**FORMAT OF AUDIT REPORT OF CREDIT COOPERATIVE SOCIETIES**

**PART-A**

1. Name of the Society:-
2. Full address of the society:-
3. Registration No. & Date:-
4. Name of the Administrative circle:-
5. Area of operation:-
6. Date of functioning:-
7. Year and period of Audit:-
8. Name and address of the Promoter / Secretary / Chief Executive and period of working:-
9. During the period under Audit:-
10. At the time of Audit:-
11. **Management**
12. **Board of management during the period under Audit.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the members** | **Elected/ nominated by Board or Government** | **Designation** | **Date of assumption** | **Period of functioning.** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |

1. **Board of Management at the time of Audit.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the members** | **Elected/ nominated by Board or Government** | **Designation** | **Date of assumption** | **Period of functioning.** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |

**Audit observation**

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

1. Authority of Audit.
2. **Name and Designation of Auditory**

a) Present

b) Last year.

1. **Days devoted for audit:-**
2. Date of commencement of audit
3. Date of completion of audit
4. Total days devoted for audit
5. **Physical verification on the date of commencement of audit.**
6. Cash
7. Bank deposits
8. Securities, if any
9. Postage
10. Others (specify)

**Audit observation**

Observation on retention of cash balances, confirmation for each bank account as on the date of balance sheet along with other relevant points.

1. **Insurance and its period of coverage.**
2. Cash
3. Building & machinery
4. Stocks
5. Vehicles
6. Others, if any

**Audit observation**

Policy no, Amount Covered, Period of coverage & shortfall, if any.

**PART-B**

1. **Registration**

**Audit of observations**

Whether feasibility and viability aspect of the society was examined by the concerned registering authority before registration.

1. **Aims and objectives.**

Aims and objectives along with activities of society to full fill the aim. In this context achievements/ failure of society in the present scenario.

1. **Bye-Laws.**

Preservation of Registered Bye-laws with all up-to-date amendments, non-compliance of provisions of Bye-Laws, contradictions and suggestions.

1. **(A) Member ship (Male & Female)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Class of members** | **Position at the beginning of the year** | | | | | **Member enrolled during the year** | | | | |
| **ST** | **SC** | **Gen** | **OBC** | **Total** | **ST** | **SC** | **Gen** | **OBC** | **Total** |
| **M/F** | **M/F** | **M/F** | **M/F** | **M/F** | **M/F** | **M/F** | **M/F** | **M/F** | **M/F** |
| **(1)** | **(2)** | | | | | **(3)** | | | | |
| A |  |  |  |  |  |  |  |  |  |  |
| B |  |  |  |  |  |  |  |  |  |  |
| C |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Membership leased during the year** | | | | | **Membership position at the end of the year.** | | | | |
| **ST** | **SC** | **Gen** | **OBC** | **Total** | **ST** | **SC** | **Gen** | **OBC** | **Total** |
| **M/F** | **M/F** | **M/F** | **M/F** | **M/F** | **M/F** | **M/F** | **M/F** | **M/F** | **M/F** |
| **(4)** | | | | | **(5)** | | | | |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**(B) Comparative figure of membership for last three year**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Male** | **Female** | **Total** | **Remarks** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |

**Audit observations**

Whether members are enrolled with the eligibility as per provisions of Bye-Laws.

1. **Role of Board of management.**

**a) Board meeting held during the period under audit.**

**(i)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Date of Board Meeting** | **Number of members attended** | **Number of resolutions passed.** |
| **(1)** | **(2)** | **(3)** | **(4)** |

**(ii)** Important resolutions passed by the meeting.

**Audit of observations**

1. Convening of meeting as per provision of Bye-Laws.
2. Quorum of the meeting as per provision of Bye-Laws.
3. Any deviation noticed in the resolution which contradicts the provisions of Act & Rules and Circular instructions of administrative authority.
4. Remarkable works made by Board of management.
5. Compliance of resolutions passed by Board in the subsequent period.

**b) Sub-Committee**

(Details of Sub-Committee formed by Board of Management, its members, function and resolution passed)

**Audit observations**

1. Board of Management superseded during the year under audited competent authority’s order no. and date along with reasons for such supersession.
2. Name of the MIC/Administrator, if appointed in place of Board of management on supersession, the order number for such appointment along with Name, designation, Address and Date of functioning of such MIC/Administrator.
3. **Annual General Body meeting:**
4. Date of meeting and members present.
5. Whether AGB was covered as per the provision of Act and observance of quorum.
6. Numbers of resolution passed.
7. Resolutions passed by AGB which contravenes the codal provisions.
8. Any irregularities.
9. **Staff position**
10. **Particulars on sanctioned strength.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Category of employee** | **Sanctioned strength** | **Name of the authority & sanctioned order No. & Date** | **Approved scale of Pay** | **Present strength** | **Vacancy** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** |

1. **Present staff position(including deputation staff)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the employee | Designation | Order No. & date of appointment | Educational qualification | Scale of pay | Present salary | Security deposit |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** |

**Audit observation**

1. Whether there is approved staffing pattern by competent authority and staff are appointed as per Rules in force and following Rules & regulation of the society.
2. Whether the scale of pay are approved by competent authority before adoption.
3. Details of irregularities noticed.
4. **Share Capital**
5. **Authorised share capital.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Class of share** | **Value per share** | **Number of share** | **Amount** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
| 01 | Individual |  |  |  |
| 02 | Government |  |  |  |
| 03 | Others |  |  |  |
| **Total** | |  |  |  |

1. **Paid up share capital.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Class of share** | **Value per share** | **Number of share** | **Amount** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
| 01 | Individual |  |  |  |
| 02 | Government |  |  |  |
| 03 | Others |  |  |  |
| **Total** | |  |  |  |

**Audit observation**

(Observation on maintenance of share capital, Reconciliation of share capital amount along with irregularities pertaining to previsions of Bye-Laws noticed during the course of audit)

1. **Working Capital**

Total of liabilities as per Balance Sheet

Minus

1) Accumulated loss

2) Contra, if any

Total:-

(Comparative statement of working capital for last three years along with observations)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.**  **No.** | **Reserve Funds** | **During the year of audit** | **Last year** |
| i. | Reserve Fund |  |  |
| ii. | Capital Reserve |  |  |
| iii. | Dividend equalization fund |  |  |
| iv. | Building fund |  |  |
| v. | Common good fund |  |  |
| vi. | Other fund (specify) |  |  |

1. Financial assistances in shape of subsidy/ share capital assistances/ Grand from Government, Bank and other agencies etc. and its details.
2. **Funds utilised in the business (Comparative figures for 3 years).**
3. **Source of funds**
4. Member share
5. Government share
6. Reserve fund
7. Other funds
8. Loan from Cooperative/other banks
9. Loan from Government/other loans
10. Deposits

Total:-

1. **Utilisation of funds**
2. Investments
3. Closing stocks
4. Fixed assets
5. Other assets (excluding bad & doubtful assets)

Total:-

(Notes on difference between sources and uses of fund)

1. **Business of the society**

Type of business the society undertaken.

1. **Borrowing from Cooperative/other banks/financing Agency.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the banks/ agency** | **Amount borrowed** | **Amount repaid** | **Amount outstanding at the close of the year** | **Rate of interest** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |

**Audit observation**

1. **Cash & Bank balance, maintenance of Liquidity with reference to last year.**

|  |  |  |
| --- | --- | --- |
| Details of Account | Last day of audited year | Previous year |

(Audit observation)

1. **Investment**
2. Share with other Cooperative institutions
3. Investment with Cooperative Bank/ other banks
4. Postal securities (NSC/KVP)
5. Investment of staff provident fund
6. Investment of Reserve fund
7. Other Investments.

(Audit observations on maintenance of Liquidity i.e. CRR & SLR)

1. **Deposit**

(Collection of deposit)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of deposit** | **Rate of interest** | **Current year** | **Last year** |
| 1. Saving Deposit 2. Current Deposit 3. Recurring Deposit 4. Fixed Deposit 5. Re-Investment Deposit 6. Other Deposits 7. Engagement of agents/ brokers |  |  |  |
| Total:- |  |  |  |

**Audit observations**

1) Comment on growth/ decrease in deposit

2) Whether the Society accept savings/fixed deposit from members & non-members by maintaining adequate fluid resources according to standard laid down by RCS(O) under Rule-50 of OCS Rules, 1965.

3) Whether the stipulations made under Rule-49(6) of OCS Rules is complied, if the society take up current account deposit business.

1. **Details of Fixed Assets Volume/Quantity Purchase Value Book Value**
2. **Loans and Advances with rate of interest.**

Loans & Advances financed during the year of audit along with its comparison to the previous year. The details of collection made during the year need be furnished.

1. **D.C.B**

Principal- Demand, Collection and Balance of loans during the year.

Interest- Demand, Collection and Balance of Interest during the year.

(Details to be given in statement)

**Audit Observation**

1. 100% checking Loans & advances be made to find out whether.
2. Schemes of loans are approved by competent authority.
3. Sanction is made as per Rule of business.
4. Proper documentation made credit approval security obtained.
5. Post sanction utilisation of loan is ensured.
6. **Bad & Doubtful Assets and Provision thereof**

A detailed statement to this effect showing Bad & Doubtful assets and provision to the extent of its requirement is to be prepared.

**Audit observation**

1. Whether Bad & Doubtful assets have been assessed and provisions made in terms of circular instructions issued to this effect.
2. Amount of provisions made during the year.
3. Amount of provision made at the close of the year.
4. Amount of provision made against O.D loans and interest.
5. **Legal action taken for recovery of O.D loans.**

Notes on action taken by the society for realisation of O.D loans.

1. **Cases pending with legal forum.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Particulars | Dispute stage | | E.P Stage | |
| No. | Amount | No. | Amount |
| 01 | Pending at the beginning of the year |  |  |  |  |
| 02 | Cases filed during the year |  |  |  |  |
|  | Total:- |  |  |  |  |
| 03 | Cases disposed during the year |  |  |  |  |
| 04 | Cases pending for finalisation |  |  |  |  |

1. **Cases pending for E.P at Society level.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **No.** | **Amount** |
| i. | Decrease at the beginning of the year pending for E.P |  |  |
| ii. | Decree received during the year total |  |  |
| iii. | After mutual recovery, decree disposed |  |  |
| iv. | After E.P, decree disposed |  |  |
| v. | Decrees pending at the end of the year. |  |  |

1. **Budget**

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

**Projected income & expenditure.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Projected income** | **Actual income** | **Projected expenditure** | **Actual expenditure** | **Excess/ Less** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** |

**Audit observation**

1. **Reconciliation of Accounts:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Particulars | G.L Balance | Subsidiary balance | Difference | Persons responsible |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |

(Observation of Audit be given along with balance confirmation certificate)

1. **Realizable amount from employee and other officials of the society as per Balance sheet along with action taken.**

a) Total No. of persons involved

b) Total amount for recovery

(Details be given in statement)

1. **Detail notes on**

a) Bills receivable

b) Sundry Creditors

c) Sundry Debtors

1. **Compliance/ Rectification on audit observations of last year.** (Audit observations)
2. **Inspection by Administrative Authority.**
3. **List of records maintained by the Society.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Records required to be maintained** | **Records actually maintained** | **Records examined during the year under audit** | **Auditor’s remark** |
| **(1)** | **(2)** | **(3)** | **(4)** |

(Irregularities noticed in maintenance of records and audit observations thereon)

1. Cost Of Management

**Total of the loss side** **Audit observations**

(-) 1) Interest paid 1) Regarding keeping the comment within (-) 2) Provision the specified limit of working capital.

(-) 3) OTS Loss, if any 2) Comparative figures be given

(-) 4) Net Profit, if any

1. **Cost of Establishment/ Staff cost.**

Comparative figures for 2 years be given along with audit comment on keeping the cost of Establishment within the margin of the society earns or not.

1. **Profit/ Loss.**

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

1. **Working fund.**

Total of liabilities

(-) Accumulated loss

(-) Contra, if any

(-) Fixed Assets

Total:-

(Audit Observation)

1. **Submission of Statutory Reports and Returns.**
2. **Defects and irregularities noticed during the audit.**

Defects & irregularities noticed during audit be given in details. In case of any deficiency, the auditor should reflect each case in report clearly with fixation of responsibility on the officials/ offices of societies in each case.

1. **Audit Fees.**

|  |  |  |  |
| --- | --- | --- | --- |
| a) | Net worth | Paid up share capital + Statutory Reserve+ Other Free Reserve+ Credit balance of P/L, if any. | **Memos**  1) Accumulated Loss  2) Short provision, if any. |
| b) | Value of share of members or paid up share capital | Net worth X 100  Paid up capital | (If the share value is 100% or more, the share is fully protected). |

1. **Audit clarification/Marks secured.**
2. **General Remarks.**

**Statements/ schedules to be attached to report.**

1. Financial statements.
2. Trial Balance/ R & E statement.
3. P/L Account.
4. Balance sheet.
5. Narration on Balance Sheet.
6. Borrowing & Repayment Statement.
7. Rate of Interest on Borrowing & Loan to members.
8. D.C.B on Principal & interest.
9. Depreciation on fixed Asset.
10. Details of Investment.
11. Details of Loans & Advances.
12. Details of Recovery.
13. Details of Sundry Debtors & Creditors.
14. Banker’s Certified balance
15. Auditor’s verification certificate
16. Highlights.

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**.1) Statement showing position of Depreciation on fixed assets as on 31.03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Type of fixed assets | Purchase value of assets | % of depreciation allowed | Depreciation allowed up to previous year | Amount of depreciation this year | Net value at the close of the year | Addition during the year | Total value at the end of the year |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** |

**2) Statement showing Borrowing & Repayment as on 31.03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Financing agency | Type of loan | Opening balance at the beginning of the year | Repayment during the year | Borrowing during the year | Balance as on 31.03.\_\_\_\_\_\_\_\_\_\_\_ |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** |

**3) a) Rate of Interest on Borrowing. b) Rate of interest on Loan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Particulars of Borrowing | Rate of interest from financing institution |  | Sl. No. | Particulars of Loans and advances | Rate of Interest to members. |
| **(1)** | **(2)** | **(3)** | **(1)** | **(2)** | **(3)** |

**4) Statement of Cash/Postage & Bill Balance as on 31.03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Particulars | Amount |
| **(1)** | **(2)** | **(3)** |

**5) Details of Investment as on 31.03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Particulars of Investment | Amount | Remarks. |
| **(1)** | **(2)** | **(3)** | **(4)** |

**6) Details of Advances.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the Person | Amount outstanding | Date from which outstanding |
| **(1)** | **(2)** | **(3)** | **(4)** |

**7) Details of Sundry Debtors as on 31.03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the Party | Amount outstanding as at end of previous year | Amount outstanding as on 31.03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **(1)** | **(2)** | **(3)** | **(4)** |

**8) Details of Sundry Creditors.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the Party | Amount outstanding as at the end of previous year | Amount outstanding as on 31.03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **(1)** | **(2)** | **(3)** | **(4)** |

**9) Audit Recovery statement as on 31.03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the Person with designation | Amount recovered as on 31.03\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | Reasons |
| **(1)** | **(2)** | **(3)** | **(4)** |

**10) Statement on D.C.B on principal as on 31.03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Category of loan | Scheme of loan | O.D at the beginning of the year | Demand during the year | Total demand | Collection during the year | Balance O.D at the close of the year | % of collection. |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** |

**11) D.C.B on Interest as on 31.03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Category of loan | Scheme of loan | O.D at the beginning of the year | Demand during the year | Total demand | Collection during the year | Balance O.D at the close of the year | % of collection. |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** |