

FINAL AUDIT REPORT OF RCMS

PART – A

1. **Name of the Society** :

2. **Regd. No. & Date** :

3. **Full address of the Society** :

4. **Name of the Administrative Circle** :

5. **Society affiliation.** :
 - a) Name of the Apex Society. :

 - b) Name of Financing Bank & its Branch :

6. **Name of the Block** :

7. **Area of operation.** :

8. **Date of functioning** :

9. **Year and period of audit** :

10. **Chronological number of audit** :

11. **Name & Address of the Secretary/ Chief Executive and period of working** :
 - a) During the period under Audit :

 - b) At the time of Audit

- :

12. **Management.**

A) **Board of Management during the period under audit.**

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

B) **Board of Management at the time of Audit.**

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

Audit Observation.

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

13. **Name of the custodian of records.**

a) During the year of audit :

b) At the time of audit. :

14. **Authority of Audit** :

15. **Name & Designation of Auditor** :

A) Present :

B) Last year. :

16. **Place of Audit.** :

17. **Days devoted for audit** :

a) Date of commencement of audit :

b) Date of completion of audit. :

c) Total days devoted for audit :

18. **Physical verification on the date of commencement of audit.** :
- i) Cash. :
- ii) Bank deposits :
- iii) Securities if any. :
- iv) Postage :
- v) Others (Specify) :
19. **Insurance and its period of coverage.**
- i) Cash :
- ii) Building & Machinery. :
- iii) Stocks :
- vi) Vehicles :

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

Audit observation:-

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

PART – B

1. **Introduction.**

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

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

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

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

Class of Members	Member position at the beginning of the year										Member enrolled during the year					Membership ceased during the year					Membership position at the end of the year.									
	S.T		S.C.		Gen.		OBC		Total		S.T		S.C.		Gen.		OBC		Total		S.T		S.C.		Gen.		OBC		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
'A' Class																														
'B' Class																														
'C' Class																														
Total																														

B) **Comparative figures of membership for last three years.**

Year	Male	Female	Total	Remark
1	2	3	4	5

Audit Observations.

4. (A) **Board meetings held during the period under audit:**

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

ii) Important resolutions passed by the meeting.

Audit Observations.

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

4. (B) **Sub-Committee**

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

5. **Annual General Body Meeting**.

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

6. **Staff Position**.

A – Particulars on sanctioned staff strength.

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

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

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

7. **Share Capital**

A) Authorised Share Capital.

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

B) Paid up Share Capital.

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

Audit Observation

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

8. **Reserves/ Funds**

During this year Last year

- i) Reserve fund
- ii) Capital Reserve
- iii) Other fund (Specify)

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

A) Received up to last year.

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

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

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

Details of funds	Current year	Previous year	Last but previous year
A) <u>Source of Funds</u>			
1. Members Share.			
2. Govt. Share.			
3. Reserve Fund.			
4. Other funds.			
5. Borrowings from Bank			
6. Borrowings from Creditors			
7. Deposits.			
Total			

B) Utilisation of Funds.

a) Investments.

Total

Note on difference between Sources & Uses of fund.

11. **Business of the Society (Operational activities).**

A) Purchase particulars

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

B) Sales particulars

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

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

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

C) Processing business.

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

N. B. :- Whether Gross Profit is compatible to margin allowed and sufficient to meet the staff cost engaged for production.

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

(Contribution per unit = Sales price – variable cost, Sales price = fixed cost + variable cost, Profit = contribution per unit – fixed cost).

D) Godown and Office Building details.

<u>Place</u>	<u>Type</u>	<u>Capacity</u>	<u>Condition</u>	<u>Cost of maintenance</u>	<u>Utilisation</u>
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12. **Cash and Bank balance.**

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

Audit Observation

13. **Investment.**

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

Audit Observation.

14. **Details of Fixed Assets.**

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

15. **Closing Stock.**

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

Audit Observation.

16. **Sundry Debtors**

Period wise classification to be made up to 3 years.

17. **Sundry Creditors**

Period wise classification to be made up to 3 years.

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

19. **Borrowings**

	<u>Current year</u>	<u>Last Year</u>	<u>Last but previous year</u>
i. DCCB			
ii. Other Banks/ Financing agency			
iii. Others (specify)			
Total			

20. **Budget.**

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

i) Projected Income & Expenditure.

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

Audit Observation.

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

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

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

23. **Inspection by Administrative Authority/ Financing Bank.**

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

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

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

25. a) **Cost of Management.**

Total of the Loss side

- (-) Interest paid
- Provision

Net profit if any

Cost of Management :-

b) **Cost of Staff/ Establishment.**

Audit Observation

26. **a) Working Capital**

Total of Liabilities

- (-) Accumulated Loss
- (-) Contra, if any

Total

b) Working Fund

Total of Liability

- (-) Accumulated Loss
- (-) Contra, if any
- (-) Fixed Assets

Total

Audit Observation

27. **Profit/ Loss.**

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

28. **Reports & Returns.**

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

30. **Audit Fees.**

31. **Audit Classification.**

32. **General Remark.**

Signature & designation of Auditor

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

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

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

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

Rate of Interest on Borrowing

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

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

Sl. No.	Particulars	Amount
1	2	3

Details of Investment as on 31.03.

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

Details of Advances

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

Details of Sundry Debtors as on 31.03.

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

Details of Sundry Creditors as on 31.03.

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

Audit recovery Statement as on 31.03.

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