

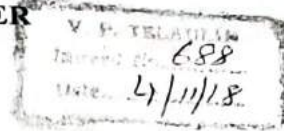
4(14)
29/11/2018



OFFICE OF THE BLOCK DEVELOPMENT OFFICER

ROOM No. 223, 2nd FLOOR, MATHANY SALDHANA COMPLEX
SALCETE, MARGAO - GOA.

(Ph. No. 2794263, Fax: 2794263) Email: bdosalcete@yahoo.co.in



No.3/EOVP/Audit Report/BDOS/2018-19/4110


Date: 29/10/2018
21/11

MEMORANDUM

**Sub: - Audit Report on the Accounts of Village Panchayats for the Year 2017-18
conducted during the year 2018-19**

Copy of the Audit Report received from the Dy. Director of Accounts, South Branch Office, Matanhy Saldhana Administrative Complex, Margao -Goa is enclosed herewith.

Village Panchayat Secretary, Village Panchayat TELAULIM is hereby directed to place the same before the fortnightly meeting to take necessary action in terms of settlement of Audit Paras pertaining to the Village Panchayat and report compliance within a period of 30 days.


(Amitesh A. Shirvoikar)
Block Development Officer-I,
Salcete, Margao-Goa.

Encl: As above

To,
The V.P. Secretary
V.P. TELAULIM
Salcete Block

C.C.to:-

1. The Dy. Director of Panchayats, South Margao Goa.... for information
2. The Dy. Director of Accounts, South Branch, Margao Goa..... for information.

3. The Dy. Director of Panchayats, TELAULIM for information

Report of the accounts of Village Panchayat Telaulim of Salcete Block for the year 2017-18.

Part I:

(A)(1) **Name of Sarpanch:** 1. Shri Prudencio J.F. Carneiro :-01.04.2017 to 18.06.2017.
2. Shri Estevan L. Goes: 19.06.2017 to 31.03.2018

(2) **Name of Secretary:** 1. Shri Rajendra Naik - 01.04.2017 to 12.12.2017.
2. Shri Allaudin Maniyar - 13.12.2017 to 27.01.2018
3. Shri Joaquim Rodrigues - 27.01.2018 to 28.01.2018(BN)
4. Shri Mario J.J. Viegas - 28.01.2018 to 31.03.2018

(B) Name of audit Party and their designation:-

- 1) Mr. Walter D'Mello, Asstt. Accounts Officer.
- 2) Mr. Shridhar Sawant, Asstt. Accounts Officer.
- 3) Mr. Rajan Kotharkar, Accounts Clerk.
- 4) Mr. Vishwas Gurav, LDC

(C) Date of Audit : 30-08-2018 & 31.08.2018.

(D) Period covered by audit: 01.04.2017 to 31.03.2018.

Part II - Introductory:

The audit of the accounts of Village Panchayat Telaulim of Salcete Block for period from 01.04.2017 to 31.03.2018 was conducted by the Office of Jt. Director of Accounts, South Branch, Margao under the supervision of Shri Madhukar Kunkolienkar, Dy. Director of Accounts/Inspection, South Branch, Margao.

Administrative grants during the year 2017-18:

The Village Panchayat, Telaulim of Salcete Block was sanctioned the following administrative grants during the year 2017-18.

- 1) Matching grants Rs.4,25,000.00

Part III - Comments on Accounts:

The Village Panchayat is maintaining the accounts in Form 1 to 10 as per rule 20,21(a) and 25 of the Goa Panchayat (Accounts, audit and custody of funds) Rules 1997, comprising of particulars of Income and expenditure for all grants received.

I-Summary of Accounts:

1. The opening balance for the year 2017-18	Rs.6682875.35
2. The total receipts during the year 2017-18	Rs. 3003358.00
3. The total expenditure during the year 2017-18	Rs. 1734774.50
4. The total funds available with Panchayat as on 31.3.2018	Rs.7951458.85

Details of funds available:

1. Govt. Grants	Rs.16,42,175.00
2. EMD	Rs. 28,464.00
3. Security Deposit	Rs. 50,934.00
4. Income tax	Rs. nil
5. Royalty	Rs. 3,222.00
6. Vat	Rs. 30,713.00
7. Panchayat funds	Rs. 61,95,950.85
	Rs. 79,51,458.85

The liabilities of Royalty, Vat should be immediately credited to Govt. Treasury under respective head of Accounts.

II - Grants:

The grants received, utilized and balances as on 31.3.2018 are as follows:

Sr. No	Type of grants	Opening Balance	Received	Utilized	Balance as on 31/03/18
1.	Member salary	23,500/-	2,70,000/-	2,09,990/-	83,510/-
2.	Staff Salary	---	6,50,000/-	6,07,512/-	42,488/-
3.	Golden Jubilee	11,478/-	---	---	11,478/-
4.	GIA	902/-	---	---	902/-
5.	XIII finance	3,37,631/-	---	---	3,37,631/-
6.	XIV finance	6,87,337/-	3,48,279/-	---	10,35,616/-
7.	Sp. Garbage	1,56,800/-	1,00,000/-	1,26,250/-	1,30,550/-
	Total	12,17,648/-	13,68,279/-	9,43,752/-	16,42,175/-

It is seen that grants to the tune of Rs.16,42,175/- remained unspent beyond the period of one year. The grants remaining unutilized beyond one year should be utilized after obtaining the permission from sanctioning authority and spent within the stipulated period if required or otherwise the same may be surrendered to sanctioning authority.

III - Budget:

The budget estimate and the actual income and expenditure for the year 2017-18 is as follows:

Budget estimate	Income Actual	Variations
1,02,87,226/-	30,03,358/-	72,83,868/-
	Expenditure	
1,02,87,226/-	17,34,774.50	85,52,451.50

Budget is approved vide resolution No.5(2) dt.16.03.2017 and submitted to BDO on 31.03.2017. There are huge variations between the budget estimate and actual Income and expenditure. The budget estimate prepared is unrealistic/fictitious. Reasons for preparation of fictitious budget be justified

IV - Current Audit:

Section A(a) - Introductory:

(b)-Outstanding paras of previous audit upto 2017-18.

Sr. No	Year	Opening Balance	Paras Dropped	Paras outstanding as on 31/03/2018
1.	2010-11	14	9	5
2.	2011-12	16	8	8
3.	2012-13	16	13	3
4.	2013-14	14	9	5
5.	2014-15	14	9	5(Paras 5,6,7,9 & 14)
6.	2015-16	14	11	3(Paras 6, 8 & 9)

Audit Report 2016-17:

Para 1 .Financial Position: Dropped and Commented

Para 2. Cash Book: Dropped and Commented

Para 3. Demand Collection & Arrears of Taxes: Dropped and Commented

Para 4. Auction of Pond, Lake for fishing rights: Dropped and Commented

Para 5 .Vouchers: a & b EPF AC: Dropped

Para 6. Furnishing of surety by V.P. Secretary: Maintained

Para 7. Annual Action Plan: Dropped and commented

Para 8. Departmental inspection: Maintained

Para 9. Constitution of Committees: Maintained

Para 10.a) Construction Licenses: Dropped and Commented

b) Illegal constructions: Dropped and Commented

Para 11. Court cases: Dropped and Commented

Para 12.General: a) Administrative Report : Dropped and Commented.

b) Gram Sabha: Dropped and Commented.

Para 13.Maintenance of Registers:

1.Immovable& Movable property register: Dropped and Commented

2.Pay bill register: Dropped and Commented

3.Secuirty deposit: Dropped and Commented

4.EMD Register: Dropped and Commented

Para 14. Service book and leave account: Dropped and Commented

Current Audit 2017-18

Para 1 - Financial Position:

The financial position of the Panchayat is quite satisfactory. The closing balance for the year 2017-18 as per cash book as on 31/03/2018 is Rs.79,51,458.85. The Panchayat may invest more funds in fixed deposit so as to generate more revenue to Panchayat on account of higher rate of interest.

Para 2 - Cash Book:

The closing balance of cash book as on 31.3.2018 is Rs.79,51,458.85/-. The details of closing balance is as follows:

Sr. No	Name of the Bank & A/c No.	Balance as per		Difference
		Cash Book	Pass Book	
1.	SBI Margao 11064740235	35,949.59	35,241.59	708.00
2.	Corporation Bank, Margao 825431	52,91,191.26	54,30,121.26	-1,38,930.00(A)
3.	SBI Margao 30551593883	1,58,423.00	1,58,423.00	0.00
4.	Corporation Bank 61357	40,795.00	41,638.00	-843.00(C)
5.	Corporation Bank, Fixed Dep. 202411	13,28,071.00	13,65,453.00	-37,382.00(D)
6.	Corporation Bank, Fixed Dep. 97787	10,03,592.00	10,46,716.00	-43,124(E)
7.	Corporation Bank 68769	92,057.00	92,869.00	-812.01(F)
	Cash in hand	1,380.00		
	Closing Balance	79,51,458.85	81,70,461.85	

Reconciliation:

A) State bank of India, A/c no.11064740235

Balance as per Cash book

Rs.35,949.59

Less: Non A/c of bank charges on

Cash Book Dr. on 12/03/2018

Rs. 59.00

Non A/c of bank charges Dr. on 12/03/2018

Rs. 649.00

Balance as per Pass book

Rs. 35,241.59

B) Corporation Bank, A/c no.825431

Balance as per Cash book

Rs.52,91,191.26

Add: Cheque issued but not presented in bank

Chq.No.793667 dt.29/03/18

Rs. 1,00,000.00

Chq.No.793671 dt.29/03/18

Rs. 3,741.00

Chq.No.793670 dt.29/03/18

Rs. 10,365.00

Chq.No.793669 dt.29/03/18

Rs. 9,824.00

Chq.No.793672 dt.29/03/18

Rs. 7,000.00

Chq.No.793673 dt.29/03/18

Rs. 8,000.00

Balance as per Pass book

Rs. 54,30,121.26

C) Corporation Bank, A/c no.861357

Balance as per Cash book

Rs.40,795.00

Add: Interest credited but not accounted on cash book on 4/2/2018

Rs. 843.00

Balance as per Pass book

Rs.41,638.00

D) Corporation Bank, FD. no.202411

Balance as per Cash book

Rs.13,28,071.00

Add: Interest credited but not accounted on cash book

Rs. 37,382.00

Balance as per Pass book

Rs.13,65,453.00

E) Corporation Bank, FD. no.97787

Balance as per Cash book

Rs.10,03,592.00

Add: Interest credited but not accounted on cash book

Rs. 43,124.00

Balance as per Pass book

Rs.10,46,716.00

F) Corporation Bank, FD. no.868769

Balance as per Cash book

Rs.92,057.00

Add: Interest credited but not accounted on cash book

Rs. 812.00

Balance as per Pass book

Rs.92,869.00

Observations on Cash book

1. Receipt no.122/41 dtd.06/09/2017 amounting to Rs.5732/-, Cash book entry is Rs.5552/-, hence there is a difference of (-) Rs.180/-.
2. Voucher no.185 dtd.09/01/18 amounting to Rs.28436/- and cash book entry is Rs.28473/- hence cash book short of Rs.37/-.
3. Cash book: Each entries receipt and payment side not attested by Secretary.
4. The Panchayat has used 13 receipt books starting from Sr.no.116/23 to 128/35 and unused receipt book from 129/100 (total 1nos.) during the year 2017-18.

Para 3 - Demand, collection and arrears of taxes:

The position of various taxes collected by Panchayat, demand and arrears outstanding as on 31.3.2018 are as follows:

Sr. No	Type of taxes	Opening Balance	Current Demand	Collection	Balance as on 31/03/18
1.	House tax	6,79,079/-	4,29,313/-	3,71,282/-	7,37,110/-
2.	Light tax	19,042/-	12,970/-	11,265/-	20,747/-
3.	Trade tax	1,27,714/-	61,770/-	55,107/-	1,34,377/-
4.	Advert. tax	40/-	20/-	---	60/-
5.	Cycle tax	5,886/-	---	---	5,886/-
	Total	8,31,761/-	5,04,073/-	4,37,654/-	8,98,180/-

The various taxes collected by Panchayat is only 32.76% of opening balance and demand billed during the year 2017-18, which has decreased as compared to previous year. However Panchayat may issue demand notices to defaulters in order to recover the huge arrears of outstanding dues. Progress made in this matter reported to next audit.

Para 4 - Auction of Ponds, Lakes for fishing Rights:

V.P. Taulim did not conduct the auction for the year 2017-18 as it given to the Farmers Association who conducted the auction.

Para 5 - Vouchers: All vouchers were verified and were found to be in order.

EPF A/c: The employees of Panchayat are contributing to EPF through salary every month.

A separate register of EPF accounts may be opened showing the detail deductions every month and balance.

Para 6 - Furnishing of surety by V.P. Secretary:

As required under Section 4(3) of Goa Panchayat Rules 1997 (Accounts, Audit and Custody of funds) V.P. Secretary still not furnished the surety bond. The same may be obtained now and compliance reported to audit.

Para 7 - Annual Action Plan:

Every Panchayat should prepare development Plan every year and submit the same to Zilla Panchayat in prescribed format, under rule 238 of Goa Panchayat Raj 1994. However, the Panchayat in spite of audit observation failed to prepare the same. The matter is brought to the notice of Director of Panchayat for action.

Para 8 - Works:

V.P. Taulim has not executed any works during the year 2017-18.

Para 9 - Constitution of Committees:

As stated by Secretary, Panchayat has constituted the following committees.

- 1) Biodiversity committee
- 2) Health and Sanitation committee
- 3) Village Development committee
- 4) Garbage Committee
- 5) Traffic Committee.

Para 10(a)- Construction Licences:

The Village Panchayat has issued 23 nos. construction licences and collected an amount of Rs.3,43,755/- as licence fees for the year 2017-18. All the files were verified and fees charged were found to be in order.

(b) Illegal construction:

There are altogether 08 illegal constructions pending as on 31.3.2018, (as per records produced to audit, one case was added and eight cases were dropped during the year 2017-18. The progress made to settle the same be reported to audit.

Para 11 - Court Cases:

As per the register produced to audit there are altogether 15 court cases pending with Panchayat as on 31.3.2018. The progress made towards court cases may be intimated to audit.

Para 12 - Maintenance of Register:

(1) Immovable Register:

The immovable property register is maintained by Panchayat in Form 6. Column No. 4 i.e. price paid for item No.5 i.e. extension of Panchayat ghar in the property in the survey no.6/2 is not mentioned.

(2) **Movable property register** This register is maintained. It is not known whether the items entered in 1978 are in usable condition.

(3) **Consumable stores & stationery**: This register is maintained upto March 2018. There are no records maintained from 1/4/2011 to 31/3/2017. Amount mentioned under Column 'Value per unit' is not correct.

(4) Pay Bill Register:

The Panchayat has maintained the Pay Bill register in prescribed format. Many columns still not yet filled up. The same may be filled up properly and compliance shown to audit.

(5) Security Deposit:

The outstanding balance of security deposits shown is Rs.50,934/- as on 31.3.2018. The details of balance is as follows:

Sr.No.	Year	Op.Bal.	Receipt	Refunded	Balance as on 31.03.18:
1	2002-03	3058	-	-	3058
2	2003-04	7240	-	-	7240
3	2004-05	7147	-	-	7147
4	2011-12	15251	-	-	15251
5	2014-15	18238	-	-	18238
6	2015-16	98852	-	-	98852
7.	2017-18	149786	-	98852	50934

The amount remained unclaimed for more than 3 years may be treated as lapsed deposits and may forfeited to Panchayat fund after following the departmental procedure.

(6) EMD Register: The outstanding balance of EMD as on 31.3.2018 is Rs.28464/-. The year wise break-up of balance is as follows:

2005-06	Rs.4796/-	-	4796/-
2008-09	200/-	-	200/-
2009-10	600/-	-	600/-
2010-11	600/-	-	600/-
2011-12	4015/-	-	4015/-
2016-17	18253/-	-	18253/-
	Rs.28464/-	-	28464/-

Para 13 - Service Book and Leave Accounts:

Service books and leave account of the staff were checked and following observations were noticed.

Shri Agnelo Peter Fernandes, Peon, Service verification for the period from 1/7/2012 to 30/06/2013 is not done.

Smt. Maria da W. Coutinho e Cardozo, LDC Service verification not done since joining. Observation is complied and reported to audit.

Para 14 - Salary Reserve Fund:

The Panchayat has to create a salary reserve fund, equivalent to 3 months salary of their regular staff. The Panchayat has not maintained the salary reserve fund. The same may be maintained and reported to audit.

Para 15 - General:

(a) Administrative Report:

The Village Panchayat has prepared the administrative report for the year 2017-18 and furnished the same to BDO and copy endorsed to audit.

(b) Gram Sabhas:

The Panchayat has conducted 4 Nos. ordinary and 4 Nos. special gram sabhas as prescribed during the year 2017-18.

(c) Departmental Inspection:

BDO and EO(VP) has not conducted any inspection of Village Panchayat as against prescribed 3 & 5 respectively. The reasons for non compliance of the provisions under the act may be justified. The matter is brought to the notice of Director of Panchayat.

Note: This inspection report has been prepared on the basis of information furnished and made available by the Secretary, V.P. Telaulim. The Office of Jt. Director of Accounts, South Branch, Margao, disclaims any responsibility for any misinformation and/or non-information on the part of audittee.

(Madhukar Kunkolienkar)
Dy. Director of Accounts/Insp.