodies & associations		
	Interest on Loans from International Agencies		
240-30	Interest on Loans from Banks & Other Financial Institutions		
240-40	Other Interest		
	Bank Charges	1,934.24	850.55
240-50	Other Finance Expenses		
240-60	Water supply & Sewerage		
240-70			
240-80			
	<b>Total Interest &amp; Finance Charges</b>	<b>1,934.24</b>	<b>850.55</b>

**Schedule I-14: Programme Expenses [Code No 250]**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
250-10	Election Expenses		
250-20	Own Programmes	0.00	
250-30	Share in Programmes of others		
<b>Total Programme Expenses \</b>		<b>0.00</b>	<b>0.00</b>

**Schedule I-15: Revenue Grants, Contributions & Subsidies [Code No 260]**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
260-10	Grants [give details]	0.00	
260-20	Contributions [give details]	308,850,978.00	135,807,775.00
260-30	Subsidies [give details]		
<b>Total Revenue Grants, Contributions &amp; Subsidies</b>		<b>308,850,978.00</b>	<b>135,807,775.00</b>

**Schedule I-16: Provisions & Write off [Code No 270]**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
270-10	Provisions for Doubtful receivables		
270-20	Provision for other Assets		
270-30	Revenues written off		
270-40	Assets written off		
270-50	Miscellaneous Expense written off		
<b>Total Provisions &amp; Write off</b>		<b>0.00</b>	<b>0.00</b>

**Schedule I-17: Miscellaneous Expenses [Code No 271]**

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
271-10	Loss on disposal of Assets		
271-20	Loss on disposal of Investments		
271-80	Other Miscellaneous Expenses		
<b>Total Miscellaneous expenses</b>		<b>0.00</b>	<b>0.00</b>

Schedule I-18: Prior Period Items (Net) [Code No 280]

Code No	Particulars	Current year (Rs.)	Previous Year (Rs.)
1	2	3	4
	<b>Income</b>		
280-10	Taxes		
280-20	Other – Revenues		
280-30	Recovery of revenues written off		
280-40	Other income		
	<b>Sub – Total Income (a)</b>	0.00	0.00
	<b>Expenses</b>		
280-50	Refund of Taxes		
280-60	Refund of Other – Revenues	0.00	
280-80	Other Expenses		
	<b>Sub – Total Income (b)</b>	0.00	0.00
	<b>Total Prior Period (Net) (a-b) -.</b>	0.00	0.00

The various schedules to the Balance Sheet have been provided below:

Current Assets/Liabilities	Current year	Previous year	Movements
	(Col 1)	(Col 2)	(Col 1 – Col 2)
Inventories			
Receivables of Revenues			
Prepaid expenses			
Employee related payables			
Provision for expenses			
	0.00	0.00	0.00

**Table 7.5**

**Statement of Cash Flow**

Particulars	Previous Year (Rs.)	Current Year (Rs.)
<b>a. Cash flows from operating activities</b>		
Gross surplus/ (deficit) over expenditure		
Adjustments for		
<b>Add:</b>		
Depreciation		
Interest & finance expenses		
<b>Less:</b>		
Profit on disposal of assets		
Dividend Income		
Investment income		
Adjusted income over expenditure before effecting		
changes in current assets and current liabilities and		
extra ordinary items		
<b>Changes in current assets and current liabilities</b>		
(Increase) / decrease in Sundry debtors		
(Increase) / decrease in Stock in hand		
(Increase) / decrease in prepaid expenses		
(Increase) / decrease in other current assets		
(Decrease)/ increase in Deposits received		
(Decrease)/ increase in Deposits works		
(Decrease)/ increase in other current liabilities		
(Decrease)/ increase in provisions		
Extra ordinary items (Specify)		
Net cash generated from/ (used in) operating activities (a).		



Note: items in () brackets denote as that they are to be deducted.

Particulars	Previous Year (Rs.)	Current Year (Rs.)
<b>b. Cash flows from investing activities</b>		
(Purchase) of fixed assets & CWIP		
(Increase) / Decrease in Special funds/grants		
(Increase) / Decrease in Earmarked funds		
(Purchase) of Investments		
<b>Add:</b>		
Proceeds from disposal of assets		
Proceeds from disposal of investments		
Investment income received		
Interest income received		
Net cash generated from/ (used in) investing activities		
(b)		
<b>c. Cash flows from financing activities</b>		
<b>Add:</b>		
Loans from banks/others received		
<b>Less:</b>		
Loans repaid during the period		
Loans & advances to employees		
Loans to others		
Finance expenses		
Net cash generated from (used in) financing activities		
(c)		
<b>Net increase/ (decrease) in cash and cash equivalents (a + b + c)</b>		
Cash and cash equivalents at beginning of period		
<b>Cash and cash equivalents at end of period</b>		
<b>Cash and Cash equivalents at the end of the year comprises of the following account balances at the</b>		
<b>end of the year:</b>		
i. Cash Balances		
ii. Bank Balances		
iii. Scheduled co-operative banks		
iv. Balances with Post offices		
v. Balances with other banks		
<b>Total</b>		

Note: items in ( ) brackets denote as that they are to be deducted.

Table 7.8

Financial Ratios as on _____			
Sr. No.	Particulars	Current Year	Previous Year
<b>Income Ratios</b>			
1	Tax Revenue to Total Income Ratio... (%)		
2	Property & Other Taxes to Total Income Ratio... (%)		
3	Assigned Revenues & Compensations to Total Income Ratio... (%)		
4	Rental Income from Municipal Properties to Total Income Ratio... (%)		
5	Fees & User Charges to Total Income Ratio... (%)		
6	Revenue Grants, Contributions & Subsidies to Total Income Ratio... (%)		
<b>Expense Ratios</b>			
7	Establishment Expenses to Total Income Ratio... (%)		
8	Administrative Expenses to Total Income Ratio... (%)		
9	Operations & Maintenance to Total Income Ratio... (%)		
10	Interest Expense to Total Income Ratio... (%)		
<b>Net Income Ratios</b>			
11	Cash Surplus / Deficit to Total Income Ratio... (%)		
<b>Efficiency Ratios</b>			
12	Gross Property Tax Receivables Ratio... (No. of Days)		
13	Property Tax Receivable to Property Tax Income Ratio... (%)		
14	Operations & Maintenance to Gross Fixed Assets Ratio... (%)		
15	Interest Expense to Loans Ratio... (%)		
<b>Leverage Ratios</b>			
16	Loans to Reserves Ratio or Debt-Equity Ratio... (times)		
17	Interest Coverage Ratio... (times)		
18	Debt Service Coverage Ratio... (times)		
<b>Investment Ratios</b>			
19	Earmarked Fund Investments to Earmarked Funds Ratio... (%)		
20	Interest on Investments Ratio... (%)		
<b>Liquidity Ratio</b>			
21	Current Assets to Current Liabilities Ratio... (times)		
<b>Asset Ratios</b>			
22	Fixed Assets to Total Assets Ratio... (%)		
<b>Performance Ratios</b>			
23	Income per Employee... (Rs.)		
24	Expenditure per Employee... (Rs.)		
25	Income per Citizen... (Rs.)		
26	Expenditure per Citizen... (Rs.)		

7.70 The Financial Ratios shall be calculated by the Accounts Department as shown in

Table 7.9 below.

Table 7. 9

Financial Ratio Analysis

Sr. No.	Financial Ratio Income Ratios	Method of	Schedules to be	Description of the Ratio
1	Tax Revenue to Total  Income Ratio... (%)	<u>Tax Revenue</u> X 100  Total Income	I- 1	These Ratios depict the share of each income in the Total Income of the ULB. Higher share of an individual income in the total income shows a high dependability on that source and therefore a high risk.  The ULB should try and develop other sources of income to reduce this risk.
1A	Property & Other Taxes to Total Income Ratio... (%)	<u>Property &amp; Other Taxes</u> X 100	I- 1( a)	
2	Assigned Revenues & Compensations to Total Income Ratio... (%)	<u>Assigned Revenues &amp; Compensations</u> X 100  Total Income	I- 2	
3	Rental Income from Municipal Properties to Total Income Ratio... (%)	<u>Rental Income from Municipal Properties</u> X100 Total Income	I- 3	
4	Fees & User Charges to Total Income Ratio... (%)	<u>Fees &amp; User Charges</u> X 100 Total Income	I- 4	
5	Revenue Grants, Contributions & Subsidies to Total Income Ratio... (%)	<u>Revenue Grants, Contributions &amp; Subsidies</u> X 100 Total Income	I- 6	
6	Establishment Expenses to Total Income Ratio... (%)	<u>Establishment</u> Total Income	I- 10	These Ratios depict the share of each expense in the total income of the ULB. The ULB should try and keep these ratios as low as possible so that a higher surplus can be earned. However, this should not be at the sacrifice of service to the citizens.
7	Administrative Expenses to Total Income Ratio... (%)	<u>Administrative Expenses</u> X 100 Total Income	I- 11	
8	Operations & Maintenance to Total Income Ratio... (%)	<u>Operations &amp; Maintenance</u> X 100 Total Income	I- 12	
9	Interest Expense to Total Income Ratio... (%)	<u>Interest Expense</u> X 100 Total Income	I- 13	
	Net Income Ratios.	Total Income		



Sr. No.	Financial Ratio	Method of Computation	Schedules to be referred	Description of the Ratio
10	Cash Surplus / Deficit to Total Income Ratio... (%)	$\frac{\text{Cash Surplus or Deficit}}{\text{Total Income}} \times 100$ Where Cash Surplus or Deficit is obtained from Receipts & Payments Account as difference between Operating Receipts and Operating Expenses.	Receipts & Payments Account	This ratio indicates the cash surplus or deficit generated as a percentage to the total income of the ULB.
<b>Efficiency Ratios</b>				
11	Gross Property Tax Receivables Ratio... (No. of Days)	$\frac{\text{Demand for property tax raised during the year}}{\text{Average Gross Property Tax Receivable} \times 365}$ Where Average Gross Property Tax (P. T.) Receivable = $\frac{\text{Opening P. T. Receivable} + \text{Closing P. T. Receivable}}{2}$	B- 13, I- 1( a)	These ratios indicate the average number of days for which the receivables are outstanding on an average. The ULB should try and keep these days very low.
13	Property Tax Receivable to Property Tax Income Ratio... (%)	$\frac{\text{Property Tax Receivable at the end of the year}}{\text{Demand for property tax raised during the year}}$ Where Property Tax Receivable is only in respect of the financial year under consideration and represents gross amount receivable at the end of the year (i. e. without deducting provision for unrealised property tax)	B- 13, I- 1( a)	This ratio indicates property tax outstanding

Sr. No.	Financial Ratio	Method of <u>Average Stock</u> X 365	Schedules to be	Description of the Ratio
15	Inventory Ratio... (No. of  Days Consumption)	Store consumed during the year		<p>This ratio shall be calculated in respect of major stores of the ULB, for example, engineering stores, water supply stores, electricity stores, etc. This ratio indicates the average number of days of stock lying with</p> <p>indicate that the ULB buys a lot of stock in advance, which if avoided, can result in less blockage of money into stock. The number of days should be decided based on the emergency nature of the item and the time it would take to procure items from the suppliers.</p>
		Where Average Stock = (Opening Stock + Closing Stock)/ 2		
18	Operations & Maintenance  to Gross Fixed Assets	<u>Operations &amp; Maintenance</u> X 100	I- 12, B- 9	<p>This ratio indicates expenses incurred towards repairs &amp; maintenance as a percentage of gross block of fixed assets. Although this is an essential expense to keep the assets in good working condition, higher ratio could indicate either bad maintenance or inefficient usage of the asset or frequent repairs to the same asset, both of</p>
	Ratio... (%) 19 Interest Expense to Loans	Gross Block of Fixed Assets (as at the end of the year)		which needs to be investigated
	Ratio... (%)	Indicate range (highest & lowest) of interest percentage and nature of loan (for highest & lowest) in respect of	B- 4	This ratio indicates the range of interest expenditure on loans availed by the ULB. The ULB should compare this

**Leverage Ratios**

20	Loans to Reserves Ratio or	Loans	B- 1, 2, 3, 4	This ratio measures the use of debt finance as a percentage to own funds
21	Debt- Equity Ratio... (times) Interest Coverage Ratio...  (times)	Reserves & Surplus <u>Surplus + Depreciation</u> <u>+ Interest (incl. interest capitalised)</u>	B- 9, I- 13	This ratio indicates the comfort level with which the ULB can meet its interest burden. This ratio is very important from the lender's point of view also.
22	Debt Service Coverage  Ratio... (times)	Interest (incl. interest capitalised) Surplus + Depreciation <u>+ Interest (incl. interest capitalised)</u>	Register of Loans	This ratio indicates the comfort level with which the ULB can service (pay) its debt instalments and meets its interest burden. This ratio is very important from the lender's point of view also.

**Investment Ratios**

Sr. No.	Financial Ratio	Method of Computation	Schedules to be referred	Description of the Ratio
23	Earmarked Fund  Investments to Earmarked Funds Ratio... (%)	<u>Earmarked Fund Investments</u> X 100  Earmarked Funds	B- 2, 11	This ratio indicates the percentage of earmarked funds invested by the ULB.
24	Interest on Investments  Ratio... (%)	Indicate range (highest & lowest) of interest percentage and nature of investment (for highest & lowest) in respect of	B- 10	This ratio indicates the range of interest earned on investments made by the ULB. The ULB should compare this with other ULBs and Government Bodies to ensure that investments are made at best rates.

**Liquidity Ratio**

25	Current Assets to Current Liabilities Ratio... (times)	Current Assets	B- 5 to 8 & 13- 16	This ratio indicates the ability of the ULB to meet its obligations in the short
26	<b>Asset Ratios</b> Fixed Assets to Total Assets Ratio... (%)	Fixed Assets X 100 Total Assets	B- 9	This ratio indicates the

Performance Ratios

27 Income per Employee...

(Rs.)

28 Expenditure per

Employee... (Rs.)

29 Income per Citizen... (Rs.)

30 Expenditure per Citizen...

(Rs.)

Total Income as per  
Income & Expenditure  
Account

No. of Employees of  
the ULB

Total Expenditure as  
per Income &  
Expenditure Account

No. of Employees of  
the ULB

Total Income as per  
Income & Expenditure  
Account

No. of Citizens in the  
Municipal Area

Total Expenditure as  
per Income &  
Expenditure Account

No. of Citizens in the  
Municipal Area

These ratios indicate  
average income earned  
and average expenditure



**NAGAR PALIKA PARISHAD HAPUR**  
Grouping of Accounting for Financial Statements as on 31st March, 2016

<b>1 <u>Property tax ( House tax )</u></b>	
House tax	
Total:-	6912044.00
	<u>6912044.00</u>
<b>2 <u>Water tax</u></b>	
Water tax	
Water charge	8847449.00
Sewer water	871579.00
Water Connection Fees Recived	325976.00
Total:-	477870.00
	<u>10522874.00</u>
<b>3 <u>Prekshap charge</u></b>	
Prekshap charge	
Total:-	0.00
	<u>0.00</u>
<b>4 <u>Rental Income</u></b>	
Meeter Rent	
Shop Rent	3527.00
Total:-	1015064.00
	<u>1018591.00</u>
<b>5 <u>Licencing Fess</u></b>	
Licence Fess	
Total:-	369061.00
	<u>369061.00</u>
<b>6 <u>Other Fess</u></b>	
Nakal Fess	
Agreement	7345.00
Certificate	201000.00
Other fees	58904.00
Total:-	166978.00
	<u>434227.00</u>
<b>7 <u>Fees For Grant of Permit</u></b>	
Stand	
Thakajat	2173704.00
Total:-	0.00
	<u>2173704.00</u>
<b>8 <u>Penalty charge</u></b>	
Penalty charge	
Total:-	734153.00
	<u>734153.00</u>
<b>9 <u>Miscellaneoua Income</u></b>	
Other Income	
Total:-	4363074.00
	<u>4363074.00</u>
<b>10 <u>Interest frome Bank Account</u></b>	
Bank Interest	
Total:-	19290809.18
	<u>19290809.18</u>

**NAGAR PALIKA PARISHAD HAPUR**  
Grouping of Accounting for Financial Statments as on 31st March, 2016

<b>1 Establishment Expense</b>	
<b>(A) salary</b>	
Salary Office Staff	10660623.00
Salary Water Work Staff	58147732.00
Salary Cleaning Staff	74593611.00
Salary Cleaning Staff samvidha	43830093.00
Salary Cleaning Staff contact	0.00
Salary Medical staff	2317003.00
Salary Tax dep.	7874264.00
Salary elctrical staff	180853.00
Salary other staff	9195499.00
Total:-	<u>206799678.00</u>
<b>2 Lighting Expenses</b>	
Lighting Expenses	34953829.00
Total:-	<u>34953829.00</u>
<b>3 Water Work Expenses</b>	
Water Work	995205.00
Sewer	0.00
Other Woter Work Expenses	1895999.00
Total:-	<u>2891204.00</u>
<b>4 Cleaning Expenses</b>	
Cleaning Expenses	51174514.00
Total:-	<u>51174514.00</u>
<b>5 Pension</b>	
Contribution to Pension Fund	28079214.00
P.F	10352090.00
Total:-	<u>38431304.00</u>
<b>6 Medication</b>	
Medication	448460.00
Total:-	<u>448460.00</u>
<b>7 Printing / Advertising expenses</b>	
Printing / Advertising expenses	1189597.00
Total:-	<u>1189597.00</u>
<b>8 Legal Expenses</b>	
Legal Expenses	40644.00
Total:-	<u>40644.00</u>
<b>9 Bulding Expenses</b>	
Bulding Expenses	3852699.00
Total:-	<u>3852699.00</u>
<b>10 Miscellaneous Expenses</b>	
Other Expenses	9316110.00
Total:-	<u>9316110.00</u>
<b>11 Bank Charge From Bank Account</b>	
Bank charge	1934.24
Total:-	<u>1934.24</u>

NAGAR PALIKA PARISHAD HAPUR

क्र०सं०	बैंक का नाम	खाता संख्या	प्रा अवशेष (1-4-2015)	जमा	निकासी	अन्तिम अवशेष (31-3-2016) ( Cash Book ) के अनुसार)
1	Allahabad Bank	-	46,574,252.44	24,062,161.00	-	70,636,413.44
2	Bank of Baroda	-	191,809.30	569,983.00	131,831.00	629,961.30
3	Canera Bank	-	32,525.96	-	-	32,525.96
4	Oriental Bank of Commerce	-	1,929,493.00	77,952.00	-	2,007,445.00
5	Punjab National Bank	TFC	5,139,158.30	74,943,676.00	72,499,759.98	7,583,074.32
6	Punjab National Bank	UIDSSMT	3,729,232.90	151,077.00	51.13	3,880,258.77
7	Treasury	2%	34,864,508.00	-	12,028,312.00	22,836,196.00
8	State Bank of India	SFC	-	372,868,083.00	295,208,889.00	77,659,194.00
9	State Bank of India	-	31,072.33	-	-	31,072.33
10	Zila Sahkari Bank Ltd.	2643	75,744,961.75	101,269,528.00	91,721,720.00	85,292,769.75
11	Punjab National Bank	SFC	30,010,003.00	917,865.00	30,052,657.13	875,210.87
12	Bank of Maharashtra	-	251,693,776.00	6,662,237.00	252,412,941.00	5,943,072.00
	Syndicate Bank	SVPG	5,073,001.14	10,125,801.18	4,800,000.00	10,398,802.32
	Punjab National Bank	SBM	-	370,774.00	-	370,774.00
13	Cash In Hand		529,353.00	21,248,283.00	21,398,576.00	379,060.00
	<b>कुल योग</b>		<b>455,543,147.12</b>	<b>613,267,420.18</b>	<b>780,254,737.24</b>	<b>288,555,830.06</b>



**Schedule annexed to and forming part of financial Statements of  
Nagar Palika Parishad, Hapur**

**Statement of significant accounting policies to the financial statements for the year ended on 31st March, 2016**

The Significant accounting policies adopted by palika parishad, Hapur in preparation of financial statements set out below.

**1- BASIS OF PREPARATION:**

These financial statements have been prepared on mercantile system of accounting and recognize income and expenditure on accrual basis. Valuations of assets have taken on fair market value or replacement cost or some other reasonably possible basis as described in the following notes. The accounts are prepared as a going concern, and are consistent with generally accepted accounting principles.

**2- USE OF ESTIMATES:**

The preparation of financial statements requires management to make estimates and assumption that affect the reported amounts of assets & liabilities and disclosure of all known liabilities at the date of the financial. Statements and result of the activities during the reporting year end. Although these estimates are based upon managements's best knowledge of current events and available information.

**3- FIXED ASSETS:**

Fixed assets are stated at cost of acquisition, where information is available to ascertain the cost of acquisition and where cost of acquisition cannot be ascertained or no information is available regarding cost of acquisition or assets have been acquired by local body without any cost then assets have been stated at estimated costs. Asset wise basis of valuations are as follows:

- (i) **Land, Lakes & ponds.**  
Land, Lakes & ponds have been valued on the minimum circle rate of 01-08-2010 prescribed Under U.P. stamp property valuation rule 1997.
- (ii) **Building.**  
Building has been valued at its actual cost of constructions less accumulated depreciation up to date.
- (iii) **Bridge.**  
Bridge has been valued at its actual cost of constructions less accumulated depreciation up to date.



**(iv) Road:**

Road as on 01.04.2009 has been valued at the estimated cost. Additions after the date of 01.04.2009 have been valued at its actual cost less accumulated depreciation up to date.

**(v). Sewerage & Drainage:**

Sewerage Drainage as on 01.04.2009 has been valued at the estimated cost. Additions after the date of 01.04.2009 have been valued at actual cost less accumulated depreciation up to date

**(vi). Water Works Distribution;**

Water Works Distribution assets have been valued at its actual cost less accumulated depreciation up to date. One Pump House situated at zone-5, Indrapuri acquired from jal Nigam on 18-01.2010 was escaped to consider in books at that time has been taken in the books of accounts on 01.04.2015 at estimated value as 18.01.2010 less accumulated depreciation up to 31.03.2016.

**(vii). Public Lightings:**

Public lighting assets have been valued at its cost less accumulated depreciation up to date.

**(viii). Plant & Machinery:**

Plant & Machinery have been valued at its cost less accumulated depreciation up to date

**(ix). Vehicles:**

Vehicles have been valued at its actual cost of purchases less accumulated depreciation up to date.

**(x). Furniture, Fixtures, Office Equipment's & Computers:**

Furniture, Fixtures, Office Equipment's & Computers have been valued at its actual cost of purchases less accumulated depreciation up to date.

**4. DEPRECIATION/AMORTISATION:**

Depreciation on fixed assets has been provided on value as on 31.03.2016 as per rates and the method prescribed in Income Tax Act, 1961.

**5. INVENTORIES:**

Inventories have been valued at cost.

**6, CURRENT ASSETS, LOANS & ADVANCES:**

Current Assets in the opinion of the management of local body have been valued on realizable, which in the ordinary course of business shall at least be at amount, at which it is stated in the Balance Sheet. Shop Rent was being accounted on receipts basis, which has been converted on accrual basis during the year and rent receivable as on 31.03.2016.

**7. CASH & CASH EQUIVALENTS:**

Cash & Cash Equivalents in the Balance Sheet comprise cash in hand and cash at bank as on balance sheet date.

**8. PROVISIONS & CURRENT LIABILITIES:**

Provisions are recognized for all liabilities known to the management of local body and determined based on best estimates required to settle the obligation at balance sheet date.

**9. REVENUE RECOGNITION:**

Revenue of House Tax & Water Tax has been recognized on due basis. Other revenues heads are recognized on receipts basis.

**10. TREATMENT OF GOVERNMENT GRANTS:**

Governments Grants utilized during the year have been transferred to the municipal general fund as addition to the capital fund. Unutilized grants have been shown in the balance sheet under head "**Grants, Contribution for Specific Purpose**"

**11. EMPLOYEES BENEFITS:**

Employees of the local body are entitled to receive benefits under the Provident Fund. Both the employees and employer are making monthly contribution to the plan at prescribed rate of Provident Fund. These contributions are made to the fund administered and managed by Government of India. However no provision for gratuity is made. Gratuity have recognized at the time of payment.

**12. TAXATION.**

No provision for income tax is made since income of the local bodies are exempted from income tax u/s 10(20) of Income Tax Act, 1961. However local body has complied with the provisions of chapter XVII-B of income Tax Act, 1961 regarding deduction of tax at source and regarding the payment thereof to the credit of the Central Government.

**13. MUNICIPAL GENERAL FUND:**

Municipal General Fund represents capital fund of the local body.

Signed in terms of our audit report of even date attached

For Ashish B.M. Agarwal & Co.  
Chartered Accountant

For Nagar Palika Parishad, Hapur

(CA. Ashish Agarwal)  
Proprietor  
Place: Meerut

(Accountant)

(Executive officer)





## Nagar Palika Parishad, Hapur

### Schedule B-21

### Notes to accounts forming part of Balance sheet as at 31/3/2016

#### **1) National Municipal Accounting Manual:**

The various accounting policies and methods prescribed under the National Municipal Accounting Manual on treatment to various accounts and transactions for their conversion in to double entry method with accrual system of accounting have been followed to the extent these were applicable.

#### **2) Municipal Fund (Schedule B-1): Rs. 1516160730.56/-**

This fund represents accumulated amount of Municipal Fund Increased / Decreased by Surplus / Deficit for the period under Review and based on opening Balance for the FY 2012-13.

During the period we review assets or liabilities was either missed due to missing of invoices and bills and for lack of information or stated at a lesser/higher value then corresponding adjustment is made in this period in the Municipal Fund Account. It includes Revolving Fund received from Government.

#### **3) Earmarked Funds / Reserve Funds (Schedule B-2 & B-3) : Rs. NIL**

During the course of compilation of it was gathered that Nagar Palika has maintained any Earmarked funds – special fund/sinking fund/Trust or agency fund, any Reserve funds like Capital reserve/Grants against Fixed Assets/Borrowing redemption/General reserve/Statutory reserve/Revaluation reserve etc. towards any future liability or otherwise.

#### **4) Deposit Received (Schedule B-7): Rs. NIL**

There has been movement in this account head during the period because of deposit from the contractors for purpose of contract/registration.

## Nagar Palika Parishad, Hapur

### 5) Other Liabilities (Schedule B-9):

It consists of the following:

- A. Employees Liability : Rs 5921485.00/-**  
Employee liability of Rs.5921485.00/- as at 31.03.2016 pertains to salary, wages and other benefits payable to employees for the month of March 2016 and arrear of preceding months which were not paid to employees for various reasons. There are various bills of salary were missing, having an impact on salary expense payable reconciliation. It may be possible of missing recording of expenses.
- B. Recoveries Payable: Rs. NIL**  
In respect of dues towards Recoveries Payable information from applicable records/account books have been taken and based on that figures have been stated in the Balance sheet as on 31.3.2016. Return related to TDS, Service Tax, Works Contract Tax, Labor Cess were not provided to reconcile the liability and payment of Taxes.
- C. Creditors: Rs. NIL**  
Services / goods taken from creditor/supplier pertained to the period prior to 31.3.2016 has been recognized as liability on accrual basis on 31.3.2016 and accordingly taken in the Balance sheet of 31.03.2016. There are various bill were missing from the guard files and as per discussion, these are difficult/untraceable to find, so without the proper documentation proof, we are unable to recognized the actual liability for the missing bills. Provision for the same was made on estimated basis as miscellaneous creditors.
- D. Provisions of expenses etc (Schedule B-10):**  
All efforts were made to correlate payment made during subsequent period with their origin and seen if they are pertaining to period under review. During such correlation there was no specific instance of the above nature and hence no provision has been made in the said balance sheet as on 31<sup>th</sup>March 2016.



## Nagar Palika Parishad, Hapur

**6) Fixed Assets & Accumulated Depreciation thereon (Schedule B-11)** Fixed Assets are taken in the Balance Sheet on the basis of Historical Cost/Cost of acquisition.

The Amount of total depreciation Charged on Fixed Assets excluding land and Road during the Period Ended On 31.3.2016 Rs.1233526368.65/- During the preceding years of FY 2014-15, some movable assets like Vehicles, Plant and Machinery etc. which were purchased years and were not included in the Fixed Assets Register of last FYs, now has been included in FAR at Historical Cost less Depreciation till 01.04.2015. Balance amount has been adjusted with the Municipal Fund account. Fixed Assets purchased during the review period out of Grants received was recorded at nominal value of Rs. 1/-.

**7) Investments and interest accrued thereon (Schedule B-12 & B-13): NIL**

There are no specific Investment held by Nagar Palika during the Year ended 31.3.2016.

**8) Receivable Income (Schedule B-15):Rs NIL**

Amount of Closing Receivable income of Income heads includes such as Property tax and Water Tax and has been taken on the basis of accounting entries passed during the period.

**9) Cash & Bank Balance (Schedule B-17) : Rs 288555830.06/-**

Cash & Bank Balance have been taken at actual appearing in Cash Book. Bank reconciliations are also attached herewith forming part of Balance sheet as on 31.03.2016 while preparing Bank Reconciliation Statements, Bank balances/Treasury balances have been taken as per Bank statement of respective banks as on 31.03.2016.

**Bank Reconciliations are attached herewith for your ready reference.**

## Nagar Palika Parishad, Hapur

### **10) Loans, Advances & Deposits (Schedule B-18):Rs.NIL/-**

It includes deposits made with Telephone and Electricity Departments, Accrued interest on investment and Advances to Suppliers and Contractors. There has been no movement in the figure of such deposits during the period.

### **11) Schedule I-1 - Tax Revenues : Rs. 19335361.00/-**

This schedule contains income of the Nagar Palika Parishad from Property Taxes, Show Taxes and Water Tax. We have gathered information regarding demand Raised during the year as per estimation made on behalf of Nagar Palika for whole year and accounted it for on accrual Basis, but detailed information for the accrual income (income due to receive) was not maintained and the budget statement provided to us was not reconciled from books of account. So we recorded receipt amount as income.

### **12) Schedule I-3 –Rental Income from Municipal Properties Rs. 1018591.00/-**

This schedule contains income of the Nagar Palika from rent of municipal properties. Nagar Palika maintains a registers for the same and we have taken demand raised as income from rent and accounting entry has been passed on accrual basis. The properties covered under this schedule are Shops, Building, Land, Marriage Hall, Slease Farm and parking etc.

### **13) Schedule I-4- Fees and User charges Rs. 2719789.00/-**

This Schedule contains income of the Nagar Palika from fees and user charges. We have taken all fees & charges on receipt basis from the cash book maintained by Nagar Palika. This schedule contains Empanelment & Registration Charges, License Fees, Penalties and Fines and other fees

### **14) Schedule I-5- Sale and Hire Charges Rs. 499370.00/-**

This Schedule contains income of the Nagar Palika from Sales of Trees and sale of Forms& Publications. We have taken all fees & charges on receipt basis from the cash book maintained by Nagar Palika.



**Nagar Palika Parishad, Hapur**

**15) Schedule I-6- Grants , Contributions and Subsidies Rs. 463466258.00/-:**

This schedule contains the revenue grants received from the government for salary and other revenue expenditure.

**16) Schedule I-8- Interest Earned – Rs. 19290809.18/-**

This schedule contains the income from interest on saving bank accounts.

**17) Schedule I-9- Other incomes – Rs. 2954617.00/-**

The amount shown under this schedule pertains to miscellaneous income. This schedule includes Recoveries from employees and other incomes. We have taken the miscellaneous income from cash book.

**18) Schedule I-10- Establishment Expense- Rs.271360273.00/-**

This schedule contains the Establishment Expense .i.e. salary expenses of Nagar Nigam. Accrual of the salary expense has been taken from the salary bills/sheets maintained by Nagar Nigam.

**19) Schedule I-11- Administration Expense- Rs. 62443837.00/-**

This schedule contains Administration Expense of Nagar Palika like Printing & Stationery, Legal Expense, Advocate Fees, Advertisement and Publicity etc.

**20) Schedule I-12- Operation and Maintenance- Rs 15295863.24/-**

Expenses like Power& Fuel, Consumption of store; Repair & Maintenance etc have been grouped under this schedule.

