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# Study on Development of Orissa Municipal Account Rules

## Report

Indo-USAID Financial Institutions Reform and Expansion Project- (FIRE-D)

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# Abbreviations

CAG	Comptroller and Auditor General of India
FIRE - D	Financial Institutions' Reform and Expansion Project
LoI	Letter of Intent
MoUD	Ministry of Urban Development
NIUA	National Institute of Urban Affairs
NMAM	National Municipal Accounts Manual
ToR	Terms of Reference
ULB	Urban Local Bodies

# 1. Introduction

1.1. The National Institute of Urban Affairs (NIUA), New Delhi, appointed Deloitte Touche Tohmatsu India Pvt. Ltd. to carry out the task of “Development of Orissa Municipal Account Rules”.

## Background

1.2. Government of India (GoI) decided to recommend introduction of double entry accrual based accounting system at the ULBs levels keeping in view the increased and diversified responsibilities of the Urban Local Bodies (ULBs) and also the present status of their accounts. In this context, GoI constituted a Task Force on Municipal Accounting Reforms in the year 2002. As a follow up to the recommendations of the Task Force, a National Municipal Accounting Manual (NMAM) was prepared by Comptroller & Auditor General (C & AG) of India.

1.3. Government of Orissa has taken the lead in implementing Municipal Accounting Reforms in the State. Accordingly, with the help of the USAID FIRE (D), the State Government prepared a state level accounting manual, i.e., the Orissa Municipal Accounting Manual (OMAM) for the Municipal Corporations and the Municipalities/NACs in the State. Municipal rules, however, were not formulated to operationalise these manuals. Therefore, the GoO requested the National Institute of Urban Affairs (NIUA) to assist in the development of municipal accounting rules to incorporate the OMAM and enforce its implementation by the ULBs.

1.4. Consequently, the NIUA made a quick assessment of the situation and now proposes to pursue technical assistance to GoO to improve the financial management of Orissa’s urban local bodies (ULBs). One of the key elements of this technical support is in the area of developing the municipal accounting rules. Based on the preliminary analysis, the NIUA proposed to carry out a rapid assessment of the current accounting rules and laws of the ULBs, identify areas of intervention, and support the GoO to improve accounting laws for ULBs of the State.

## Objective

1.5. The main objective of this assignment is to assess the current accounting rules and laws of the ULBs and draft Orissa Municipal (Accounts) Rules. The report also give the guidelines for implementing the new system.

## This Report

1.6. This is the Final Report which is structured as follows:

- Chapter 1 - Introduction
- Chapter 2 – Orissa Municipal (Accounts) Rules
- Chapter 3 – Implementation Guidelines

## 2. Orissa Municipal (Accounts) Rules

2.1. This Chapter provides the Orissa Municipal (Accounts) Rules.

### Regulatory Framework

2.2. The Municipal Corporations are governed by Orissa Municipal Corporation Act, 2003. As per Rule 27 of the Orissa Municipal Corporation Rules, 2004, the Corporation will decide the manner and the form in which the accounts of all financial transactions of the Corporation will be kept.

2.3. The Municipalities and Notified Area Councils are governed by Orissa Municipal Act, 1950. The form and manner in which the accounts have to be kept for Municipalities and Notified Area Councils are dealt with in Orissa Municipal Rules, 1953.

### About Orissa Municipal (Accounts) Rules

2.4. The Orissa Municipal (Accounts) Rules is based on the Orissa Municipal Accounts Manual (OMAM), Orissa Municipal Rules, 1953 (to the extent relevant). The Rules of other States like Kerala and Karnataka have been studied and relevant portions suitably incorporated in the Municipal Accounts Rules prepared for Orissa.

2.5. The Orissa Municipal (Accounts) Rules includes all the forms and formats prescribed in Orissa Municipal Accounts Manual. Wherever OMAM has not prescribed a form/format of registers or other books of accounts, the formats given in National Municipal Accounts Manual (NMAM) has been adopted. The forms adopted from OMAM are prefixed with "ACNT" to distinguish them from the formats adopted from NMAM.

2.6. The Accounting Rules have been drafted keeping in view the requirements of both Corporations and Municipalities/NAC. However, when the definitions/functionaries are different in Orissa Municipal Corporation Act and Orissa Municipal Act, the definitions provided in Orissa Municipal Act, 1950 have been adopted in the Rules. The same needs to be modified to suit the specific requirements of Corporation when it decides to adopt these Rules.

2.7. The Orissa Municipal (Accounts) Rules is provided in Appendix 1.

**Appendix I**  
**Orissa Municipal (Accounts) Rules**

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**Orissa Municipal (Accounts) Rules, 20XX**

**<<To be filled in by the Government of Orissa>>**

**CHAPTER 1 : DEFINITIONS**

**1. Short title applicability and commencement**

- (1) These rules may be called The Orissa Municipal (Accounts) Rules, 20XX.
- (2) They shall apply to all municipalities and notified area councils as defined under Orissa Municipal Act, 1950.
- (3) They shall come into force on the \_\_\_day of\_\_\_\_\_.

**2. Definitions**

- (1) In these rules unless the context otherwise requires,-
  - a) "Accountant" means the person(s) to whom the Accounts Officer entrusts the responsibility of accounting the transactions in various Books of accounts;
  - b) "Accounts Officer" means head of the Accounts Department of the Municipality entrusted with the responsibility of accounting the Incomes, Expenditures, Assets and Liabilities of the Municipality;
  - c) "Accrual Accounting" means the method of accounting whereby revenues and expenditures are identified with specific periods of time, such as a month or year, and are recorded as incurred, along with acquired assets, without regard to the date of receipt or payment of cash, distinguished from cash basis;
  - d) "Act" means the Orissa Municipal Act, 1950 (Orissa Act 23 of 1950);
  - e) "Assets" mean tangible objects or intangible rights owned by the Municipality or assigned/ transferred to the Municipality, and carrying probable future benefits;
  - f) "Auditor" means the Chief Auditor as defined under Orissa Municipal Corporation Act, 2003;  
Note: Currently, Orissa Municipal Act, 1950 does not define or contain provisions relating to Audit. The same needs to be incorporated to make it in line with Orissa Municipal Corporation Act, 2003
  - g) "Balance Sheet" means a statement of the financial position of a Municipality as at a given date, which exhibits its assets, liabilities, capital, reserve and other account balances at their respective book values;
  - h) "Bank Book" means a book of original entry for recording transactions pertaining to Bank/ Treasury Saving Accounts of the Municipality;

- i) "Budget" means quantitative estimate of programmes and activities expressed in terms of money in respect of Assets, Liabilities, Revenues and Expenditures. The Budget expresses the Municipality's goals in terms of specific financial and operating objectives;
- j) "Capital Expenditure" means expenditure intended to benefit future period in contrast to a revenue expenditure, which benefits a current period. The term is generally restricted to expenditure that adds fixed asset units or that has the effect of improving the capacity, efficiency, life span or economy of operations of an existing asset;
- k) "Cash Book" means a book of original entry for cash receipts and/ or disbursements;
- l) "Cashier" means the person who is responsible for receiving payments to the Municipality by way of cash, cheques or any other instruments, and for making cash payments on behalf of the Municipality.
- m) "Chairperson" means the Chairperson as referred in Section 47 of The Orissa Municipal Act, 1950.
- n) "Council" means the Council of a Municipality as referred in Section 12 of The Orissa Municipal Act, 1950.
- o) "Director of Municipal Administration" means the Director of Municipal Administration appointed under Section 393A of the Act;
- p) "Executive Officer" means the Executive Officer of the Municipality appointed under Section 74 of The Orissa Municipal Act, 1950.
- q) "Expenditure" means cost relating to the operations of an accounting period or to the revenue earned during the period or the benefits of which do not extend beyond that period;
- r) "Extra-ordinary Payment" means a payment that does not result in - construction or acquisition of fixed assets or additions thereto - or that does not result in the enhancement of the useful life of the fixed assets e.g. repayment of loans, and also means a payment that is in the nature of advance, refund of deposits, or payment of recoveries.
- s) "Extraordinary Receipt" means a receipt that is in the nature of recovery of a loan or an advance or deposit from others
- t) "Financial Statements" means the Balance Sheet, Income and Expenditure Statement, Receipts and Payment Statement, Cash Flow Statement and any other supporting statement or other presentation of financial data derived from accounting records;
- u) "Forms" means any forms prescribed under these rules or under the powers conferred under these rules;
- v) "Fund" means an activity for which separate books of accounts and financial statements are required to be prepared, as per orders of the Government;

- w) "General Ledger" means a compilation of all accounts used for accounting purposes;
- x) "Government" means the Government of Orissa;
- y) "Grants – General" means grants which have no conditions attached to their usage. They include grants which can be used for other purposes, if the conditions or purposes for which they are received are met or paid out of municipal funds.
- z) "Grants – Specific" means such grants that are given for a specific purpose or use in a particular manner or proportion as per the conditions of the grant, requiring submission of Utilisation Certificate and are recoverable if not used according to the conditions attached.
- aa) "Income and Expenditure Statement" is a Financial Statement, prepared by the Municipality, to present its revenues and expenditure for an accounting period and to show the excess of revenues over expenditure (or vice-versa) for that period. It is similar to Profit and Loss Statement and is also called Revenue and Expenditure Statement;
- bb) "Income" means and includes the money or money equivalent earned or accrued during an accounting period, increasing the total of previously existing net assets, and arising from provision of any type of services and rentals, including any grants/ contribution received from the Government, etc;
- cc) "Liabilities" mean an amount owing by one person to another, payable in money, or in goods or services; the consequence of an asset or service received or a loss incurred or accrued; particularly, any debt (a) due or past due (current liability), (b) due at a specified time in the future (e.g. funded debt, accrued liability), or (c) due only on failure to perform a future act (contingent liability);
- dd) "Municipal Fund" means the main Fund maintained by the Municipalities as referred in Section 114 of The Orissa Municipal Act, 1950.
- ee) "Municipality" means a Notified Area Council or a Municipal Council or a Municipal Corporation.
- ff) "National Municipal Accounts Manual" means the Accounting Manual issued by the Ministry of Urban Development, Government of India, as modified from time to time;
- gg) "Payments" mean amounts actually paid and accounted during the year;
- hh) "Receipt" is a written acknowledgement of something acquired; hence an accounting document recording the physical receipt of cheque/cash.
- ii) "Receipts and Payments Statement" means a Financial Statement prepared for an accounting period to depict the changes in the financial position and to present the cash received in and paid out in whatever form (Cash, Cheques, etc.) under certain heads. All non-cash related transactions are ignored while preparing this Statement;
- jj) "Receipts" mean amounts actually received and accounted during the year;

- kk) "Revenue Payment" means a payment in discharge of revenue expenditure and is, therefore, a payment other than a capital payment or an extra-ordinary payment.
- ll) "Revenue Receipt" means a receipt other than a capital receipt or extra-ordinary receipt.
- mm) "Sub-ledger" means a group of subsidiary accounts, the sum of the balances of which is equal to the balance of control accounts created in the general ledger;
- nn) "Vice Chairperson" means the Vice Chairperson referred in Section 47 of The Orissa Municipal Act, 1950.
- oo) "Voucher" means a document which serves as an authorisation for any financial transaction and forms the basis for recording the accounting entry for the transaction in the books of original entry, e.g., Cash Receipt Voucher, Bank Receipt Voucher, Journal Voucher, Payment Voucher, etc;
- pp) "Year" means the financial year;

## CHAPTER 2 : ACCOUNTING SYSTEM

### 3. *Accounting System*

- (1) The Municipalities shall maintain their books of accounts on accrual basis under the double entry system of book-keeping.
- (2) The Municipalities shall follow the Accounting Policies prescribed by the Government for accounting transactions, maintaining Books of accounts and preparing Financial Statements.
- (3) Separate Books of accounts shall be maintained for each year.
- (4) All transactions pertaining to the Municipality shall be recorded in the Books of accounts maintained.
- (5) Forms in which accounting data shall be compiled and the books of accounts to be maintained by the Municipality are given in Annexure I.

### 4. *Books of accounts*

- (1) The primary Books of accountss and supporting documents under the double entry accounting system shall be:
  - a) Cash Book;
  - b) Bank Book;
  - c) Journal Book;
  - d) General Ledger and Sub ledger; and
  - e) Vouchers.
- (2) The Books of accountss, Forms and Registers may be maintained either in Oriya or English.
- (3) Wherever the books of accountss are maintained manually, the Books of accountss, Registers, Receipts, Bill books and other Accounting Records and Registers shall be affixed with the

Seal of the Municipality and each of the pages of the aforesaid records shall be serially numbered. The number of pages of each Book or Register shall be certified in writing on the last page, after actual verification, by the Executive Officer or any other person duly authorized by him.

**5. Cash Book**

- (1) The Cash Book shall be maintained by the Cashier and shall record the transactions pertaining to cash receipts and disbursements of the Municipality. It shall be maintained by the Cashier in Form ACNT-1.
- (2) All amounts received in cash by the Municipality including cash withdrawals from Bank/Treasury Saving Account(s) shall be entered on the debit side of the Cash Book.
- (3) The Cash Book shall be closed daily, the totals for the end of the day struck and the closing balance worked out with details to show unremitted and undisbursed cash, if any.
- (4) The Accounts Officer shall daily examine the entries and the closing balance in the Cash Book and affix his signature in token of such examination. The cash balance on hand with the Cashier shall be verified with the Cash Book balance on a daily basis and a certificate to that effect be recorded in the Cash Book by the Accounts Officer or any person designated for the purpose.

**6. Bank Book**

- (1) The Bank Book shall be maintained by the Accountant and shall record all amounts deposited or withdrawn, either in cash or cheque, from Bank/ Treasury Saving Account(s).
- (2) The bank book is a book of original entry for recording transactions pertaining to bank and treasury accounts of the Municipality. It shall be maintained by the Accountant in Form ACNT - 1 with a series of folio reserved for each bank account and designated as 'Bank Book of \_\_\_\_\_Bank, Account No. \_\_\_\_\_'. The Bank Book shall record all amounts deposited into or withdrawn or paid from each such treasury or bank account.
- (3) The following items of Receipts shall be accounted on the debit side of the Bank Book:
  - a) The total amount of Cash collection remitted into Bank/ Treasury Saving Account(s);
  - b) The total amount of Cheques deposited into Bank/ Treasury Saving Account(s);
  - c) The total amount of collections deposited directly in Bank/ Treasury Saving Account(s);
  - d) Amounts remitted or received directly in the Treasury Saving Account(s);
  - e) Any other collections, demand drafts, warrants, etc., received in the Bank/ Treasury Saving Account(s)
- (4) All withdrawals and payment through cheques from the Bank/ Treasury Saving Account(s) shall be accounted on the credit side of the Bank Book.

(5) The Bank Book shall be closed daily, the totals for the end of the day struck and the closing balance worked out with details to show the balance in Bank/ Treasury Saving Account(s), as per the Books of accountss.

(6) The actual balance in the Bank/ Treasury Saving Account(s) shall be compared and reconciled with the Bank Book balance periodically and at least once at the end of every month.

Note: Where books of accountss are maintained manually, the Cash Book and Bank Book may be maintained in the same register, with separate columns for cash and each bank account.

### **7. Journal Book**

(1) All entries which do not involve cash or Bank/Treasury Saving Account(s) shall be recorded through the Journal Book, appropriately identifying the account heads to be debited and credited in respect of the transaction.

(2) The Journal Book shall be maintained by the Accountant in Form ACNT-2.

### **8. General Ledger**

(1) The General Ledger shall be maintained by the Accountant in Form ACNT-3, with separate folios for each head of account which have an opening balance or transaction entry.

(2) At the end of every day the transactions recorded in the Cash Book, Bank Book and Journal Book shall be posted to the appropriate ledgers to complete the double entry book-keeping.

### **9. Sub Ledger**

Sub-Ledger may be maintained for any account in the General Ledger identified as a Control Account, for detailed information, for example, contractors, suppliers, etc. The Sub-Ledger shall be maintained in the same form as the General Ledger.

### **10. Vouchers**

(1) A voucher is a standardised form for recording the debit and credit aspects of every financial transaction in the books of accounts.

(2) Every transaction of the Municipality shall be entered in a Voucher and the type of Voucher to be used shall depend on the nature of transaction.

- a) A receipt voucher in Form ACNT - 4 shall be prepared in respect of all transactions involving receipt of cash or cheque or direct credit in bank or treasury;
- b) A payment voucher in Form ACNT -5 shall be prepared in respect of all transactions involving payment by cash or cheque or direct debit by bank or treasury;
- c) A contra voucher in Form ACNT - 6 shall be prepared in respect of all transactions between cash and bank accounts only;

- d) A journal voucher in Form ACNT - 7 shall be prepared in respect of transactions which do not involve cash or bank accounts;
- (3) All Vouchers shall be prepared by or under the supervision of the Accountant and shall be used as the covering sheet for all supporting documents which form the basis of authorization of transaction.
- (4) Vouchers shall be numbered separately for each type and shall be distinctly coded for each Fund. The Voucher numbering shall begin afresh every year.
- (5) In order to maintain the number series of Vouchers, a running serial number list shall be maintained for each Voucher type, for each Fund, for each year.

### **11. Voucher Numbering**

Vouchers shall be numbered for each voucher category separately and shall be distinctly coded for separate funds. The voucher numbering shall begin afresh in every financial year.

### **12. Corrections in Accounts**

- (1) Any correction to an entry made in the books of accountss shall be authorised by the Executive Officer, or any person duly authorised by him, and effected only through another rectification entry. A Journal Voucher shall be used to effect the same.
- (2) Any correction or alteration to an entry in the forms or registers shall be made in red ink (a single line being drawn through the original entry to be corrected) and attested by the dated initials of the Executive Officer.
- (3) All corrections and alterations to bills/claims and Vouchers shall be similarly attested by the payee, while those in the pay orders shall be attested by the Executive Officer signing them. No erasures shall be made and no document with an erasure shall be accepted.
- (4) No correction or alteration in figures in the Receipts shall be made and whenever errors occur in writing up of Receipts, copies of all such Receipts shall be cancelled and preserved.

### **13. Computerised Accounting and Electronic Records**

- (1) Records and Registers required under these Rules, shall be maintained manually or in a Computer Based System.
- (2) The Government may specify the manner and format in which such Electronic Records shall be created, prepared, maintained and issued and the manner and method of payment of fees or charges for issue of any Electronic Record.

(3) Where the records are so kept, it shall be the responsibility of the Executive Officer/person designated by the Executive Officer to ensure that appropriate controls and procedures are exercised for the integrity and security of the data files and programs and storage of Back up of this data and its retrieval.

**14. Books of accountss to be separately maintained for Funds**

(1) Municipal Fund shall be the main Fund maintained by the Municipalities and shall consist of those sources as mentioned in Section 114 of the Act.

(2) Within the Municipal Fund, the Government may prescribe Funds for which separate books of accountss have to be maintained.

(3) The Municipality shall prepare separate Financial Statements for each Fund (as defined in rule 2.

(4) Where Government has prescribed separate Fund, the Municipality shall maintain separate records and the following shall be observed:

- a) All Books of accountss and Vouchers shall be prepared separately for each Fund.
- b) Separate Bank accounts shall be maintained for each Fund, and remittances shall be made to the relevant Fund's Bank account. In case any receipt or payment is recorded in another Fund's Bank account, it shall be treated as an 'inter-fund transfer' and accounted accordingly.

(5) In addition to the Financial Statements for each Fund, the Municipality shall prepare Consolidated Financial Statements for the Municipal Fund as a whole.

**15. Chart of Accounts**

(1) Accounting entries shall be recorded using uniform Chart of Accounts consisting of:

- a) Fund Code;
- b) Function Code;
- c) Functionary Code;
- d) Account Code.

(2) The Government shall issues guidelines, codes, heads, etc., for each element of the Chart of Accounts. The Municipality shall follow the codes and the guidelines issued by the Government. Modifications/ additions to the Chart of Accounts shall be made in accordance with the guidelines issued by the Government in this regard.

## CHAPTER 3 : ACCOUNTING OF INCOME

### 16. *Accounting of Income*

- (1) All items of revenue shall be accounted according to the accounting policies prescribed by the Government.
- (2) In respect of revenues to be accounted on accrual basis, the Head of the Department handling the respective revenue shall prepare, on monthly basis, a Summary Statement of Bills Raised in ACNT 22, a Summary Statement of Refunds/ Remission in ACNT 26, a Summary Statement of Write-offs in ACNT 27 and send it to Accounts Department for accounting these in the books of accounts. In case there is no demand, refund/ remission, write-off or collection in any month, a nil statement shall be given. A Register of refunds, remissions and write offs shall be maintained in Form ACNT – 25.

### 17. *Accounting of Income on accrual basis*

- (1) All items of revenue which fulfil the following criteria, shall be taken as income on accrual basis:
  - a) The income is earned or the right to receive it is established;
  - b) The amount due is determined or determinable; and
  - c) No significant uncertainty exists about its realisation.
- (2) In all such cases, a summary statement of demand raised or income accrued shall be submitted by the concerned department in ACNT 22 to the Accountant as and when they become due for collection or such frequency as decided by the Municipality.
- (3) The Accountant shall, based on this statement, pass a journal voucher and accrue the income by debit to its "Receivable Account".
- (4) All collections in respect of accrued income shall be credited to the same 'Receivables Account'.

### 18. *Income accounted on cash basis*

Incomes which do not fulfil the criteria of accrual as mentioned in rule 17 above, shall be accounted as and when they are actually collected or received by the Municipality.

### 19. *Modes of collection of Receipts*

- (1) The Municipality shall accept collections through various options such as bill collectors, citizen facilitation centres, direct credit through Bank, collection by Bank branches, collection through internet, with a view to increase convenience of the citizens.

(2) All collections made on behalf of the Municipality shall be entered in the Cash/ Bank Book on the same day as of the collection.

**20. All moneys to be brought to account**

(1) All money transactions to which any member, officer or employee of a Municipality in his official capacity is a party shall without any reservation, be brought to account.

(2) All moneys received shall be lodged in a Government Treasury Savings Account(s) or Scheduled Bank Account to the credit of the Municipality.

(3) Executive Officer shall draw any money required for disbursement from the Treasury Savings Account(s), Banks or State Treasury by cheques/bills. No moneys received on behalf of the Municipality shall be utilised for its expenditure without first being brought into account and paid or remitted into the Treasury Savings Account(s) or Banks.

**21. Issue of Receipts for moneys received**

(1) All moneys received in the Municipality or by any member of the outdoor staff authorised in this behalf, in cash or in the form of cheques, demand drafts, Indian postal orders, collection through internet, collection through bank branches, direct credit in bank, etc., shall without exception be acknowledged by a Receipt in Form ACNT - 8.

(2) The Receipts shall be pre-numbered and written up by using double sided carbon paper, when issued manually.

(3) No duplicate or copy of a Receipt shall be issued on the ground that the original has been lost. If any necessity arises for such a document, a certificate may be given that on a specified day a certain sum on certain account was received from a certain person.

**22. Receipt of Municipal dues by cheques/ demand drafts**

(1) Crossed cheques/ demand drafts may be accepted in payments of Municipal dues or in settlement of other transactions with the Municipality. On receipt of crossed cheque/ demand draft, a Receipt shall be issued, specifically indicating there in, that the amount is "subject to realisation".

(2) Outstation cheques may be accepted provided that the Bank Charges are included in the cheque amount.

(3) The Municipality shall maintain a record of all cheque/ demand drafts and other bank instruments received.

**23. Dishonour of Cheques received**

(1) In the event of a cheque being dishonored by the Bank, the Municipality shall cancel the office copy of the Receipt and the fact shall be reported at once to the tenderer of the cheque

intimating that the Receipt issued for the payment through cheque, stands cancelled and that he/she has to make payment of such amount in cash or demand draft only, along with the amount of Bank Charges debited by the Bank, if any.

- (2) The Municipality shall acknowledge the payment made by the party in this regard by the issue of a fresh Receipt.
- (3) The dishonored cheque shall be retained by the Accountant and it shall not be handed over to anyone till the amount is remitted by the party
- (4) The Municipality shall proceed under relevant laws in case of dishonoured cheques.

#### **24. Banking of Collections**

The collections during a day, received in cash, money orders, cheques or any other in any other form, shall be deposited in the designated Bank accounts/ Treasury Saving Account(s) on the next working day.

#### **25. Accounting of collections**

- (1) The receiving Collection Centre shall record the receipt issued for receipt of the cheques/drafts received from other collection centers in its receipt register maintained in Form ACNT -9.
- (2) The Collection Offices and Collection Centres shall record the particulars of each Receipt issued in the Collection Register, maintained in Form ACNT-11, on a daily basis. The Collection to be maintained in Form ACNT-11 is to be account head wise details of the daily collections. This collection register shall be maintained in triplicate where in one copy can be sent to the concerned departments along with one copy of the Bill / Challan collected, if any, one can be sent to the Accounts and other one will be retained as book copy.
- (3) Based on the details from the collection register, the Cashier shall prepare a Summary of Daily Collection in Form ACNT-12. The Summary of Daily Collection is a covering sheet that provides a summary of the total revenues collected by the Collection Office/Centre. Further, the Cashier shall ascertain the status of cheques presented for collection and prepare the Statement on Status of Cheques Received in Form ACNT-10.
- (4) The amount collected during the day shall be accounted based on the summary statements, through a Cash Receipt Voucher or Bank Receipt Voucher.
- (5) The Accounts Department shall maintain separate Subsidiary Ledger for each of the Major revenues in Form ACNT - 33. The Subsidiary Ledgers would provide function-wise break-up of

above-mentioned income earned/received by the Municipality on a daily basis. Separate folios shall be maintained for each function within the Subsidiary Ledger for recording incomes in respect of each function.

(6) The folio for the Revenue in the Subsidiary Ledger shall provide for separate columns for various major heads on Income for which the incomes are received. The details of income received, after being posted in the general ledger, shall be posted in the relevant Subsidiary Ledger.

(7) In case of a dishonor of cheque, based on the Statement on Status of Cheques Received, the Accounts Department shall reverse the entry passed for collection as stated above, i.e., on preparation of Bank Receipt Voucher. The Accounts Department, thus, shall pass the entry for reversal of receipt.

## **26. Refunds**

The Municipality shall, to the extent possible, adjust refunds against future receipts. In cases where adjustments are not possible, refund shall be made by the Executive Officer after recording the reasons in writing and after authorisation by the Chairperson.

## **27. Custody of Money**

(1) The cash balance of the Municipality shall be deposited in a strong cash chest at the end of each day.

(2) The cash chest should have two keys. One key will be with the cashier of the collection office and the other will be with another officer designated for this purpose by the Municipality. Cash in chest should be insured for theft, fire, etc.

(3) It shall be the duty of the Accounts Officer to verify the Remittance Book on a daily basis and weekly basis respectively.

(4) The officers designated by the Municipality for operating the designated Bank Accounts shall co-ordinate with the banks on a daily basis and ascertain the status of the cheques/drafts deposited by them.

(5) Any discrepancy in remittances shall be reported immediately to the Executive Officer or Accounts Officer as the case may be.

## **CHAPTER 4 : ACCOUNTING OF EXPENDITURE**

### **28. Charge of expenditure**

No expenditure shall be finally charged against the Municipal Fund and no adjustment shall be made

without the charge being accepted by the Municipality provided that the amounts directly debited by the Government or any agencies authorised by the Government, may be charged finally against the heads of account concerned, even without acceptance of the Municipality.

**29. *Claims against Municipal Fund***

- (1) Every person having any claim against the Municipal Fund shall present a written claim with supporting documents like Invoice, etc. to the Executive Officer.
- (2) A bill shall be prepared by the designated Officer incurring the expenditure and the claimant's claim, with supporting documents, shall be attached thereto.

**30. *Accrual of expenditure***

- (1) Every claim against the Municipal Fund, shall after examination with reference to Work Order/Supply Order / Indent shall be accepted, if it is in order and accrued through a Journal Voucher.
- (2) Provided that such accrual shall be carried out on a regular basis only in respect of establishment expenditure, and claims pertaining to procurement of goods and services, supported by work order and contractor's bill. Other revenue expenditures may be accounted on payment and the outstandings accrued only at period ends.
- (3) Details of all such bills shall be entered in Register of Bills for Payment in Form ACNT – 13.
- (4) All expenditures shall be accrued and payments shall be made only after it has been pre-audited by the persons authorised for the same. The Government shall specify by notification in the Gazette the persons who shall conduct pre-audit.

**31. *Provision for Expenditure***

At the end of each year, a provision shall be made in respect of expenditure already incurred but not paid by the Municipality. Cut off date for provisioning of bills shall be 30 days prior to the date prescribed for the finalisation of Annual Financial Statements. A Summary Statement of Outstanding Liability in Form ACNT - 28 shall be prepared by the Accounts Department based on the provisions of expenditure.

**32. *Settlement of claims***

All liabilities incurred shall be discharged with the least possible delay.

**33. Record of claim passed for payment**

The Accountant shall keep a record of each claim passed for payment detailing the number, date, amount, etc. and a Payment Order in Form ACNT – 14 shall be prepared.

**34. Advances**

All moneys advanced to contractors, accredited agencies, officials or individuals should be restricted to the amount actually necessary to meet immediate payments and as and when this amount exhausts, it may be recouped by submitting documents for expenditure incurred.

**35. Deposits**

(1) All deposits received in cash, cheque and demand drafts shall be deposited in the designated Bank/Treasury Saving Account(s).

(2) Deposit received otherwise than in cash, cheque or demand drafts shall be kept by the Executive Officer in safe custody. At the end of every half year a certificate regarding the verification of the balance of such deposits as are then on hand shall be recorded by the Executive Officer.

(3) All deposits received shall be entered in the records prescribed for the same.

(4) Deposits received in cash, cheque or demand drafts shall not be refunded or adjusted to revenue except on the written order of the Executive Officer.

(5) When deduction are made from the bills of contractors as security for the due performance of work in the future, the bills shall be passed by the Executive Officer and/or the Chairperson or the Vice Chairperson for the full amount of the bill but accounted appropriately for the net amount paid.

(6) The following items shall not be credited to any deposit head of account

- a) Sums that can be clearly treated as revenue of the Municipality
- b) Pay, Pension, leave salary or other allowances or contributions
- c) Fines and forfeitures.

**36. Payments from Municipal Funds**

(1) All payments from the Municipal Funds shall be made in cash, by cheques, demand drafts or other means such as Electronic Clearing System/ Direct Credit to Bank Account of payee, etc., with a view to facilitate convenience of payees.

(2) Cash payments shall be avoided to the extent possible. However, if need arises, cash payments shall be made up to the limits prescribed by the Government.

(3) The cost of drafts shall be borne by the payee and the amount to be paid shall be reduced to the extent of the same.

(4) All payments to employees shall, as far as possible, be made through direct transfer to the Bank Accounts of the employees.

### **37. Requirement of Signature**

(1) No money shall be paid on a Payment Voucher or Pay Order signed with rubber or facsimile stamp. When the acquittance on a Voucher is given by a mark or seal or thumb impression, it shall be attested by an officer not below the rank of a Gazetted cadre.

(2) Claims affixed with the facsimile signature of the Authorised Officer, presented by the concerned departments and institutions may be accepted for payment, if otherwise in order:

- a) Telephone bills including internet charges;
- b) Bills for water charges;
- c) Electricity Bills of electricity supply companies or such organisations which supply electricity in that area.

### **38. Cash Payment out of Imprest**

If the claim is to be paid in cash, out of the imprest amount, it shall be approved by the competent authority and made over to the Officer holding imprest for payment. The Officer holding imprest amount shall pay the amount, and after payment in cash, stamp the Voucher with the words "Paid in Cash" in conspicuous type. This shall be attached as a Sub-Voucher to the next bill while recouping the permanent advance.

### **39. Cheque Payments**

If the amount is paid by cheque, the bill shall be stamped 'Paid by Cheque No. ....' in conspicuous type and the cheque shall be written up by the Accountant. Facsimile signature shall not be made in such cases.

### **40. Control over Cheque Books**

(1) Cheque books shall always be kept under lock and key in the personal custody of the Executive Officer who, when relieved, shall take a receipt for the correct number of cheques made over to the relieving Officer. A specimen signature shall, at the same time, be forwarded to the Treasury/Banks concerned, under the signature of the Officer relieved.

(2) When the Executive Officer receives a new cheque book from the Treasury or Bank, he/ she shall count the cheque leaves contained therein and shall record on the back of the cheque book a certificate that "this Cheque Book contains \_\_\_\_ leaves".

(3) The Executive Officer shall verify on a daily basis the unused cheques and satisfy himself that all unused cheques are in the book and that none has been surreptitiously extracted.

#### **41. Issue of Cheques**

(1) The Accountant shall ensure that there is adequate balance in the Bank/ Treasury Saving Account(s) before issuing a cheque.

(2) On verification of the Cash / Bank Payment Voucher, a cheque shall be prepared. The date of preparation of the Bank payment voucher shall be the date of the cheque. The person preparing the cheque shall mention the date of the cheque. An entry of the cheque prepared shall be made in the Cheque Issue Register, maintained in Form ACNT-15.

(3) The cheques shall be written/ printed as the case may be and the Accountant shall be responsible for the same.

(4) Every cheque shall be in favour of the person to whom the money is to be actually paid. The stamp 'Account Payee' shall be invariably affixed on the third party cheques.

(5) The amount of every cheque drawn shall be written in words as well as in figures both on the cheque itself and on the counterfoil/ record slip/ transaction sheet available in the cheque book and initialed by the person who signs the cheque. It shall also be entered into the record maintained for the same.

(6) When a cheque is being prepared for signature, the amount which is the next higher number of rupees than the sum for which the cheque is drawn, shall, as a safeguard, be written in red ink across it and its counterfoil as follows: 'Below Rupees.....'

#### **42. Signing of Cheques**

(1) No cheques shall ordinarily be signed unless required for immediate delivery to the person to whom the money is to be paid. No signed cheques shall be retained in the office except under exceptional circumstances which shall, in each case, be recorded.

(2) The authorized signatories shall sign the cheque, Cash / Bank Payment Voucher and Cheque Issue Register.

(3) The cheques shall be disbursed by the Accountant after making a payment entry in the records prescribed for the same.

**43. Payments to be covered by Receipts**

The Executive Officer shall see that every payment made either in cash or by cheque is covered by a receipt stamped if necessary and signed by the person to whom the money is due and to whom it has actually been paid.

**44. Payment Voucher to bear acknowledgments of payees**

(1) Every Cash Payment Voucher shall bear or have attached to it an acknowledgment of the payment, signed by the person for whom or on whose behalf the claim is put forth. No cash payment shall be made in the absence of the necessary acknowledgment.

(2) Dates of payment shall invariably be noted by the Payees in their acknowledgments.

(3) If a Payment Voucher is lost, a certificate of payment prepared in manuscript and signed by the disbursing Officer and endorsed by the superior Officer shall be placed on record. Full particulars of all claims shall be set forth.

(4) Payments to illiterate persons shall be certified by the disbursing Officer and the thumb impression of those persons shall be obtained against their names on the Vouchers concerned.

**45. Accounting of payments**

(1) The entry for payments shall be made by credit to the Cash or Bank/ Treasury Saving Account(s) and:

- a) In case a liability was earlier taken for the amount of the bill, by debit to the same liability account;
- b) In case, no liability was taken, by debit to the appropriate expenditure / payment account head.

(2) The Accounts Department shall maintain separate Subsidiary Ledger for each of the Major expense head in Form ACNT - 34. The Subsidiary Ledgers would provide function-wise break-up of above-mentioned expenses incurred by the Municipality on a daily basis. Separate folios shall be maintained for each function.

**46. Cancellation of cheques**

(1) When a signed cheque is cancelled, it shall be stamped "cancelled" by the drawing Executive Officer. The fact of cancellation shall be noted in red ink over the initials of the drawer of the cheque upon the counterfoil/ record slip/ transaction sheet available in the cheque book, across the Order of Payment which has been endorsed on the Payment Voucher and in other records prescribed to record the details of cheques issued.

(2) If a cheque is cancelled before the entry is made in the Bank Book, no further correction is required. However, if the entry for cheque has already been recorded in the Bank Book, the entry should be reversed.

(3) Cancelled cheques shall be retained with their counterfoils for purpose of audit.

**47. *Lost cheques***

If a lost cheque is reported to the Municipality, the Executive Officer shall issue a 'Stop Payment Order' to the Bank/Treasury and a fresh cheque can be issued to the party after obtaining a certificate from the Bank/Treasury that it has not been paid.

**48. *Stale cheques***

If the cheques are not encashed within the period of their currency, the amount covered by the cheque shall be transferred to a 'Stale Cheque Account' creating a liability for the amount and debiting it in the Bank Book. When a fresh cheque is issued, the stale cheques account will be debited. If a Stale Cheque is presented to the Municipality, it shall be cancelled as per rule 46 (1).

**CHAPTER 5 : MAINTENANCE OF DEMAND, COLLECTION AND BALANCE  
REGISTERS**

**49. *Duty of the Municipality***

It shall be the duty of the Municipality to enumerate all persons or things that are liable for tax and maintain their record in a manner that amounts due, collection made and balances due are ascertained for all such persons or things.

**50. *Demand Collection and Balance (DCB) Register***

(1) Where any tax is due to be paid by the assessee, relevant department or section shall maintain a Demand, Collection and Balance Register in ACNT 20.

(2) Such Demand, Collection and Balance Register shall be updated by the respective department or section for any demand that is raised or falling due, at the beginning or during the course of the year, any collection that is made in respect of an assessee and the balance amount outstanding from the assessee.

**51. *Bill for Municipal Dues***

(1) Where any tax is due to be paid by the assessee, relevant department or section shall maintain prepare a Bill for Municipal Dues in Form ACNT – 21.

**52. Alteration in figures prohibited**

No entries in any of the DCB registers shall be altered without the express orders of the person authorised to order such change. All such orders shall give reasons for such alterations. These alterations shall always be made in red ink and initialled by the authorised person making such an order.

Provided that in case of clerical errors pertaining to posting of collection figures, necessary alteration can be made by striking out the entered figures in red ink and entering the correct figures in red ink under the initials of the Officer or staff responsible for the posting of the figures.

**CHAPTER 6 : PROCEDURE FOR ACCOUNTING PROPERTY AND OTHER TAXES**

**53. Accounting for Property and Other Taxes**

(1) Property and other taxes shall be accrued at the beginning of the year in accordance with Chapter 3 of these rules. The demand, collection and balance under property tax shall be monitored through the Demand Collection Balance Register in ACNT 20 referred to in rule 5.2(1) above.

(2) A suitable adjustment entry shall be passed after the end of the half year to reflect the correct amount of property tax income for the year, after considering the property tax declared and paid up to the end of the first half-year, and accounting for the compulsory assessments done by the Municipality.

(3) Rebate allowed on prompt payment of property tax shall be treated as an expense in the accounts through a journal voucher.

(4) Cess collected on behalf of the Government shall be treated as a liability for payment to the authorities. The collection charge due to the Municipality for cess collection shall be taken as income, and reduced from the amount payable to the authorities.

**54. Provision for Unrealised Taxes**

(1) On the amount of 'receivable', remaining outstanding on account of taxes a provision shall be made for unrealised taxes, at the end of the year, in accordance with the following norms:

- a) 25% of taxes outstanding for more than 2 years, but not exceeding 3 years;
- b) 50% of taxes outstanding for more than 3 years, but not exceeding 4 years;
- c) 75% of taxes outstanding for more than 4 years, but not exceeding 5 years;

- d) 100% of taxes outstanding for more than 5 years.
- (2) Such a provision is made on an overall basis in the books of accounts, and neither any change shall be made in the DCB Register, nor shall this be treated as a reduction of demand or write-off. Action shall be continued to be taken to collect the outstanding amounts by legal means provided under the Act.

## **CHAPTER 7 : PROCEDURE FOR ACCOUNTING OF CESSES**

### **55. Accounting for Cesses**

- (1) Cesses shall be accrued in the period in which it becomes due or on actual receipt based on the nature of income along which it is collected.

### **56. Provision for Unrealised Cesses**

- (1) On the amount of 'receivable', remaining outstanding on account of taxes a provision shall be made for unrealised taxes, at the end of the year, in accordance with the following norms:
  - a) 50% of taxes outstanding for more than 2 years, but not exceeding 3 years;
  - b) 100% of taxes outstanding for more than 3 years.
- (2) Write-offs of cess shall be adjusted against the provisions made and to that, extent recoverable is reduced.

## **CHAPTER 8 : PROCEDURE FOR ACCOUNTING OF WATER CHARGES**

### **57. Accounting for Water charges**

- (1) Revenue in respect of Water Tax, Water Benefit Tax, Water Supply Charges, Water Meter Rent, Sewerage charge, Disposal charges shall be recognized in the period in which they become due. The demand, collection and balance under water charges shall be watched through the Demand Register in ACNT 20 referred to in Rule 51(1) above.
- (2) Other receipts which are not accruable such as connection charges, water tanker charges, road damage recovery charges, initial water supply deposit etc., shall be recognised on receipt, in accordance with Chapter 5 of these rules.

### **58. Provision for Unrealised Water Charges**

(1) On the amount of 'receivable', remaining outstanding on account of water charges a provision shall be made for unrealised water charges at the end of the year, in accordance with the following norms:-

- a) 25% of taxes outstanding for more than 2 years, but not exceeding 3 years;
- b) 50% of taxes outstanding for more than 3 years, but not exceeding 4 years;
- c) 75% of taxes outstanding for more than 4 years, but not exceeding 5 years;
- d) 100% of taxes outstanding for more than 5 years.

(2) Such a provision is made on an overall basis in the books of accounts and neither any change shall be made in the DCB Register, nor shall this be treated as a reduction of demand or write-off. Action shall continue to be taken to collect the outstanding amounts by legal means provided under the Act.

## **CHAPTER 9 : PROCEDURE FOR ACCOUNTING OF RENTAL, FEES AND OTHER INCOME**

### **59. Revenue from Rent of Properties, Fees and Other Income**

(1) The Municipality shall maintain a DCB Register in ACNT 20 referred to in Rule 51(1) above, to record other income including rents from municipal properties like land, shops, shopping complex, slaughter houses, etc. due on monthly basis to watch timely collection. This shall be based on previous years demand and agreements. This shall include new shops or shopping complex let out on rent during the year. Separate pages may be allocated for each class of revenue and location.

(2) The Executive Officer, shall periodically, but at least once in six months, cause the register to be examined, and certify that the record is correct.

(3) If the demands are required to be paid at the Municipal Office then for each remittance so made, a receipt in ACNT -8 shall be issued. Immediately on receipt, the money shall be brought to account in the Collection Register of the Cashier and also the Department or Section shall record it in the relevant DCB Register.

### **60. Miscellaneous Demands**

The recovery of demands otherwise not provided for in these rules and all other fixed recurring demands shall be recorded through the DCB Register in ACNT 20.

### **61. Accounting of Assigned Revenues**

Assigned revenue from the Government like Entertainment Tax, Duty/Surcharge on transfer of Immovable properties shall be accounted on cash basis during the year. At the year end, any amount for which a sanction order has been received shall be accrued as income.

**62. Accounting of Rental Income and Special Demands.**

- (1) Rental income shall be accrued either based on demand or contract, in accordance with Chapter 3 of the rules.
- (2) Any other amount which is receivable and included in the DCB register in ACNT 20 shall also be accounted as accrued income in accordance with Chapter 3 of the rules.
- (3) Provision for unrealised rental income and any other income accrued as per sub rule (2) above shall be made at the end of the year in accordance with the following norms:
  - a) 50% of the amount outstanding for more than 2 years, but not exceeding 3 years;
  - b) 100% of the amount outstanding for more than 3 years.
- (4) Such a provision shall be made on an overall basis in the books of accounts and neither any change shall be made in the DCB Register, nor shall this be treated as a reduction of demand or write-off. Action shall be continued to be taken to collect the outstanding amounts by legal means provided under the Act.

**63. Accounting of Fees and Other Income**

- (1) Where the fees and other income cannot be estimated in advance, they shall be accounted on cash basis.
- (2) The Other Incomes, which are of an uncertain nature or for which the amount is not ascertainable or where demand is not raised in regular course of operations of the Municipality, shall be recognized on actual receipt.

**CHAPTER 10 : PROCEDURE FOR ACCOUNTING OF GRANTS AND CONTRIBUTIONS**

**64. Grants and Contributions**

- (1) Specific grants and contributions received shall be treated as a liability until utilized for the purpose specified. General grants shall be treated as income of the Municipality.
- (2) A Grant Register in Form G-1 shall be maintained by the Municipality in respect of specific grants, to record receipts and utilization of grants.
- (3) On construction/acquisition of a fixed asset out of the grants so received, the extent of liability corresponding to the value of the asset so constructed / acquired shall stand reduced and the amount shall be treated as a capital receipt and shall be transferred from the respective Specific Grant Account to the Capital Contribution.

(4) In case any part of a specific grant is allowed to be used for revenue expense and is so used, a corresponding amount shall be immediately transferred to income from the specific grant (liability) account.

(5) In case of a capital project involving municipal fund, grant and loan, the grant portion shall be accounted as in sub rule (3) above. The loan portion shall be treated as 'liability' for being cleared in due course.

## **CHAPTER 11 : PROCEDURE FOR ACCOUNTING PUBLIC WORKS**

### **65. Works Executed through the Public Works Department or other Government Agencies**

Where works are executed through the Public Works Department or other Government Agencies, they may consist of either (a) Deposit works or (b) Delegated Loan Works.

- a) Deposit Works: In respect of deposit works carried out by Public Works Department or any other Government Agency on behalf of the Municipality, the following accounting procedure shall be observed:—
  - (i) The gross estimated expenditure of the work shall be paid to the Public Works Department or concerned Government Agency in either one lump sum or in such instalments as agreed. The amounts paid shall be treated as advance to the Public Works Department or the concerned Government Agency. The Public Works Department or the concerned Government Agency shall send to the Municipality every month, a statement showing the outlay incurred during each month and upto-date outlay on the works concerned. On receipt of this statement, the amount shown as spent during the month shall be adjusted against the advance paid earlier and also accounted in the 'Capital Works in Progress'
  - (ii) After completion of the deposit works, the statement of the deposit work shall be sent by the Public Works Department or the concerned Government Agency to the Municipality. On receipt of such statement the expenditure under 'Capital Works in Progress' pertaining to that work shall be capitalized.
  - (iii) The unspent balances of completed works shall be refunded to the Municipality by the Public Works Department or concerned Government Agency, which shall be adjusted against the un-cleared advance.

- b) Delegated Loan Works: (i) When loans are raised by any other agency including Government Agency on behalf of the Municipality for capital works, the works are called as 'delegated loan works'.
- c) The following procedure shall be observed in respect of delegated loan works:
  - (i) The Municipality shall enter into a legally valid agreement enabling the agency to raise loan on its behalf and undertake to repay the principal and interest as per the terms and conditions of the loan and the said agreement.
  - (ii) Once the agency raises the loan, it shall send an advice indicating the loan raised, date of loan, period of repayment, rate of interest and terms and conditions of the loan.
  - (iii) On receipt of such advice, the Municipality shall make necessary entries in the books of accounts. It shall also record it in the Register of Loans (Form LA - 1) and Register of Advances in ACNT – 16.
  - (iv) The agency shall send a monthly statement of outlay incurred during each month showing the progress on the works concerned. On receipt of this statement, the amount shown as spent during the month shall be adjusted by passing necessary entries.
  - (v) On receipt of completion report the Capital Work in Progress shall be capitalised.

#### **66. Contractors' Bills**

- (1) Contractors' bills shall furnish full particulars of the work done so as to admit the items being identified and checked by a comparison with the estimate.
- (2) The bill shall be checked with the Measurement Book and other records by the next higher municipal engineer than the engineer who has recorded the measurements in the Measurement Book and if in order, shall be passed on to the Accounts Officer through the Municipal Engineer for processing and payment. When there is no higher municipal engineer, then this check shall be exercised by an officer authorized by the Municipality.
- (3) All bills shall be checked by the Accountant before accounting with reference to the supporting documents (for e.g., contract , sanctioned estimate and Measurement Book). The bill shall finally be approved by the Accounts Officer and the Executive Officer, in accordance with their powers or shall be approved by such authority which has the necessary powers.
- (4) The procedure laid down in the rules under Chapter 4 shall also apply.

#### **67. Payments to Contractors**

- (1) Payments to contractors and suppliers shall be made by means of 'Account Payee' cheque following the procedure laid down in Rule 41.

- (2) Every payment to a contractor shall be on account of some particular work for which a work order exists. No payments in anticipation of measurements shall be made to a contractor.
- (3) In respect of large works, mobilization advance may be paid to the contractors with prior approval of the Executive Officer and after obtaining further securities like bank guarantee, etc.

**68. Accounting of Contractors' Bills.**

The procedure for accounting of contractors' bills shall be the same as provided in Chapter 4 of these Rules.

**69. Remittance of recoveries from Contractors Bills:**

Amounts recovered towards income tax deducted at source, works contract tax, royalty, or any other statutory recoveries shall be credited to Government under the relevant head of account, as specified in the concerned laws.

**CHAPTER 12 : PROCEDURE FOR ACCOUNTING FIXED ASSETS**

**70. Capitalisation of Fixed Asset.**

- (1) The cost of fixed assets shall include cost incurred/money spent in acquiring or installing or constructing fixed assets, interest on borrowings attributable to acquisition or construction of qualifying fixed assets up to the date of commissioning of the assets, and other incidental expenses incurred up to that date.
- (2) Any addition to or improvement to a fixed assets that results in increasing the utility or capacity or useful life of the asset shall be capitalized and included in the cost of the asset. Revenue expenditure in the nature of repairs and maintenance incurred to maintain the asset and sustain its functioning or the benefit of which is less than a year shall be charged off.
- (3) Assets under erection/installation on existing projects and capital expenditures on new projects (including advances for capital works and project stores) shall be accounted as "Capital Work-in-Progress."

**71. Register of Fixed Assets**

- (1) The municipality shall maintain the following fixed asset registers comprising of land, buildings and all other infrastructure, immovable and movable properties which belong to the Municipality:

- a) Register of Land (Form ACNT-32)
  - b) Register of Immovable Properties (Form ACNT – 30)
  - c) Register of Movable Properties (Form ACNT – 31)
  - d) Register of Public Lighting System (Form ACNT – 36)
- (2) These registers shall be maintained category wise in respect of lands, buildings, etc.
  - (3) The infrastructure assets like roads, bridges, culverts, drains, etc shall be recorded in such a manner as to identify location, measurements, etc.
  - (4) The registers shall be maintained fund wise.
  - (5) Any new asset that is capitalized, purchased or obtained by way of grant or gift shall be recorded in the register on the date the asset is capitalized, purchased or obtained.
  - (6) An Asset Replacement Register shall also be maintained in Form ACNT – 35 which shall record the history of the asset in use in a Municipality. This shall capture the usage and depreciation details of the asset.

## **72. Valuation of Fixed Assets**

- (1) Fixed assets shall be recorded at historical cost including directly attributable expenses such as freight, insurance etc. for bringing the asset to its working condition.
- (2) In case a fixed asset is acquired at a concessional rate, it shall be recorded at the acquisition cost incurred;
- (3) In case a fixed asset is acquired free of cost, it shall be recorded at a nominal value of Rupee One.

## **73. Depreciation on Fixed Asset**

- (1) Depreciation would be provided on all fixed assets except on those which are non-depreciable (like land, water body) and those, which are yet, complete and yet not put to use (i.e. those, which are capital work in progress, and those, which are abandoned before completion).
- (2) The method of allocating depreciation over the useful life of the asset would be straight line method where the historical cost or any other value of the asset is divided by the useful life of the asset to arrive at an equated annual depreciation to be charged on the asset every year.
- (3) In case an asset is capitalized on or after October 1 of a financial year, depreciation shall be applicable at half the rates.
- (4) In case an asset is sold or disposed of on or after October 1 of the financial year, full depreciation shall be provided. If it is sold or disposed off before October 1, depreciation shall be

charged at half the prescribed rates. Entry for providing depreciation shall be passed at the time of accounting the sale or disposal of asset

(5) The depreciation of each asset shall be updated in the relevant fixed asset register every year in such a manner that the written down value of the assets as per accounts and as per the fixed asset register are in agreement.

**74. Revaluation of Fixed Assets.**

(1) A Municipality may carry out a revaluation of its assets, with prior permission of the Director of Municipal Administration.

(2) Revaluation cannot be done for any particular asset. It shall be carried out for all the assets of the Municipality or at least for a complete class of assets of the Municipality.

(3) An increase in net book value arising on revaluation shall be credited to a reserve account under the Municipal fund as 'Revaluation Reserve Account'. A decrease in net book value arising on revaluation of fixed assets is charged to Income and Expenditure accounts.

(4) Revaluation of a class of assets shall not result in the net book value of that class being greater than the recoverable amount of the assets of that class.

(5) Revaluation reserve shall be reduced by transfer of equivalent amount of depreciation charged on the revalued portion of the cost of the fixed assets.

**CHAPTER 13 : PROCEDURE FOR ACCOUNTING ESTABLISHMENT COSTS**

**75. Sections of Establishment to be distinct**

Pay bills shall be, as far as practicable, prepared distinctly based on functions as shown in the budget, using Function Codes prescribed in Chart of Accounts.

**76. Monthly Pay Bills cum Acquittance Rolls**

(1) Pay bill in the prescribed format shall be prepared and an abstract of pay bill shall be prepared in Form ES -1. Both forms shall be signed by the Executive Officer or other Officer authorised by him. Pay bills shall be prepared function wise. They shall also be totaled and allocated to separate funds as per guidelines issued from time to time.

**77. Cheques to be drawn for net amount only**

Cheques in payment of pay bills shall be drawn for the net amounts payable. When a pay bill is paid by a cheque, separate crossed cheque in favour of the Treasury Officer or bank or concerned

institution shall be sent for the deductions made such as insurance premium, provident fund subscription, etc., along with the necessary statements.

**78. Advances on transfer of municipal employees**

(1) Recovery towards advance of salary paid by a Municipality, local body or department of Government shall be effected at the time of preparing salary bill of the employee concerned and remitted through cheque or demand draft to the Municipality, local body or department of Government which originally paid the advance.

**79. Amounts payable by a Municipality to the Government**

(1) Amounts payable by a Municipality to Government shall be paid by cheques into the Government's account. These payments shall be made within the due date prescribed.

(2) Simultaneously, with the issue of crossed cheques for amounts due to Government and also for supplies and services made by Government Departments, the Municipality shall send intimation thereof, containing full details, namely, (i) Requisition number and date; (ii) Bill number and date; (iii) Nature of payment and (iv) Period to which it relates, etc., to the concerned department of Government, at whose instance crossed cheques are issued.

**80. Accounting of Establishment Costs**

(1) Establishment Costs shall be accrued at the end of each month in accordance with the procedure prescribed in Chapter 4 of the Rules.

(2) The payment of salary shall be in accordance with the procedure prescribed in Chapter 4 of the rules.

(3) Leave encashment shall be accounted as and when due for payment i.e. on accrual basis.

**CHAPTER 14 : PROCEDURE FOR ACCOUNTING OF STORES AND OTHER EXPENSES**

**81. Accounting of Stores**

(1) Expenditure in respect of material, equipment, etc., procured shall be recognized on accrual basis, i.e., on admission of bill by the Municipality in relation to materials, equipment, etc., delivered.

(2) Accounting of goods received and accepted and no bills received as of the cut-off date shall be accounted based on purchase orders.

- (3) Revenue in respect of disposal of material shall be recognized on actual receipt.

## **82. Valuation of Stores**

The stock lying at the period-end shall be valued at cost following the first in first out (FIFO) method.

Finished goods and work- in progress related to production for sale will be valued at cost. Cost of finished and work-in-progress includes all direct costs and applicable production overheads to bring the goods to the present location and condition.

## **CHAPTER 15 : PROCEDURE FOR ACCOUNTING ADVANCES AND OTHER ASSETS**

### **83. Advances**

(1) An account of advances shall be maintained in a Register of Advances in ACNT 16. Whenever advances other than permanent advances are made, the transactions shall be recorded in this register and the recoveries shall be monitored. The Register of Advances shall be reconciled with corresponding ledger accounts on monthly basis. When an advance is recovered in cash or adjusted by deduction from bill, the amount shall be noted against the original advance in the column for the month in which the recovery or adjustment is made. The monthly columns for recoveries shall be totalled at the end of the month and the total agreed with the corresponding credit under advances in the ledger. The register shall be balanced at the end of the year and details of outstanding balances carried forward to the next year.

(2) Advances shall be made in accordance with relevant rules. They shall be recovered or adjusted, as per the conditions of the advance, unless the authority sanctioning the advance orders otherwise.

### **84. Permanent Advance**

(1) An amount of permanent advance shall be sanctioned by the Executive Officer to an officer towards petty expenses of the office. The concerned officer to whom the permanent advance is given shall be responsible for the safe custody of that amount.

(2) The sum to be allowed shall be fixed on the supposition that recoupment will be made once in a month.

(3) A register of permanent advances shall be maintained in Form ACNT 17.

(4) A permanent advance shall not be multiplied and an Officer having subordinates who require petty sums, may spare a small portion of his own advance for their use than applying for separate

advances for them, taking acknowledgments of them in the same form as he himself furnishes, and retaining them in his office.

(5) Permanent advance shall be adjusted by debit to the appropriate expense heads for which the amount is used and recouped once in a month or an earlier event when the full advance has been expended. At the close of the year, a certificate of balance of permanent advance with the various officers shall be taken and reconciled with the balance appearing in the accounts.

## **85. Investments**

(1) Investment shall be recognized at cost of investment. The cost of investment shall include cost incurred in acquiring investment and other incidental expenses incurred for its acquisition.

(2) All long-term investments shall be carried/stated in the books of accounts at their cost. However, in the event of any permanent diminution in their value as on the date of balance sheet, these shall be provided for.

(3) Short-term investments shall be carried at their cost or market value (if quoted) whichever is lower.

(4) Interest on investments shall be recognized as and when due. At period-ends, interest shall be accrued proportionately.

(5) Dividend on investments shall be recognized on actual receipt.

(6) Profit/loss, if any, arising on disposal of investment (net of selling expense such as commission, brokerage, etc.) from the Municipal Fund shall be recognized in the year when such disposal takes place.

(7) Income on investments made from Special Fund and Grants under specific Scheme shall be recognized and credited to Special Fund and Grants under Specific Scheme respectively, whenever accrued. Profit/loss, if any, arising on disposal of investments (net of selling expense such as commission, brokerage, etc) made from the Special Fund and Grants under specific Scheme shall be recognized and credited/debited to Special Fund Account and Grant under specific scheme Account respectively. However, interest or gains from an investment made from grants received as reimbursements, shall be credited to Municipal/General fund of the Municipality instead of the Grant account.

(8) A Register of Investments held by the Municipality shall be maintained in Form IN - 1 showing all investments belonging to the Municipality. The purpose for which each investment is held shall be stated in the column provided and the orders of Government, if any, shall be quoted.

(9) The register shall also indicate interest due, and received from time to time to ensure that the amounts due are realized on due dates. In respect of interest accrued but not received at the end of the year, an accrual entry shall be made in the books of accounts.

## CHAPTER 16 : PROCEDURE FOR ACCOUNTING BORROWINGS, DEPOSITS AND OTHER LIABILITIES

### 86. *Deposits*

(1) A Register of deposits shall be maintained in ACNT 18 for all deposits received or recovered. Separate sets of pages may, if necessary, be set apart for each of the following classes of deposits.

- a) Deposits by tenants or lessees;
- b) Deposits by suppliers, contractors' security deposit and retention money recovered out of running bills;
- c) Other deposits.

(2) In cases, where the deposit received is adjusted against current or past demand, the summary of such adjustments shall be sent to Accounts Officer in Summary Statement of Deposits Adjusted in Form ACNT -19.

### 87. *Refund of Deposits*

Refund of deposits shall be made only after the Executive Officer has satisfied himself by a reference to the Register of deposits and the Accounts Officer has certified that the deposit is actually outstanding, in token of which he shall set his initials in the register against the entry. A Summary Statement of Deposits Adjusted shall be maintained in Form ACNT – 19 in case of all adjustments.

### 88. *Lapse of deposits*

Deposits remaining unclaimed for three consecutive financial years after their refunds have fallen due, shall be lapsed after obtaining approval from the Executive Officer. Based on the approval granted by the Executive Officer, the Accounts Officer shall make necessary entries in the books of accounts and the deposit register.

### 89. *Loans*

(1) All loans received by the Municipality shall be recorded each on a page in a Register of Loans in Form BR-1. Each instalment of loan as it is taken shall be recorded therein, and particulars of repayment and interest shall also be recorded in appropriate columns till the loan is fully repaid.

## CHAPTER 17 : INVESTMENTS, SPECIFIC FUNDS, RETIREMENT BENEFITS AND OTHER SPECIAL ITEMS

### 90. *Investments*

- (1) Investments of surplus funds shall be made by the Municipality as per the rules prescribed by the Government.
- (2) The amount of every security or investments shall be verified periodically and at least once in every quarter by the Executive Officer.
- (3) No security or other investment shall be written off unless and until it has been disposed of absolutely by sale or otherwise.
- (4) Every investment held by the Municipality shall be submitted for physical verification to the auditor at the time of audit.

### 91. *Specific funds*

Where any loan, grant, contribution, etc., has been received for a specific purpose or any fund has been set apart by the Municipality under any directive from the Government, such loan, contribution, grants, funds shall not be diverted even temporarily for any purpose other than that for which the same has been received or set apart without specific sanction of the Government.

### 92. *Retirement Benefits*

- (1) Separate Funds are formed for meeting the pension and other retirement benefits including Gratuity and Leave encashment.
- (2) Contribution towards Pension and other retirement benefit funds are recognized as and when it is due.
- (3) The contributions towards retirement benefits of employees of the Municipality like Provident Fund, Pension, Gratuity, etc., as applicable, shall be made to the agency concerned as and when they are due.
- (4) The Executive Officer shall give the pensionary benefits to the pensioner, from the Municipal Pension Fund, from the amount sanctioned by the Director within the time prescribed for the same by the Government.

### 93. *Transfer to Capital Fund*

Where the Government prescribes a percentage of amount to be transferred from Revenue Fund to

Capital Fund, the same shall be done before the finalisation of Annual Financial Statements.

**94. Remittance of Cess**

The cesses collected in respect of the Government shall be remitted to the authorities concerned within the time limit prescribed by the Government through crossed cheques or demand draft.

**CHAPTER 18 : SPECIAL TRANSACTIONS**

**95. Municipal School Board**

- (1) Fees and fines received from primary schools shall be recognized on actual receipt.
- (2) Contribution receivable from other local bodies/municipalities shall be recognized in the period in which they become due.

**96. Transport Undertaking**

- (1) Revenue in respect of ticket charges and monthly passes shall be recognized on actual receipt.
- (2) The liability towards dues to the State Government for collections on its behalf, i.e., Child Welfare Surcharge, shall be recognized as and when it is collected.
- (3) Revenue in respect of Rebate from State Government for collection made on their behalf, i.e., Child Welfare Surcharge, shall be recognized at the rates prescribed by the State Government on creating the liability to the State Government.

**CHAPTER 19 : PERIOD END AND RECONCILIATION PROCEDURES**

**97. Period end procedures**

- (1) The period end procedure prescribed in this rule shall be carried out by the Executive Officer or Accounts Officer or an Officer designated by the Executive Officer in this regard.
- (2) The following procedures shall be carried out daily:
  - a) Closing of Cash Book
  - b) Physical verification of cash balance
  - c) Deposit of collections (both cash and cheque) in the bank
  - d) Checking ledger accounts with the books of original entries, i.e., Cash Book and Journal Book

- e) Verification of number of receipts issued as reported by the collection office with the Collection Register
  - f) Updation of Subsidiary Ledgers
- (3) The following procedures shall be carried out at the end of every month:
- a) Bank Reconciliation
  - b) Recording of expenditures incurred against permanent advance
  - c) Payment of provident fund dues and pension contribution in respect of employees on deputation
  - d) Reconciliation of Function wise Income/Expense Subsidiary Ledgers with respective trial balance totals
  - e) Compilation of details of closing stock for recording the consumption of stores at the end of each month
  - f) Closing of ledger accounts
- (4) The following procedures shall be carried out at the end of every quarter:
- a) Reconciliation of deposits, advances, receivables and incomes
  - b) Provision for period-end expenses
- (5) Transfer of revenue grant received in advance for specific purpose to grant income.
- (6) Recognition of grant income for revenue expenditure incurred in respect of grant receivable as reimbursement
- a) Accrual of interest on borrowings
  - b) Recording of provision for bills remaining unpaid in respect of Special Fund expenditure
  - c) Accrual of interest on investments
  - d) Accrual of interest on loans to employees
  - e) Reconciliation of Capital Work in Progress
  - f) Reconciliation of Inter Unit Balances
  - g) Passing of adjustment entries
  - h) Closing of ledger accounts
- (7) The following procedures shall be carried out at the end of every year:
- a) Physical verification of stores
  - b) Physical verification of fixed assets
  - c) Transfer of funds from special funds to Special Funds (Utilised)
  - d) Confirmation of all categories of advances
  - e) Provision for unrealized revenue
  - f) Accounting of prepaid expenses
  - g) Contribution of difference in interest to the provident fund
  - h) Expenditure for the benefit of Backward classes or similar other welfare schemes

- i) Confirmation from Government/Quasi-government and Government owned agencies
- j) Closing of ledger accounts

## **98. Reconciliations**

The reconciliation procedures shall be carried out by the Accounts Department, Audit Department and the concerned departments. The procedures shall include:

- a) The procedures will include the following:
  - o Bank Reconciliation,
  - o Inter-unit reconciliation,
  - o Reconciliation of deposits,
  - o Reconciliation of receivables and collections in respect of:
    - Water supply;
    - Property and other taxes;
    - Cess;
    - Other heads of revenues.
  - o Reconciliation of advances to:
    - Contractors/suppliers;
    - Departments of the Municipality; and
    - Employees of the Municipality;
  - o Reconciliation of loans received (borrowings),
  - o Reconciliation of payables including contractors' payables,
  - o Reconciliation of balances with Government, quasi-Government agencies, Government Corporations, and
  - o Reconciliation of loans given to others
  - o Reconciliation of the accounts for the income and expense heads falling under the following categories with the Function wise Income / Expense Subsidiary Ledgers maintained at the Accounts Department in respect of those categories:
    - Fees and User Charges;
    - Sale and Hire Charges;
    - Establishment Expenses;
    - Administrative Expenses; and
    - Repairs and Maintenance Expenses.

## CHAPTER 20 : FINANCIAL STATEMENTS, ANNUAL REPORTS AND AUDIT

### 99. *Responsibility of Municipality*

- (1) Every Municipality shall follow the Chart of Accounts, Accounting and Budgeting procedures and maintain or cause to maintain such Books of accounts as prescribed in these rules to record all Income, Expenditure, Assets and Liabilities in respect of each FUND of the Municipality.
- (2) The Municipality shall also maintain the forms and registers prescribed by the Government and up date them periodically as relevant to the forms and registers.

### 100. *Annual Financial Statements*

- (1) The Executive Officer shall cause to prepare, the Financial Statements for the preceding year in respect of the accounts of the Municipality, in the format provided in Annexure I-A.
- (2) The Accounts Officer shall be responsible for the preparation of Financial Statements which shall consist of the following:
  - a) Balance Sheet - Assets, Liabilities and Reserve heads shall be posted from the Trial Balance to the Balance Sheet.
  - b) Income and Expenditure Statement - This Statement shall include all the income earned during the year whether actually received or not and all the expenditure incurred whether actually paid or not.
  - c) Statement of Cash flows – This Statement shall include Cash flows from operating, investing and financing activities in a manner, which is most appropriate to the activities of the Municipality.
  - d) Receipts and Payments Statement – This Account shall record all Receipts and payments on cash basis.
  - e) Notes to Accounts – This shall comprise of Statement of Significant Accounting Policies, Statement on Contingent Liabilities, Subsidy Report and Other Disclosures.
  - f) Financial Performance Indicators – This shall mean the financial ratios as prescribed by the Government.
- (3) Comparative amounts shall be entered on the Financial Statements for the preceding year except, in the case of the first year to which these rules apply.
- (4) All amounts in the Financial Statements shall be rounded off to the nearest rupee; an amount of fifty paise or more shall be rounded off to the next higher rupee, while an amount below fifty paise shall be rounded off to the immediately lower rupee.

(5) The Financial Statements shall be approved by the Council and the same shall be signed by the Executive Officer and the Chairperson after which it shall be submitted to the auditor, within two months from the close of the year.

(6) In case the Municipality differs in preparing and adopting the Annual Financial Statements within the time limit prescribed by the rules, the Government reserves the right to take the necessary action as it deems fit.

### **101. Annual Report**

(1) The Annual Report of the Municipality shall consist of the Annual Financial Statements and other statements as prescribed by the Government.

(2) The Executive Officer shall, not later than six months after the end of the year, or such other date as the Government, in special circumstances directs to-

- a) Publish the Annual Report;
- b) Publish a notice, advising of the publication of the Annual Report and that copies of the report are available at the office of the Municipality;
- c) Cause a copy of the Annual Report to be forwarded to the Director.

### **102. Audit of Financial Statements**

(1) The Chief Municipal Auditor and his nominees shall be the auditors of the Municipality.

(2) The responsibility to maintain or cause to maintain the accounts and the connected books of the Municipality in the manner and form as prescribed and to submit/ cause to submit such accounts to the Chief Municipal Auditor for conducting audit in the time shall vest with the Executive Officer.

(3) The Annual Financial Statement audit shall be completed and the Audit Report submitted before 30th September of the subsequent year.

### **103. Audit Report**

(1) Subject to the provision of the Orissa Municipal Act, 1950 and these rules, the auditor shall perform the audit as per the provisions of the relevant act, rules and other guidelines.

The Audit Report shall be submitted to the Municipality with copies to the Government.

**104. Publishing of Financial Information**

(1) The Municipality shall, as far as possible, disseminate the applicable financial information to each of the various stakeholders like Government, Council, Councilors and the public at regular intervals.

(2) The Government shall prescribe the nature and frequency of dissemination of information through Government Orders, circulars etc.

(3) The Municipality shall, as far as possible, display the status of claims submitted by suppliers and contractors in the website of the Municipality to facilitate the convenience of the Payees.

**105. Commitment for Expenditure**

No expenditure shall be committed by issue of sanction order/ work order without there being sufficient Budget provision for such expenditure. If sufficient Budget provision is not there, then the Executive Officer shall not issue the sanction order/ work order. In case expenditure is required the Executive Officer or Accounts Officer shall seek additional budget provision/ re-appropriation and only after sufficient Budget provision has been made, he/ she shall issue the Sanction Order or Work Order.

**CHAPTER 21 : GENERAL PROVISIONS**

**106. Applicability of other rules framed under the Orissa Municipal Act, 1950**

In all matters not expressly provided for by these Rules, the Rules, forms, registers and returns prescribed in Government Codes, Rules, Regulations in force for the time being under the orders of Government or other competent authority, shall in so far as they are consistent with these Rules and the Act, apply to the accounts of the Municipality, and shall be so observed, used and kept.

**107. Cash and Account branches to be kept distinct**

The Cash and Account Branches of each Municipality shall be kept distinct from each other as far as possible and under different officers who for the purpose of these Rules, shall be termed 'Cashier' and 'Accountant'.

**108. Opening Balance Sheet Adjustments**

(1) The Government shall issue guidelines for valuation of assets and other related areas for facilitating preparation of Opening Balance Sheet of the Municipality.

(2) If, after the opening balance sheet is prepared, any error or omission is noticed, such error or omission shall be incorporated in the opening balance sheet figure, by routing it through an 'Opening Balance Sheet Adjustment' account.

(3) Any such adjustment shall be placed before the Council for approval before it is included in the accounts.

**109. Write back of unreconciled items in Bank Reconciliation Statements, old unpaid deposits, provisions, etc.**

(1) The Executive Officer shall cause to write back the amounts of unreconciled items in Bank Reconciliation Statement, old unpaid deposits, provisions, etc., to the books of the Municipality.

(2) The Government shall decide on the period after which, items like those mentioned in subrule (1), is to be written back and issue a circular to this effect.

**110. Record of inventories**

The Executive Officer shall maintain an inventory of all movable and immovable property owned by the Municipality or assigned/ transferred to the Municipality.

**111. Misappropriation of Municipal Fund**

Whenever a misappropriation of Municipal Fund, store or any property is discovered, the Executive Officer shall report the same to the Police, the Council and the Government. After the necessary proceedings are carried out in this respect, the Executive Officer shall take necessary disciplinary proceedings as per the relevant rules.

**112. Stock book of forms**

(1) No account forms other than those prescribed under these rules shall be used by the Municipality.

(2) The Executive Officer and the Accounts Officer shall be responsible for the correct maintenance of the Stock Book. The balance of forms on hand shall be verified annually by the Officer appointed by the Municipality to check the stock, who should record a certificate of correctness or otherwise over his dated signature.

(3) A Document Control Register shall be maintained in Form ACNT – 29 to keep stock of the forms.

### **113. Receipt Books**

Receipt books shall, on receipt in the Municipality, immediately be counted, numbered and entered in the Stock Book of Forms. Each Receipt Book shall be serially numbered and paged and a certificate of the number of pages each book contains shall be furnished in each book and signed by the Executive Officer or Accounts Officer or other Officer duly authorised in this behalf. The issue of Receipt Books shall be in order of their numbers and the signature of the receiver obtained in the Stock Book of Forms. No fresh Book shall be issued before the previous one is completely exhausted and returned to the Municipality, except under unavoidable circumstances. In such cases, the reason shall be specifically written in the new Receipt book.

### **114. Power of Government to prescribe forms, formats, procedures, etc.**

The Government may issue detailed guidelines, circulars, manuals, orders, etc., laying down the forms, formats, procedures, etc., to be maintained by the Municipalities and the Financial Statements, Reports, etc., to be prepared and submitted by the Municipalities under these rules.

### **115. Miscellaneous**

In all matters not expressly provided for by these rules, the rules, forms, registers and returns prescribed in the National Municipal Accounts Manual, or under any other orders of the Government or other competent authority for the time being in force, shall, in so far as, they are consistent with the Act and these Rules, apply to the accounts of the Municipality.

## **CHAPTER 22 : ANNUAL ADMINISTRATION REPORT**

### **116. Annual Performance Report**

- (1) The Annual Performance Report of the Municipality shall consist of the following:-
  - a) Financial Statements consisting of:
    - o Balance Sheet;
    - o Income and Expenditure Statement;
    - o Statement of Cash flows (a summary of an enterprise's cash flow over a given period of time);
    - o Receipts and Payments Account (detailed as per the account heads);
    - o Notes to Accounts; and
    - o Financial Performance Indicators
  - a) Report of the Municipal Chief Auditor;

- b) Executive Officer's Report on the Annual Financial Statements and the qualifications and comments made in the Report of the Municipal Chief Auditor; and
  - c) Standing Committee's Action Taken Report on the qualifications and comments made in the Report of the Municipal Chief Auditor and the Report of the Executive Officer.
- (2) The annual administration report shall also be accompanied by brief notes on the following:
- a) Statement showing the rates at which taxes and license fees are levied
  - b) Demand Collection and Balance statement of all the sources of income (current) and arrear explanation for the outstanding balances and percentage of collection to demand
  - c) Statement of loans
  - d) Statement of government grants showing unspent balances with explanation
  - e) Statement of receipt and expenditure under license fees.

### **117. Publicising Annual Administration Report**

The Executive Officer as the case may be, shall, not later than six months after the end of the financial year, or such other date as the State Government in special circumstances may allow-

- a) Publish the Annual Administration Report;
- b) Publish a detailed version of the Annual Administration Report on the website of the Municipality if the website has been hosted;
- c) Send an abridged version of Income and Expenditure Account, Balance Sheet and Budget Variance Statement to the District Information and Publicity officer for being published in two news papers having highest circulation in the district
- d) Publish a notice in 2 news papers, advising of the publication of the Annual Administration Report and that copies of the report are available at the office of the Municipality;
- e) Send a copy of the Annual Administration Report to the Director of Municipal Administration.

## **CHAPTER 23 : COMPUTERISED ACCOUNTING AND BUDGETING**

### **118. Computerised Accounting**

- (1) The accounting records required to be maintained under these rules, may be kept in a computer based system. Where the records are so kept, it shall be the responsibility of the Executive Officer or the Director of Municipal Administration either by themselves or through any organisation approved by Government to ensure that appropriate controls and procedures are exercised for the integrity and security of the data files and programs and storage of back up of this data and its retrieval.

(2) When accounting is done on a computerised platform, the Director of Municipal Administration may modify the information requirements of forms with regard to such fields, rows, columns or contents that are already available in the database or that are designed to be captured in other computerisation modules and, therefore, can be extracted easily for reporting.

(3) When the Director of Municipal Administration is satisfied that the computerised system has stabilised and sufficient security and backup systems have been put in place, he may request the Government to direct for dispensing with manual maintenance of such forms and registers that he deems fit for such municipalities that have these systems in place. On receipt of such a request the Government may direct such municipalities to dispense with the manual maintenance of such forms and registers and direct that they be maintained in a computerised system only.

## **CHAPTER 24 : PREPARATION OF OPENING BALANCE SHEET**

### **119. *Preparation of Opening Balance Sheet***

(1) In the first year, under these rules, the Municipality shall determine the opening balances of the assets and liabilities at the beginning of the period and this statement shall be called the Opening Balance Sheet.

(2) The Opening Balance Sheet shall be prepared separately for each fund.

(3) In order to determine the balances, the Municipality shall prepare an inventory of all its assets and liabilities and value them based on their original cost, appropriately depreciated in the case of fixed assets, to arrive at the current book value.

(4) In case the Municipality is unable to determine the actual cost of a fixed asset with reasonable accuracy, it shall use the current standard cost rates prescribed by the Government, deflate it to the year of purchase and then depreciate them, to arrive at the current book value of the asset.

### **120. *Adoption of Opening Balance Sheet***

When the Opening Balance Sheet is prepared by the Municipality, it shall be laid before the Municipal Council for adoption by it.

### **121. *Opening Balance Sheet Adjustments***

(1) If, after the Opening Balance Sheet is prepared, any error or omission is noticed, such error or omission shall be incorporated in the opening balance sheet figure, by routing it through an 'Opening Balance Sheet Adjustment' account.

(2) Such adjustments in the Opening Balance Sheet may be carried out up to two years after the preparation of the opening balance sheet. Any such adjustment shall be placed before the Municipal Council for approval before it is included in the accounts.

(3) The guidelines as given below shall be followed by the Municipality at the time of preparation of opening balance sheet. The formats for the same are given as Annexure II to this rules.

## **122. Guidelines for Preparing the Opening Balance Sheet**

### **Common Guidelines**

(1) All assets, which are under the ownership and permissive possession of the Municipality, will be accounted for. Similarly, all liabilities to be paid will also be brought in the books. In case of Hospitals and schools, if the asset is under a separate legal entity, then it would not form a part of the Municipality's balance sheet;

(2) The separate legal entity includes hospitals, dispensaries, schools, maternity centres, nursing home formed as a society, trust, co-operative society, or a company formed under section 25 of the Companies Act, 1956;

(3) The mere maintenance of a register should not be taken as sufficient for arriving at the balance. The Municipality will have to check the authenticity of all the entries. All entries shall be cross checked with source documents before its compilation in the balance sheet.

(4) Assets constructed/ purchased by some other agency/ Government and handed over to the Municipality shall be accounted for based on the ownership of the asset. If the ownership remains with the other agency, then it will not be recognized as an asset in the books of the Municipality. If there has been a transfer of ownership without any consideration, then the asset shall be valued at Re. 1/- and recognized in the opening balance sheet. The balance sheet shall contain disclosure in the form of Notes with respect to following:-

- a) Assets, which are in Municipality's possession and derive economic benefits, but the ownership of which does not vest in it e.g. market constructed by Urban Administration and Development Department and handed over to the Municipality with a right to collect rent, title deed not being executed.
- b) The assets which are handed over to the Municipality, but the title deed has not been handed over e.g. assets purchased/constructed by PWD, CPWD, etc., and handed over to the Municipality for use and maintenance.
- c) Receivables from taxes, etc. not collected due to litigation.
- d) In case Demand and Collection Register is not updated or prepared, the Municipality will have to prepare it and assess the amount of arrears.

- (5) Revenue shall be recognized only when it is measurable and there is reasonable certainty of collection. If the levy of any income or user charge is in dispute and any legal case is pending against it, it shall not be taken as the income of the Municipality.
- (6) The details of such Court cases and the amount if measurable shall be disclosed in the Notes to Accounts.
- (7) Revaluation of assets is not intended at the time of preparing the opening balance sheet. The external agency, assisting the Municipality shall not consider revaluation mode for the purpose of opening balance sheet and valuation shall be done based on actual price paid/payable.
- (8) Principle of conservatism shall be followed while preparing the opening balance sheet.
- (9) All the figures shall be in Indian Rupees rounded up to one rupee.
- (10) In many situations, construction of an asset may be by an externally controlled government agency. Such constructions are out of government grants with pre-conditions that the asset so constructed would be immediately handed over to the Municipality. In such a situation, then the whole of the capital cost of the asset as well as the grant should be shown in the books of accounts of the said Municipality on transfer of the asset.

#### **Valuation of Assets – General Guidelines**

- (1) Valuation of fixed assets will be done as per the following order of preference.
- (2) If both the cost and date of purchase/construction is available/ascertainable, then original cost less depreciation.
- (3) If cost is not available/ascertainable but the date of construction/ purchase is available:
  - a) If the asset has outlived its estimated useful life, then it will be valued at Re. 1/-. The internal engineers of the Municipality will do estimation of useful life.
  - b) In case of buildings, if the building has not outlived its useful life, then valuation will be done based on per sq. feet rate or plinth area rate of that year. The Municipal Engineering Department or any competent Government Authority will issue an order specifying the plinth area rate or per sq feet rate to standardize the valuation. The internal engineers will conduct the exercise of estimation of value and provide it to the accounts department. The value so obtained would be depreciated to arrive at depreciated value as on April 1, 20XX.
  - c) In case Standard Plinth area or per sq foot rate is not available, current replacement cost based on the recent plinth area rate or per sq. foot rate as prescribed above This will be deflated till the year of construction based on wholesale price index (index rates are provided in Appendix I-A) and then depreciated.

d) For other assets, current replacement cost will be used. This will be deflated till the year of construction/ purchase based on wholesale price index (index rates are provided in Appendix I) and then depreciated. Current rates from other manufacturers can be taken e.g. in case of vehicles.

(4) In case neither the cost nor the date of purchase/ construction is available, valuation will be at Re. 1/- , the same being considered as the residual value.

(5) In case of land where the original documents are not available, valuation can be ascertained from relevant records of the Land Revenue Department or transaction value of a similar plot in the similar area around the estimated year of transaction.

### **Fixed Assets**

Fixed assets in the case of Municipality can broadly be classified into the following categories:

#### **Land and Buildings**

- Land
- Buildings

#### **Statues and heritage assets**

- Statues and valuable works of art and antiquities
- Heritage Buildings

#### **Infrastructure assets**

- Roads and Pavements
- Bridges, culverts and flyovers
- Subways and causeways
- Sewerage and Drainage
- Waterways
- Water supply and reservoirs
- Deep tube wells
- Parks and playgrounds
- Street light posts and Public Lighting

#### **Equipments**

- Plant and Machinery
- Vehicles
- Office and other equipments
- Furniture and fixtures

#### **Livestock**

### Intangibles

- Software license fees

### Valuation of fixed assets

#### a) General rules

- Record fixed assets at cost. Cost is the amount of cash or cash equivalent paid or fair value of other consideration given to acquire an asset at the time of its acquisition or construction. All normal expenditure for making an item of asset ready for its intended use is capitalized. It also includes ancillary and necessary charges to place the asset in its intended location and condition for use e.g. freight and transportation charges, site preparation expenditure, professional fees and legal claim directly attributable to asset acquisition. Razing and removal cost (less salvage value) of structures located on land purchased as a building site are added to the cost.
- For assets having useful life of more than 20 years, the residual value shall be considered as Re. 1/- for the purpose of preparation of Opening Balance Sheet as on 1 April, 20XX, in case the original cost cannot be ascertained.

- b) **Repairs**, renovation and replacements, should be capitalized only if such expenditure increases the capacity or operating efficiency, or extends the useful economic life of the asset. In case of buildings, improvements causing major changes in the existing structure will be capitalized.

### Specific Rules concerning Fixed Assets

- a) **Parks and Playgrounds** shall be capitalized under two categories, viz.

- Land pertaining to Parks and Playgrounds including the cost of development of land shall be booked under 'Land';
- Other amenities of the Parks and Playgrounds should be capitalized under the sub-head "Parks and Playgrounds" under the head "Infrastructure Assets;" and
- However, any building/ structures/ plant etc. constructed/ installed in the Parks and Playgrounds and used for other purposes should not be booked under the sub-head 'Parks and Playgrounds'. The same should be booked under the appropriate heads/ sub-heads of assets.

- b) **Land**: If the Municipality are maintaining details with regard to land, then the Municipality must use such details for preparing the opening balance sheet.

- All the land under the ownership or permissive possession of the Municipality will form a part of the Opening Balance Sheet.
  - Leasehold lands acquired by the Municipality are taken as a part of assets at a total value payable as lease charges over the entire lease period and amortised equally over the lease period.
  - The information kept by the Municipality in the register of lands needs to be verified and cross checked from the books of accountss, records, and agreement to authenticate and substantiate the information kept in the land register. The information needs to be cross-verified specially with regard to the date of purchase, cost of purchase and mode of purchase.
  - If the Municipality failed to maintain and update the land register, then the external agency/the-departmental shall conduct physical verification of all lands. The Municipality will provide all technical assistance for conducting the physical verification. The GIS and records with the engineering department will give the details of all lands within the jurisdiction of the Municipality.
- c) The following recognition criteria shall be applied to arrive at the value of the lands.

**Land acquired through purchase**

- The land will be recorded at the purchase price paid/payable and other incidental costs such as registration charges incurred to bring the asset to its present location and condition.

**Lands acquired through compulsory acquisition**

- The land will be recorded at the total compensation paid/ payable for the acquisition of the land. If the amount of compensation were in dispute, then the amount that will be recorded would be based on documentary proof. The extra amount, if determinable that may be payable will be shown as contingent liabilities and will be added to the cost of land when it is finally paid to the previous owner.

**Land acquired against non-payment of taxes**

- The cost to be booked will be the unpaid amount of taxes after it has been finalized.

**Land acquired free of cost or donated land**

- If the land has been acquired by Municipality free of cost from government/individuals or has been donated to the Municipality, then such lands would be recorded at nominal value of Re. 1/-. However, any developmental work done should be capitalized at cost.

### **Vested government lands**

- Where the ownership of the lands has not been transferred in favour of the Municipality, but the land is in the permissive possession of the Municipality, such lands should be included in the Register of Land with Re. 1/- as its value. However, there should be a clear mention in the register that in case the Government takes back the land at any point of time in future, reversal of entry shall be made in the Register of Lands. Cost of developing such lands, if any, should be booked under the sub-head 'Land'.

### **Land improvement**

- Original cost of any improvement to land such as land development and land filling will be capitalized as part of the cost of the land.

### **Land acquired through government grants**

- If the Municipality has purchased land from the government grants, then the cost of the land will be shown at, gross value i.e. cost paid/ payable or as determined according to the above guidelines. The grant received will be shown separately as a liability.

**Buildings:** In the case of Municipality, the term “buildings” shall include office buildings, school buildings, public conveniences, hospitals, dispensaries, maternity and child welfare centres, shopping complex, town hall buildings, community centres, staff quarters, rest house, milk dairy, workshop buildings, fire stations, stores building, covered taxi stands, covered parking areas, bus stands amongst others. The specific guidelines in this regard follows below:

### **Buildings purchased**

- The purchase cost of the building shall include the purchase price cost, incidental costs such as registration charges, and other costs incurred to bring the asset to its present location and condition.

### **Building constructed**

- If the building has been constructed, then the cost of the building will be taken as the cost of construction. This can be obtained from Register of Works, if available.

### **Grants received in respect of buildings**

- o If any grant has been received by the Municipality for construction or purchase of the building, then the cost of the building will be taken as gross amount and the grant will be shown separately as a Source of Fund in the opening balance sheet. The cost of building and the amount of grant would be reduced proportionately each year by the amount of depreciation.

**Statues and Heritage Assets:** Statues and valuable works of art and antiquities will be valued at the original cost and no depreciation shall be charged thereon.

- o In case, however, the original cost is not available or the items have been gifted to the Municipality by some other person/ authorities, the value should be taken at Re. 1/.
- o Heritage buildings declared through Gazette Notification should be booked under this head and should be valued at book value/cost of the material date. No depreciation should be charged on such buildings. In case, however the book value /cost of the material date is not available or the items have been gifted to the Municipality by some other person/ authorities, the value should be taken at Re. 1/-. Material date in this case would be the date of Gazette Notification.

**Infrastructure assets:** Infrastructure assets: Infrastructure assets are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage system, water and sewerage systems, dams, Deep tube wells, Parks and Playgrounds, Street Light Posts etc.

- o Infrastructure assets are classified as follows:

- Roads and pavements;
- Bridges, culverts and flyovers;
- Subways and causeways;
- Sewerage and drainage;
- Waterways;
- Water supply and reservoirs;
- Deep tube-wells;
- Parks and Playgrounds; and

- Street light posts and Public Lighting;
- Details for infrastructural assets if available in the records, then cost of land shall not be taken here. However, it will be included in the valuation of lands. Only the cost of construction of infrastructure assets will be considered here.
- If the details are not available, then the Municipality must value the same while following the general valuation guidelines.

**Plant and Machinery:** The cost of plant and machinery will include, besides purchase price, costs such as site preparation costs and installation costs. “Plant and Machinery” will include plants, conservancy or watering carts, road rollers, earth moving vehicles, ladder, scale weights, water treatment plants, sewerage treatment plants, etc. Plant and machineries will be valued at cost less depreciation.

**Vehicles:** Vehicles include carts, hand rickshaws, animal drawn carts, three wheelers, four wheelers, and conservancy vehicles. Vehicles will be valued at cost less depreciation.

**Office and other equipment:** This will include all office and other equipments e.g. computers, photocopies, telephone, fax, fans, electrical equipments, air-conditioners, etc. Office and other equipments will be valued at cost less depreciation.

**Furniture and fixtures:** This will include tables, chairs, fittings, etc., and they will be valued at cost less depreciation.

**Livestock:** Livestock will be valued at cost.

**Intangible assets e.g. Software license fees:** Intangible assets in Municipality will generally be in the nature of expenditure on software. The Municipality will assess the expenditure made in development or purchase of the intangible asset in the last 5 years and capitalize it as fixed asset. In case the intangible asset has been provided free of cost by another Government department, it will not be shown in the balance sheet.

**Depreciation:** Depreciation will be provided on all assets except land, on a Straight Line Method. The rate of depreciation will be determined in the following order of preference:

- a) 100% depreciation will be proportionately written off over the useful life of the depreciable assets. However, the last year's proportionate amount of depreciation should

- be reduced by Re. 1/-, which shall remain in the books of accountss as the 'residual value 'of the asset.
- b) Useful life of the asset will be estimated as set out in the Annexure III to this guidelines.
  - c) Depreciation shall be provided at full rates for assets, which are purchased/ constructed before October 1 of an Accounting Year. Depreciation shall be provided at half the rates for assets, which are purchased/ constructed on or after October 1 of an Accounting Year.
  - d) Purchase or construction of assets that have been done out of grants have been shown at gross value and the corresponding grant as a liability. An amount proportionate to the depreciation of the fixed asset should be deducted from the grant as well.

**Capital Works in Progress:** For the purpose of opening balance sheet, capital work-in-progress represents that value of incomplete works as on the opening balance sheet date.

- a) The information with regard to capital work in progress can be obtained from the Register of Works, if maintained by the Municipality. If the register of works is not maintained, then such details be collated from the Measurement Book (MB). Based on the MB, the engineer prepares a bill and sends it to the accounts department, after necessary approvals, for payment. For the purpose of opening Balance sheet, the Municipality will value the CWIP based on the gross amount of bill sent to the accounts department until 31 March 20XX.
- b) In addition to the above, all bills till April, 20XX that pertains to works taken up prior to 31 March, however, bills were submitted later, or bills approved later shall also be taken into account.
- c) Borrowing cost for CWIP will also be capitalized.
- d) The assets, which have been commissioned and put to use before 31 March 20XX, shall not be considered as capital work in progress, but they be booked under the respective heads of fixed assets.
- e) The certificate that the asset has been put to use, shall be obtained from the Engineering department of the Municipality.
- f) While valuing the CWIP, the Municipality shall ensure that no maintenance expenses have been included in the Capital work in-progress.

**Long-Term Investments:** Long term investments are the investments which are held by the Municipality for more than one year. Before, incorporating the balances in the opening Balance Sheet the Municipality will ensure a 100% physical verification of the original certificates and documents.

- a) Cost of investments will include acquisition charges such as fees, brokerage, and duties.
- b) Long-term investments will be valued at cost.

**Current Assets:** Current assets in the case of Municipality consist of the following:

- a) Cash in hand;
- b) Cash at bank;
- c) Stores and spares;
- d) Prepaid expenses;
- e) Arrears of property tax;
- f) Arrears of all other taxes, licenses, and fees;
- g) Interest on investments;
- h) Interest on bank deposits;
- i) Interest on loans and advances;
- j) Recoverable deposits, and
- k) Receivables against Deposit works;

**Cash in hand:** If there is any balance of cash left with the cashier (including any petty cash) as on 31 March 20XX, the same would be reflected from the Cash Book. The balance of cash as per the cashbook may be considered for the opening Balance Sheet.

**Cash at bank:** Cash at bank consists of balance (a) with all banks and (b) at treasury. These two will be shown separately in the balance sheet.

- a) The balance as per bank column of cashbook/bank book will appear in the balance sheet.
- b) The difference between the cashbook and the bank statements will be reconciled by Municipality.
- c) A disclosure shall be made in the Notes to Accounts with regard to the following:
  - The duration for which the bank reconciliation statements are pending;
  - Items in the bank reconciliation, which are either pending for a long period (i.e. exceeding six months) or of high value (i.e. above Rs. 50,000/-, rupees Fifty Thousand Only).

**Stores and spares:** Details with regard to stores and spares are maintained in register of stores and spares, which is maintained by the stores section.

- a) The Municipality will prepare an updated list of items along with their quantity, value and date of purchase. In some cases, there will need to segregate items, which are although a part of stores, but should not have been a part thereof e.g. vehicles. These will be classified in the appropriate account.
- b) A list containing items, which have expired or are not in a condition to be used will be taken out from the list. The confirmation of the condemned or expired items is to be taken in the form of a certificate from the stores/engineering section.
- c) Items which are in good condition will be then divided into two categories i.e. Category A and Category B
  - Category "A" items, which have 80% of value and are 20% in number.
  - Category "B" items, which have 20% of value and are 80% in number.The analysis will be done based on unit cost of the item.
- d) Items in category A will be physically verified to the extent of 100%.
- e) Stores and spares will be valued at cost. In determination of cost, FIFO method of costing will be used.
- f) The cost of inventories should comprise all cost of purchase and cost of conversion incurred to bring the asset to its present location and condition.

**Prepaid expenses:** Under the existing accounting system, no records are available for prepaid expenses. Expenses that have been paid in advance and relates to a period after 31 March 20XX should be recognized as prepaid expenses.

**Arrears of property tax:** Assessment department determines the total amount of property tax expected to be collected during the year. The collection is the responsibility of the Tax Collection department.

- a) The total amount of property tax in arrears is ascertainable from the "Demand Collection Balance Register."
- b) Ageing will be done for the arrears of property tax and will be shown in the Balance Sheet as Notes to Accounts. Ageing in the following slabs will be done i.e. below 3 years, 3-5 years, 5-10 years, 10-15 years and above 15 years.
- c) Arrears of sick and closed industries will be provided for 100% as provision.

**Arrears of all other taxes, licenses, and fees:** This will include all other receivable other than property tax. This includes rent from municipal shops and markets, water charges and tax, advertisement tax, other fees, licenses, etc. Water tax and rent from municipal properties will be accounted for on accrual basis. All other forms of income will be accounted on cash basis.

- a) The total amount of dues is ascertainable from the Demand Collection Balance register maintained separately for each type of revenue.
- b) Provision will be made similar to that followed for property tax in case of water charge and rental income.

**Interest on investments:** Interest on investments accrued and due as on 1 April 20XX will be determined on accrual basis.

**Interest on bank deposits:** Interest on bank accounts and deposits accrued and due as on 1 April 20XX will be determined on accrual basis.

**Interest on loans and advances:** Interest on loans and accrued and due as on 1 April 20XX will be determined on accrual basis.

**Recoverable deposits:** The Municipality may have kept deposits with third parties, with the Government, or with any other person. Based on documentary evidence and if it is classified as a deposit, it will be shown as recoverable deposits and booked as current asset.

**Receivables against Deposit works:** If the amount expensed by Municipality, is more than the amount received against the deposit works, it will be shown under this head. The actual value as per the books of accounts shall be taken.

**Loans and Advances:** Loans and advances can be in the nature of:

- Advances to staff
  - Advance to contractors and suppliers
  - Material cost recoverable from contractors
- a) 100% physical verification of documents will be done to ascertain the amount and name of party.
  - b) The closing balance of advance is ascertainable from the "Advance Ledger", which is the advance ledger is maintained separately for employees, contractors and suppliers.
  - c) Advances to staff
    - o All unadjusted advances to staff e.g. house building advance, festival advance, will be determined on actual basis.
    - o No provision shall be made to the unadjusted advances to staff. An annexure would be attached to the balance sheet showing the individual person-wise break-up of various advances given under different heads.

- d) Advance to contractors and suppliers: Advance given to contractors and suppliers for goods and services will be accounted on actual basis.
- e) Material cost recoverable from contractors: Sometimes the Municipality may have provided materials to contractors for construction purposes. This would have been provided from the stores. The value of materials issued, if recoverable from the contractor, will be shown as cost recoverable.

**Current Investments:** Current investments are investments that are readily realizable and not intended to be held for more than one year.

- a) The Municipality will do a 100% physical verification of the original certificates.
- b) Valuation will be done at cost.

**Short-Term Borrowings:** Short-term borrowings are those, which are due for not more than one year as at the date of balance sheet.

- a) The amount of outstanding loans can be ascertained from the existing records of the Municipality.
- b) Short-term borrowing will be bifurcated as secured and unsecured, if any.
- c) The Municipality will ascertain the actual amount outstanding through confirmation of balance with the creditor and also by verifying through original documents
- d) In case an amount had been received as loan, but has not still been waived off by the Government, the same will still figure in the balance sheet as a liability.
- e) Interest accrued and due on these loans will be included here. Calculation of interest payable should be due on accrual basis

**Current Liabilities:** Current liabilities will constitute the following:

- Bank overdraft;
- Security deposit/ Retention money/ Earnest money from contractors and suppliers;
- Deposit works;
- Other deposits;
- Advance collection of taxes and non-taxes;
- Income tax deducted payable;
- Sales tax deducted payable;
- Interest accrued but not due on loans;
- Unpaid salary and other employee related benefits;
- Unpaid electricity bills;

- Unpaid bills of suppliers and contractors;
- Payable to Government agencies; and
- Recoveries from staff-payable;

**Bank overdraft:** Bank overdraft will be verified with either the bank statement or a bank balance certificate.

**Security deposit/ Retention money/ Earnest money from contractors and suppliers:** Security deposit/ Retention money/ Earnest money is ascertainable from the deposit ledger, maintained by the Municipality

- a) This amount will be ascertained/ cross-checked from the original documents.
- b) Deposits received but not encashed will not be considered.

**Deposit Works:** Deposit works shall include the amount received from persons specifically for the construction of works. The deposit works are generally received from MPLADS, MLA funds, for specific works. The un-utilized or the balance amount of these grants will be shown under this head. If the amount is received for the construction of a specific asset for Municipality, then the CWIP/ Asset would be shown in the books of accounts of Municipality.

**Other deposits:** Other deposits will be ascertained from original documents.

**Advance collection of taxes and non-taxes:** In some cases, there may be advance collection of taxes and non-taxes like license fees, i.e. money collected by the Municipality before the due date.

- a) The respective departments from the various registers that they prepare will provide the amount. The receipts from original documents and register entries shall be verified.
- b) While checking advance collection, it has to be ensured that there are zero arrears because of both principal and interest. In case there is a balance, the advance collection will have to be adjusted with arrears first.
- c) Only in case of zero arrears will an advance collection be booked, this will be calculated on individual basis.

**Income tax deducted payable:** Income tax deducted from payments and not deposited with the Government will be accounted here.

- a) In case payments are regular, then the payment for March, which would have been done in April, will be taken as a liability.

- b) In case payments are not regular and there exists a default in payment, then a reconciliation of deduction with payments to Government will have to be done to find out actual arrears including interest.

**Sales tax deducted payable:** Sales tax deducted from payments and not deposited with the Government will be accounted here.

- a) In case payments are regular, then the payment for March, which would have been done in April, will be taken as a liability.
- b) In case payments are not regular and there exists a default in payment, then a reconciliation of deduction with payments to Government will have to be done to find out actual arrears including interest and penalty.

**Interest accrued but not due on loans:** Interest on borrowings, which have, although accrued but is not due will be accounted here. The amount shall be determined based on original documents.

**Unpaid salary and other employee related benefits:** Any unpaid salary or employee related benefit, which is, payable will be covered here.

**Unpaid electricity bills:** Based on original bills and documents, unpaid bills of electricity will be booked as a liability.

**Unpaid bills of suppliers and contractors:** All unpaid bills due as on 1 April 20XX shall be determined and accounted on accrual basis.

**Payable to Government agencies:** Some amounts may be payable to other Government agencies for which a bill may also not have been received. These will be enquired and checked with all departments to ascertain if any payments are pending with other Government agencies, which may have been pending for a long time e.g. unpaid water charges, electricity charges to SEB

**Recoveries from staff-payable:** Certain deductions are made from staff salaries e.g. provident fund, income tax, recurring deposit, insurance premium, which are to be deposited with the concerned authorities. It may so happen that the Municipality has defaulted on one or more occasions. This amount, which is payable will have to be booked as a liability. A reconciliation of deduction with payments to the concerned authorities will have to be done to find out actual arrears.

**Provisions:** The provision made against tax and non-tax receivables, will not affect the opening/closing balances of the Demand and Collection register and all such registers for the purpose of recovery of dues from the concerned parties. Provisioning in accounts does not amount to waiver of

the demand from the concerned party. The Municipality should not decrease its efforts in collection of arrears.

- a) Provision related to arrears in property tax, water tax and rent from municipal properties will be accounted here.
- b) Any other present obligation that may arise because of past events, which can be reliably estimated based on experience and will result in an outflow of resources, will be provided for.

**Balances of Government Grants:** Balances of all specific government grants will be shown specifically under this head. Balance of Government Grant can also be ascertained from the respective Treasury.

- a) Excess of government grant over the cost of a fixed asset, will be shown separately as "Excess of grant over asset value".
- b) Purchase or construction of assets that have been done out of grants have been shown at gross value and the corresponding grant as a liability. An amount proportionate to the depreciation of the fixed asset should be deducted from the grant as well.

**Long-Term Borrowings:** Borrowings in the nature of long term and that are repayable after one year and that are not a part of short term borrowings, will constitute long-term borrowings.

**Municipal General Fund:** The difference of all assets and liabilities will be the opening balance of Municipal General Fund. This will be determined as a balancing figure in the balance sheet. In case of liabilities exceeding the assets, the balance will be shown as "Capital Deficit" under Application of funds.

**Contingent Liabilities:** Contingent liabilities will appear as a note to the balance sheet. Some instances of contingent liabilities are stated below,

- a) In case of compulsory acquisition of land, if the amount payable is under litigation, the extra amount that could be paid, will be identified as contingent liabilities.
- b) In case of any other legal cases that may be pending in any of the courts in the country or abroad and may have a financial impact on the Municipality, an appropriate amount of compensation for these cases will be disclosed as contingent liabilities, if ascertainable. Otherwise, a fact of it should be disclosed.
- c) Any other obligation, which is a result of past activities, which cannot be reliably estimated and outflow of economic resources is contingent to the happening/ non-happening of certain activities.

**Capital Commitments:** Capital Commitments will appear as a note to the balance sheet. In the case of value of work sanctioned, estimate approved and all formalities have been completed but work has not commenced, –such cases will form part of capital commitment. Estimated amount of contracts remaining to be executed on capital accounts and not provided for will form part of capital commitments.

**Retirement Benefits:** Retirement benefits will not be accounted for at the opening balance sheet preparation stage. This can be taken up by the Municipality as a subsequent exercise. Here only the actual amount ascertained of an employee who has retired/ left the organization and payable to him will be accounted for.

### 123. Forms and Formats

- a) After the review and physical verification, the data needs to be arranged item-wise with the requisite supporting documents. While collecting and collating the information, the Municipality must use the given formats (given in Annexure II) and consider the guidelines provided in the previous volume.
- b) The table below may be used for easy reference:

Information Concerns	Refer Guidelines (as outlined above)	Use Form (for collection of information)
Land	Paragraph 4.4.3.2	Annex II – 1
Building	Paragraph 4.4.3.3	Annex II – 2
Statues and Heritage Assets	Paragraph 4.4.3.4	Annex II - 2A
Roads, streets, lanes, and footpaths	Paragraph 4.4.3.5	Annex II – 3
Bridges, culverts, flyovers, subways and causeways	Paragraph 4.4.3.5	Annex II – 4
Drains including underground drains	Paragraph 4.4.3.5	Annex II – 5
Water Works Distribution	Paragraph 4.4.3.5	Annex II – 6
Public Lighting System	Paragraph 4.4.3.5	Annex II – 7
Parks, Playgrounds, Lakes, and Ponds	Paragraph 4.4.3.1	Annex II – 8
Capital Work-in-Progress	Paragraph 4.6	Annex II – 9
Plant and Machinery (including machinery of Water Work and Drainage)	Paragraph 4.4.3.6	Annex II – 10

<b>Information Concerns</b>	<b>Refer Guidelines (as outlined above)</b>	<b>Use Form (for collection of information)</b>
Vehicles	Paragraph 4.4.3.7	Annex II – 11
Furniture and Fixtures	Paragraph 4.4.3.9	Annex II – 12
Office Equipments	Paragraph 4.4.3.8	Annex II – 13
Other Equipments	Paragraph 4.4.3.8	Annex II – 14
Live Stock	Paragraph 4.4.3.10	Annex II – 15
Computers and Intangible assets (software)	Paragraph 4.4.3.6 and 4.4.3.11	Annex II - 15 A
Investments	Paragraph 4.7 and 4.21	Annex II – 16
Cash Balance	Paragraph 4.9	Annex II – 17
Bank Balance	Paragraph 4.10	Annex II – 18
Details of Advances paid to suppliers / contractors	Paragraph 4.20	Annex II – 19
Details of Loans & Advances to employees	Paragraph 4.20	Annex II – 20
Receivables (including Taxes, Water charges, Rent etc)	Paragraph 4.13 and 4.14	Annex II – 21
Grants Receivable	Paragraph 4.18	Annex II – 22
Department - wise Inventory	Paragraph 4.11	Annex II – 23
Consolidated Inventory	Paragraph 4.11	Annex II - 23 A
Details of Deposits made	Paragraph 4.18 and 4.19	Annex II – 24
Loans Payable	Paragraph 4.22 and 4.39	Annex II – 25
Unutilized Grants	Paragraph 4.38	Annex II - 22 A
Retirement Benefits Due	Paragraph 4.32 and 4.43	Annex II – 26
Reserve Funds	Paragraph 4.40	Annex II – 27
Details of Deposits received	Paragraph 4.26	Annex II – 28
Bills and other payables details	Paragraph 4.34	Annex II - 29
Earnest Money Dues	Paragraph 4.25	Annex II – 30
Security Deposits	Paragraph 4.25	Annex II – 31
Other Deposits	Paragraph 4.27	Annex II – 32

Information Concerns	Refer Guidelines (as outlined above)	Use Form (for collection of information)
Outstanding Bills	Paragraph 4.33 and 4.35	Annex II – 33
Income-Tax deducted payable	Paragraph 4.29	Annex II – 34
Sales Tax deducted Payable	Paragraph 4.30	Annex II – 35

- c) Format of Opening Balance Sheet: The format for preparation of balance sheet has been attached as an Annexure II to these guidelines. The annexure has the format of vertical balance sheet with supporting schedules.

## CHAPTER 25 : MISCELLANEOUS PROVISIONS

### 124. *Guidelines, Clarifications and Instructions*

The Government or the Director of Municipal Administration may issue, from time to time, such guidelines, clarifications, or instructions as it may find necessary, in order to ensure that these rules are followed properly.

### 125. *Accounting Manual*

The Government may prescribe an Accounting Manual further clarifying the accounting concepts and treatments for proper implementation of these rules.

## APPENDIX 1-A – INFLATION INDEX

For arriving at the Deflated Standard Cost, the following inflation index may be referred:

Financial Year	Inflation Index
1981-82	100 (Base Year)
1982-83	109
1983-84	116
1984-85	125
1985-86	133
1986-87	140
1987-88	150
1988-89	161
1989-90	172
1990-91	182
1991-92	199
1992-93	223
1993-94	244
1994-95	259
1995-96	281
1996-97	305
1997-98	331
1998-99	351
1999-00	389
2000-01	406
2001-02	426
2002-03	447
2003-04	463
2004-05	480
2005-06	497

## 3. Implementation guidelines

3.1. This chapter contains the guidelines for implementing the accrual based double entry system of accounting at the ULB in Orissa in the following areas:

- Preparation of opening balance sheet
- Process for transferring operational data to accounts department
- Checklist to ensure accuracy of recording transactions and to avoid misclassifications
- Transition to computerisation of accounts

### Preparation of Opening Balance Sheet

3.2. Preparation of Opening Balance Sheet is probably the first and the most critical step in transition to accrual based double entry system of accounting. A Balance Sheet is a statement of the financial position of an ULB as at a given date, which exhibits its assets, liabilities, capital, reserve and other account balances at their respective book values. This section provides the guidance for identifying, valuing and collating the items of Assets and Liabilities based on which the opening balance sheet shall be prepared.

#### ***Steps in preparing the opening balance sheet***

3.3. The steps to be followed to prepare the Opening balance sheet is as follows:

- Step 1: Updation of records/ creation of records
- Step 2: Verification of assets and liabilities
- Step 3: Compilation of information
- Step 4: Preparation of opening balance sheet

#### Step I – Updation of records/ creation of records

3.4. This is the first step which creates the base for the opening balance sheet exercise. Urban Local Bodies are required to maintain several registers and books of accounts that records the transactions till the date of the opening balance sheet. Thus, records that update the movement of assets and liabilities of an Urban Local Body needs to be made upto date as on the opening balance sheet date. This step also involves the identification of assets and liabilities and collation of data to prepare a complete list of assets and liabilities.

#### Step 2 – Verification

3.5. The assets and liabilities that are recorded in the records and registers need to be validated for their existence and accuracy. This involves activities like physical verification of assets and cross verification with records/title deeds, etc to validate the entries. In cases where there are no values for assets and liabilities, the same needs to be valued based on the valuation guidelines. In addition,

confirmation of balances from third parties like banks, post offices, employees also form part of this process.

### Step 3 – Compilation

3.6. This stage involves the compilation of the data in the opening balance sheet formats from the records and registers. Opening balance sheet formats prescribed in Orissa Municipal Accounts Manual shall be distributed for this purpose.

### Step 4 – Preparation

3.7. The final stage in this process is the actual preparation of the Opening Balance Sheet in the prescribed format compiling the data in a Balance Sheet Format. This step also includes the addition of required disclosures. The Balance Sheet has to be authenticated by a Firm of Chartered Accountants or the Chief Municipal Auditor (as the Government decides) and approved by the board of councilors;

### **General Guidelines**

3.8. The general guidelines to be followed while preparing the formats for the assets and liabilities are as discussed below.

3.9. The exercise of preparation of Opening Balance Sheet begins with gathering/ collection of data from the existing records and various sources. The data should be obtained from as close to the source as possible. Efforts should be made to obtain the information without any omission and ensure that they are correct/ accurate.

3.10. All assets, which are under the ownership and permissive possession of the Municipality, will be accounted for. Similarly, all liabilities to be paid will also be brought in the books. In case of Hospitals and schools, if the asset is under a separate legal entity, then it would not form a part of the Municipality's balance sheet.

3.11. The separate legal entity includes hospitals, dispensaries, schools, maternity centres, nursing home formed as a society, trust, co-operative society, or a company formed under section 25 of the Companies Act, 1956.

3.12. The mere maintenance of a register should not be taken as sufficient for arriving at the balance. The Municipality will have to check the authenticity of all the entries. All entries shall be cross checked with source documents before its compilation in the balance sheet.

3.13. Assets constructed/ purchased by some other agency/ Government and handed over to the Municipality shall be accounted for based on the ownership of the asset. If the ownership remains with the other agency, then it will not be recognized as an asset in the books of the Municipality. If there has been a transfer of ownership without any consideration, then the asset shall be valued at Re. 1/- and recognized in the opening balance sheet. The balance sheet shall contain disclosure in the form of Notes with respect to following:-

- Assets, which are in Municipality's possession and derive economic benefits, but the ownership of which does not vest in it e.g. market constructed by Urban Administration and Development Department and handed over to the Municipality with a right to collect rent, title deed not being executed.
- The assets which are handed over to the Municipality, but the title deed has not been handed over e.g. assets purchased/constructed by PWD, CPWD, etc., and handed over to the Municipality for use and maintenance.
- Receivables from taxes, etc. not collected due to litigation.
- In case Demand and Collection Register is not updated or prepared, the Municipality will have to prepare it and assess the amount of arrears.

3.14. Revenue shall be recognized only when it is measurable and there is reasonable certainty of collection. If the levy of any income or user charge is in dispute and any legal case is pending against it, it shall not be taken as the income of the Municipality.

3.15. The details of such Court cases and the amount if measurable shall be disclosed in the Notes to Accounts.

3.16. Revaluation of assets is not intended at the time of preparing the opening balance sheet. The external agency, assisting the Municipality shall not consider revaluation mode for the purpose of opening balance sheet and valuation shall be done based on actual price paid/payable.

3.17. Principle of conservatism shall be followed while preparing the opening balance sheet.

3.18. All the figures shall be in Indian Rupees rounded up to one rupee.

3.19. In many situations, construction of an asset may be by an externally controlled government agency. Such constructions are out of government grants with pre-conditions that the asset so constructed would be immediately handed over to the Municipality. In such a situation, then the whole of the capital cost of the asset as well as the grant should be shown in the books of accounts of the said Municipality on transfer of the asset.

3.20. Separate teams may also be formed for collecting information for other category of the assets under the overall supervision of the Steering Committee. The information gathered should be signed by the members of the concerned team and authenticated by the members of the Steering Committee.

3.21. It is suggested that the Provisional Balance Sheet be prepared as on December 31 of the financial year, so as to facilitate a quick and efficient preparation of Opening Balance Sheet as on April 1 of the next financial year.

3.22. The Guidelines for valuation of assets and other detailed aspects of preparation of opening balance sheet is presented in detail in the Orissa Municipal (Accounts) Rules.

## II. Process for transferring operational data to accounts department

3.23. As part of the new accrual based accounting system, the State Government has adopted a specific Coding Structure for recording transaction and capturing information, which has been specified in the Orissa Municipal Accounts Manual. The Coding Structure is designed to capture information under the following broad groups:

- Fund;
- Function;
- Functionary;
- Account Head.

3.24. A brief description of each of the groups is given below:

- Fund Code - Requirement/intention to maintain separate books of accounts for a particular activity/ fund shall be the criteria for assigning a Fund Code
- Function Code - Function represents the services offered or specific functions performed by the Municipalities
- Functionary Code - Functionary represents the departments/ positions which perform the various functions provided by the Municipalities.

3.25. Separate budgets are to be prepared and controlled for the various Funds as specified by the State Government. The various permutations and combinations of the Function Code, Functionary Code and Field Code are used as Budget Centres. The Account Heads are used as the Budget Heads.

3.26. This implies that all income and expenditure transactions are to be identified under each of the above given categories.

3.27. The accounts department relies on data from various operational departments of a Municipality like Engineering, Establishment, etc. The Orissa Municipal Accounts Manual prescribes the forms and formats that are to be used by the Municipality to compile these data which are later used by the accounts department in accounting.

### **Collections data**

3.28. The collections in respect of the receipts of the ULB may be made at Collection Offices (i.e. at the department, Ward Offices, Single-Window, etc.) or at other Collection Centres (i.e. branches of Designated Banks and other Collection Centres). The general procedure for the receipt, deposit, and accounting of the collections shall be as follows:

- Collection at Counters: For receipt of cash or any amount received in the form of cheques/draft, a Receipt, duly signed and dated shall be issued in Form ACNT-8.
- Deposit of amount collected: The amount collected (cash, cheques as well as drafts) shall be deposited into Designated Bank Accounts or with the other designated Collection Offices of ULBs, by the end of the day.

- Remittance of collections to other Collection Offices: The Collection Office receiving the cash/cheque/demand draft/ banker's cheque from other collection centers, shall issue a Receipt (Form ACNT-8) to acknowledge the receipt of cash/cheque/demand draft/banker's cheque from other collection offices. The receiving Collection Centre shall record the receipt issued for receipt of the cheques/drafts received from other collection centers in its receipt register maintained in Form ACNT -9.
- Entry in Collection Register: The Collection Offices and Collection Centres shall record the particulars of each Receipt issued in the Collection Register, maintained in Form ACNT-11, on a daily basis.
- Preparation of a Summary of Daily Collection: Based on the details from the collection register, the collection offices shall prepare a Summary of Daily Collection in Form ACNT-12. The Summary of Daily Collection is a covering sheet that provides a summary of the total revenues collected by the Collection Office/Centre.
- Collections at branches of Designated Banks directly from the payers: The officers, designated for the purpose of coordinating with the branches collecting the receipt directly from the payers, shall also prepare a Summary of Daily Collection in Form ACNT -12.
- Updation of details regarding cheques / drafts deposited: The realization / return of the cheques/drafts shall be followed up with the bank. The details of the realization / non-realisation of the cheques / drafts shall be updated in the Receipt Register (Form ACNT-9) as well as communicated to the concerned officer for follow-up. The details should be intimated to the Accounts Department by the Collection Office / Centre who has actually deposited the cheques and co-coordinating with the bank, through a Statement on Status of Cheques Received, prepared in Form ACNT-10.
- Dishonourment of Cheques: Based on the Statement on Status of Cheques Received (Form ACNT-10), the Accounts Department shall reverse the entry passed for collection as stated above i.e. on preparation of Bank Receipt Voucher. The Accounts Department, thus, shall pass the entry for reversal of receipt.
- Transfer of funds from one Bank Account to other Bank Account: Transfers from one Bank account to another will be governed by the applicable rules. Based on the cheque prepared for the transfer or based on the bank intimation received, in case of standing instructions being given to the banks for transfer of funds, the Accounts Department shall prepare a Contra Voucher (Form ACNT-6). Accounting entries relating to this would follow the general principles of accounting under "Accounting for Contra entries."

### **Payments data**

3.29. The general procedure in respect of payments, which shall be applicable for all payments made by the ULB including payment of supplier's / contractor's bills, refund of taxes, payment of advance, refund of deposits, investments made, loan repayments, etc., is described below:

- Receipt of bills/claims: The bills or claims against the ULB shall be received at the various functions of the ULBs or at the Accounts Department as per the procedures laid down for ULBs in this behalf. The concerned department shall verify the bills / claims

received. On satisfactory verification, the bills / claims shall be entered into the Register of Bills for Payment, maintained in Form ACNT-13.

- Preparation of Payment Order: On approval of the payment by the concerned authorities at the respective departments, the department shall forward the bills for payment. To facilitate capture of details a model Payment Order (ACNT-14) is suggested. The state governments can modify this based on their requirements.

3.30. It is to be ensured that all Contractors'/ Suppliers' bills are first accounted only through a JV by debiting the work in progress or asset account and crediting the Contractor / Supplier account. When payment is made either by a cheque or through the bill payment system, the Contractor/ supplier Account is debited.

### **Accounting for Journal Entries**

3.31. For transactions other than those involving cash and / or bank, the Accounts Department shall prepare a Journal Voucher (Form ACNT-7) for recording the entry in the Journal Book. The following example illustrates the recording of entry in the Journal Book:

- For recording the entry in respect of the raising of demand in respect of all types of income, the Accounts Department shall prepare a Journal Voucher (Form ACNT-7) and pass the relevant accounting entry in the Journal Book (Form ACNT-2)
- Posting in the Ledger: From the Journal Book, a posting shall be made to the Ledger (Form ACNT-3).
- Rectification Entries: The Journal Entries are also passed for rectification of errors in recording of earlier transactions.

### **Permanent/Official Advance**

3.32. For permanent advance (imprest cash) provided to the various officers/departments of the ULB, such payments shall be initially recorded as an advance provided. The details of the expenditure incurred against the advance shall be recorded in a Register of Permanent Advance maintained at the various departments in Form ACNT-16. The details of the advances given shall be recorded in the Register of Advance maintained in Form ACNT-16. The concerned department shall prepare Payment Order (Form ACNT-14) for replenishment of the permanent advance.

3.33. Similarly, the employees of the ULB to whom official advances are provided for incurring expenditure on behalf of the ULB, shall prepare a Payment Order for the expenditure incurred as soon as the purpose for which the advance was provided is accomplished.

### **Routine payments, salary payments and pensions**

3.34. In case of routine payments like electricity, telephone, repair charges, fuel charges and miscellaneous bills, the same shall be accounted using a Journal Voucher debiting the expense account and crediting the expense payable account. On payment of the amount, the bank payment voucher shall be prepared debiting the expense payable account and crediting the bank account.

3.35. All salary payments are first accounted through a Journal Voucher by debiting the Gross Salary Account and crediting all recoveries and the Net Salary payable Account. When Salary is disbursed, the debit must always be to the Net Salary payable Account.

3.36. It is to be ensured that all pension payments are first accounted through a Journal Voucher by debiting the Gross Pension Account and crediting all recoveries (if any) and the Net Pension payable Account. When pension is disbursed, the debit must always be to the Net Pension payable Account.

#### ***Deduction and payment of taxes and other statutory dues***

3.37. It is to be ensured that all tax and statutory payments are first accounted through a Journal Voucher by debiting the Taxes and crediting Statutory dues /taxes payable. On payment the payable account shall be debited and credit may be given to Bank.

3.38. The detailed procedure to be followed and the entries to be passed to account for the transactions is given in the Orissa Municipal Accounts Manual and Orissa Municipal (Accounts) Rules.

### **III. Checklist to ensure accuracy of recording transactions and to avoid misclassifications**

3.39. Accrual based double entry system of accounting is a new system for the Municipalities and it is important to set up a system that enables accurate recording of accounting transactions which enables the preparation of financial statements that show a true and fair view of its financial position. A few of the general pointers for better financial management of a ULB is given below:

- Confirm that accounting policies, practices, and procedures comply with the letter and the spirit of Orissa Municipal Accounts Manual.
- Communicate the accounting policies, practices, and procedures and ensure that they are understood by all affected staff.
- Provide necessary training in accounting policies and practices to enable individuals responsible for the following functions to perform their tasks correctly and completely:
  - Recording transactions
  - Developing information used to formulate and record provisions for expenses or losses
  - Preparing financial disclosures
- If there are unique transactions at any of the Municipalities, ensure the training address the unique environment at each site.
- Confirm compliance with accounting policies, practices, and procedures.
- Ensure that the guidelines for developing and recording financial statement estimates are documented and uniformly understood.
- Establish procedures to document, analyse, and reconcile balance sheet accounts and off-balance sheet accounts so that such activities occur as scheduled. Confirm that a

process exists to resolve issues or present unresolved differences to the Government in a timely manner.

- Evaluate the speed of production of finance and operational information needed to make informed decisions. Make changes required to accelerate its accessibility.
- Reassess the appropriateness of existing key performance indicators for the ULB, and expand them as necessary.

3.40. Given below is an indicative checklist to facilitate correct accounting entries in the books of accounts. The checklist is only prepared to ensure accuracy of recording of accounting entries and not for generation of forms and reports.

Accounting Procedures	Responses
Can the transaction be expressed in monetary terms? If yes, then continue to the next question.	
Is the ULB one of the parties to that transaction? If yes, then continue to the next question.	
Have you identified the affected accounts in the transaction? This may be a combination of any of assets/liabilities/incomes/expenses accounts. For e.g Salary payable and cash, Property tax and cash, Electricity charges and bank, etc.	
Is the nature of the affected accounts classified appropriately as assets/liabilities/incomes/expenses? For e.g In case of salary payable and cash, both are asset accounts.	
Is the effect of the transaction on the accounts clearly identified? Is Salary payable/Cash increasing/decreasing as a result of this transaction?	
Which side of the transaction effects this increase and decrease? For e.g. Increase in asset should be a debit and decrease in asset should be a credit.	
Have you referred to Orissa Municipal Accounts Manual to confirm your understanding of the entry?	
Have you checked whether there are more than one debit/credit accounts in a transaction? For e.g. Consolidated Receivable for Other Taxes To Other Taxes - Town Development Cess To Other Taxes - Education Cess To Other Interest - Interest from other Receivables To Penalties and Fines - Others To Prior Period Income - Cess	
Does the sum of debit side amounts equal to the sum of credit side amounts? In other words, does this journal entry balance?	
Have you referred the Orissa Municipal Accounting Manual for the account code?	
Is the name of the accounts in your entry exactly like how it is in the chart of accounts?	
Does your narration correctly impart the details of the transaction?	

## IV. Transition to computerization of accounts

3.41. Computerisation of accounting systems can be done at various scales depending upon the readiness of the ULB to transition to the new system. This is primarily based on the availability of updated records and bandwidth for operations. Computerisation brings the following key benefits to a ULB:

- Faster and effective processing of information
- Automatic generation of documents like invoice, cheques, etc
- Availability of timely information
- Automatic posting to ledgers
- Quick generation of reports

### ***Steps to transition to the new system***

3.42. Development of a computerised system facilitates the implementation of accrual based double entry system of accounting in a Municipality. In this regard, the Municipalities shall have to work closely with the consultants appointed for the same in ensuring that a system that caters to their requirements and falls within the procedures prescribed by the Orissa Municipal (Accounts) Rules and Orissa Municipal Accounting Manual is developed. On identifying the need to computerise its accounting and/or other operations, the Municipality needs to undertake the following initial activities:

- Identifying its level of readiness to take up computerisation
- Deciding the extent of computerisation to be implemented
- Ascertaining its functional requirements
- Shortlisting of consultants
- Finalisation of the User Requirements
- Development of software and testing
- Hardware and software acquisition
- Finalise the changes required in the forms and formats
- Installation of the new system and user testing
- Training of the users
- Final installation and go-live.

### **Identifying the readiness level of the ULB**

3.43. In its journey of implementation of accrual based double entry system of accounting, the Municipalities graduate through various levels till it becomes ready for a full fledged ERP system. Thus, the ULB need to assess its readiness to implement a computerised accounting system. The level of readiness decides the features that are to be implemented as a part of such computerisation.

#### Deciding the extent of computerisation

3.44. The Municipalities shall phase its implementation depending upon the level of maturity level attained at each stage and decide the extent of computerisation that shall complement each of the phases.

#### Ascertaining the functional requirements

3.45. Once the applications that are to be implemented at a said phase is identified, the functional requirements expected from the application is finalised based on discussions with the users.

#### Short listing of consultants

3.46. The Municipality shall invite RFP from the consultants who are interested in implementing the computerised system. Their proposals shall be evaluated on predetermined parameters and an agreement shall be entered into with the selected consultant.

#### Finalisation of the URR

3.47. The consultants shall draft the User Requirements Report and Functional Design Document in consultation with the users and other key stakeholders in the Municipality. The same shall be signed off by the Municipality after thorough review to ensure that all their requirements are getting suitably captured in the system that is proposed to be developed by the consultants. The plan for interfacing the accounting system with other applications in the Municipality shall also be finalised at this stage.

#### Development and testing of software

3.48. The consultants engaged for the development of the software shall complete the same based on the signed off functional design document. Further, inhouse testing shall be conducted by the consultants before the same is made available for user testing.

#### Acquiring of hardware and software

3.49. The hardware and software requirements are listed by the consultants. These shall be vetted by subject matter experts in the Municipality and the process for acquiring of the hardware and software shall be initiated in parallel with the development activity.

#### Finalising the changes to manual forms and formats

3.50. Computerisation might require a change in the design of forms and formats used by the Municipality. These changes shall be frozen in joint discussions between the consultants and the municipality.

Installation of the new system and user testing

3.51. The newly developed system shall be installed for a trial run in the Municipality when the users shall have the opportunity to test it with real time data. Any bugs reported during testing is raised with the developers who shall address them.

Training of the users

3.52. The success of any computerisation lies in enabling easy interaction between the system and the users. And training plays a crucial role in equipping the users with the knowledge required to operate the application

Installation of the final system and go live

3.53. On entry of the historical data and issue of go live certificate by the Municipality, the final version of the software with the database is installed and declared ready for use. It is appropriate that a manual processing is carried out in parallel till the users gain confidence in the new system.

3.54. Where the records are kept in a computerised system, it shall be the responsibility of the Executive Officer or the Director of Municipal Administration either by themselves or through any organisation approved by Government to ensure that appropriate controls and procedures are exercised for the integrity and security of the data files and programs and storage of back up of this data and its retrieval.

3.55. When accounting is done on a computerised platform, the Director of Municipal Administration may modify the information requirements of forms with regard to such fields, rows, columns or contents that are already available in the database or that are designed to be captured in other computerisation modules and, therefore, can be extracted easily for reporting.

3.56. When the Director of Municipal Administration is satisfied that the computerised system has stabilised and sufficient security and backup systems have been put in place, he may request the Government to direct for dispensing with manual maintenance of such forms and registers that he deems fit for such municipalities that have these systems in place. On receipt of such a request the Government may direct such municipalities to dispense with the manual maintenance of such forms and registers and direct that they be maintained in a computerised system only.

# Annexure

**Annexure I – Forms and Formats****Form ACNT-1**

Name of the Municipality: \_\_\_\_\_

**CASH BOOK****Receipt****Payment**

Sr. No.	Date	Rcpt. Vchr. No.	Code of Account	Particulars of Receipt	L/F	Cash Amount (Rs.)	Bank Account Amount (Rs.)	Sr. No.	Date	Pymt. Vchr. No.	Code of Account	Particulars of Payment	L/F	Cash Amount (Rs.)	Bank Account Amount (Rs.)

**Notes**

- Balance brought forward is the opening balance to be entered
- The date of receipt to be shown in Cash book shall be the date on which amount has actually been received
- All moneys received shall immediately and without reservations be entered in the Cash book
- The receipts shall be classified in the column provided according to budget heads
- The payment side of Cash book shall be posted from the details of vouchers and of the cheque drawn
- The amount side of each cheque shall be entered as soon as the cheque is signed
- Each entry in the cash book should be attested by the authorized officer
- The classification and totals of cash book should be initiated by some responsible officer other than the writer of Cash book
- Cash book should be closed daily

Name of the Municipality: \_\_\_\_\_

**JOURNAL BOOK**

Sr. No.	Date	Journal Vchr. No.	Code of Account	Particulars	L/F	Debit Amount (Rs.)	Credit Amount (Rs.)

Name of the Municipality: \_\_\_\_\_

## LEDGER ACCOUNT

Dr.

Cr.

Date	Code of Account	Particulars	Folio	Amount (Rs.)	Date	Code of Account	Particulars	Folio	Amount (Rs.)

Name of the Municipality: \_\_\_\_\_

Form ACNT-4

**CASH/BANK RECEIPT VOUCHER****NAME OF THE FUND:****Name of the Bank:****Pay-in-slip Ref. No. & Date:** \_\_\_\_\_**CRV/BRV No. & Date:** \_\_\_\_\_

Budget		Code of Account	Account Description	Challan for Remittance of Money No.	Amount (Rs.)
Function	Functionary				
1	2	3	4	5	6
Total					
Prepared by:		Verified by:		Approved by:	Posted by:
Date:		Date:		Date:	Date:

Notes:

1. A separate Bank Receipt Voucher shall be prepared in respect of each separate Bank Book maintained.
2. All the Challans for Remittance of Money, the details of which are included in this Bank Receipt Voucher, shall be attached to it.

NAME OF THE Municipality: \_\_\_\_\_

Form ACNT-5

## CASH/BANK PAYMENT VOUCHER

NAME OF THE FUND:

Name of the Bank:

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Name of Claimant:

CPV/BPV No: \_\_\_\_\_

P.O./W.O. No.: \_\_\_\_\_

Budget		Code of Account	Account Description	Payment Order No.	Cheque No.	Amount (Rs.)
Function	Functionary					
1	2	3	4	5	6	7
<b>Total (in words):</b>						
Prepared by:		Verified by:		Approved by:		Posted by:
Date:		Date:		Date:		Date:
Received Payment						
Signature of Receiver						

Notes:

1. A separate Bank Payment Voucher shall be prepared in respect of each separate Bank Book maintained.
2. Payment Order for which payment is made shall be attached to the Bank Payment Voucher.
3. The payment vouchers and its supporting shall be cancelled with 'paid' stamp.

NAME OF THE Municipality: \_\_\_\_\_

Form ACNT-6

**CONTRA VOUCHER**

Contra Voucher No

Code of Account	Account Description	Debit Amount (Rs.)	Credit Amount (Rs.)
1	2	3	4
<b>Total</b>			
Prepared By	Verified By	Approved By	Posted By
Date	Date	Date	Date

Note:

1. The supporting documents forming the basis of the entry shall be attached to the Contra Voucher.

Form ACNT-7

Name of the Municipality: \_\_\_\_\_

**JOURNAL VOUCHER****NAME OF THE FUND:****Date:****Journal Voucher No:**

Budget		Code of Account	Account Description	Debit Amount (Rs.)	Credit Amount (Rs.)	
Function	Functionary					
1	2	3	4	5	6	
		<b>Total</b>				
		Prepared By	Verified By	Approved By	Posted By	
		Date	Date	Date	Date	

**Note:**

1. The supporting documents forming the basis of the entry shall be attached to the Journal Voucher.
2. The narration for the entry should be clearly (understandably) stated.

Name of the Municipality: \_\_\_\_\_

Form ACNT – 8

**RECEIPT**

**Date:**

Received from Shri \_\_\_\_\_ a sum of Rs. \_\_\_\_\_

(in words) towards \_\_\_\_\_ Accounts code \_\_\_\_\_ drawn on vide

cash/cheque/demand draft/Banker's cheque no \_\_\_\_\_ dated \_\_\_\_\_ drawn on

\_\_\_\_\_ (Bank), \_\_\_\_\_ (branch of the bank).

**Authorized Signatory**

**Signature of Clerk / Collector:** \_\_\_\_\_

**Entered in Collection Register, Page No.** \_\_\_\_\_

***N.B. Cheque/Draft/Banker's cheque is subject to realization***

Note: Separate receipt books can be maintained for Cash / Cheque. Similarly, separate receipt books can be maintained for different types of receipts.

Name of the Municipality: \_\_\_\_\_

Form ACNT-9

**RECEIPT REGISTER**

Sr. No.	Receipt Number	Receipt Date	Mode of receipt Cash/ Cheque	Name of the Drawer	Cheque/ Draft No.	Bank (for amounts received through Cheque/ draft	Cash (for amounts received by Cash)	Deposited into Bank Account No.	Date of Deposit	Date of Realization	Whether Returned	Remarks*
1	2	3	4	5	6	7	8	9	10	11	12	13
	Opening total											
	Days total **											
	Closing total											

\* Specify the details of the substitute cheque received in case of dishonour of the cheque.

\*\* This total shall be tallied with total as per the Collection Register for the day and the amount as per the 'Summary of daily collections'

**Note:**

1. For each entry made; record the Name, Designation, and Signature of the person making the entry in the register and the person checking the entry.
2. This can be prepared in perforated sheets, as the same shall be used for making support to the deposit slip into the designated bank account or to other collection offices.
3. Separate sheets shall be used in respect of Cash and Cheque/drafts received

## Form ACNT-10

Name of the Municipality: \_\_\_\_\_

## STATEMENT ON STATUS OF CHEQUE RECEIVED

DEPARTMENT: \_\_\_\_\_

Date: \_\_\_\_\_

Sr. No.:

Sr. No.	Sr. No. of the Statement of Cheque Deposited received	Date of the Statement of Cheque Deposited received	Cheque/ Draft No.	Amount (Rs.)	Deposited into Bank Account No.	Realized/ Returned	Date of Realization/ Return intimation from the bank
1	2	3	4	5	6	7	8
Prepared by:				Received by and date:			
Checked by and date:							

*Record the name, designation, and signature of the person.*

Name of the Municipality: \_\_\_\_\_

## COLLECTION REGISTER FOR THE YEAR \_\_\_\_\_ TO YEAR \_\_\_\_\_

Department: \_\_\_\_\_

Sr. No.	Date of Receipt	Receipt No. with Book No.	Name of the payer	Reference number **	Particulars of Income					Total (Rs.)	Remarks
					Account Head* (Rs.)	Account Head* (Rs.)	Account Head* (Rs.)	Account Head* (Rs.)	Others (Specify)* (Rs.)		
1	2	3		4	5	6	7	8	9	10	11
	Opening total										
	Days total #										
	Closing total										
Prepared By: _____					Enter By: _____						
Checked By ***: _____					Checked By :*** _____						
Date: _____											

\* Specify the head of Income under which collection is made

\*\* Specify the identification details in respect of the cheque, e.g., Bill No. in case of Property &amp; Other Tax Collections, Tender No./Work Order No. in case of Earnest Money Deposit or Security Deposit, etc.

\*\*\* Record the name, designation and signature of the person.

# This total shall be tallied with total as per the Receipt Register for the day and also the amount as per the 'Summary of daily collections'

Note: Each day's collection should be recorded on a separate page of the Register and every page should be signed as provided.

## Form ACNT-12

Name of the Municipality: \_\_\_\_\_

## SUMMARY OF DAILY COLLECTION OF

\_\_\_\_\_ COLLECTION OFFICE/COLLECTION CENTRE

Date:

Sr. No.:

Counter. No.

Name of the Department	Name of the Revenue Head	Amount (Rs.)	Amount (Rs.)	Deposited With*	
1	2	3	4	5	6
<b>Revenue accounted for on Cash basis #</b>					
a.	Tax Department	Property Transfer Charges			
b.	Water Supply	Water Connection Charges			
		Water Tanker Charges			
		Road Damage Charges			
<b>Revenue accounted for on Accrual basis</b>					
a.	Water Supply	Water Tax, Water Benefit tax			
		Notice fees, Warrant fees			
<b>Grand Total</b>					
<b>Amount in Words : Rupees</b> _____					
<b>Receipt No. issued by the Collection Office:</b>					
<b>(in case collections are deposited with Collection Office)</b>					
	<b>Cash</b>		<b>Rs:</b>		
	<b>Cheque (For cheque realised)</b>		<b>Rs:</b>		
	<b>Total</b>		<b>Rs.</b>		
Prepared by: _____			Checked By** : _____		
Examined and entered:: Accountant/Authorized Officer					
Dated: _____					

\*Specify the Bank Name and Account Number in case of amount directly deposited with bank.

\*\* Record the name, designation and signature of the person.

# For revenues accounted for on Cash basis, one consolidated figure for the total collections may be given instead of giving a receipt-wise entry.

Form ACNT-13

Name of the Municipality: \_\_\_\_\_

## REGISTER OF BILLS FOR PAYMENT FOR THE YEAR

Sr. No.	Date of presentation by the Supplier/ Department *	Name of Party/ Department*	Particulars	Amount of Bill (Rs.)	Initials of Authorized Officer	Date of Sanction	Voucher No.	Amount Sanctioned (Rs.)	Date of Payment or issue of cheque	Amount Dis-allowed (Rs.)	Balance outstanding at the end of the year (Rs.)	Reason for delay in payment	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

\* In respect of the register maintained at the Accounts Department, mention the date of presentation of the bill by the concerned department and the name of the department.

**Note:** For each entry made, record the Name, Designation, and Signature of the person making the statement and the person checking the entry.

## Form ACNT-14

Name of the Municipality: \_\_\_\_\_

**PAYMENT ORDER**

Bill No.:

Voucher No.:

Date:

Name and address of Payee:

Stock / Bills for Payment:

Reference to \_\_\_\_\_ Book / Register

Head of Account:

Measurement / Fixed Asset:

Sr. No.	Particular of work or articles	Quality or weight	Rate	Unit	Amount (Rs.)
1	2	3	4	5	6
	Total amount (in words) Rs.				
	(1) Amount allotted	Certified that the rate and quantities shown in this bill are correct and the materials, articles have been received in good condition and have been entered in the appropriate supplies register on numerical account at page .....			
	(2) Previous expenditure Rs.				
	(3) Expenditure shown in the bill.. Rs.				
	Total of 2 and 3 Rs.				
	Balance available Rs.				
		Date .....			
			Signature of Officer Receiving the articles		

Submitted to the Designated Authority for sanction	Resolution No.....Date.....the sum of Rs..... (in words)... shown in the bill is sanctioned.		
I have examined the claim and found it correct in all respects.			
Chief Accounts Officer  Date	Commissioner  Date	Authorised Officer  Date	
Pay Rupees..... (in words)	To the Accountant for payment		
Authorized Officer  Date	Commissioner  Date		
Received payment of Rs (in words) ..... in full settlement of the claim.	Paid by cheque / draft No ....., dated ..... and entered in the cash book		
Stamp	Chief Accounts Officer	Commissioner	
		Authorized Officer	
Payees Signature			

Form ACNT-15

Name of the Municipality: \_\_\_\_\_

## CHEQUE ISSUE REGISTER

Sr. No.	Date	Bank Payment Voucher No. & Date	Payment Order Number & Date	Name of the Payee	Nature of Payment	Cheque/ Draft No.	Date of the Cheque/ Draft	Amount (Rs.)	Entered By	Signature of the First Authorized Signatory	Signature of the Second Authorized Signatory	Date of Issue of Cheque/ Draft	Signature of the Recipient of Cheque/ Draft	Date of Clearance	Remarks *
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

\* Specify the details of the stale cheque and the subsequent revalidation of the cheque or issue of the fresh cheque.

**Note:** For each entry made, record the Name, Designation, and Signature of the person making the entry in the register and the person checking the entry.

Form ACNT-16

Name of the Municipality: \_\_\_\_\_

## REGISTER OF ADVANCES FOR THE YEAR 20 to 20....

Sr. No.	Date	Name of the person to whom the advance is paid	Particulars of the Advance	Bank Payment Voucher Number & Date	Payment Order Number & Date	Amount (Rs.)	Date of Repayment/ Adjustment	Voucher Number of Repayment/ Adjustment	Balance remaining unadjusted at the end of the year	Remarks
1	2	3	4	5	6	7	8	9	10	11

Note:

1. After each entry, leave few blank spaces depending on the repayment/adjustment schedule of the Advance
2. For each entry made, record the Name, Designation, and Signature of the person making the entry in the register and the person checking the entry.

Form ACNT-17

Name of the Municipality: \_\_\_\_\_

**REGISTER OF PERMANENT ADVANCE**

Department: .....

Period / Year: .....

Initial disbursement of the Permanent Advance					Expenditure				Daily Balance (Rs.)	Initials of the officer holding the advance	Remarks
Sr. No.	Date	Payment Order No.	Sr. No. of Expenditures for which Payment Order is submitted	Amount (Rs.)	Nature of Expenditure	Date of Bill	To whom paid	Amount Paid (Rs.)			
1	2	3	4	5	6	7	8	9	10	11	12
									(5-9)		

Note:

For each entry made, record the Name, Designation, and Signature of the person making the statement and the person checking the entry.

## Form ACNT-18

Name of the Municipality: \_\_\_\_\_

## DEPOSIT REGISTER FOR THE YEAR ENDED 20.... to 20....

In respect of \_\_\_\_\_

Department: .....

Sr. No.	Date	Name of the Party	Nature/ Type/Kind of Deposit	Receipt Number	Amount (Rs.)	Refund or Adjustments				Balance Deposit (Rs.)	Remarks**	
						Date & Voucher No.	Adjusted against demand of		Amount (Rs.)			
							Income*	Year				Amount (Rs.)
1	2	3	4	5	6	7	8	9	10	11	12	13

\* Specify the head of account of the income against which the deposit is adjusted

\*\* Details of the Lapsed Deposits should be given in the "Remarks" column.

Note: For each entry made, record the Name, Designation, and Signature of the person making the statement and the person checking the entry.

Form ACNT-19

Name of the Municipality: \_\_\_\_\_

**SUMMARY STATEMENT OF DEPOSITS ADJUSTED  
DURING THE PERIOD \_\_\_\_\_**

*In respect of* \_\_\_\_\_

Date:

Sr. No

Particulars (Revenue Head-wise)	Arrears (Rs.)				Current Demand (Rs.)	Total (Rs.)	Deposits Adjusted Register No.
	Year (Others)	Last 3 <sup>rd</sup> Year	Last 2 <sup>nd</sup> Year	Last Year			
1	2	3	4	5	6	7	8
Total							
Amount in Words: Rupees							
Prepared By :*				Examined and entered			
Checked By :*							
Dated:				Accountant / Authorized Officer			

\* Record the name, designation and signature of the person.



Name of the Municipality: \_\_\_\_\_

Form ACNT-20

**DEMAND REGISTER OF \_\_\_\_\_**  
**INCOME FOR THE YEAR 20..... to 20...**

Department: \_\_\_\_\_ Ward or Circle: \_\_\_\_\_

Sr. No.	Date	Bill No.	Name of the person from whom income is due	Particulars	Demand								Collections						
					Revenue* (Rs.)	Revenue* (Rs.)	Notice Fee (Rs.)	Warrant Fee (Rs.)	Other Fees (Rs.)	Penalty (Rs.)	Others (Specify) (Rs.)	Total (Rs.)	Receipt Number & Date of collection	Revenue* (Rs.)	Revenue* (Rs.)	Notice Fee (Rs.)	Warrant Fee (Rs.)	Other Fees (Rs.)	Penalty (Rs.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
				Arrears															
				Year (Others)															
				Year (-3)															
				Year (-2)															
				Year (-1)															
				Current Year															
				Bill **															
<b>Collections</b>		<b>Remission/Write-off</b>								<b>Balance</b>						<b>Remar</b>			

Others (Specify) (Rs.)	Total (Rs.)	No. and date of order	Revenue* (Rs.)	Revenue* (Rs.)	Notice Fee (Rs.)	Warrant Fee (Rs.)	Other Fees (Rs.)	Penalty (Rs.)	Others (Specify) (Rs.)	Total (Rs.)	Revenue* (Rs.)	Revenue* (Rs.)	Notice Fee (Rs.)	Warrant Fee (Rs.)	Other Fees (Rs.)	Penalty (Rs.)	Others (Specify) (Rs.)	Total (Rs.)	ks	
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	

\*Separate columns shall be maintained in respect of each revenue for which demand is raised in the same bill.

\*\* Entries shall be separately made for each bill raised. Entry shall be made only for the current demand raised.

Notes:

1. Please provide a reference of the Bill No. for Notice Fee, Warrant Fee, Other Fees, and Penalty in Column No. 3.
2. Please provide a reference of **Form ACNT-25** (Register of Refunds, Remissions and Write-offs for remission and write-offs in Column No. 23).
3. For each entry made, record the Name, Designation, and Signature of the person making the entry in the register and the person checking the entry.

Name of the Municipality: \_\_\_\_\_

BILL OF \_\_\_\_\_ INCOME FOR THE PERIOD: .....

Identification No: ..... Name: .....

Address: .....

Serial No. in Demand Register: .....

The incomes shown below amounting to Rs. \_\_\_\_\_ are due from you in respect of \_\_\_\_\_ and you are requested to pay the same within \_\_\_\_\_ days of presentation of this bill.

Particulars*	Arrears (Rs.)					Current Demand (Rs.)	Total (Rs.)
	Year (Others)	Last 3 <sup>rd</sup> Year	Last 2 <sup>nd</sup> Year	Last Year	Current Year's First Bill		
1	2	3	4	5	6	7	8
Notice Fee							
Warrant Fee							
Other Fees							
Penalty							
Others, Specify							
<b>Total Bill Raised</b>							
Less: Advance Adjusted							
Balance Payable							

Amount in Words : Rupees

If, within the said period of ..... days:

- (a) the sum demanded in this bill is not paid; or  
 (b) no cause is shown to the satisfaction of the Commissioner, why the same should not be paid; or  
 (c) no appeal is preferred according to provisions of the Act governing the Municipality; a notice of demand will be served upon you for the payment of the said sum.

Prepared By:\*\*\*

Office:

Dated:

Checked By:\*\*\*

The Municipality reserves the right to adjust any deposits/sum lying with it, if the amount of this bill is not paid.

Commissioner / Authorized Officer

\* Specify each &amp; every income head separately for which bill is raised, if raised in the same bill.

\*\* Amount to be inserted in words.

\*\*\* Record the name, designation and signature of the person.

## Form ACNT-22

Name of the Municipality: \_\_\_\_\_

Date: \_\_\_\_\_

**SUMMARY STATEMENT OF BILLS RAISED FOR THE PERIOD**

\_\_\_\_\_ in respect of \_\_\_\_\_

Sr. No. \_\_\_\_\_

Ward	Arrears (Rs.)					Current Demand (Rs.)	Total (Rs.)
	Particulars (Revenue Head wise)	Year (Others)	Last 3 <sup>rd</sup> Year	Last 2 <sup>nd</sup> Year	Last Year		
1	2					3	4
Property & Other Taxes							
Tax revenues (specify)							
Notice Fee							
Warrant Fee							
Other Fees							
Penalty							
Other, Specify							
Total bill raised for income							
Revenue collected in Advance Adjusted							
Total							
Amount in Words: Rupees							
Prepared By :*				Examined and entered			
Checked By :*				Accountant/ Authorized Officer			
Dated:				Dated:			

\* Record the name, designation and signature of the person.

Note: This statement should be prepared separately for each ward and then consolidated.

Form ACNT-23

Name of the Municipality: \_\_\_\_\_

**REGISTER OF NOTICE FEE, WARRANT FEE, OTHER FEES AND PENALTIES CHARGED***In respect of* \_\_\_\_\_

Sr. No.	Date	Name and Address of the payer	Particulars	Fresh BILL No.	Notice Fee				Warrant Fee				Other Fee			Penalty			Remarks
					Notice No.	Date of Issue	Date of Service	Fee Charged (Rs.)	Warrant No.	Date of Issue	Date of Service	Fee Charged (Rs.)	Particulars	Date of Charge	Fee Charged (Rs.)	Bill No./ Document No. by which levied	Date of Document	Amt. (Rs.)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Note:

1. A reference of the Bill No. and fees charged should be made in **Form ACNT-20** (Demand Register).
2. For each entry made, record the Name, Designation, and Signature of the person making the entry in the register and the person checking the entry.

Name of the Municipality: \_\_\_\_\_

**SUMMARY STATEMENT OF NOTICE FEE, WARRANT FEE, OTHER FEES AND  
PENALTIES CHARGED  
FOR THE PERIOD \_\_\_\_\_**

In respect of Income \_\_\_\_\_ Sr. No. \_\_\_\_\_

Particulars					Amount (Rs.)
1					2
Notice Fee					
Warrant Fee					
Other Fees					
Penalty					
<b>Total</b>					
<b>Amount in Words : Rupees :</b>					
<b>Prepared By:</b>	<b>Examined and entered</b>				
_____	<b>Accountant / Authorized Officer</b>				
	<b>Dated:</b>				
<b>Checked By</b>					

\* Record the name, designation and signature of the person

Name of the Municipality: \_\_\_\_\_

Form ACNT-25

## REGISTER OF REFUNDS, REMISSIONS &amp; WRITE-OFF

In respect of \_\_\_\_\_

Sr. No.	Date	Name and Address of the person/ party	Particulars (Refunds/ Remission/ Write-offs)	Year in respect of which granted	Order Number & Date	Under Section	Name and Designation of the Sanctioning Authority	Amount										Date of Payment & Voucher No. (in case of Refunds)	Remarks
								Revenue (Rs.)	Revenue (Rs.)	Revenue (Rs.)	Revenue (Rs.)	Notice Fee (Rs.)	Warrant Fee (Rs.)	Other Fees (Rs.)	Penalty (Rs.)	Other (Specify) (Rs.)	Total (Rs.)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
				Arrears															
				Year (Others)															
				Year (-3)															
				Year (-2)															
				Year (-1)															
				Current Year															

Note:

1. A reference of the folio no. of this Register for remissions and write-offs should be made in the Demand Register (**Form ACNT-20**).
2. For each entry made, record the Name, Designation, and Signature of the person making the entry in the register and the person checking the entry.

Name of the Municipality: \_\_\_\_\_

**SUMMARY STATEMENT OF REFUNDS AND REMISSIONS FOR THE PERIOD**

Particulars	Refunds		Remissions	
	Receivables of Revenue	Revenue received in advance	Refunds payable	
1	2	3	4	
Arrears				
Year (Others)				
Year (-3)				
Year (-2)				
Year (-1)				
Current Year (20XX)				
Total				
Amounts in Words : Rupees				
Prepared By :***		Examined and entered		
Checked By :***		Accountant / Authorized Officer		
Dated:		Dated:		

\* Separate Statements shall be prepared for each income in respect of which demand is raised

\*\* Including remission of interest charged on delayed payment

\*\*\* Record the name, designation and signature of the person

Form ACNT-27

Name of the Municipality: \_\_\_\_\_

**SUMMARY STATEMENT OF WRITE-OFFS**  
**FOR THE PERIOD \_\_\_\_\_**

Particulars	Write-offs		
	Taxes	State Education Cess	Employment Guarantee Cess
1	2	3	4
Arrears			
Year (Others)			
Year (-3)			
Year (-2)			
Year (-1)			
Current Year (20XX)			
Total			
Amounts in Words : Rupees			
Prepared By :*** _____			
Checked By :*** _____			
Dated:		Examined and entered Accountant/Authorized Officer Dated:	

\* Separate Statements shall be prepared for each income in respect of which demand is raised

\*\* Including write-offs of interest charged on delayed payment

\*\*\* Record the name, designation and signature of the person



Form ACNT-29

Name of the Municipality: \_\_\_\_\_

## DOCUMENT CONTROL REGISTER/STOCK ACCOUNT OF RECEIPT/CHEQUE BOOK

Kind of Document \_\_\_\_\_

Receipt						Issue			To whom issued			
Date	From whom received	Number of Forms	Books		Voucher No. and Date	Number of Forms	Books		Designation	Signature of person receiving forms or books		
			No.	No. of pages			No.	No. of pages				
1	2	3	4	5	6	7	8	9	10	11		
Balance				Return of books and forms			Initials of the person returning the books		Initials		Remarks	
Number of Forms	Books		Initials		Date	Number of Forms	Books		Clerk	Authorized officer		
	No.	No. of pages	Clerk	Authorized Officer			No.	No. of pages				
12	13	14	15	16	17	18	19	20	21	22	23	24

*Note :* For each entry made; record the Name, Designation and Signature of the person making the entry in the register and the person checking the entry.

Form ACNT-30

**REGISTER OF IMMOVABLE PROPERTY**

Asset Identification No.:

Description of the Structure:

Location of the Structure:

Survey No. of the land on which Structure is located:

Dimensions of the Structure:

Area of land on which constructed (sq. mtr.):

Title documents available:

Mode of acquisition:

Warranty / Defects Liability Clause:

Security Deposit retained:

Date and amount of Security Deposit released:

Sr. No.	Date of acquisition / construction / improvement	Payment Order No.	Ref. No. of Cash Book/ Journal Book / Ledger where entry is recorded	Ref. No. of Register of Land	Cost of acquisition/ construction / improvement (Rs.) (please specify incidental cost separately)	To whom paid / Name of the contractor	Purpose of Expenditure	Source of Funds	In case of Building, specify how building is being currently used
1	2	3	4	5	6	7	8	9	10
Total for the year 20**-20**									

--	--	--	--	--	--	--	--	--	--

Opening Written Down Value (Rs.) (equal to column 6 in first year)	Year of Depreciation	Depreciation provided (Rs.)	Closing Written Down Value (Rs.)	Date of Disposal	Receipt Voucher No.	Name of the person to whom Structure is disposed	Sale Value (Rs.)	Initials of the Authorized Officer	Remarks
11	12	13	14	15	16	17	18	19	20
			(11-13)						
<b>Total for the year 20**-20**</b>									

Notes:

- a. All the structures should be categorized into relevant asset class. Unique asset identification numbers are to be provided for all assets initially. Separate Registers shall be maintained for each class of structures owned by the Municipality.
- b. Each structure shall be recorded on a separate page in the register.
- c. At the end of the accounting year, the amount in column 14 in respect on the current year shall be the amount to be entered in column 11 of the next year (next row).
- d. In the year in which there is any improvement to the asset, add the cost of improvement to the current year's opening written down value.
- e. For each entry made, record the Name, Designation, and Signature of the person making entry in the register and the person checking the entry.
- f. Totals should be taken at the end of each year in respect of total cost incurred on acquisition / construction / improvement (from the date of acquisition/construction) for each of the structure owned by the Municipal Body.
- g. In Remarks column, indicate whether the Municipal Body has the ownership right to the property or have only utilization rights.

Form ACNT-31

Name of the Municipality: \_\_\_\_\_

**REGISTER OF MOVABLE PROPERTY**

Sr. No.	Asset Identification No.	Particulars and description of the Property	Location of the Property	Number or quantity	Date of acquisition / construction / improvement	Mode of acquisition	Payment Order No.	Ref. No. of Cash Book / Journal Book / Ledger where entry is recorded		Cost of acquisition / construction / improvement (Rs.)		To whom paid	Purpose of Expenditure	Source of Funds
								9		10				
1	2	3	4	5	6	7	8	9		10		11	12	13
Total for the year 20**-20**														
Total for the year 20**-20**														

Opening Written Down Value of the property (Rs.) (equal to column 10 in first year)	Year of Depreciation	Depreciation provided (Rs.)	Closing Written Down Value (Rs.)	Date of Disposal	To whom Disposed and Nature of Disposal	No. and date of Disposal Order	Number or quantity disposed	Amount realized if sold, & date of credit in treasury or bank (Rs.)	Balance quantity	Security Deposit retained (Rs.)	Date and amount of Security Deposit released	Initials of the Authorized Officer	Remarks
14	15	16	17	18	19	20	21	22	23	24	25	26	27
			(14-16)										
Total for the year 20**-20**													
Total for the year 20**-20**													

Note:

1. All the movable assets should be categorized into relevant asset class with unique ID nos. Separate Registers shall be maintained for each class of movable assets owned by the Municipal Body.
2. At the end of the accounting year, the amount in column 17 in respect on the current year shall be the amount to be entered in column 14 of the next year (next row).
3. In the year in which there is any improvement to the asset, add the cost of improvement to the total of current year's opening written down value and cost of improvement.
4. For each entry made, record the Name, Designation, and Signature of the person making the entry in the register and the person checking the entry.
5. In case of Plant & Machinery, the details should be given department-wise, location-wise. Separate folios should be allotted for each of the locations.
6. Plant & Machinery of Water Works and Drainage System and sub-station and transformers of the Public Lighting System shall be recorded in this form.
7. Details of any improvements to the plant and machinery, which has resulted into increasing the capacity of the plant and machinery, should be mentioned separately.
8. In case of Plant & Machinery, specify the date of commencement of operations and the number of shifts for which plant & machinery is operated along with the description of the property in column no. 3.
9. In case of Vehicles, specify the vehicle no., registration no., engine no. and chassis no. along with the description of the vehicle, year of manufacture and 'make' in column no. 3.
10. In Remarks column, indicate whether the Municipal Body has the ownership right to the property or have only utilisation rights.
11. Totals should be taken at the end of each year in respect of total cost incurred on acquisition / construction / improvement (from the date of acquisition / construction) for each of the movable asset owned by the Municipal Body.

## Form ACNT-32

Name of the Municipality: \_\_\_\_\_

## REGISTER OF LAND

Asset Identification No.:

Description of the Land:

Specify, if leasehold/freehold:

Location of the Land:

Survey No. of the Land:

Area (sq. mtr.):

Title documents available:

Mode of acquisition:

Specify whether any building, trees, etc., acquired with land:

Value paid for acquiring building, trees, etc:

Security Deposit retained:

Date and amount of Security Deposit released:

Sketch the boundaries of the Land:

Sr. No.	Date of acquisition / improvement	Payment Order No.	Ref. No. of Cash Book / Journal Book/ Ledger where entry is recorded	Ref. No. of Register of Immovable Property	Cost of acquisition / improvement (Rs.)	To whom paid	Purpose of Expenditure	Source of Funds	Specify how land is being currently used	Date of Disposal	Receipt Voucher No.	Name of the person to whom land is disposed	Value Realized (Rs.)	Initials of the Authorized Officer	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Total for the year 20** -20**															
Total for the year 20** -20**															

Notes :

- (a) Details of all the land belonging to the municipal body, irrespective of the fact, whether it is vacant or any structure has been constructed on that, should be included here. Unique asset ID Nos. to be allotted to each item.
- (b) Each plot of land shall be recorded on a separate page in the register.
- (c) Specify if land is industrial/agricultural/residential in ' Description of Land'.
- (d) For each entry made, record the Name, Designation, and Signature of the person making entry in the register and the person checking the entry.
- (e) Totals should be taken at the end of each year in respect of total cost incurred on acquisition / improvement (from the date of acquisition) for each of the land owned / utilized by the Municipal Body.

Form ACNT-33

Name of the Municipality: \_\_\_\_\_

Function: \_\_\_\_\_

**FUNCTION -WISE INCOME SUBSIDIARY LEDGER**

Sl. No	Function code	Functions Head	Total Income (Rs.)	Major Heads of Income						
				Tax Revenue	Assigned Revenue	Rental Income from Properties	Fees & User Charges	Sale & Hire Charges	Revenue Grants	Others
Total for the month (Rs.)										
Cumulative total at the beginning of the month (Rs.)										
Cumulative total at the end of the month (Rs.)										

For each type of major revenue heads, columns for functions relevant to revenue will only be opened.

Form ACNT-34

Name of the Municipality: \_\_\_\_\_

Function: \_\_\_\_\_

**FUNCTION -WISE EXPENDITURE SUBSIDIARY LEDGER**

Sl. No.	Function code	Functions Head	Total Income (Rs.)	Major Heads of Income					
				Establishment	Administrative	Operations & Maintenance	Interest & Finance	Programme	Revenue Grants
Total for the month (Rs.)									
Cumulative total at the beginning of the month (Rs.)									
Cumulative total at the end of the month (Rs.)									

For each type of major expenditure heads, columns for functions relevant to the expenditure will only be opened.

Name of the Municipality: \_\_\_\_\_

**ASSET REPLACEMENT REGISTER**

Sr. No.	Source			Utilized						Balance (Rs.)
	Date of transfer to Asset Replacement Bank	Voucher No.	Amount (Rs.)	Date of acquisition / construction / improvement	Payment Order No.	Ref. No. of Cash Book / Journal Book / Ledger where entry is recorded	Cost of acquisition/ construction / improvement (Rs.) (please specify incidental cost separately)	To whom paid / Name of the contractor	Ref. No. of Fixed Asset Register *	
1	2	3	4	5	6	7	8	9	10	11

**Notes:**

1. Separate folio should be used for different Asset-class.
2. For each entry made, record the Name, Designation, and Signature of the person making entry in the register and the person checking the entry.
  - Reference shall be provided for Register of Immovable property, Register of Movable property, etc.

**REGISTER OF PUBLIC LIGHTING SYSTEM**

Area / Location / Survey No.:

Title documents available:

Mode of acquisition

Warranty / Defects Liability Clause:

Security Deposit retained:

Date and amount of Security Deposit released:

Sr. No.	Asset Identification No.	Number of lamp posts	Meters of cables used	Date of acquisition / improvement	Mode of acquisition	Payment Order No.	Ref. No. of Cash Book / Journal Book / Ledger where entry is recorded	Cost of acquisition / improvement (Rs.)	To whom paid	Purpose of Expenditure	Source of Funds
1	2	3	4	5	6	7	8	9	10	11	12
Total for the year 20** -20**											
Total for the year 20** -20**											

Opening Written Down Value (Rs.) (equal to column 9 in first year)			Year of Depreciation	Depreciation provided (Rs.)	Closing Written Down Value of the property (Rs.)	Date of Disposal	Receipt Voucher No.	Name of the person to whom Property disposed	Value Realized (Rs.)	Initials of the Authorized Officer	Remarks
13			14	15	16	17	18	19	20	21	22
					(13-15)						
Total for the year 20**-20**											
Total for the year 20**-20**											

1. Separate Registers shall be maintained in respect of each location.
2. At the end of the accounting year, the amount in column 16 in respect on the current year shall be the amount to be entered in column 13 of the next year (next row).
3. In the year in which there is any improvement to the asset, add the cost of improvement to the current year's opening written down value.
4. Cost incurred in acquisition and erection of lampposts and that in respect of cables shall be indicated separately.
5. For each entry made, record the Name, Designation, and Signature of the person making the entry in the register and the person checking the entry.
6. Totals should be taken at the end of each year in respect of total cost incurred on acquisition / improvement (from the date of acquisition) for each of the location.

**Annexure I-A****Formats of Financial Statements**

Trial Balance for the period from \_\_\_\_\_ to \_\_\_\_\_

Account Code No	Particulars	Debit (Rs.)	Credit (Rs.)
	Total		

**Income and Expenditure Statement**

for the period from \_\_\_\_\_ to \_\_\_\_\_ -

Fund Code	Account Code	Item/ Head of Account	Schedule No	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4	5	6
		<b>INCOME</b>			
		Tax Revenue	IE-1		
		Assigned Revenues & Compensation	IE-2		
		Rental Income from Municipal Properties	IE-3		
		Fees & User Charges	IE-4		
		Sale & Hire Charges	IE-5		
		Revenue Grants, Contributions & Subsidies	IE-6		
		Income from Investments	IE-7		
		Interest Earned	IE-8		
		Other Income	IE-9		
	A	Total - INCOME			
		<b>EXPENDITURE</b>			
		Establishment Expenses	IE-10		
		Administrative Expenses	IE-11		
		Operations & Maintenance	IE-12		
		Interest & Finance Expenses	IE-13		
		Programme Expenses	IE-14		
		Revenue Grants, Contributions & subsidies	IE-15		
		Provisions & Write off	IE-16		
		Miscellaneous Expenses	IE-17		
		Depreciation			
	B	Total - EXPENDITURE			

	A-B	Gross surplus/ (deficit) of income over expenditure before Prior Period Items			
		Add/Less: Prior period Items (Net)	IE-18		
		Gross surplus/ (deficit) of income over expenditure after Prior Period Items			
		Less: Transfer to Reserve Funds			
		Net balance being surplus/ deficit carried over to Municipal Fund			

Balance Sheet of \_\_\_\_\_ - (Municipality) as on \_\_\_\_\_

Figures in Rupees

Fund Codes	Account Codes	Particulars	Schedule No.	Amount	Amount	Amount
1	2	3	4	5	6	7
		<b>SOURCES OF FUNDS</b>				
		<b>Reserves and Surplus</b>				
		Municipal (General) Fund	B-1			x
		Earmarked Funds	B-2			x
		Reserves	B-3			x
		<b>Grants, Contributions for Specific Purpose</b>	B-4			
		<b>Loans</b>				
		Secured loans	B-5		x	
		Unsecured loans	B-6		x	x
		<b>TOTAL OF SOURCES OF FUNDS</b>				<b>xxx</b>
		<b>APPLICATION OF FUNDS</b>				
		Fixed Assets including Statues & Heritage Assets	B-11			
		Gross Block		x		
		Less: Accumulated Depreciation		x		
		Net Block		x	x	

Fund Codes	Account Codes	Particulars	Schedule No.	Amount	Amount	Amount
		Capital work-in-progress			x	x
		<b>Investments</b>				
		Investment - General Fund	B-12		x	
		Investment - Other Funds	B-13		x	x
		<b>Current assets, loans &amp; advances</b>				
		Stock in hand (Inventories)	B-14		x	
		Sundry Debtors (Receivables)	B-15			
		Gross amount outstanding		x		
		Less: Accumulated provision against bad and doubtful receivables		x	x	
		Prepaid expenses	B-16		x	
		Cash and Bank Balances	B-17		x	
		Loans, advances and deposits	B-18		x	
		Total of Current Assets (A)			xx	
		<b>Current Liabilities and Provisions</b>				
		Deposits received	B-7		x	
		Deposit works	B-8		x	
		Other liabilities (Sundry Creditors)	B-9		x	
		Provisions	B-10		x	
		Total of Current Liabilities (B)			xx	
		<b>Working Capital (Current Assets less Current liabilities i.e. A - B)</b>				x
		Other Assets	B-19			x
		Miscellaneous Expenditure (to the extent not written off)	B-20			x
		<b>Capital Deficit</b>				x
		<b>TOTAL OF APPLICATION OF FUNDS</b>				xxx
		Notes to the Balance Sheet				

**Presentation of formats of the various schedules to the Income and Expenditure Account.**

**Schedule IE-1: Tax Revenue**

Account Code	Particulars	Current year (Rs.)	Previous year (Rs.)
1	2	3	4
	Property tax		
	Water tax		
	Sewerage Tax		
	Conservancy Tax		
	Lighting Tax		
	Education tax		
	Vehicle Tax		
	Tax on Animals		
	Electricity Tax		
	Professional Tax		
	Advertisement tax		
	Pilgrimage Tax		
	Octroi & Toll		
	Cess		
	Other taxes		
	Sub-total		
	Less		
	Tax Remissions and Refund [Schedule IE- 1 (a)]		
	Sub-total		
	Total tax revenue		

**Schedule IE-1 (a): Remission and Refund of taxes**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Property taxes		
	Octroi and toll		
	Cess Income		
	Advertisement tax		
	Others		
	Total refund and remission of tax revenues		

**Schedule IE-2: Assigned Revenues & Compensation**

Account Code.	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Taxes and Duties collected by others Compensation in lieu of Taxes / duties Compensations in lieu of Concessions		
Total assigned revenues & compensation			

**Schedule IE-3: Rental income from Municipal Properties**

Account Code.	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Rent from Civic Amenities		
	Rent from Office Buildings		
	Rent from Guest Houses		
	Rent from lease of lands		
	Sub-Total		
	Less: Rent Remission and Refunds		
	Sub-total		
	Total Rental Income from Municipal Properties		

**Schedule IE- 4: Fees & User Charges - Income head-wise**

Account Code.	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Empanelment & Registration Charges		
	Licensing Fees		
	Fees for Grant of Permit		
	Fees for Certificate or Extract		
	Development Charges		
	Regularization Fees		
	Penalties and Fines		
	Other Fees		
	User Charges		
	Entry Fees		
	Service / Administrative Charges		

Account Code.	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
	Other Charges		
	Sub-Total		
	Less: Rent Remission and Refunds		
	Sub-total		
	Total income from Fees & User Charges		

**Schedule IE-5: Sale & Hire Charges**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Sale of Products		
	Sale of Forms & Publications		
	Sale of stores & scrap		
	Sale of Others		
	Hire Charges for Vehicles		
	Hire Charges for Equipment		
	Total Income from Sale & Hire charges - income head-wise		

**Schedule IE-6: Revenue Grants, Contributions & Subsidies**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Revenue Grant		
	Re-imburement of expenses		
	Total Revenue Grants, Contributions & Subsidies		

**Schedule IE-7: Income from Investments - General Fund**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Interest on Investments		
	Dividend		
	Income from projects taken up on commercial basis		
	Total Income from Investments		

**Schedule IE- 8: Interest Earned**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Interest from Bank Accounts		
	Interest on Loans and advances to Employees		
	Interest on loans to others		
	Total - Interest Earned		

**Schedule IE- 9: Other Income**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Deposits Forfeited		
	Lapsed Deposits		
	Insurance Claim Recovery		
	Profit on Disposal of Fixed asses		
	Recovery from Employees		
	Unclaimed Refund/ Liabilities		
	Excess Provisions written back		
	Miscellaneous Income		
	Total Other Income		

**Schedule IE-10: Establishment Expenses**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Salaries, Wages and Bonus Benefits and Allowances		
	Pension		
	Other Terminal & Retirement Benefits		
	Total establishment expenses		

**Schedule IE-11: Administrative Expenses**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Rent, Rates and Taxes		
	Office maintenance		
	Communication Expenses		
	Books & Periodicals		
	Printing and Stationery		
	Traveling & Conveyance		
	Insurance		
	Audit Fees		
	Legal Expenses		
	Professional and other Fees		
	Advertisement and Publicity		
	Membership & subscriptions		
	Other Administrative Expenses		
	Total administrative expenses		

**Schedule IE-12: Operations & Maintenance**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Power & Fuel		
	Bulk Purchases		
	Consumption of Stores		

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
	Hire Charges		
	Repairs & maintenance -Infrastructure Assets		
	Repairs & maintenance - Civic Amenities		
	Repairs & maintenance - Buildings		
	Repairs & maintenance - Vehicles		
	Repairs & maintenance - Others		
	Other operating & maintenance expenses		
	<b>Total operations &amp; maintenance</b>		

**Schedule IE-13: Interest & Finance Charges**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Interest on Loans from Central Government		
	Interest on Loans from State Government		
	Interest on Loans from Government Bodies & Associations		
	Interest on Loans from International Agencies		
	Interest on Loans from Banks & Other Financial Institutions		
	Other Interest		
	Bank Charges		
	Other Finance Expenses		
	<b>Total Interest &amp; Finance Charges</b>		

**Schedule IE-14: Programme Expenses**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Election Expenses		
	Own Programs		
	Share in Programs of others		
	<b>Total Programme Expenses</b>		

**Schedule IE-15: Revenue Grants, Contributions & Subsidies**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Grants [specify details]		
	Contributions [specify details]		
	Subsidies [specify details]		
	Total Revenue Grants, Contributions & Subsidies		

**Schedule IE-16: Provisions & Write off**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Provisions for doubtful receivables Provision for other Assets		
	Revenues written off		
	Assets written off		
	Total Provisions & Write off		

**Schedule IE-17: Miscellaneous Expenses**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Loss on disposal of Assets		
	Loss on disposal of Investments		
	Other Miscellaneous Expenses		
	Total Miscellaneous expenses		

**Schedule IE-18: Prior Period Items (Net)**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Income Taxes Other - Revenues Recovery of revenues written off Other income		
	<i>Sub - Total Income (a)</i>		
	Expenses Refund of Taxes Refund of Other Revenues Other Expenses		
	<i>Sub - Total Income (b)</i>		
	Total Prior Period (Net) (a-b) -		

Presentation of the formats of the various schedules to the Balance Sheet has been indicated below.

**Schedule BS-1: Municipal (General) Fund**

Account Code	Particulars	Water Supply, Sewerage, and Drainage	Road Development and Maintenance	Bustee Services	Commercial Projects	General Account
	Fund Codes					
	Opening balance as per the last account (Rs.)					
	Additions during the year (Rs.) <ul style="list-style-type: none"> <li>• Surplus for the year</li> <li>• Transfers</li> </ul>					
	Total (Rs.)					
	Deductions during the year (Rs.) <ul style="list-style-type: none"> <li>• Deficit for the year</li> <li>• Transfers</li> </ul>					
	Balance at the end of the current year (Rs.)					

## Schedule B-2: Earmarked Funds (Special Funds/Sinking Fund/Trust or Agency Fund)

Particulars	Special Fund 1	Special Fund 2	Special Fund 3	Special Fund 4	Special Fund 5	Pension Fund	General Provident fund
Account Code							
(a) Opening Balance							
(b) Additions to the Special Fund							
• Transfer from Municipal Fund							
• Interest/Dividend earned on Special Fund Investments							
• Profit on disposal of Special Fund Investments							
• Appreciation in Value of Special Fund Investments							
• Other addition (Specify nature)							
<b>Total (b)</b>							
<b>Total (a + b)</b>							
(c) Payments out of funds							
[I] Capital expenditure on							
• Fixed Asset							
• Others							
[II] Revenue Expenditure on							
• Salary, Wages and allowances etc							
• Rent Other administrative charges							
[III] Other:							
• Loss on disposal of Special Fund Investments							
• Diminution in Value of Special Fund Investments							
• Transferred to Municipal Fund							
<b>Total (c)</b>							
<b>Net Balance of Special Funds (a + b) – (c)</b>							

## Schedule B-3: Reserves

Account Code	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)
	Capital Contribution					
	Capital Reserve					
	Borrowing Redemption Reserve					
	Special Funds (Utilised)					
	Statutory Reserve					
	General Reserve					
	Revaluation Reserve					
	Total Reserve funds					

## Schedule B-4: Grants &amp; Contribution for Specific Purposes

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 Organizations	Others
<b>Account Code</b>							
(a) Opening Balance							
(b) Additions to the Grants * <ul style="list-style-type: none"> <li>• Grant received during the year</li> <li>• Interest/Dividend earned on Grant Investments</li> <li>• Profit on disposal of Grant Investments</li> <li>• Appreciation in Value of Grant Investments</li> <li>• Other addition (Specify nature)</li> </ul>							
<b>Total (b)</b>							
<b>Total (a + b)</b>							
(c) Payments out of funds <ul style="list-style-type: none"> <li>• Capital expenditure on Fixed Assets</li> <li>• Capital Expenditure on Other</li> <li>• Revenue Expenditure on <ul style="list-style-type: none"> <li>○ Salary, Wages, allowances etc.</li> <li>○ Rent</li> </ul> </li> <li>• Other: <ul style="list-style-type: none"> <li>○ Loss on disposal of Grant Investments</li> <li>○ Diminution in Value of Grant Investments</li> <li>○ Grants Refunded</li> </ul> </li> <li>• Other administrative charges</li> </ul>							
<b>Total (c)</b>							
<b>Net balance at the year end - (a + b) - (c)</b>							

**Schedule B-5: Secured Loans**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Loans from Central Government Loans from State government Loans from Govt. bodies & Associations Loans from international agencies Loans from banks & other financial institutions Other Term Loans Bonds & debentures Other Loans		
	Total Secured Loans		

Notes:

- The nature of the Security shall be specified in each of these categories;
- Particulars of any guarantees given shall be disclosed;
- Terms of redemption (if any) of bonds/debentures issued shall be stated, together with the earliest date of redemption;
- Rate of interest and original amount of loan and outstanding can be provided for every Loan under each of these categories separately;
- For loans disbursed directly to an executing agency, please specify the name of the Project for which such loan is raised.

**Schedule B-6; Unsecured Loans**

Code No.	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Loans from Central Government Loans from State Government Loans from Govt. bodies & Associations Loans from international agencies Loans from banks & other financial institutions Other Term Loans Bonds & debentures Other Loans		
	Total Un-Secured Loans		

Note:

Rate of interest and original amount of loan and outstanding can be provided for every Loan under each of these categories separately.

**Schedule B-7: Deposits Received**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	From Contractors		
	From Revenues		
	From staff		
	From Others		
	Total deposits received		

**Schedule B-8: Deposits Works**

Account Code.	Particulars	Opening balance as the beginning of the year Amount (Rs)	Additions during the current year Amount (Rs)	Utilization / expenditure Amount (Rs)	Balance outstanding at the end of the current year Amount (Rs)
1	2	3	4	5	6
	Civil Works				
	Electrical Works				
	Others				

**Schedule B-9: Other Liabilities (Sundry Creditors)**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Creditors		
	Employee Liabilities		
	Interest Accrued and Due		
	Recoveries Payable		
	Government Dues Payable		
	Refunds Payable		
	Advance Collection of Revenues		
	Others		
	Total Other liabilities (Sundry Creditors)		

**Schedule B-10: Provisions**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Provision for Expenses		
	Provision for Interest		
	Provision for Other Assets		
	Total Provisions		

## Schedule B-11: Fixed Assets

Account Code	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
	<b>Land Buildings</b>										
	<b>Infrastructure Assets</b> <ul style="list-style-type: none"> <li>• Roads and Bridges</li> <li>• Sewerage and drainage</li> <li>• Water ways</li> <li>• Public Lighting</li> </ul>										
	<b>Other assets</b> <ul style="list-style-type: none"> <li>• Plants &amp; Machinery</li> <li>• Vehicles</li> <li>• Office &amp; other equipment</li> <li>• Furniture, fixtures, fittings and electrical appliances</li> <li>• Other fixed assets</li> </ul>										

Additional disclosures to the Schedule

1. Value of fixed assets under dispute or litigation shall be provided. The status of the legal case as at the reporting date of the financial statements shall also be mentioned.
2. The details & value of assets, which are not yet physically identified / traced, shall be disclosed separately.
3. Details and value of assets under leases and hire purchase needs to be disclosed as a note.

Note:

1. Additions include fixed assets created out of Earmarked Funds and Grants transferred to Urban Local Body's fixed block as referred to in Schedule B-2 and B-4.
2. Gross Block means cost of acquisition of fixed asset. Opening Balance in Gross Block as on the first day of the year represents the closing balance of the previous year. For instance, the opening balance as on 1 April 2005 shall be equal to the closing asset balance as on 31 March 2005.
3. Land includes areas used as and for the purpose of public places such as parks, squares, gardens, lakes, museums, libraries, godowns etc.
4. Buildings include office and works buildings, commercial buildings, residential buildings, school and college buildings, hospital building, public buildings temporary structures and sheds, etc.
5. Roads and bridges include roads and streets, pavements, pathways, bridges, culverts and subways.
6. Sewerage and drainage include sewerage lines, storm-water drainage lines and other similar drainage system.
7. Waterworks include water storage tank, water wells, bore wells, Water pumping station, Water transmission & distribution system, etc.
8. No depreciation is to be charged on "Land.

**Schedule B-12: Investments - General Funds**

Account Code.	Particulars	With whom invested	Face value (Rs.)	Current year Carrying Cost (Rs.)	Previous year Carrying Cost (Rs.)
1	2	3	4	5	6
	<ul style="list-style-type: none"> <li>• Central Government Securities</li> <li>• State Government Securities</li> <li>• Debentures and Bonds</li> <li>• Preference Shares</li> <li>• Equity Shares</li> <li>• Units of Mutual Funds</li> <li>• Other Investments</li> </ul>				
	Total of Investments General Fund				

**Schedule B-13: Investments - Other Funds**

Account Code.	Particulars	With whom invested	Face value (Rs.)	Current year Carrying Cost (Rs.)	Previous year Carrying Cost (Rs.)
1	2	3	4	5	6
	<ul style="list-style-type: none"> <li>• Central Government Securities</li> <li>• State Government Securities</li> <li>• Debentures and Bonds</li> <li>• Preference Shares</li> <li>• Equity Shares</li> <li>• Units of Mutual Funds</li> <li>• Other Investments</li> </ul>				
	Total of Investments General Fund				

**Schedule B-14: Stock in Hand (Inventories)**

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Stores Loose Tools Others		
	<b>Total Stock in hand</b>		

**Schedule B-15: Sundry Debtors (Receivables)**

Account Code	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
	Receivables for Property Taxes Less than 5 years More than 5 years* <b>Sub - total</b>				
	Less: State Government Cesses/Levies in Taxes - Control Accounts				
	Net Receivables of Property Taxes				
	Receivable of Other Taxes Less than 3 years More than 3 years <b>Sub- total</b>				
	Less: State Government Cesses/Levies in Taxes - Control Accounts				
	Net Receivables of Other Taxes				

Account Code	Particulars	Gross Amount (Rs.)	Provision for Outstanding revenues (Rs.)	Net Amount (Rs.)	Previous year Net amount (Rs.)
	<u>Receivables of Cess Income</u> Less than 3 years More than 3 years <p style="text-align: right;"><b>Sub- total</b></p> <u>Receivables for Fees and User Charges</u> Less than 3 years More than 3 years <p style="text-align: right;"><b>Sub- total</b></p>				
	<u>Receivables from Other Sources</u> Less than 3 years More than 3 years <p style="text-align: right;"><b>Sub - total</b></p> Receivables from Government <p style="text-align: right;"><b>Sub - total</b></p>				
	Total of Sundry Debtors (Receivables)				

**Schedule B-16: Prepaid Expenses**

Account Code	Particulars	Current year Amount (Rs.)	Previous year Amount (Rs)
<b>1</b>	<b>2</b>	<b>3</b>	
	Establishment Administrative Operations & Maintenance		
	Total Prepaid expenses		

**Schedule B-17: Cash and Bank Balances**

Account Code	Particulars	Current year Amount (Rs.)	Previous year Amount (Rs.)
1	2	3	4
	<b><u>Cash Balance with Bank - Municipal Funds</u></b> Nationalized Banks Other Scheduled Banks Scheduled Co-operative Banks Post Office  <b>Sub-total</b>		
	<b><u>Balance with Bank - Special Funds</u></b> Nationalized Banks Other Scheduled Banks Scheduled Co-operative Banks Post Office  <b>Sub-total</b>		
	<b><u>Balance with Bank - Grant Funds</u></b> Nationalized Banks Other Scheduled Banks Scheduled Co-operative Banks Post Office  <b>Sub-total</b>		
	Total Cash and Bank balances		

**Schedule B-18: Loans, advances, and deposits**

Account Code	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
	Loans and advances to employees Employee Provident Fund Loans Loans to Others Advance to Suppliers and Contractors Advance to Others Deposit with External Agencies Other Current Assets				

Account Code	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.)
	Sub -Total				
	Less: Accumulated Provisions against Loans, Advances and Deposits [Schedule B-18 (a)]				
	Total Loans, advances, and deposits				

#### Schedule B-18 (a): Accumulated Provisions against Loans, Advances, and Deposits

Account Code	Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
1	2	3	4
	Loans to Others		
	Advances		
	Deposits		
	Total Accumulated Provision		

#### Schedule B-19: Other Assets

Account Code	Particulars	Current year Amount (Rs.)	Previous year Amount (Rs.)
1	2	3	4
	Deposit Works		
	Other asset control accounts		
	Total Other Assets		

**Schedule B-20: Miscellaneous Expenditure (to the extent not written off)**

Code No	Particulars	Current year Amount (Rs.)	Previous year Amount (Rs.)
1	2	3	4
	Loan Issue Expenses Deferred Discount on Issue of Loans Deferred Revenue Expenses Others		
	Total Miscellaneous expenditure		

## Name of the Municipality

## Statement of Cash Flow

As at 31 March 20XX

Particulars	Previous Year (Rs.)		Current Year (Rs.)	
<b>[A] Cash flows from operating activities</b>				
Gross surplus/ (deficit) over expenditure				
Add: <u>Adjustments for</u> Depreciation Interest & finance expenses				
Less: <u>Adjustments for</u> 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				
Changes in current assets and current liabilities (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 {please specify}				
<b>Net cash generated from / (used in) operating activities [A]</b>				
<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				
Add: Proceeds from disposal of assets Proceeds from disposal of investments Investment income received Interest income received				

Particulars	Previous Year (Rs.)		Current Year (Rs.)	
<b>Net cash generated from/ (used in) investing activities [B]</b>				
<b>[C] Cash flows from financing activities</b>				
<u>Add:</u> Loans from banks/others received				
<u>Less:</u> Loans repaid during the period Loans & advances to employees Loans to others Finance expenses				
<b>Net cash generated from (used in) financing activities [C]</b>				
<b>Net increase/ (decrease) in cash and cash equivalents (A + B + C)</b>				
<b>Cash and cash equivalents at beginning of period</b>				
<b>Cash and cash equivalents at end of period</b>				
Cash and Cash equivalents at the end of the year comprises of the following account balances at the end of the year:  <ul style="list-style-type: none"> <li>• Cash Balances</li> <li>• Bank Balances</li> <li>• Scheduled co-operative banks</li> <li>• Balances with Post offices</li> <li>• Balances with other banks</li> </ul>				
<b>Total of the breakup of cash and cash equivalents</b>				

## Receipts and Payments Account for the period from                    to .....

Code No.	Head of Account	Current Period Amount (Rs.)	Corresponding Previous Period Amount (Rs.)	Code No.	Head of Account	Current Period Amount (Rs.)	Corresponding Previous Period Amount (Rs.)
	Opening Balances Cash balances including Imprest Balances with Banks/Treasury (including balances in designated bank accounts)						
	<i>Operating Receipts</i>				<i>Operating Payments</i>		
	Tax Revenue Assigned Revenues & Compensations Rental income from Municipal Properties Fees & User Charges Sale & Hire Charges Revenue Grants, Contributions & Subsidies  Income from Investments Interest Earned Other Income				Establishment Expenses Administrative Expenses Operations and Maintenance Interest & Finance Charges Programme Expenses Revenue Grants, Contributions & Subsidies  Purchase of Stores Other Collections on behalf of State and Central Government		
	<i>Non-Operating Receipts-</i>				<i>Non-Operating Payments</i>		
	Loans Received Deposits Received Grants and contribution for specific purposes Sale proceeds from Assets Realization of Investment - General Fund				Other Payables Refunds Payable Repayment of Loans Refund of Deposits Acquisition / Purchase of Fixed Assets		

Code No.	Head of Account	Current Period Amount (Rs.)	Corresponding Previous Period Amount (Rs.)	Code No.	Head of Account	Current Period Amount (Rs.)	Corresponding Previous Period Amount (Rs.)
	Realization of Investment - Other Funds				Capital Work - in - Progress		
	Deposit works Revenue Collected in Advance Loans & Advances to Employees (recovery) Other Loans & Advances (recovery) Deposits with External Agencies (recovery)  Other Receipts [specify]				Deposit works Investments - General Fund Investments - Other Funds Loans & Advances to Employees Prepaid Expenses Other Loans & Advances Deposits with External Agencies Other Payments [specify]		
					Closing Balances Cash balances including Imprest Balances with Banks/Treasury (including balances in designated bank accounts)		
	<b>GRAND TOTAL</b>				<b>GRAND TOTAL</b>		

**Financial Ratios as on.....**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Current Year</b>	<b>Previous Year</b>
	<b>Income Ratios</b>		
1	Tax Revenue to Total Income Ratio. . .(%)		
2	Property & Other Taxes to Total Income Ratio. . .(%)		
3	Octroi/Cess to Total Income Ratio. . .(%)		
4	Assigned Revenues & Compensations to Total Income Ratio... (%)		
5	Rental Income from Municipal Properties to Total Income Ratio... (%)		
6	Fees & User Charges to Total Income Ratio. . .(%)		
7	Revenue Grants, Contributions & Subsidies to Total Income Ratio. . .(%)		
	<b>Expense Ratios</b>		
8	Establishment Expenses to Total Income Ratio. . .(%)		
9	Administrative Expenses to Total Income Ratio. . .(%)		
10	Operations & Maintenance to Total Income Ratio. . .(%)		
11	Interest Expense to Total Income Ratio. . .(%)		
	<b>Net Income Ratios</b>		
12	Cash Surplus / Deficit to Total Income Ratio. . .(%)		
	<b>Efficiency Ratios</b>		
13	Gross Property Tax Receivables Ratio. . .(No. of Days)		
14	Gross Cess Receivables Ratio... (No. of Days)		
15	Property Tax Receivable to Property Tax Income Ratio. . .(%)		

Sr. No.	Particulars	Current Year	Previous Year
16	Cess Receivable to Cess Income Ratio. . .(%)		
17	Operations & Maintenance to Gross Fixed Assets Ratio... (%)		
18	Interest Expense to Loans Ratio. . .(%)		
	<b>Leverage Ratios</b>		
19	Loans to Reserves Ratio or Debt-Equity Ratio. . (times)		
20	Interest Coverage Ratio. . .(times)		
21	Debt Service Coverage Ratio. . .(times)		
	<b>Investment Ratios</b>		
22	Earmarked Fund Investments to Earmarked Funds Ratio... (%)		
23	Interest on Investments Ratio. . .(%)		
	<b>Liquidity Ratio</b>		
24	Current Assets to Current Liabilities Ratio. . .(times)		
	<b>Asset Ratios</b>		
25	Fixed Assets to Total Assets Ratio. . .(%) Performance Ratios		
26	Income per Employee. . .(Rs.)		
27	Expenditure per Employee. . .(Rs.)		
28	Income per Citizen. . .(Rs.)		
29	Expenditure per Citizen. . .(Rs.)		

## Form G-1

\_\_\_\_\_ *Name of the Municipality*

## GRANT REGISTER\*

Sr. No.	Name of the Grant	Order/Designation of the Authority sanctioning the grant	Nature of the Grant*	Period of the Grant	Sanctioned Amount (Rs.)	Grant Received in Advance	
						Date	Amount (Rs.)
1	2	3	4	5	6	7	8

Expenditure Incurred on Specific Grants					Grant unutilised on expiry of grant period (Rs.)	Refund of unutilised Grant	
Date	Voucher Number	Nature of Expenditure	Amount (Rs.)	Date of Payment		Date	Amount (Rs.)
9	10	11	12	13	14	15	16

\* Maintain separate registers for Capital and Revenue Grants.

\* State whether Grants received from Central Govt., State Govt. or Other Govt. agencies

Note: For each entry made; record the Name, Designation and Signature of the person making the entry in the register and the person checking the entry.

\_\_\_\_\_ *Name of the Municipality*

**INVESTMENT LEDGER / REGISTER**

Sr. No.	No. and date of resolution authorising investment	Date of investment	Particulars of investment quoting no. and date of Govt. Paper or FDR no. of the Bank	Purchase Price (Rs.)	Face Value (Rs.)	Due date of receipt of interest	Amount of interest due on	Initials of Authorised Officer	Amount of interest recovered (Rs.)	Date on which interest recovered	Date / month in which adjusted in accounts	Amount realised either on sale or maturity of investment (Rs.)	Date on which proceeds were realised	Date / month of adjustment in accounts	Initials of Authorised Officer	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Note:

Seal/Signature of authorised officer

1. Separate folio would be allotted to each type of investment.
2. Separate ledger / register for each type of fund investment should preferably be maintained. For example, separate ledger may be maintained for General Fund Investment, GPF investment, Pension Fund Investment, etc.

\_\_\_\_\_ Name of the Municipality

**REGISTER OF LOANS TO OTHERS**

- 1.Name of the borrower \_\_\_\_\_  
 2.Purpose of Loan \_\_\_\_\_  
 3.No. & date of resolution / orders sanctioning the loan \_\_\_\_\_ [whether monthly, quarterly, half-yearly or yearly]  
 4.Amount of Loan sanctioned \_\_\_\_\_  
 5. Rate of Interest \_\_\_\_\_  
 6. No. of installment \_\_\_\_\_  
 7. Amount of each installment \_\_\_\_\_  
 8. Name of the Specific fund/grant used for lending \_\_\_\_\_

Disbursement of Loan			Amount due for repayment				Initials of the officer	Amount Repaid				Balance			Remarks
Date of Disbursement	Amount Disbursed	Total Amount Disbursed	Due Date of Repayment	Amount of Principal	Amount of Interest	Total Amount due to repayment		Date of Repayment	Principal Amount	Interest	Total	Principal Amount	Interest	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

**Note:**

1. Separate folio shall be allotted to each loan.
2. Pages of ledger / register would be numbered.
3. In case of more than one loan, summary of all loans shall be drawn suitably in the register.
4. For each entry made, record the Name, Designation and Signature of the person making the entry in the register and the person checking the entry

Form ES-1

\_\_\_\_\_ Name of the Municipality

**CONSOLIDATED PAY BILL SUMMARY ROLL OF THE PERMANENT/TEMPORARY ESTABLISHMENT**  
**FOR THE MONTH OF \_\_\_\_\_**

Serial No.	Section of establishment	Substantive pay (Personal pay or special pay, if any, should also be shown in this column as a separate entry below substantive pay)	Leave Salary	Officiating pay	Compensatory or other allowances	Total
		Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7

Pay, officiating pay or leave salary held over for future payment	Deductions			Miscellaneous recoveries (Fines and advances, house rent, etc.)	Net amount payable	Remarks	Date of receipt of bill
	Income Tax	Provident Fund Subscription	Other deductions *				
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		
8	9	10	11	12	13	14	15
<b>*Please specify the nature of Deduction</b>							
<b>Total</b>							
(in words .....)							

ST-3

\_\_\_\_\_ *Name of the Municipality*

## STATEMENT OF CLOSING STOCK AS ON \_\_\_\_

\_\_\_\_\_ *Stores* \_\_\_\_\_ *Sr. No.*

Reference No. of Stores Ledger	Item Description	Quantity	Unit rate for valuation (Rs.)	Amount (Rs.)	Remarks *
1	2	3	4	5	6
<b>Total</b>					
<i>Details of Material issues</i>					
Purpose	Reference No. of Stores Ledger	Item Description	Quantity	Unit rate for valuation (Rs.)	Amount (Rs.)
1	2	3	4	5	6
For Consumption					
For Repairs & Maintenance					
For Capital Work In Progress					
For Sale					
Written off					
Contractors**					
<b>Total</b>					
Verified by (Audit Department)	Stores-in-charge / Authorised Officer				

\* In case of obsolete, unservicable, defective inventory, please indicate so in the Remarks column

\*\* Contractor wise details of the Materials issued shall be given as per annexure attached with this form.

## Annexure to Form ST 3

<b>Details of Material issued to Contractors</b>					
<b>Reference number of Stores Ledger</b>	<b>Name of the Contractor to whom the materials issued</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Rate for Valuation (Rs)</b>	<b>Value of the Materials (Rs)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Total *</b>					
Verified by (Audit Department)			Stores-in-charge / Authorised Officer		

*\* The total of this table shall agree to the value of 'materials issued to Contractors'.*

Form BR – 1

\_\_\_\_\_ *Name of the Municipality*

**REGISTER OF LOANS**

1. Department from which loan received _____	5. Rate of Interest _____
2. Purpose of Loan _____	6. No. of instalment _____
3. No. & date of resolution / orders sanctioning the loan _____	[whether half-yearly or yearly]
4. Amount of Loan sanctioned _____	7. Amount of each instalment _____

Receipt of Loan			Amount due for repayment				Initials of the officer	Amount Repaid				Balance			Remarks
Date of Receipt	Amount Received	Total Amount Received	Due Date of Repayment	Amount of Principal	Amount of Interest	Total Amount due to repayment		Date of Repayment	Principal Amount	Interest	Total	Principal Amount	Interest	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

**Note :**

1. Separate folio shall be allotted to each loan.
2. The format for capital grant register would be similar.
3. Pages of ledger / register would be numbered.
4. In case of more than one loan, summary of all loans shall be drawn suitably in the register.
5. For each entry made, record the Name, Designation and Signature of the person making the entry in the register and the person checking the entry

**Annexure II****Formats for Compiling Opening Balance Sheet information****Annexure II - 1**

**Name of the Municipality :**  
**LAND DETAILS as on 01.04.06**

Sr. No.	Specify if leasehold/ freehold	Location	Survey no. of the land	Area (acre / sq.m.)	Date of acquisition	Cost of acquiring the land (Rs.)	Was the land subject to improvement such as filling, leveling etc. after acquisition? (Yes / No)	If yes, specify the details of improvement		Total Cost (Rs.)	From whom acquired	Mode of acquisition	Specify how land is being currently used	Give reference of the available title documents	Current market value (Rs.)	No. of Trees on the Land	Remarks
								Date	Cost (Rs.)								
1	2	3	4	5	6	7	8	9	10	11 (7+10)	12	13	14	15	16	17	18
													See Note				

**Notes :**

- Details of all the land belonging to the Municipality, irrespective of the fact, whether it is vacant or any structure has been constructed on that, should be included here.
1. included here.
  2. Each plot of land should be identified separately.
  3. Specify if land is industrial / agricultural / residential in Column 2.
  4. Draw a sketch / boundary for each plot of land and annex it to the form.
  5. Mention whether encroached, vested, freehold or leasehold.

Name of the ULB :

BUILDING DETAILS as on 01.04.06

Sl. No.	Description of the Building	Location	Survey no. of the land where building is located	Dimension of the Building			Number of Floors	Total sq. feet (carpet area)	Area of the land on which building is located (acre / sq. m.)	In case of property acquired, specify the estimated date of completion of construction alongwith date of acquisition by the ULB	In case of property constructed by the ULB, specify the date of construction	Cost of acquisition / construction (Rs.)	Was the building subject to any improvement such as renovation, extension or otherwise after acquisition? (Yes / No)	If yes, specify details of improvement		Total Cost (Rs.)	Specify the amount of depreciation provided on the building, if any (Rs.)	Written down value of the building after considering provision of depreciation (Rs.)	From whom acquired	Mode of acquisition	Specify how building is being currently used	Give reference of the available title documents	Current market value (Rs.)	Remarks
				Date	Cost (Rs.)																			
1	2	3	4	Length	Breadth	Height	8	9	10	11	12	13	14	15	16	17 (13+16)	18	19 (17-18)	20	21	22	23	24	25

**Note :**

Buildings should be categorised into municipal offices, residential quarters, godowns, shopping centres, hospitals, auditoriums, schools, swimming pool, temples, factory shed for water works and drainage system, library, slaughterhouse, market etc.  
\*Prepare a separate annexure for Heritage Building .

## Annexure II - 2A

Name of the ULB :

## DETAILS of STATUES &amp; HERITAGE ASSETS as on 01.04.06

Sl. No.	Description of the Statues & Heritage Assets	Location	Survey no. of the land where the statue/h heritage is located	Dimension of the structure			Area of the land on which structure is located (acre / sq. m.)	In case of the structure constructed by the ULB, specify the date of construction	Cost of acquisition / construction (Rs.)	Was the structure subject to any improvement such as renovation, extension or otherwise after acquisition? (Yes / No)	If yes, specify details of improvement		Total Cost (Rs.)	Give reference of the available title documents	Remarks
				Length	Breadth	Height					Date	Cost (Rs.)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14 (10+13)	15	16

**Note :**

Buildings should be categorised into municipal offices, residential quarters, godowns, shopping centres, hospitals, auditoriums, schools, swimming pool, temples, factory shed for water works and drainage system, library, slaughterhouse, market etc.

\*Prepare a separate annexure for Heritage Building .

Name of the ULB :

**ROAD, STREET, LANE AND FOOTPATHS DETAILS as on 01.04.06**

Sr. No.	Name of the road, street and lane	Specify whether the road, street or lane is earthen, tar or concrete	Survey no. of land on which the roads, streets or lanes have been constructed	Dimension of the road, street or lane		Area (Sq. m.)	Date of acquisition / construction	Cost of acquisition / construction (Rs.)	Were the roads, streets or lanes subject to any improvement? (Yes/No)	If yes, specify the details of improvement		Total cost (Rs.)	Specify the amount of depreciation provided, if any (Rs.)	Written down value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Present status of Land	Remarks
				Length	Width					Date	Cost (Rs.)								
1	2	3	4	5	6	7 (5*6)	8	9	10	11	12	13 (9+12)	14	15 (13-14)	16	17	18	19	20

**Notes :**

1. Prepare ward-wise, area-wise list of roads, streets, lanes and footpaths.
2. Improvement would mean conversion of the road from one type of construction to another type of construction, for instance, conversion of a tar road into a concrete road or extension of the road, etc.
3. Specify the details of the footpaths annexed to the roads, streets, or lanes immediately below the details of the said road, street or lane.

Name of the ULB :

## BRIDGES, CULVERTS, FLYOVERS, SUBWAYS AND CAUSEWAYS DETAILS as on 01.04.06

Sr. No.	Description of the bridge, culvert, flyover, causeway or subway	Location	Survey no. of land where structure is located	Dimension of the structure		Area of the land on which structure is constructed (acre / sq. m.)	In case of property acquired, specify the estimated date of completion of construction along with date of acquisition by the ULB	In case property is constructed by the ULB, specify the date of construction	Cost of construction / acquisition (Rs.)	Was the structure subject to any improvement such as extension or otherwise after acquisition? (Yes / No)	If yes, specify the details of improvement		Total Cost (Rs.)	Specify the amount of depreciation provided on the structure, if any (Rs.)	Written down value of the structure after considering depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
				Length	Breadth						Date	Cost (Rs.)							
1	2	3	4	5	6	7	8	9	10	11	12	13	14 (10+13)	15	16 (14-15)	17	18	19	20

**Notes :**

The commercial establishment annexed to the structures, if any should be included in the Building Schedule.

Name of the ULB :

**DRAINS INCLUDING UNDERGROUND DRAINS DETAILS as on 01.04.06**

Sr. No.	Description of the drain, specifying whether it is open or underground drain	Name of the road/street where the drains are located	Survey no. of the land where drains are located	Dimension of the structure			Area of the land where the drains are constructed (acre / sq. m.)	In case of property acquired, specify the estimated date of completion of construction along with date of acquisition by the ULB	In case property is constructed by the ULB, specify the date of construction	Cost of construction / acquisition (Rs.)	Was the structure subject to any improvement such as extension or otherwise after acquisition? (Yes/No)	If yes, specify details of improvement		Total Cost (Rs.)	Specify the amount of depreciation provided on the structure, if any (Rs.)	Written down value of the structure after considering depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
				length	Breadth	Height						Date	Cost (Rs.)							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15 (11+14)	16	17 (15-16)	18	19	20	21

**Notes :**

1. The details of the drains should be collated ward-wise.
2. In column 2, in addition to specifying whether the drains are open or underground, also specifying whether they are storm water drains or sewerage drains or for other purpose.

Annexure 6

Name of the ULB :

Annexure II - 6

**WATER WORKS DISTRIBUTION DETAILS as on 01.04.06**

Sr. No.	Description of the water distribution system assets	Name of the road/street where the distribution assets are located	Survey no. of the land where distribution assets are located	Dimension of the structure		Area of the land where the distribution system assets are located (acre / sq. m.)	In case of property acquired, specify the estimated date of completion of construction along with date of acquisition by the ULB	In case property is constructed by the ULB, specify the date of construction	Cost of construction / acquisition (Rs.)	Was the structure subject to any improvement after acquisition? (Yes/No)	If yes, specify the details of improvement		Total Cost (Rs.)	Specify the amount of depreciation provided on the structure, if any (Rs.)	Written down value of the structure after considering depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
				Length	Diameter						Date	Cost (Rs.)							
1	2	3	4	5	6	7	8	9	10	11	12	13	14 (10+13)	15	16 (14-15)	17	18	19	20

**Notes :**

1. In column 2, list down the water distribution asset details ward-wise.
2. Details of pipes, water storage tanks and transmission pipes should be provided here.

## Annexure II - 7

Name of the ULB :

**PUBLIC LIGHTING SYSTEM DETAILS as on 01.04.06**

Sr. No.	Name of the road/ location	Survey number of road where the system is installed	Number of lamp posts	Cost of acquisition and erection of lamp posts (Rs.)	Meters of cables used	Cost of acquisition and laying of cables (Rs.)	Total Cost (Rs.)	Specify amount of depreciation provided, if any (Rs.)	Written down value after considering depreciation provision (Rs.)	Year of acquisition / installation	Acquired from whom	Mode of acquisition	Give reference of the available title documents	Remarks
1	2	3	4	5	6	7	8 (5+7)	9	10 (8-9)	11	12	13	14	15

**Notes :**

Specify the details ward-wise.

## Annexure II - 8

Name of the ULB :

**LAKES AND PONDS DETAILS as on 01.04.06**

Sr. No.	Description of the lake and pond	Location	Survey no. of the land where it is located	Area of the lake / pond (acre / sq. m.)	Date of construction / acquisition	Cost of acquisition / construction (Rs.)	Was the lake / pond improved after acquisition? (Yes/No)	If yes, specify details of improvement		Total Cost (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
								Date	Cost (Rs.)					
1	2	3	4	5	6	7	8	9	10	11 (7+10)	12	13	14	15

**Notes :**

In column 2, in addition to specifying the name and other relevant details of the lakes and ponds, also specify whether the lake or pond is used for portable purpose or for commercial activity.

## Annexure II - 9

Name of the ULB :

CAPITAL WORK IN PROGRESS DETAILS as on 01.04.06

Sr. No.	Name of the project	Work order number and Year in which	Location of the Project	Estimated cost of the project (Rs.)	Cost already incurred on the project	Specify the source of finance from	Estimated date of completion of the project	Present Status of the Project	Remarks
1	2	3	4	5	6	7	8	9	10

## Annexure II - 10

Name of the ULB :

**PLANT AND MACHINERY DETAILS as on 01.04.06**

Sr. No.	Description of the plant and machinery specifying the 'make'	Capacity	Location	Number of shifts in use	Date of acquisition	Cost of acquisition / construction (Rs.)	Specify the amount of depreciation provided, if any (Rs.)	Written down value after considering depreciation provision (Rs.)	Date of commencement of operation	From whom acquired	Mode of acquisition	Give reference of the available title documents	Current market value (Rs.)	Remarks
1	2	3	4	5	6	7	8	9 (7-8)	10	11	12	13	14	15

**Notes :**

- 1. The details of the plant and machinery should be given department-wise and location-wise.
- 2. In addition to the plant and machinery of a general nature, also specify the plant and machinery of the Water Works and Drainage Department.
- 3. Also specify the sub-station and transformers deployed for public lighting system within the ULB.
- 4. Details of any improvements to the plant and machinery, which has resulted into increasing the capacity of the plant and machinery, should be mentioned separately.
- 5. In Remarks column, indicate whether the ULB has the ownership right to the property or have only operating rights.

## Annexure II - 11

Name of the ULB :

VEHICLES DETAILS as on 01.04.06

Sr. No.	Description of the vehicle specifying whether it is LCV, HCV or cars, jeeps etc. and its 'make'	Date of acquisition	Cost of acquisition (Rs.)	Was the vehicle subject to any improvement such as body extension or otherwise? (Yes/No)	If yes, specify the details of improvement		Total Cost (Rs.)	Specify the amount of depreciation provided, if any (Rs.)	Written down value of the vehicle after considering depreciation provision (Rs.)	Year of manufacture	Registration details	Engine No.	Chassis No.	From whom acquired	Mode of acquisition	Give reference of the available title documents	Current market value (Rs.)	Remarks
					Date	Cost (Rs.)												
1	2	3	4	5	6	7	8 (4+7)	9	10 (8-9)	11	12	13	14	15	16	17	18	19

**Notes :**

- 1. In column 2, in addition to the normal description of the vehicle, also specify whether any structure has been added to the same, for instance, building of body for buses, ambulances, fire brigade, hearse van, etc.
- 2. In column 2, also specify the vehicle number.

## Annexure II - 12

Name of the ULB :

**FURNITURE AND FIXTURES DETAILS as on 01.04.06**

Sr. No.	Description of the asset specifying whether it is table, chair, cupboard, partition, safes vaults, cabinets, etc.	Location / Department	Asset reference number	Date of acquisition	Cost of acquisition / construction (Rs.)	Specify amount of depreciation provided, if any (Rs.)	Written down value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
1	2	3	4	5	6	7	8 (6.7)	9	10	11	12

**Notes :**

1. Prepare a separate list for each of the class of furniture and fixture, for instance, a separate list should be prepared for tables, chairs, cupboards, partitions, safe vaults, etc.
2. Asset reference number denotes any numbering / marking given to each piece of asset.

## Annexure II - 13

Name of the ULB :

OFFICE EQUIPMENT DETAILS as on 01.04.06

Sr. No.	Description of the asset specifying whether it is photocopier machine, typewriter, air conditioner, water cooler, computer etc.	Location / Department	Asset reference number	Date of acquisition	Cost of acquisition / construction (Rs.)	Specify the amount of depreciation provided, if any (Rs.)	Written down value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
1	2	3	4	5	6	7	8 (6-7)	9	10	11	12

**Notes :**

1. Prepare a separate list for each of the class of office equipment, for instance, a separate list should be prepared for computer, photocopier machine, fax machine, telephone instruments, typewriter, air conditioner, water cooler, etc.
2. Asset reference number denotes any numbering / marking given to each piece of asset.

## Annexure II - 14

Name of the ULB :

OTHER EQUIPMENT DETAILS as on 01.04.06

Sr. No.	Description of the equipment details, specifying the make-n-model of the same	Location / Department	Asset reference number	Date of acquisition	Cost of acquisition / construction (Rs.)	Specify the amount of depreciation provided, if any (Rs.)	Written down value after considering the depreciation provision (Rs.)	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
1	2	3	4	5	6	7	8 (6-7)	9	10	11	12

**Notes :**

1. Specify here the details of the equipments other than plant and machinery such as hospital/maternity home/dispensary related equipments, playground equipment, club house/gymnasium equipment etc.
2. Details of the equipment should be collated department-wise and location-wise.
3. Asset reference number denotes any numbering / marking given to each piece of asset.

## Annexure II - 15

Name of the ULB :

LIVESTOCK DETAILS as on 01.04.06

Sr. No.	Specify location of the animal	Description of the animal	Specify number of animals	Specify amount paid for acquisition (Rs.)	Date of acquisition	From whom acquired	Mode of acquisition	Give reference of the available title documents	Remarks
1	2	3	4	5	6	7	8	9	10

**Notes :**

- ✓ 1. Details of the animals should be collated location wise.
- ✓ 2. Each class of animal such as cows, buffaloes etc. should be identified separately.





## Annexure II - 16

Name of the ULB :

INVESTMENT DETAILS as on 01.04.06

Sr. No.	Specify the funds from which investment made	Specify the instrument (government securities / bank deposit) where investment made	Amount invested (Rs.)	Amount of interest receivable from the last receipt till the cut-off date (Rs.)	Remarks
1	2	3	4	5	6

**Notes :**

For Column 5 - Please compute the interest between the period of last receipt of interest till the cut-off date, even if the interest has not become due, or the instrument has not matured.

## Annexure II - 17

Name of the ULB :

CASH BALANCE AS ON 01.04.06

Sr. No.	Specify the name of the department where cash is lying	Cash balance as per General Cash Book (Rs.)	Cash in hand physically verified as on cut-off date	Difference (3-4)	Remarks
1	2	3	4	5	6

## Annexure II - 18

Name of the ULB :

BANK BALANCES AS ON 01.04.06

Sr. No.	Name of the Bank and Branch	Bank Account number	Specify the purpose for which the bank account is maintained	Balance as per General Cash Book (Rs.)	Closing Balance as on 31.03.06	Remarks
1	2	3	4	5	6	7

## Annexure II - 19

Name of the ULB :

DETAILS OF ADVANCES PAID TO SUPPLIERS / CONTRACTORS AS ON 01.04.06

Sr. No.	Specify name of the department in respect of which advance is paid	Name of the Supplier / Contractor to whom advance has been paid	Date when the advance is paid	Amount outstanding (Rs.)	Remarks
1	2	3	4	5	6

**Note :**

This list should be prepared department-wise.

## Annexure II - 20

Name of the ULB :

DETAILS OF ADVANCES TO EMPLOYEES AS ON 01.04.06 (GENERAL Format)

Sr. No.	Specify name of the department in respect of which advance is given	Name of the Employee to whom advance has been paid	Nature of advance	Date when the advance is paid	Amount of Advance Sanctioned (Rs.)	Amount of advance outstanding (Rs.)	Remarks
1	2	3	4	5	6	7	8

**Note :**

This list should be prepared department-wise.

This list should be prepared separately for each type of advance as shown below

LOANS AND ADVANCES - Festival Advance									
Sl No.	Employee Name	PF ID/ Employment ID	Department working as on 31.03.06	Type of Security	Amount Due as on 31.03.06	Loan Details			
						Date of Sanction	Amount Sanction	Sanctioned By	Terms of Loan/ EMI

LOANS AND ADVANCES - House Building Loan									
Sl No.	Employee Name	PF ID/ Employment ID	Department working as on 31.03.06	Type of Security	Amount Due as on 31.03.06	Loan Details			
						Date of Sanction	Amount Sanction	Sanctioned By	Terms of Loan/ EMI

LOANS AND ADVANCES - Medical Advance									
Sl No.	Employee Name	PF ID/ Employment ID	Department working as on 31.03.06	Type of Security	Amount Due as on 31.03.06	Loan Details			
						Date of Sanction	Amount Sanction	Sanctioned By	Terms of Loan/ EMI

LOANS AND ADVANCES - Pay Advance									
Sl No.	Employee Name	PF ID/ Employment ID	Department working as on 31.03.06	Type of Security	Amount Due as on 31.03.06	Loan Details			
						Date of Sanction	Amount Sanction	Sanctioned By	Terms of Loan/ EMI

LOANS AND ADVANCES - Any Other Advance									
Sl No.	Employee Name	PF ID/ Employment ID	Department working as on 31.03.06	Type of Loan/ Advance	Amount Due as on 31.03.06	Loan Details			
						Date of Sanction	Amount Sanction	Sanctioned By	Terms of Loan/ EMI

Name of the ULB :

RECEIVABLES DETAILS (Including Taxes, Water Charges, Rent etc.) AS ON 01.04.06

RECEIVABLES - Holding														
Tax Daroga-			Tax Collector-						Area-					
Holding No	Plot No	Assessee Name	Upto 31/03/2006			Upto 31/03/2005			Upto 31/03/2004			Due as on 31/03/2003		
			Holding Tax	Latrine Tax	light Tax	Holding Tax	Latrine Tax	light Tax	Holding Tax	Latrine Tax	light Tax	Holding Tax	Latrine Tax	light Tax

## RECEIVABLES - Market

Market Supervisor -			Rent Collector -				
Identification No / Type	Market Name	Traders No.	Traders Name and Address	Due as on 31/03/2006	Due as on 31/03/2005	Due as on 31/03/2004	Due as on 31/03/2003

## RECEIVABLES - Licence

Miscellaneous Sarkar -			Asst. licence Inspector -				
Licensee No	Type of Business (Trade Name)	Licensee Name	Place of Trade	Due as on 31/03/2006	Due as on 31/03/2005	Due as on 31/03/2004	Due as on 31/03/2003

## RECEIVABLES - Other

Assessee No / Other No	Name and Address	Due as on 31/03/2006	Period of Dues		
			31/03/05	31/03/04	31/03/03

## Annexure II - 22

Name of the ULB :

GRANTS RECEIVABLE DETAILS AS ON 01.04.06

Sr. No.	Name of the Grant	Government sanction order no. specifying the amount of Grant receivable	Specify the year for which Grant to be received	Specify the amount of Grant due as per order of State Government (Rs.)	Remarks
1	2	3	4	5	6

## Annexure II - 22A

Name of the ULB :

UNUTILISED GRANTS DETAILS AS ON 01.04.06

Sr. No.	Name of the Grant	Government sanction order no. specifying the amount of Grant received	Total amount of Grant received (Rs.)	Balance amount of Grant to be spent (Rs.)	Specify if the time for the utilisation of the Grant has lapsed (Rs.)	Remarks
1	2	3	4	5	6	7

**Note :**

Purpose for which the grant is received should be captured alongwith the name of the grant in column number 2.

Name of the ULB :

**INVENTORY DETAILS AS ON 01.04.06**

Stores Held with any Department (If purchased individually)  
 NAME OF DEPARTMENT-.....

Sr. No.	Name of Article	Code of Article (if any)	Quantity in Stock	Rate at which valued (under FIFO method)	Value of the inventory	Date of Purchase	Expected Life	Remarks
1	2	3	4	5	6	7	8	9

**Statement Of Physical Stock**

Stores: Electrical Store  
 Stores In Charge:

Location: \_ Room No.

SL NO.	Item Name	Count as per Physical Verification as on	As per Stores Ledger				Difference between Physical & Book Balance	Rate as per FIFO method	Value for the purpose of Balance Sheet
			Opening Balance as on 01/04/06	Received between 01/04/06 to	Issued between 01/04/06 to	Book Balance as on			

**Statement Of Physical Stock**

Stores: General Store (Stationery)  
 Stores In Charge:

Location: \_ Room No.

SL NO.	Item Name	Count as per Physical Verification as on	As per Stores Ledger				Difference between Physical & Book Balance	Rate as per FIFO method	Value for the purpose of Balance Sheet
			Opening Balance as on 01/04/06	Received between 01/04/06 to	Issued between 01/04/06 to	Book Balance as on			

**Statement Of Physical Stock**

Stores: General Store (Conservancy)  
 Stores In Charge:

Location: \_ Room No.

SL NO.	Item Name	Count as per Physical Verification as on	As per Stores Ledger				Difference between Physical & Book Balance	Rate as per FIFO method	Value for the purpose of Balance Sheet
			Opening Balance as on 01/04/06	Received between 01/04/06 to	Issued between 01/04/06 to	Book Balance as on			



## Annexure II - 24

Name of the ULB :

DETAILS OF OTHER DEPOSITS MADE BY THE CORPORATION / COUNCIL AS ON 01.04.06

Sr. No.	Description of the Deposits made by the Corporation/ Council	Amount of Deposit (Rs.)	Specify whether interest is receivable on deposit made, (Yes/No)	If yes, specify the amount of interest earned from the date of last receipt to cut off date	Remarks
1	2	3	4	5	6

## Annexure II - 25

Name of the ULB :

DETAILS OF LOANS TAKEN AS ON 01.04.06

Sr. No.	Name of Sanctioning Govt. / Govt. Authority	Loan Tenure	Date of Credit/Receipt of Loan	Date of Repayment of Loan	Amount of Loan Sanctioned	Rate of Interest (%)	Date of Interest becoming due	Date of last Interest paid	Balance of Loan Outstanding as on 31.03.06	Interest due as on 31.03.06		Total Interest due as on 31.03.06 (Rs.)	Total Amount Payable as on 31.03.06 (Rs.)	Remarks
										Simple (Rs.)	Penal (Rs.)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**Note :**

Interest due (both simple as well as penal) on the pending loans are to be worked out and furnished.

Name of the ULB :

## DETAILS OF RETIREMENTS BENEFITS DUE FOR PAYMENT AS ON 01.04.06

Sr. No.	Name of Employee	Designation	Department	Date of Retirement	Last Pay Drawn (for retirement)	Amount due on account of				Total Amount of Retirement	Amount paid (if any) till Balance Sheet Date on account of				Total Amount paid till	Total Amount payable
						Gratuity (Rs.)	Leave Encashments (Rs.)	Commuted Pension (Rs.)	Any Other (specify) (Rs.)		Gratuity (Rs.)	Leave Encashments (Rs.)	Commuted Pension (Rs.)	Any Other (specify) (Rs.)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## Annexure II - 27

Name of the ULB :

RESERVE FUND DETAILS AS ON 01.04.06

Sr. No.	Name of the reserve fund	Balance to the credit of reserve fund as on cut-off date (Rs.)	Remarks
1	2	3	4

## Annexure II - 28

Name of the ULB :

DETAILS OF OTHER DEPOSITS RECEIVED AS ON 01.04.06

Sr. No.	Department in which deposit is received	Description of the Deposit received	Name of the depositor	Amount of Deposit (Rs.)	Remarks
1	2	3	4	5	6

**Note :**

1. The format should be prepared department-wise.

Annexure II - 29

Name of the ULB :

**BILLS & OTHER PAYABLES DETAILS AS ON 01.04.06**

Sr. No.	Name of the supplier / contractor	Bill No.	Date of Bill Passed	Specify nature of payables*	Amount payable (Rs.)	Deductions e.g. TDS, Sales Tax	Specify name of the department procuring the material or incurring the expenditure	Remarks
1	2	3	4	5	6	7	8	9

**Note :**

\* If more than one contract is given to the same supplier/ contractor than specify nature of each bills/expense payable in separate line for that party.

## Annexure II - 30

Name of the ULB :

DETAILS OF EARNEST MONEY DEPOSITS AS ON 01.04.06

Sr. No.	Name of the work	Identification No. of Deposit (if any)	Amount of Earnest Money (Rs.)	Date of Receipt of Earnest Money	Date of Opening of Tender	Amount of Deposit Due as on Balance Sheet Date (Rs.)	Date of Refund of Earnest Money	Remarks
1	2	3	4	5	6	7	8	9

## Annexure II - 31

Name of the ULB :

DETAILS OF SECURITY DEPOSITS AS ON 01.04.06

Sr. No.	Identification No. of Deposit (if any)	Nature of Deposit	Duration of Deposit	Year in which Paid/ Deducted	Balance of Deposit due as on Balance Sheet Date (Rs.)	Amount of Deposit expected to be refunded in next accounting period (Rs.)	Remarks
1	2	3	4	5	6	7	8

## Annexure II - 32

Name of the ULB :

DETAILS OF OTHER DEPOSITS AS ON 01.04.06DETAILS OF RETENTION MONEY AS ON 01.04.06

Sr. No.	Name of the work	Identification No. of Deposit (if any)	Amount of Retention Money (Rs.)	Date of Receipt of Retention Money	Purpose	Amount of Deposit Due as on Balance Sheet Date (Rs.)	Date of Refund of Retention Money	Remarks
1	2	3	4	5	6	7	8	9

DETAILS OF INITIAL SECURITY DEPOSIT AS ON 01.04.06

Sr. No.	Name of the work	Identification No. of Deposit (if any)	Amount of ISD (Rs.)	Date of Receipt of ISD	Purpose	Amount of Deposit Due as on Balance Sheet Date (Rs.)	Date of Refund of ISD	Remarks
1	2	3	4	5	6	7	8	9

DETAILS OF ROYALTY AS ON 01.04.06

Sr. No.	Name of the work	Identification No. of Deposit (if any)	Amount of Royalty (Rs.)	Date of Receipt of Royalty	Purpose	Amount of Deposit Due as on Balance Sheet Date (Rs.)	Date of Refund of Royalty	Remarks
1	2	3	4	5	6	7	8	9

Annexure II - 33

Name of the ULB :

DETAILS OF OUTSTANDING AS ON 01.04.06DETAILS OF TELEPHONE BILLS OUTSTANDING AS ON 01.04.06

Sr. No.	Telephone No.	Place	Bill Amount (Rs.)	Bill Date	Date of Payment	Amount Paid (Rs.)	Remarks
1	2	3	4	5	6	7	8

DETAILS OF RENT OUTSTANDING AS ON 01.04.06

Sr. No.	Premises Details	Place	Bill Amount	Bill Date	Date of Payment	Amount Paid	Remarks
1	2	3	4	5	6	7	8

DETAILS OF ELECTRICITY BILLS OUTSTANDING AS ON 01.04.06

Sr. No.	Premises Details	Place	Bill Amount	Bill Date	Date of Payment	Amount Paid	Remarks
1	2	3	4	5	6	7	8

DETAILS OF CAR HIRE CHARGES OUTSTANDING AS ON 01.04.06

Sr. No.	Car No.	Place	Bill Amount	Bill Date	Date of Payment	Amount Paid	Remarks
1	2	3	4	5	6	7	8

DETAILS OF OTHER BILLS OUTSTANDING AS ON 01.04.06

Sr. No.	Details	Place	Bill Amount	Bill Date	Date of Payment	Amount Paid	Remarks
1	2	3	4	5	6	7	8

## Annexure II - 34

Name of the ULB :

**DETAILS OF STATUTORY DUES INCOME TAX DEDUCTED AT SOURCE UNDER SEC. 203 OF THE INCOME TAX ACT, 1961 AS ON 01.04.06**

Month (Opening Balance as on Opening Day of Accounting Period)	Gross Amount of Bill Passed (Rs.)	Net Amount Paid (Rs.)	Amount of Income Tax Deducted (Rs.)	Amount Deposited in Central Govt. Account (Rs.)	Date & Challan No. of Deposit of Tax in Central Govt. A/c	Name of Bank & Branch where Tax Deposited	Remarks
1	2	3	4	5	6	7	8

\*TDS on Contractors payable in the Government Treasury as on Balance Sheet Date = (3-4)

Use separate format for TDS u/s 192 (TDS on Salary), u/s 194C (TDS on Contract Payments), u/s 194I (TDS on Rent), u/s 194J (TDS on Professional Services)



## Annexure II - 35

Name of the ULB :

**DETAILS OF STATUTORY DUES UNDER SALES TAX LAW DEDUCTED AT SOURCE AS  
ON 01.04.06**

Month (Opening Balance as on Opening Day of Accounting Period)	Gross Amount of Bill Passed (Rs.)	Net Amount Paid (Rs.)	Amount of Sales Tax Deducted (Rs.)	Amount Deposited in Central Govt. Account (Rs.)	Date & Challan No. of Deposit of Tax in Central Govt. A/c	Name of Bank & Branch where Tax Deposited	Remarks
1	2	3	4	5	6	7	8

Use separate format for Central Sales Tax and State VAT

**Formats of Opening Balance Sheet and Schedules**

**FORMAT OF OPENING BALANCE SHEET**  
**OPENING BALANCE SHEET OF \_\_\_\_\_ MUNICIPAL CORPORATION / MUNICIPALITY**  
**OF AS ON \_\_\_\_\_**

Particulars	Schedule No.	<i>Figures in Rupees</i>		
		Amount	Amount	Amount
<b>SOURCES OF FUNDS</b>				
<b>Reserves and Surplus</b>				
Municipal (General) Fund	B-1			x
Earmarked Funds	B-2			x
Reserves	B-3			x
<b>Grants, Contributions for Specific Purpose</b>	B-4			
<b>Loans</b>				
Secured loans	B-5		x	
Unsecured loans	B-6		x	x
<b>TOTAL OF SOURCES OF FUNDS</b>				xxx
<b>APPLICATION OF FUNDS</b>				
Fixed Assets including Statues & Heritage Assets	B-11			
Gross Block		x		
Less: Accumulated Depreciation		x		
Net Block		x	x	
Capital work-in-progress			x	x
<b>Investments</b>				
Investment - General Fund	B-12		x	
Investment - Other Funds	B-13		x	x
<b>Current assets, loans &amp; advances</b>				
Stock in hand (Inventories)	B-14		x	
Sundry Debtors (Receivables)	B-15			
Gross amount outstanding		x		
Less: Accumulated provision against bad and doubtful receivables		x	x	
Prepaid expenses	B-16		x	
Cash and Bank Balances	B-17		x	
Loans, advances and deposits	B-18		x	
Total of Current Assets (A)			xx	
<b>Current Liabilities and Provisions</b>				
Deposits received	B-7		x	
Deposit works	B-8		x	
Other liabilities (Sundry Creditors)	B-9		x	
Provisions	B-10		x	
Total of Current Liabilities (B)			xx	
<b>Working Capital (Current Assets less Current liabilities i.e. A - B)</b>				x
Other Assets	B-19			x
Miscellaneous Expenditure (to the extent not written off)	B-20			x
<b>Capital Deficit</b>				x
<b>TOTAL OF APPLICATION OF FUNDS</b>				xxx
Notes to the Balance Sheet				

Schedule B-1: Municipal (General) Fund	
Particular	Opening Balance
	Rs.
1	2
Municipal Fund	
Total Municipal Fund	

Schedule B-2: Earmarked Funds							
Special Funds/ Sinking Fund/ Trust or Agency Fund							
							Amount in Rs.
Particular	Special Fund 1	Special Fund 2	Special Fund 3	Special Fund 4	Special Fund 5	Special Fund 6	Special Fund 7
Code No.							
Net Balance at the year end							

Schedule B-3: Reserves	
Particulars	Balance at the end of the current year (Rs.)
1	2
Capital Reserve	
Grant against fixed assets	
Borrowing Redemption Reserve	
Special Funds (Utilised)	
Statutory Reserve	
General Reserve	
Revaluation Reserve	
<b>Total Reserve funds</b>	

Schedule B-4: Grants & Contribution for Specific Purpose							
							Amount in Rs.
Particulars	Grants from Central Government	Grants from Central Government	Grants from Other Government Agencies	Grants from Financial Institutions	Grants from Welfare Bodies	Grants from International Organisations	Others
Code No.							
Net Balance at the year end							

Schedule B-4: Grants & Contribution for Specific Purpose							
							Amount in Rs.
Particulars	Grants from Central Government	Grants from Central Government	Grants from Other Government Agencies	Grants from Financial Institutions	Grants from Welfare Bodies	Grants from International Organisations	Others
Code No.							
Net Balance at the year end							

<b>Schedule B-5: Secured Loans</b>	
Particulars	Current Year Amounts (Rs.)
1	2
Loans from Central Government	
Loans from State government	
Loans from Govt. bodies	
Associations	
Loans from international	
Loans from banks &	
financial institutions	
Other Term Loans	
Bonds & debentures	
Other Loans	
<b>Total Secured Loans</b>	

<b>Schedule B-6: Secured Loans</b>	
Particulars	Current Year Amounts (Rs.)
1	2
Loans from Central Government	
Loans from State government	
Loans from Govt. bodies	
Associations	
Loans from international agencies	
Loans from banks & other	
financial institutions	
Other Term Loans	
Bonds & debentures	
Other Loans	
<b>Total Un-Secured Loans</b>	

<b>Schedule B-7: Deposits Received</b>	
Particulars	Current Year Amounts (Rs.)
1	2
From Contractors	
From Revenues	
From staff	
From Others	
Total deposits received	

<b>Schedule B-8: Deposits work</b>	
Particulars	Balance Outstanding at the end of the current year Amount (Rs.)
1	2
Civil Works	
Electrical works	
Others	
Total of deposit works	

<b>Schedule B-9: Other Liabilities (Sundry Creditors)</b>	
Particulars	Current Year Amounts (Rs.)
1	2
Creditors	
Employee Liabilities	
Interest Accrued and Due	
Recoveries Payable	
Government Dues Payable	
Refunds Payable	
Advance Collection of Revenues	
Others	
Total Other liabilities (Sundry Creditors)	

<b>Schedule B-10: Provisions</b>	
Particulars	Current Year Amounts (Rs.)
1	2
Provision for Expenses	
Provision for Interest	
Provision for Other Assets	
<b>Total Provisions</b>	

<b>Schedule B-11: Fixed Assets</b>			
Particulars	Gross Block Cost at the End of the year	Accumulated Depreciation Total at the end of the year	Net Block at the end of the year
1	2	3	4
Land			
Buildings			
<b>Statues and Heritage Assets</b>			
Statues and valuable works of arts and antiquities			
Heritage buildings			
<b>Infrastructure Assets</b>			
Parks and Playgrounds			
Roads and Bridges			
Sewerage and Water ways			
Public Lighting			
<b>Other assets</b>			
Plants & Machinery			
Vehicles			
Office & other Equipment			
Furniture, fixtures, fittings and electrical appliances			
Other fixed assets			
<b>Total</b>			
Capital Work-in-progress			

<b>Schedule B-12: Investments -General Funds</b>			
Particulars	With Whom Invested	Face Values (Rs.)	Current Year Cost (Rs.)
1	2	3	4
Central Government Securities			
State Government Securities			
Debentures and Bonds			
Preference Shares			
Equity Shares			
Units of Mutual Funds			
Other Investments			
<b>Total of Investments-General Funds</b>			

<b>Schedule B-13: Investments - Other Funds</b>			
Particulars	With Whom Invested	Face Values (Rs.)	Current Year Cost (Rs.)
1	2	3	4
Central Government Securities			
State Government Securities			
Debentures and Bonds			
Preference Shares			
Equity Shares			
Units of Mutual Funds			
Other Investments			
<b>Total of Investment-Other Funds</b>			

<b>Schedule B-14: Stock in Hand (Inventories)</b>	
Particulars	Current Year Amounts (Rs.)
1	2
Stores	
Loose Tool	
Others	
<b>Total Stock in hand</b>	

<b>Schedule B-15: Sundry Debtors (Receivables)</b>			
Particulars	Gross Amount (Rs.)	Provision for Outstanding revenues (Rs.)	Net Amount (Rs.)
1	2	3	4=2-3
Receivables for Property Taxes			
Less than 3 years *			
3 years to 5 years *			
5 years to 10 years*			
10 years to 15 years*			
More than 15 years*			
<b>Sub total</b>			
<b>Net Receivables of Property Taxes</b>			
Receivable of Other Taxes			
Less than 3 years*			
3 years to 5 years *			
5 years to 10 years*			
10 years to 15 years*			
More than 15 years*			
<b>Sub- total</b>			
<b>Net Receivables of Other Taxes</b>			
Receivables for Fees User Charges			
Less than 3 years*			
3 years to 5 years *			
5 years to 10 years*			
10 years to 15 years*			
More than 15 years*			
<b>Sub total</b>			
Receivables from Other Sources			
Less than 3 years*			
3 years to 5 years *			
5 years to 10 years*			
10 years to 15 years*			
More than 15 years*			
<b>Sub total</b>			
<b>Total of Sundry Debtors (Receivables)</b>			

<b>Schedule B-16 : Prepaid Expenses</b>	
Particulars	Current Year Amounts (Rs.)
1	2
Establishment	
Administrative	
Operations & Maintenance	
<b>Total Prepaid expenses</b>	

<b>Schedule B-17 : Cash &amp; Bank Balances</b>	
Particulars	Current Year Amounts (Rs.)
1	2
<b>Cash</b>	
Balance with Bank Municipal Funds	
<b>Nationalised Banks</b>	
<b>Other Scheduled Banks</b>	
<b>Scheduled Co-operative Banks</b>	
<b>Post Office</b>	
<b>Treasury</b>	
Sub-total	
Balance with Bank — Special Funds	
<b>Nationalised Banks</b>	
<b>Other Scheduled Banks</b>	
<b>Scheduled Co-operative Banks</b>	
<b>Post Office</b>	
<b>Treasury</b>	
Sub-total	
Balance with Bank — Grant Funds	
<b>Nationalised Banks</b>	
<b>Other Scheduled Banks</b>	
<b>Scheduled Co-operative Banks</b>	
<b>Post Office</b>	
<b>Treasury</b>	
Sub-total	
<b>Total Cash and Bank balances</b>	

<b>Schedule B-18 : Loans, advances and deposits</b>	
Particulars	Balance outstanding at the end of the year (Rs.)
1	2
<b>Loans and advances to employees</b>	
<b>Loans to Others</b>	
<b>Advance to Suppliers and Contractors</b>	
<b>Advance to Others</b>	
<b>Deposit with External Agencies</b>	
<b>Other Current Assets</b>	
Sub Total	
<b>Total Loans, advances and deposits</b>	

<b>Schedule B-19 : Others Assets</b>	
Particulars	Current Year Amount (Rs.)
1	2
<b>Deposit Works</b>	
<b>Other asset control accounts</b>	
<b>Total Other Assets</b>	

<b>Schedule B-20 : Miscellaneous Expenditure (to the extent not written off)</b>	
Particulars	Current Year Amount (Rs.)
1	2
<b>Loan Issue Expenses Deferred</b>	
<b>Discount on Issue of Loans</b>	
<b>Deferred Revenue Expenses</b>	
<b>Others</b>	
<b>Total Miscellaneous expenditure</b>	

**Annexure III****Useful life of assets**

Type of Assets	Life of the asset
Land	Nil
Land with Structures	20/30 yrs
Landfill sites – Dumping ground	20 yrs (for structure)
Building	
Class I structure	30 yrs
Class II structure	20 yrs
Water Supply System	
Pipelines	10 yrs
Pumps & Motors	10 yrs
Water Reservoir	40 yrs
Drainage & sewerage Network	10 yrs
Roads Network	10 yrs
Mastic	
Concrete	
Bitumen	
Others	
Road over Bridges (ROB)	
Road under Bridges (RUB)	
Subways, Causeways, Culverts	10 yrs
Office equipment	10 yrs

Plant & Machinery	10 yrs
Computers	3 yrs
Street Lighting System	10 yrs
Furniture	
Office	20 yrs
School & Hospitals	10 yrs
Park	10 yrs
Road	10 yrs
Heavy Vehicles	10 yrs
Light Vehicles	10 yrs
Earth Moving Vehicles	10 yrs
Carts	5 yrs

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