

STEP BY STEP APPROACH
TO
CO-OPERATIVE HOUSING SOCIETY AUDIT
WITH
SAMPLE FORMATS
AND
CIRCULARS

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(DRAFT ON SOCIETY LETTERHEAD)

Letter from Society seeking availability of Auditor

Date: _____

To,
ABC & Co.
Chartered Accountants
Address

Dear Sir,

Sub: Request to convey your availability for Statutory Audit of our society for F.Y. ____

With reference to above, we wish to state as follows:

Our society has been audited under the provisions of Maharashtra Co-operative Societies Act, 1950 and the rules made thereunder and the present auditor has completed 3 years of his audit.

Your name was suggested by one of our members. Our AGM is due to be held in coming month and we, therefore, wish to know your availability and eligibility for such appointment, if appointed in the next AGM.

Your early reply with your panel no on the approved panel maintained by Registrar of Societies would be greatly appreciated.

Thanking you,

Yours faithfully,

For XYZ CO-OP HSG SOC LTD

Hon. Secretary

(DRAFT ON CA LETTERHEAD)

Letter from CA conveying availability of Auditor

To,
XYZ CO-OP HSG SOC LTD
Address

Dear Sir,

Sub: Availability for Statutory Audit of F.Y. ____

Ref: Your Letter Dated ____

We refer to your above letter and are pleased to convey our willingness to carry out Statutory Audit of society if appointed, in AGM to be held as suggested.

We are empaneled with Registrar of Co-op. Societies and our Panel No. is ____, Class ____. We also wish to confirm that our appointment shall fall within the specified limits, if appointed and we have not been declared ineligible otherwise by ICAI or Registrar of Co-operative Societies.

Thanking you,

Yours faithfully,
For ABC & CO.
Chartered Accountants

(DRAFT RESOLUTION FOR APPOINTMENT OF AUDITOR)

TRUE COPY OF RESOLUTION PASSED AT THE ANNUAL GENERAL MEETING OF XYZ CO-OP HSG SOC LTD HELD ON _____

'RESOLVED THAT M/s. ABC & CO., Chartered Accountants, having their address at _____
And holding Panel No _____ on the panel maintained by Registrar of Co-operative Societies be and are hereby appointed as Statutory Auditor for carrying out audit of Financial Statements for F.Y. ending on 31-03-20XX subject to their acceptance and remuneration payable to them shall be on the basis of Circular issued by Registrar of Co-operative Societies issued in this regard.

FURTHER RESOLVED that Secretary of the society is authorised to convey the appointment to the said auditor and follow up with the said auditor to upload the latter of appointment as well as acceptance on the website through society user id and complete the necessary formalities in this regards.

For XYZ CO-OP HSG SOC LTD

HON.SECRETARY

(ON THE SOCIETY LETTERHEAD)
(DRAFT LETTER TO AUDITOR CONVEYING APPOINTMENT)

Date: _____

To,
ABC & CO.
Chartered Accountants
Address

Dear Sir,

Sub: Your Appointment as Statutory Auditor of our society for F.Y. ____

We take pleasure in informing you that at the recently concluded Annual General Meeting held on ____, the members of our society have approved the appointment of your Firm M/s. _____ (Audit Empanelment No. _____) as Statutory Auditor of our society for F.Y. ____ to hold office from the conclusion of this Annual General Meeting till the conclusion of next Annual General Meeting. The remuneration for the audit would be in accordance with fees stipulated by the Maharashtra Government under the applicable regulations. A copy of the Resolution passed at the said AGM is enclosed here with for your reference. Kindly note that we have already uploaded the copy of resolution through society log in on 'mahasahakar' website.

We also wish to state that financial statements for previous F.Y. ____ have been audited by M/s. PQR & CO., Chartered Accountants whose address and other particulars are as follows:

M/s. PQR & CO.
Chartered Accountants
Address

You are requested to kindly send us your acceptance of the said appointment as well as upload the copy of your acceptance through auditor log in on 'mahasahakar' website to complete the formalities and generate appointment order.

Thanking you,

Yours faithfully,
For XYZ CO-OP HSG SOC LTD

HON SECRETARY
Encl: As above

(ON THE LETTERHEAD OF CA)
REQUEST FOR NOC FROM PREVIOUS AUDITOR

Date: 31st March 2016

To,
M/s. PQR & CO.
Chartered Accountants
Address

SUB -NOC for accepting Statutory Audit of _____ Co-op. Society

Dear Sir/Madam,

We have been appointed as Statutory Auditor by _____ Co-op. Soc Ltd for carrying out Statutory Audit of their Financial Statements for Year Ending 31.03.20XX and in this connection, we would like to know your objection, if any, per communication by return post.

Your early reply and co-operation in this regard shall be greatly appreciated.

Thanking you,

Yours Faithfully,
For M/S. ABC & CO.
Chartered Accountants

Chartered Accountant
Membership No _____
Co-op. Empanelment No _____

(ON CA LETTERHEAD)
(DRAFT LETTER TO SOCIETY CONVEYING ACCEPTANCE OF APPOINTMENT)

To,
XYZ CO-OP HSG SOC LTD
Address

Sub: Acceptance of Appointment as Statutory Auditor for FY ____
Ref: Your letter dated ____

We refer to your above letter intimating us about our appointment as Statutory Auditor of _____ Society and are pleased to convey our acceptance of appointment as Statutory Auditor for F.Y. ____ . We understand that the fees for the same is as per the regulations prescribed in this regard by Government of Maharashtra.

We shall be uploading the acceptance in due course to enable generation of audit order on 'mahasahakar' website.

Kindly acknowledge receipt.

Thanking you,

Yours faithfully,
For ABC & CO.
Chartered Accountants

Example of an Audit Engagement Letter
(DRAFT on CA Letterhead)

To,
XYZ CO-OP HSG SOC LTD
(Address)

Dear Sirs,

I/We refer to the letter dated _____ informing me/us about my/our appointment as the Statutory Auditors of your society. You have requested that I/we audit the financial statements of your Society for the financial year(s) beginning April 1, 20XX and ending March 31, 20YY. I am/We are pleased to confirm my/our acceptance and my/our understanding of this audit engagement by means of this letter.

My/Our audit will be conducted with the objective of me/our expressing an opinion, if the aforesaid financial statements give the information required by the Maharashtra Co-operative Housing Societies Act, 1960 in the manner so required, and give a true and fair view in conformity with the applicable accounting principles generally accepted in India, of the state of affairs of the Society as at 31st March, 20YY, and its surplus/deficit for the year ended on that date. In forming my/our opinion on the financial statements, I/we will rely on the work of internal auditors appointed by the Society, if appointed and my/our report would expressly state the fact of such reliance.

I/We will conduct my/our audit in accordance with the Standards on Auditing (SAs), issued by the Institute of Chartered Accountants of India (ICAI). Those Standards require that I/we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit involves performing procedures to obtain audit evidence about the amounts and the disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error.

Because of the inherent limitations of an audit, including the possibility of collusion or improper management override of controls, there is an unavoidable risk that material misstatements due to fraud or error may occur and not be detected, even though the audit is properly planned and performed in accordance with the SAs.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

My/Our audit will be conducted on the basis that the Management and those charged with governance acknowledge and understand that they have the responsibility:

(a) For the preparation of financial statements that give a true and fair view in accordance with the applicable Financial Reporting Standards and other generally accepted accounting principles in India. This includes:

- Compliance with the applicable provisions of the Maharashtra Co-operative Societies Act, 1960;
- Proper maintenance of accounts and other matters connected therewith;
- The responsibility for the preparation of the financial statements on a going concern basis;
- The preparation of the annual accounts in accordance with, the applicable accounting standards and providing proper explanation relating to any material departures from those accounting standards;
- Selection of accounting policies and applying them consistently and making judgments and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the Company at the end of the financial year and of the profit and loss of the Company for that period;
- Taking proper and sufficient care for the maintenance of adequate accounting records in accordance with the provisions of Maharashtra Co-operative Housing Societies Act, 1960 for safeguarding the assets of the Society and for preventing and detecting fraud and other irregularities;
- Laying down internal financial controls to be followed by the Society and that such internal financial controls are adequate and were operating effectively; and
- Devising proper systems to ensure compliance with the provisions of all applicable laws and that such systems were adequate and operating effectively.

(b) Identifying and informing me/us of financial transactions or matters that may have any adverse effect on the functioning of the Society.

(c) Identifying and informing me/us of :

- All the pending litigations and confirming that the impact of the pending litigations on the Company's financial position has been disclosed in its financial statements;
- All material foreseeable losses, if any, on long term contracts including derivative contracts and the accrual for such losses as required under any law or accounting standards; and
- Any delay in transferring amounts, required to be transferred, to the Investor Education and Protection Fund by the Company.

(d) Informing me/us of facts that may affect the financial statements, of which Management may become aware during the period from the date of my/our report to the date the financial statements are issued.

(e) To provide me / us, inter alia, with:

- i. Access, at all times, to all information, including the books, accounts, vouchers and other records and documentation of the Society, whether kept at the Registered Office or elsewhere, of which the Management is aware that are relevant to the preparation of the financial statements such as registers, records, documentation and other matters. This will include books of accounts maintained in electronic mode;
- ii. Additional information that I/we may request from the Management for the purposes of my/our audit;
- iii. Unrestricted access to persons within the Society from whom I/we deem it necessary to obtain audit evidence. This includes my/our entitlement to require from the officers of the Company such information and explanations as I/we may think necessary for the performance of my/our duties as the auditors of the Society;
- iv. All the required support to discharge my/our duties as the statutory auditors as stipulated under Maharashtra Co-operative Societies Act, 1960/ICAI standards on auditing and applicable guidance.

As part of my/our audit process, I/we will request from the Management written confirmation concerning representations made to me/us in connection with my/our audit. My/Our report prepared in accordance with relevant provisions of the Maharashtra Co-operative Societies Act, 1960 would be addressed to the members of the Society for approval of the accounts at the Annual General Meeting.

The form and content of my/our report may need to be amended in the light of my/our audit findings. In accordance with the provisions of Maharashtra Co-operative Societies Act, 1960, if in the course of performance of my/our duties as auditor, I/we have reason to believe that an offence involving fraud is being or has been committed by or against the Society by officers or employees of the Society, I/we will be required to report to the Government Authorities, in accordance with the rules prescribed in this regard.

I/We also wish to invite your attention to the fact that my/our audit process is subject to 'peer review'/'quality review' under the Chartered Accountants Act, 1949. The reviewer(s) may inspect, examine or take abstract of my/our working papers during the course of the peer review/quality review.

I/We look forward to full cooperation from your staff during my/our audit. Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for my/our audit of the financial statements including our respective responsibilities.

Yours faithfully,
ABC & CO.
Chartered Accountants

(signature)
(Name of the Member)
(Designation)

DRAFT OF MANAGEMENT REPRESENTATION LETTER
(DRAFT 1)

The following letter is for use as a general guide in conjunction with the considerations set forth in this Standard. Representations by management will vary from one entity to another and from one year to the next. Therefore, this letter is not intended to be a standard letter and should be adapted in the light of individual requirements and circumstances.

[Letterhead of Entity]

[Date]

[Name and Address of the Auditor]

Dear Sir,

This representation letter is provided in connection with your audit of the financial statements of for the year ended for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the financial position of as of and of the results of operations for the year then ended.

We acknowledge our responsibility for preparation of financial statements in accordance with the requirements of the Companies Act, 1956 and recognised accounting policies and practices, including the Accounting Standards issued by the Institute of Chartered Accountants of India.

We confirm, to the best of our knowledge and belief, the following representations:
Accounting Policies

1. The accounting policies which are material or critical in determining the results of operations for the year or financial position are set out in the financial statements and are consistent with those adopted in the financial statements for the previous year. The financial statements are prepared on accrual basis. Assets
2. The company has a satisfactory title to all assets and there are no liens or encumbrances on the company's assets, except for those that are 2 or other relevant statute. Representations by Management IV-367 SA 580 disclosed in Note X to the financial statements. Fixed Assets
3. The net book values at which fixed assets are stated in the Balance Sheet are arrived at:
 - (a) after taking into account all capital expenditure on additions thereto, but no expenditure properly chargeable to revenue;
 - (b) after eliminating the cost and accumulated depreciation relating to items sold, discarded, demolished or destroyed;
 - (c) after providing adequate depreciation on fixed assets during the period. Capital Commitments

4. At the balance sheet date, there were no outstanding commitments for capital expenditure excepting those disclosed in Note X to the financial statements.
Investments

5. The current investments as appearing in the Balance Sheet consist of only such investments as are by their nature readily realisable and intended to be held for not more than one year from the respective dates on which they were made. All other investments have been shown in the Balance Sheet as 'long-term investments'.

6. Current investments have been valued at the lower of cost and fair value. Long-term investments have been valued at cost, except that any permanent diminution in their value has been provided for in ascertaining their carrying amount.

7. In respect of offers of right issues received during the year, the rights have been either been subscribed to, or renounced, or allowed to lapse. In no case have they been renounced in favour of third parties without consideration which has been properly accounted for in the books of account.

8. All the investments produced to you for physical verification belong to the entity and they do not include any investments held on behalf of any other person.

9. The entity has clear title to all its investments including such investments which are in the process of being registered in the name of the entity or which are not held in the name of the entity and there are no Handbook of Auditing Pronouncements-I SA 580 IV-368 charges against the investments of the entity except those appearing in the records of the entity. Inventories

10. Inventories at the year-end consisted of the following: Raw Materials (including components) Rs Work-in-Process Rs Finished Goods (including by-products) Rs Maintenance supplies and Stores and Spare Parts Rs Loose Tools Rs Others (specify each major head separately) Rs Total Rs

11. All quantities were determined by actual physical count or weight or measurement that was taken under our supervision and in accordance with written instructions, on (date/dates of physical verification), except as follows:

3 Where physical verification of inventories is carried out at a date other than the closing date, this paragraph may be modified as below: Inventories recorded in the books as at(date of balance sheet) aggregating to Rs. are based

upon the physical inventories taken as at (date of physical verification) by actual count, weight or measurement. The material discrepancies noticed on physical verification of stocks as compared to book records have been properly dealt with in the books of account and subsequent transactions recorded in the accounts fairly reflect the changes in the inventories up to (balance sheet date).

12. All goods included in the inventory are the property of the entity, none of the goods are held as consignee for others or as bailee, and, except as set out below, none of the goods are subject to any charge.

13. All inventories owned by the entity, wherever located, have been recorded, including goods sent on consignment.

14. Inventories do not include goods sold to customers for which delivery is yet to be made.

Representations by Management IV-369 SA 580

15. Inventories have been valued on the following basis/bases: Raw Materials (including components) Work-in-Process Finished Goods (including by-products) Maintenance supplies and Stores and Spare Parts Loose Tools Others (specify each major head separately) (In describing the basis/bases of valuation, the method of ascertaining the cost (e.g. FIFO, Average Cost or LIFO) should also be stated. Similarly, the extent to which overheads have been included in the cost should also be stated.)

16. The following provisions have been made in respect of excess, slowmoving, damaged, or obsolete inventories and these, in our view, are adequate.

17. No item of inventories has a net realisable value in the ordinary course of business which is less than the amount at which it is included in inventories.

18. The basis/bases of valuation is/are the same as that/those used in the previous year, except as set out below: Class of inventory Basis of Valuation This Year Last Year Effect of change in Basis of Valuation Debtors, Loans and Advances

19. The following items appearing in the books as at(date of the Balance Sheet) are considered good and fully recoverable with the exception of those specifically shown as "doubtful" in the Balance Sheet. Sundry Debtors Rs. Loans and Advances Rs. Handbook of Auditing Pronouncements-I SA 580 IV-370 Other Current Assets

20. In the opinion of the Board of Directors, other current assets have a value on realisation in the ordinary course of the company's business which is atleast equal to the amount at which they are stated in the Balance Sheet, except as stated in Note X to the financial statements. Liabilities

21. We have recorded all known liabilities in the financial statements.
22. We have disclosed in notes to the financial statements all guarantees that we have given to third parties and all other contingent liabilities.
23. Contingent liabilities disclosed in the notes to the financial statements do not include any contingencies which are likely to result in a loss and which, therefore, require adjustment of assets or liabilities. Provisions for Claims and Losses
24. Provision has been made in the accounts for all known losses and claims of material amounts.
25. There have been no events subsequent to the balance sheet date which require adjustment of, or disclosure in, the financial statements or notes thereto. Profit and Loss Account
26. Except as disclosed in the financial statements, the results for the year were not materially affected by: (a) transactions of a nature not usually undertaken by the company; (b) circumstances of an exceptional or non-recurring nature; (c) charges or credits relating to prior years; (d) changes in accounting policies. General
27. The following have been properly recorded and, when appropriate, adequately disclosed in the financial statements:
 - (a) Losses arising from sale and purchase commitments.
 - (b) Agreements and options to buy back assets previously sold.
 - (c) Assets pledged as collateral.
28. There have been no irregularities involving management or employees Representations by Management IV-371 SA 580 who have a significant role in the system of internal control that could have a material effect on the financial statements.
29. The financial statements are free of material misstatements, including omissions.
30. The company has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
31. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.

Sample format of Written Representation from the Management**Should Be On Society Letter Head**

Date: Should be prior to signing the audit report and date on which accounts and audit report discussed and approved by the committee.

To,
Name of The Audit Firm ,
Chartered Accountants,

Address of the audit firm

Dear Sir/Madam,

Sub : Letter of Representation for the Statutory Audit for the Co-Op. Year (Mention Audit Year)

This representation letter is provided in connection with your Statutory Audit of the financial statements of Name of the Society for the year ended financial year end date for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the financial position of Name of the Society as of financial year end date and of the results of operations for the period then ended.

We acknowledge our responsibility for preparation of financial statements in accordance with the requirements of the applicable laws and recognized accounting policies and practices, including the Accounting and Auditing Standards issued by the Institute of Chartered Accountants of India.

We, the office bearers of Name of The Society, make the following consolidated representation for the period covered under audit for the year ended financial year end date:

1. The society is following accrual method of accounting .
2. We certify that the cash balance as on financial year end date was Rs.....Closing Cash Balance
During the year, the cash balance was kept in the custody of the office bearers and the same has been verified from time to time. And the society does not have any bank accounts other than what is stated in the accounts.
3. The society is not in possession of any moveable and immovable assets including investments as on date of the balance sheet other than what is appearing in the Balance Sheet for the said financial year.

4. All the expenses incurred and payments made by the Society are incurred on furtherance of the object of the society and are properly approved and sanctioned. The Society has accounted for all its known liabilities. No personal expenses have been debited to Society's Accounts.
5. The Society doesn't have any other income or has not collected any amount besides what is reflecting in the income & expenditure account .
6. The statement of accounts are approved by the managing committee and the present office bearers are authorized to sign the statement of accounts on behalf of the society

The Consolidated Representations on other aspects is as under:

1. The Date of Registration of the society is -----(if the Soc.registration copy is not held on record)
2. The PAN & TAN No.of the Society is
3. List of Present Managing committee Members and their specimen signatures is as under:
4. The Date of last election conducted is -
5. The Next Election Date Is:
6. The Date of Adoption of Bye Laws is -
7. No of managing committee meeting held during the year and dates of those meetings are as under:
8. Copy of notice of managing committee meeting and copy of notice of general body meeting is attached herewith.
9. General body meeting is held on and important decisions taken. Copy of such Resolutions passed is attached herewith.
10. Major activities transacted by the society during the previous year are as under:
11. No of members in the society areand no of flats / Shop are.....The List of the members and the date of their membership is attached herewith:
12. Members List with duly paid up share money is as under:
13. The list of members admitted and transferred during the year is as under:
14. The members are classified into Active and Non-Active members and the list of classification is attached:
15. The shares are issued to all the members/ Not issued /Pending for issue in following cases alongwith the reason for the same :
16. The Duplicate share certificates issued to following members and society has followed all the required procedure:
17. List of Registeres maintained and whether same has been certified by the society ((eg.Share register, Investment register, Sinking fund register, Nomination register, I Form, J Form, Property register)
18. List of Bank Accounts maintained alongwith the name of the Bank, Branch and the Account No.
19. Bank Balance certificates for the year ending is held on record or not held on record.
20. Name of the person responsible to hold the cash is-
21. Internal Petty Cash register is maintained /Not maintained by the society
22. Confirmation of dues from members is taken or not taken-
23. The List of the Defaulters and the Action u/s 101 is taken in following cases:

24. Following are the pending court cases in the registrar or Police station or at Co-operative court and the details thereof are as under:
25. The system of passing or approving the Expense or Payment vouchers by authorized signatories is as under:
26. The expenses over Rs.1500/- are paid by the society through crossed account payee cheques
27. Society has taken /Not taken any loan from.....bank and the same has been approved in the general body meeting dtd.....
28. The Insurance of the society Building is Taken /Not Taken .
29. List of staff employed by the society showing Name & Pay given is as under:
30. The society has given/Not given any loan to the member.
31. The complaint Register is maintained/Not maintained by the society.
32. List of Complaints Received during the year from members Is as under:
33. Details of Action taken by the Committee on complaints is as under:
34. The No.of court cases pending isand the Status of pending court cases is as under:
35. The society is charging Ad-hoc maintenance charges or charges as per Bye laws:
36. The list of Flats or Shops on Rental basis is as under:
37. The Non Occupancy Charges are recovered as under:
38. Following additional charges are recovered from the Flats/shop Owners:
39. Following are the additional Charges taken under different heads from the members and whether Legal charges are also collected.
40. The Transfer Fees and the Transfer Premium charges are as under:
41. The list of Penalty Charges collected from members is as under:
42. Rate of Interest charged on Arrears and whether simple or compound interest is charged:
43. Date of Resolution in which Rate of interest is approved:
44. The Legal Fees paid to the Advocates is as under :
45. Society has Conducted/Not conducted Training for Members:
46. Training and Education charges are collected from the members or not and what is the rate?
47. Any AMC contract is entrusted by the society and if any nature of such contract and the annual contract charges:
48. The List of pending nominations is as under:
49. Following is the list of outstanding expenses and the provisions thereof:
50. All the Debtors are good and recoverable by the society.
51. The Society has deducted TDS on all eligible payments and have deposited the TDS in due date.
52. The society has submitted/Not submitted the Quarterly ETDS returns.
53. Bank Reconciliation is held/Not held on record.
54. The society has called for Min.3 quotations for Painting or major repairs etc.and the details of these quotations are as under:
55. Society has registered itself on Mahasahakar site or not :
56. Mandatory returns are uploaded or not uploaded: If yes, the Date of Upload is
57. Auditors Information is filed or not filed .If filed then the date of upload is
58. Audit rectification Memo for last audit report is submitted/Not submitted.If submitted then the date of submission is-----
59. Any Important business transactions conducted :
60. Fraud or any embezzlement or misappropriation of money etc.took place in the previous year.

61. Conveyance of the Building is done /Not Done/Under process:
62. Any other matter which management feels necessary to inform the auditor.

Thanking you,

Yours faithfully,

For (Name of the Society)

Chairman/Secretary/Treasurer

Audit Worksheet

The Registrar in his circular No. ADM/243 dated 12-6-59 has directed that all audit assistants should maintain their worksheets, showing details of work done by them in the following form: -

Daily Worksheet of Shri.....audit assistants

Name of the Society

Period of audit: From:.....To.....

Date	Serial No. of the item in the audit program	Particulars of work done	With whom done name of the other member of the batch	Period covered from - to	Other details regarding vouchers, specific books, files, etc.	Initials	Initial of the officer
1	2	3	4	5	6	7	8

The last three columns in the consolidated audit programs should be filled in the form as worksheet.

SAMPLE AUDIT PROGRAMME FOR CO-OP.HOUSING SOCIETY

Dependency of Activity I –Independent/S-Simultaneous/D-Dependent

(Dependent Activity can not be started unless and until the activity on which it is dependent is completed.)

Activity	Source Document	Dependency of Activity	No.of Days Needed to Complete the Activity	Can Be Assigned To	Status of Completion	Date of Completion	Initials of the Audit Staff
Checking Of Individual Opening Balances for all the ledger heads from previous year's Audited Balance Sheet including Opening Balance of Cash and all Bank Accounts AND putting ticks on d same for having verified.	Previous Years Audited Balance Sheet	Independent	Day1 Activity	<u>Junior/Freshers</u>			
Checking of Clubbed Balances or Group Balances from Previous Year's Annexures	Previous Years Audited Balance Sheet	Independent	Day1 Activity	<u>Junior/Freshers</u>			

to the Balance Sheet and include checking and ticking of							
1.Opening Balance of Members'P ersonal Ledger							
2.Opening Balance of Individual Expense Provision Ledger Head							
3.Opening Balance of Individual Prepaid Expense Ledger Head							
4.Opening Balance of Individual Investment or Fixed and other Bank Deposits							

**CO-OPERATIVE AUDIT CHECKLIST
(ILLUSTRATIVE ONLY FOR REFERENCE)**

Sr. Activity to be carried out

1. Opening Balance Checking
2. Cash / Bank Vouching
3. Cash/Bank Book Posting
4. Ledger Scrutiny of Expenses
5. Any reversals in Income head to be checked
6. Cl. Bank Balance to be cross checked with Ledger and Bank Statement/Pass Book
7. Bank Reconciliation to be checked
8. Deposit Slips to be cross checked with Members' Ledger
9. TDS Ledger to be scrutinized for appropriate deduction and violation, if any.
10. All Statutory Registers to be checked. [Examples are-Member Register in 'I' Form/'J' Form/Share register to check for transfer of memberships and its relevant updation in appropriate records
11. Obtain Minute Books – Gen. Meetings and Mg. Committee Meetings for noting various resolutions passed as well as signatures of Chairman/Secretary etc.
12. Nomination Register to be checked for compliance by all members
13. Membership Application File to be checked for any new members' appointment.
14. Transfer Form and Transfer Premium Ledger to be checked.
15. In case of issue of Duplicate Share Certificate, to check whether relevant applicable procedure is followed.
16. Investment Register to be checked for appropriate entries therein and timely updation with cross verification with Balance Sheet entries in this regard.
17. Check TDS Returns
18. Check previous year's Audit Rectification File
19. In case of appointment of contractor, to check whether relevant procedure is followed.
20. Any other significant issues if applicable.

Common Mistakes that Co-op.Society Statutory Auditors Make

1. Appointment By Management Committee and not by General Body and still audit is accepted.
2. Audit is accepted even when not there in the Audit Panel maintained and approved by the State.
3. Audit is accepted without communicating with previous auditor.
4. Audit commenced without the consent letter and audit engagement letter given to the society.
5. Audit accepted even knowing that the previous audits are not done and society is advised to get the previous audits done by the auditor appointed by the Registrar.
6. Audit Rectification Report for previous year is not called for or not verified.
7. Audit is conducted without reading the Bye laws applicable to Housing Society.
8. System generated printouts are not called for w.r.t. books of accounts and Financial statements such as Balance sheet and Income & Expenditure Account.
9. Cash and Cheque vouching and posting not checked and verified.
10. Comparative analysis exercise of current year's Expenses and Incomes over previous year's Expenses and Incomes not done. Same way with provision and prepaid expenses and incomes.
11. Inadequate provisioning not commented upon or brought to the notice of the society.
12. Objections not raised for the slashed up Expenses or slashed down Incomes as well as for provisions and prepaid expenses or incomes.
13. Vouchers , Expense Ledgers and members personal ledgers are not scrutinised.
14. Bank Balance conformations and certificates not verified.
15. Physical FDs not verified with Investment Register.
16. Bank FD Interest Certificates for all the FDs not verified.
17. Major contract allotted by the society is not enquired and file not verified.
18. Suspense Ledgers are not enquired upon or enquiry on how the Suspense Ledger is nullified is not made.
19. Bank Reconciliation statement is not verified.
20. The Minutes books wherein the decisions taken or resolutions passed may have bearing or impact on the accounts of the society are not verified.
21. The TDS ledger is not scrutinized and enquiries on its compliance is not made.
22. Elections and its procedure if applicable followed properly or not is not ensured.
23. Total for Balance Sheet and Income & Expenditure Account of inner as well as outer columns not checked physically in case of word/excel form of Balance sheet and Income and Expenditure Account.
24. Not discussing the Draft report with the Mgt. committee and not taking their sign.
25. Not taking the management representation before signing the financial statements and submission of Audit report
26. Not putting the Membership No, Audit Panel No , Firm Registration No. while signing the Audit Report.

FORM No. N-1.

[See section 81 and rule 69 (3)]

**An Illustrative Format of Report of the Auditor of Co-operative Bank
INDEPENDENT AUDITOR'S REPORT**

To,

The Chairman/Secretary/Chief Executive Officer

The _____ Urban Co-operative Bank Ltd. / DCCB / SCB,**Address, City Name****Ref. :- Appointment Letter Reference No.----- Dated -----****Report on the Financial Statements as a Statutory Auditor**

1. We have audited the accompanying financial statements of the ----- Urban Co-operative Bank Ltd. / DCCB / SCB, which comprise the Balance Sheet as at 31st March 20XX and the Statement of Profit and Loss for the year ended, and a summary of significant accounting policies and other explanatory information incorporated in these financial statements of the Bank along with its Branches and Extension counters audited by us for the period 1st April 20YY to 31st March 20XX. *

Management's Responsibility for the Financial Statements

2. Management is responsible for the preparation of these financial statements in accordance with Maharashtra Co-operative societies Act, 1960, Banking Regulation Act, 1949 (A.A.C.S.) and RBI / NABARD Guidelines. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

3. Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the applicable Standards by The Institute of Chartered Accountants of India and under the MCS Act / BR Act / RBI guidelines. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error.

4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Bank's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

5. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

6. In our opinion and to the best of our information and according to the explanations given to us, the said accounts together with the notes thereon give the information required by the Banking Regulation Act, 1949 (A.A.C.S.) as well as the Maharashtra Co-operative Societies Act, 1960, the Maharashtra Co-operative Societies Rules 1961, and any other applicable Acts, and or circulars issued by the Registrar, in the manner so required for the bank and give a true and fair view in conformity with the accounting principles generally accepted in India:

(i) in the case of the Balance Sheet, of the state of affairs of the Bank as at 31st March, 2__;

(ii) in the case of the Statement of profit and loss of the profit/loss for the year ended on that date; and

Report on Other Legal and Regulatory Matters

7. The Balance Sheet and the Profit and Loss Account have been drawn up in accordance with the provisions of Section 29 of the Banking Regulation Act, 1949 read with provisions of the Maharashtra Co-operative Societies Act, 1960 & Maharashtra Co-operative Societies Rules 1961.

8. We report that :

(a) We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit and have found them to be satisfactory.

(b) The transactions of the Bank, which have come to our notice, have been within the powers of the Bank.

(c) The returns received from the offices and branches of the Bank have been found adequate for the purposes of our audit.

9. In our opinion, the Balance Sheet and Profit and Loss Account comply with applicable Accounting Standards.

10. We further report that :

(i) The Balance Sheet and Profit and Loss Account dealt with by this report, are in agreement with the books of account and the returns.

(ii) In our opinion, proper books of account as required by law have been kept by the Bank so far as appears from our examination of those books.

(iii) The reports on the accounts of the branches audited by us / branch auditors have been dealt with in preparing our report in the manner considered necessary by us.

(iv) for the year under audit, the bank has been awarded “_” classification.

Signature

(Name of the Member Signing the Audit Report / Name of Auditor) (Designation)

Membership

Number Firm

Registration

Number

Audit Panel Number

Place of Signature :

Date of Report :

Note :- In case the auditor have not audited all branches or taken assistance of other auditor or branches are audited by another auditor appointed by bank, following lines should be inserted in above report.

*These unaudited branches account for _____ per cent of advances,
_____ per cent of deposits, _____ per cent of interest income and
_____ per cent of interest expense.

FORM No. N-2
[See Section 81 and rule 69 (3)]
An Illustrative Format of Report of the Auditor of Co-operative Society
INDEPENDENT AUDITOR'S REPORT

To
The Chairman/Secretary/Chief
Executive Officer The _____ Co-
operative Society Ltd, Address, City
Name

Ref. :- Appointment Letter Reference No. _____ Dated _____

Report on the Financial Statements as a Statutory Auditor

1. We have audited the accompanying financial statements of The _____ Co-operative Society Ltd., which comprise the Balance Sheet as at 31st March 20XX and the Statement of Profit and Loss / Income & Expenditure for the year ended, and a summary of significant accounting policies and other explanatory information incorporated in these financial statements of the Society alongwith its Branches audited by us for the period 1st April 20YY to 31st March 20XX. *

Management's Responsibility for the Financial Statements

2. Management is responsible for the preparation of these financial statements in accordance with Maharashtra Co-operative Societies Act, 1960 & Rules there under. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

3. Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the applicable Standards by The Institute of Chartered Accountants of India and under the MCS Act. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Society's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

5. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

6. In our opinion and to the best of our information and according to the explanations given to us, the said accounts together with the notes thereon give the information required as per the Maharashtra Co-operative Societies Act 1960 and the Maharashtra Co-operative Societies Rules 1961, and any other applicable Acts, and or circulars issued by the Registrar, in the manner so required for the society gives a true and fair view in conformity with the accounting principles generally accepted in India:

(i) in the case of the Balance Sheet, of the state of affairs of the society as at 31st March 2__;

(ii) in the case of the Statement of profit and loss / Income & Expenditure of the profit/loss for the year ended on that date; and

Report on Other Legal and Regulatory Matters

7. The Balance Sheet and the Profit and Loss Account have been drawn up in accordance with the provisions of the Maharashtra State Co-operative Act.

8. We report that :

(a) We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit and have found them to be satisfactory.

(b) The transactions of the Society, which have come to our notice, have been within the powers of the Society.

(c) The returns received from the offices and branches of the Society have been found adequate for the purposes of our audit.

9. In our opinion, the Balance Sheet and Profit and Loss / Income & Expenditure Account comply with applicable Accounting Standards.

10. We further report that :

(i) The Balance Sheet and Profit and Loss / Income & Expenditure Account dealt with by this report, are in agreement with the books of account and the returns.

(ii) In our opinion, proper books of account as required by law have been kept by the Society so far as appears from our examination of these books.

(iii) The reports on the accounts of the branches audited by branch auditors have been dealt with in preparing our report in the manner considered necessary by us.

(iv) for the year under audit, the society has been awarded “__” classification.

Signature

(Name of the Member Signing the Audit Report / Name of Auditor)

(Designation)

Membership Number

Firm Registration Number

Audit Panel Number

Place of Signature:

Date of Report:

Note :- in case the auditor have not audited all branches or taken assistance of other auditor or branches are audited by another auditor appointed by bank, following lines should be inserted in above report.

*These unaudited branches account for _____ per cent of advances,
_____ per cent of deposits, _____ per cent of interest income and
_____ per cent of interest expense.

FORM 1

Audit Memo (For all types of Co-op. Societies)

Particulars	Remarks
Name of the society:	
Sr. No. of the audit memo as per audit register:	
Full Registered Office:	
Administrative Office:	
Taluka:	
District:	
Registration No.	
i) Audit Classification - ii) Audit Classification given during the last three audits -	
Date of Registration:	
Area of Operation:	
No. of Branches, depots and shops:	

1. <u>Audit Information:</u>		
i)	Full Name, designation and Head Quarters of auditing officer.	
ii)	Period covered during the present audit:	
iii)	Dates on which:	
	a) Audit was commenced	
	b) Audit was completed	
	c) Audit memo was submitted	
2. <u>Membership:</u>		
i)	No. of members	
	A] Share Capital:	
	B] Discrepancies Observed:	
C] Members admitted outside the area of operation:		
ii)	Have new members been duly admitted? Have they paid entrance fees?	
iii)	Are their written applications in order and filled properly?	

iv)	Is the members' register kept in Form "I"	
v)	Is a list of members kept in Form "J" under Rule 33 of the M.C.S. Rules 1961?	
vi)	Have due remarks been passed against names of the deceased, dismissed or resigned members in the members' register?	
vii)	Are resignations in order and are they duly accepted?	
viii)	Have nominations made under rule 25 of the M.C.S. Rules 1961 been duly entered in the members' register under rule 26?	
3. <u>Shares:</u>		
i)	Are applications for shares in order?	
ii)	Is share register written up-to-date?	
iii)	Do the entries in share register tally with the entries in the cash book?	
iv)	Is share ledger written up-to-date?	
v)	Do the total of share ledger balances tally with the figures of share capital in the Balance Sheet?	
vi)	Have share certificates been issued to the share holders for all the shares subscribed?	
vii)	Are share transfers and refunds in accordance with the provisions of the Bye-laws, Act and Rules?	

4. <u>Outside Borrowers:</u>		
i)	What is the limit fixed in the Bye-laws for borrowings of the society?	
ii)	Has it been exceeded?	
iii)	If so, state whether necessary permission	
5. <u>Meetings:</u>		
i)	Give dates of:	
	a) Annual General Meeting.	
	b) Special General Meeting.	
ii)	State the no. of meetings held during the period as follows:	
	a) Board or Managing Committee Meetings.	
	b) Loan Committee Meetings	
	c) Recovery Committee	
	d) Audit & Inspection Committee	
	e) Computer Committee	
	f) Asset Liability Management Committee	
	g) Development Committee	
	h) Staff Committee	
	i) Investment Committee	

6. <u>Rectification Reports:</u>		
i)	Has the society submitted audit rectification reports of the previous audit memos? If so, give dates of submission. If not, state the reason for non-submission.	
ii)	Have any important points mentioned in the previous audit memos been neglected by the society? If so, state them in general remarks.	
7. <u>Audit Fees:</u>		
i)	Give amount of audit fees last assessed.	
	a) State period for which assessed:	
	b) State the date of recovery of audit fees, name of treasury and amount credited (Give no. and Date of Treasury Challan retained as per rule)	
ii)	If audit fees have not been paid by the society, give details about outstanding audit fees and reasons for non-payment.	

8. <u>Internal or Local Audit:</u>					
i)	If there is internal or local audit, state by whom done, period covered and whether memo is on record of the society.	Sr. No	Name of the Firm	Internal Audit	Concurrent Audit
		<u>Period:</u> For the year 2010-11.			
ii)	State whether there is a proper co-ordination between Statutory and Internal auditor.				
9. A] Managing Director/ Manager/ Secretary:					
i)	Name of the officer				
ii)	Pay drawn				
iii)	Grade				
iv)	State other allowances, if any, any facilities given such as rent-free quarters etc.				
iv)	State whether he is a member				
v)	If so, whether he has borrowed or has been given any credit facilities? State the amount borrowed and the amount of overdues, if any.				

vi)	If other amounts are due from him, give details.	No		
9. B] Obtain a list of staff showing names, designations, qualifications, scales, present pay and allowances given, date from which employed, security furnished.		Sr. No.	Designations	No. of Employees
		1		
		2		
		3		
		4		
		5		
		6		
		7		
		8		
		TOTAL		
10. Breaches:				
i)	Does the bank possess a copy of the Act, Rules, and its registered Bye-laws?			
ii)	Give only no. of breaches of the Act, Rules and Bye-laws.			
	a) Section no. _____			
	b) Rule no. _____			
	c) Bye-laws _____			
iii)	Have any rules been framed under the Bye-laws? Are they approved by appropriate authority? Are they properly followed? (These breaches should be discussed in brief in general remarks).			

11. Profit & Loss:																							
i)	What is the amount of profit earned or loss incurred during the last co-operative year?																						
ii)	State how the net profits are distributed? (In case of non-business societies, figures of surplus or deficit may be given against query no. 11(i) above). (Distribution includes opening balance to Profit and Loss A/c Rs. 17304/-)	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Particulars</th> <th>Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> <td></td> </tr> </tbody> </table>	Sr. No.	Particulars	Amount (Rs.)	1			2			3			4			5			TOTAL		
Sr. No.	Particulars	Amount (Rs.)																					
1																							
2																							
3																							
4																							
5																							
TOTAL																							
12. Cash, Bank Balances and Securities:																							
a) Cash:																							
i)	Count cash and sign the cash book stating the amount so counted and date on which counted.																						
ii)	Who produced the cash for counting? Give his name and designation. Is he authorized to keep cash?																						
iii)	Is it correct according to the cash book?																						
iv)	Are arrangement for safety of cash in safe and cash in transit adequate?																						
b) Bank Balance:																							
Do the bank balances shown in Bank pass books or bank statements and bank balance certificates tally with such balances shown in books of accounts? If not, check reconciliation statements.																							

c) Securities:		
i)	Verify securities physically and see whether they are in the name of the Bank.	
ii)	Are dividends and interest being duly collected?	
iii)	If securities are lodged with the bank, are relevant certificates obtained?	
iv)	Is Investment Register kept and written up-to-date?	
13. <u>Movable and Immovable Property:</u>		
i)	Are relevant registers maintained and written up-to-date?	
ii)	Verify property physically and obtain its list. Does the balance tally with Balance Sheet figures?	
iii)	In case of immovable property including lands, verify title deeds and see whether they are in the name of the bank.	
iv)	Is the property duly insured where necessary? If so, give details in general remarks?	
v)	<u>Depreciation:</u>	
	a) Is due depreciation charged?	
	b) State the rate of depreciation charged on various assets.	
14. Have you discussed the draft audit memo in the Board or Managing Committee Meeting? If not, state the reasons for the same:		

FORM NO.28
Audit Memo (Co-Operative Housing Societies)
PART – II

1) Borrowings:

i)	State the loans obtained by the society for various or various purposes from Government and other agencies.	
----	---	--

Agency Sanctioning Loan 1	Purpose for which the loan is sanctioned 2	Amount of loan sanctioned 3	Maximum amount drawn 4	Repayments made 5	Outstanding 6	Amount Overdues if any 7	Remarks 8

ii)	Are payments of loan punctual?	
iii)	Are all conditions laid down for grant of various loans and credits observed? Note breaches if any.	
iv)	Are necessary documents executed in favour of the authority sanctioning the loan?	

2) Government Financial Assistance:-

i)	What is the amount of Govt subsidy sanctioned and received by the Society?	
ii)	Has Govt. sanctioned any amount for land development? If so, state the amount. Have development expenses exceeded the said amount?	

3) Memebership:-

i)	State whether in case of backward class. co-op. housing societies certificates from the social welfare officers are obtained for backward class members for their eligibility to membership and obtaining of financial assistance?	
ii)	State whether certificates are obtained from officers of the concerned industry in case of the subsidised industrial housing scheme.	
iii)	Have declarations been obtained from members that they and their family members do not own land or houses in the area of operation of the society as per provisions in the Bye-Laws?	

4) Lands and their developments:-

i)	State whether lands or constructions of houses have been secured, purchased or obtained on lease. Give details of the lands, starting local area, survey Nos. and C.R.S. Nos. if any, price for which purchased, lease rent etc.	
ii)	See the title deeds and ascertain whether they are properly executed in favour of the Society?	
iii)	State how the lands have been utilized for:- a) Construction of houses. b) Construction of roads. c) Open spaces. d) Other purposes (give details)	
iv)	Have they layouts and plans of development been approved by the Municipal authorities before actual commencement of the work?	
v)	Have completion certificates been obtained from appropriate authorities for drainage, water supply, roads etc before construction work of building is commenced?	

5) Construction of Buildings:-

i)	a) Have building construction commenced? b) State the No. of houses or flats constructed and under construction. c) Have the completed houses and flats allotted to members?	
ii)	Are building constructed on contract basis? See the terms and conditions of contracts and state whether they have been properly observed. Note breaches if any.	
iii)	Are these contracts properly sanctioned by the competent authority as per Bye-Laws of the society.	
iv)	Have tenders or quotations been called after giving due advertisement in local newspapers? If the works are not given to the Contractors quoting the lowest figures, see whether reasons for the same are recorded.	

v)	Are contractors paid after necessary work progress certificates are obtained from the Architects? Are running and final bills obtained before payments are made to the contractors?	
vi)	See the terms on which the Architects are employed. Are there any breaches?	
vii)	See whether the completion certificates have been obtained from the qualified Engineers and Architects, stating that the constructions have been completed according to approved plans, specification and other terms of contract?	
viii)	Is property register kept in proper form? Is written up-to-date?	
ix)	When buildings are built departmentally, state whether the following books are kept and written up-to-date? a) Job registers and measurement books. b) Stock registers? c) Are valuations certificates form qualified Engineers and / or Architects obtained? d) Is expenditure allocated properly between items of capital and revenue nature?	
x)	State whether buildings have been constructed according to the original plans and estimates submitted with the loan application and which are approved by competent authority. Are there any deviations? If so are they got approved from the competent Authority?	
xi)	In case of flat owners societies, see whether titles to the land have been transferred in the name of the society.	
xii)	Are buildings and other construction got insured?	
xiii)	In case of flat owners society, have the promoters fulfilled their obligations as per agreements entered with them by the members prior to the resignation of the society?	

xiv)	Examine the agreements entered into with the promoters and see whether they are in the interest of the society.	
xv)	Has the society executed lease deeds in the favour of the members for giving plots and / or buildings on lease to them?	
xvi)	Has the society created sinking fund as per provisions of the Bye-Laws?	
xvii)	Examine the basis on which monthly rents or contributions are fixed in case of the tenant co-partnership societies or flat owners societies and see that the following items are adequately covered. i) Amounts required for payment of loan installments. ii) Municipal & Other taxes. iii) Lease rents. iv) Service charges & common expenses. v) Contribution to the Sinking Fund.	

6) Loans of Members:-

i)	Are recoveries of loans punctual?	
ii)	State the amount of overdues?	
iii)	State what steps are being taken to recover overdues?	

7) Expenditure:-

Has the expenditure been approved by the Managing Committee, from time to time?	
---	--

FOR _____ & CO.
CHARTERED ACCOUNTANTS

Pune

DATE-

(Proprietor / Partner)

Signature of Designation of Auditing Officer.

1

SCHEDULE I

Transactions involving infringement of the Provisions of the Act, Rules and the Bye-Laws.

Voucher No. and Date 1	Amount 2	Particulrs of the transaction 3	Name of tranasaction and particulars of the provisions of the Act/Rules or Bye- laws which have been infringed 4	Amount involved 5	Remarks regarding action to be taken. amount to be recovered etc 6

SCHEDULE II

Particulars of sums which ought to have been but have not been brought into account.

Serial No. Others	Receipt No. and date (if any)	Amount Actually received	Particulars of transaction involving short receipt or non receipt of amount due to the Society	Amount should have been received	Amount received short or not accounted for	Name of objection raised	Remarks regarding action to be taken, amount to be recovered etc.
1	2	3	4	5	6	7	8

2
SCHEDULE III

Improper and Irregular
Payments.

Voucher No. and date 1	Amount paid 2	Particulars of transaction 3	Name of objection raised 4	Remarks regarding action to be taken, amount to be recovered etc. 5

SCHEDULE III - A
Irregularities in the Realisation of Moneys.

Separate lists should be prepared of the following

- | | |
|--|---|
| <p>1) Overdues on which no action is taken.</p> <p>2) Amounts due from Sundry debtors for recovery has not been taken.</p> | <p>3) Time barred debts and other losses on account of failure to give notice or non-submission of claims in time.</p> <p>4) Any other dues. of which proper action</p> |
|--|---|

Sr. No.	Voucher No. and date of payment	Name of debtor or other person from whom the amounts are shown to be due	Amount due	Nature of objection raised	Remarks regarding action to be taken, recovery to be effected etc.
1	2	3	4	5	6

3

SCHEDULE IV

List of doubtful and bad debts.

Sr. No.	Account No.	Name of the borrower	Amount Due	Of which considered		Remarks
				Bad	Doubtful	
1	2	3	4	5	6	7

SCHEDULE IV-A

List of movable and immovable property and other assets considered doubtful of realisation.

Serial No. 1	Particulars of the property held 2	Date of purchase acquisition 3	Book value 4	Value likely to be realised 5	Estimated loss 6	Remarks regarding action to be taken, recovery to be effected etc. 7

क्रमांक - सीएसएल-२०१३/प्र.क्र.८२६/१५-स,
सहकार, पणन व वस्त्रोद्योग विभाग,
शिबीर कार्यालय, नागपुर,
दिनांक - १६.१२.२०१३.

परिपत्रक

विषय :- महाराष्ट्र सहकारी संस्था अधिनियम १९६० चे कलम ७९ अन्वये विवरणपत्रे दाखल करणेबाबत.

महाराष्ट्र सहकारी संस्था अधिनियम १९६० चे कलम ७९ (१A) अन्वये प्रत्येक सहकारी संस्थेने वित्तीय वर्ष समाप्त झाल्यानंतर सहा महिन्यांच्या आत संबंधित निबंधकास किंवा त्याने प्राधिकृत केलेल्या अधिकाऱ्याकडे खालील विवरणपत्रे दाखल करणे बंधनकारक आहे.

- अ) संस्थेच्या कार्याचा वार्षिक अहवाल.
- ब) संस्थेच्या लेख्यांची लेखापरिक्षित विवरणे.
- क) संस्थेच्या सर्वसाधारण सभेने मान्यता दिल्याप्रमाणे शिल्लक रकमेचा विनियोग करण्यासाठीच्या योजना.
- ड) संस्थेच्या उपविधीच्या सुधारणांची यादी, (असल्यास).
- इ) संस्थेची वार्षिक सर्वसाधारण सभा घेण्याची तारीख व नियत असेल तेथे निवडणुक घेण्याच्या दिनांका संबंधात प्रतिज्ञापन.
- फ) अधिनियमाच्या कोणत्याही तरतुदीनुसार निबंधकास आवश्यक वाटेल अशी इतर माहिती.

कलम ७९ (१B) नुसार प्रत्येक सहकारी संस्थेने शासनमान्य नामिकेतुन सर्वसाधारण सभेच्या मान्यतेनुसार नियुक्त केलेल्या लेखापरीक्षकाचे किंवा लेखापरिक्षण व्यवसाय संस्थेचे (Firm) नाव व त्याचे लेखी संमतीपत्र याबाबतचे विवरण वार्षिक सर्वसाधारण सभेच्या दिनांकापासुन एक महिन्यात निबंधकास सादर करणे आवश्यक आहे.

कलम ७९ (१A) व कलम ७९ (१B) नुसार विवरणपत्रे सादर करणेबाबत खालीलप्रमाणे सुचना निर्गमित करण्यात येत आहेत :-

विवरणपत्रे सादर करण्याबाबतची कार्यपध्दती -

विवरणपत्रांचे नमुने सहकार विभागाच्या <https://mahasahakar.maharashtra.gov.in> या संकेतस्थळावर ईलेक्ट्रॉनिक स्वरूपात उपलब्ध करुन दिलेली आहेत. प्रत्येक सहकारी संस्थेने संकेतस्थळावरील या विवरणपत्रात माहिती अचुकरीत्या भरुन ही सर्व विवरणपत्रे या संकेतस्थळाद्वारे संबंधित निबंधकास प्रत्येक वर्षी दि.३० सप्टेंबर पर्यंत ईलेक्ट्रॉनिक स्वरूपात सादर (अपलोड) करावयाची आहेत. तसेच कलम ७९ (१B) मधील माहिती संस्थेच्या वार्षिक सर्वसाधारण सभेनंतर एक महिन्यात वरील संकेतस्थळाद्वारे संबंधित निबंधकास सादर (अपलोड) करावयाची आहे.

याबाबत अधिक स्पष्ट करण्यात येते की, सहकारी संस्थांनी वरील सर्व विवरणपत्रे विभागाच्या संकेतस्थळावरच ईलेक्ट्रॉनिक स्वरूपात सादर (अपलोड) करावयाची असुन संकेतस्थळावर विवरणपत्रे सादर न केल्यास संस्थेने विवरणपत्रे सादर केलेली नाहीत, असे गृहित धरण्यात येईल.

ज्या सहकारी संस्था विवरणपत्रे विहित नमुन्यामध्ये व विहित मुदतीत विभागाच्या संकेतस्थळावर सादर (अपलोड) करणार नाहीत अशा संस्था महाराष्ट्र सहकारी संस्था अधिनियम १९६० चे कलम ७३CA, १४६ (G) व १४७ (G) अन्वये कारवाईस पात्र ठरतील. कलम ७३CA मध्ये समिती आणि तिच्या सदस्यांच्या अपात्रतेबाबत तरतुद असून कलम १४६ (G) नुसार चुकीचे विवरणपत्र दाखल करणे अथवा कलम ७९ नुसार विवरणपत्र दाखल न करणे हा गुन्हा ठरविण्यात आला आहे. कलम १४७ (G) नुसार या गुन्ह्यासाठी रुपये ५००० पर्यंत दंडाच्या शिक्षेची तरतुद आहे.

वरील प्रमाणे निबंधकाने त्यांच्या कार्यक्षेत्रातील किती संस्थांनी विवरणपत्रे दाखल केली आहेत याबाबत ऑगस्ट व सप्टेंबर या महिन्यात प्रत्येक आठवड्याला संकेतस्थळाद्वारे आढावा घ्यावा. ज्या संस्था विहित कालावधीत विवरणपत्रे सादर करणार नाहीत त्यांच्या संदर्भात निबंधकाने वरील तरतुदीनुसार कायदेशीर कार्यवाही करावी.

विवरणपत्रांची छाननी -

महाराष्ट्र सहकारी संस्था अधिनियम १९६० चे कलम ७९ (४) अनुसार निबंधकाने अथवा त्याने प्राधिकृत केलेल्या अधिकाऱ्याने सादर विवरणपत्रांची छाननी करून त्यानुसार आवश्यक ती कार्यवाही करावयाची आहे. कलम ७९ (१A) मधील अ, ब व क मधील विवरणपत्रांची निबंधकाच्या वतीने प्राधिकृत केलेल्या संबंधित लेखापरीक्षकाने छाननी करून त्याबाबतचा अहवाल स्वयंस्पष्ट अभिप्रायासह संबंधित निबंधकाकडे दि. ३१ डिसेंबर पूर्वी सादर करावा. ही छाननी तालुका स्तरीय संस्थांच्या बाबतीत संबंधित तालुक्याचे लेखापरिक्षक यांनी, जिल्हा स्तरीय संस्थांच्या बाबतीत जिल्हा विशेष लेखापरिक्षक यांनी, विभागीय संस्थांच्या बाबतीत विभागीय सहनिबंधक, सहकारी संस्था (लेखापरिक्षण) यांनी व राज्यस्तरीय संस्थांच्या बाबतीत अप्पर निबंधक, सहकारी संस्था (लेखापरिक्षण) यांनी करावयाची आहे. साखर आयुक्त, पणन संचालक, संचालक हातमाग, यंत्रमाग व वस्त्रोदयोग तसेच आयुक्त पशुसंवर्धन व आयुक्त दुग्ध विकास यांच्या अखत्यारितील संस्थांच्या बाबतीत ही छाननी संबंधित लेखापरिक्षकांनी करावयाची आहे. उर्वरित ड, इ, फ मधील विवरणपत्रांची छाननी संबंधित निबंधक त्यांचे स्तरावर करतील. छाननी केल्यानंतर निबंधकाने कलम ७३CA, कलम १४६ (G) व कलम १४७ (G) नुसार संबंधित संस्थेवर आवश्यक ती कायदेशीर कार्यवाही करावी.

कलम ७९ (१B) अनुसार शासनमान्य नामिकेवरील लेखापरीक्षकांची नेमणूक व त्यांची लेखी समिती याबाबतचे विवरणपत्र संस्थेने वार्षिक सर्वसाधारण सभा झाल्यानंतर एक महिन्याचे आत दाखल करणे बंधनकारक आहे. त्यानुसार संस्थेने कार्यवाही न केल्यास निबंधकाने दि. ३० नोव्हेंबर पर्यंत महाराष्ट्र सहकारी संस्था अधिनियम १९६० चे कलम ८१ (१)(A) च्या पहिल्या परंतुका अन्वये संबंधित संस्थेचे लेखापरीक्षण करणेसाठी नामिकेवरील लेखापरीक्षकाची नियुक्ती करावी व सादरचा नियुक्ती आदेश विभागाच्या संकेतस्थळावर सादर (अपलोड) करावा.

वरील सुचनांचे सर्व संबंधितांनी काटेकोरपणे पालन करून योग्य ती कार्यवाही करावी.



(राजगोपाल देवरा)

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**Regarding Audit Report, Acceptance
of Rectification Report & Ensure of
Rectification Report to be made by
the District Special Auditor on behalf
of the Registrar**

**Office of the Commissioner Co-operation & Registrar Co-operative
societies, Maharashtra, Pune**

Out Ward No. Administration/ Section 81 (1) (G), 82/ Circular/ 254 /2015
dated 22/08/2015

CIRCULAR

Incidental to the subject mentioned above the orders and directives issued by this office circular no. 444 dated 30/04/2014 revoke by this circular. under section 81(1)(A) of the Maharashtra Co-operative Societies Act, 1960 the society shall make audit of its account at least one in the every financial year and where society will not appoint auditor by the resolution or where society will not make audit in the prescribed period, in such situation under the proviso, the concern registrar of the society should have to make appointment of the eligible auditor from the panel by order for the audit of the society.

Considering the said provision in the Law it was expected that statutory audit of the 2,30,000 Registered Societies should have to be completed. However it seems that only 49,000 societies have completed statutory audit. For the meritorious growth of the co-operative societies in the state and to bring notice to the members about economical & financial situation of the society & to preserve co-operation principals, values it is inevitable that 100% audit of all co-operative societies is must.

Before applying amended law the district special auditor class 1 was doing work like to demand audit report of all district wise societies, to preserve a

list of Audited & Non Audited societies, similarly to peruse with registrar and society for making audit.

However after changes in the law the said work is being done by the district wise district deputy registrar. However due to inadequate in the office of the deputy registrar , similarly increase in the work load there are restrictions coming in the way of accepting district wise audit report, to take audit of the all societies in prescribed period to keep up to date supplementary list. Considering this situation if district special auditor, class-1 will undertake the district wise said work then the available human resources can be engaged in better way and it will be easy to received audit report of all societies and to submit proposal to concern registrar under proviso for issuing orders to those societies which have not made audit. Resultantly audit can be completed 100% of the society. In such situation it is necessary that the working under section 81 (1) (G) by the district special auditor behalf of the registrar.

It has been order by this circular that the district wise concern district special auditor, class 1 shall undertake expected following work under section 81 (1) (G).

I. Acceptance of Audit Report & Further Action on it:-

A. Appointment of CA firms, CA, Certified Auditors & Department Auditors

1. The District Special Auditor Class 1 shall determined society wise about whether the co-operative societies in the district have appointed auditor for current financial year in the annual general meeting up to 30 September according to provision under section 81 (1) (A) & section 75 (2) (A) (1).

The district special auditor have to determined whether the appointment of the auditor in the general body meeting for current financial year and the name of the appointed auditor and his written consent for audit of concern society has been submitted to the concern

registrar in the prescribed statement within 30 days period of the date of annual general body meeting.

2. After ensuring that those district wise societies have not appointed auditor for current financial year in the annual general body meeting & have defaulted in submitting statement regarding appointment of auditor; district special auditor shall submit proposal to the concern registrar for issuing audit orders under proviso of such societies.

B. Review of the Audit Working:-

3. Director board of every society shall prepare financial statement of society within 45 days (up to 15th May) from the end of every co-operation year and the concern district special auditor shall determine that such financial report where sent to the auditor appointed by the registrar or by the society for audit of the said society. (Rule 61)
4. Those societies who have appointed auditor under the proviso order or by last years General Body Meeting that society and district special auditor have determine that they have received the audit report within prescribed period or not.

The auditor has to complete the audit up to 30th July and after completion of audit shall have to submit his audit report to the society district special auditor within 1 month period from completion of audit & in any circumstances before giving the notice of the Annual General Body Meeting. The district special auditor shall take society wise action for getting submitted the audit.

5. The District Special Auditor shall take causes and effect wise, audit wise review about total how many societies statutory audit responsibilities have been assigned by resolution and proviso, and how many societies audit he has completed out of that, how many societies audit report have been issued, how many reports are pending and how many societies are remain to be audited.

The District Special Auditor shall peruse for taking the audit completed and to receive the audit report. The district special auditor and district deputy registrar shall jointly take the review meetings with societies and auditors appointed by the societies.

6. The District Special Auditor shall submit the specific report and special report submitted by the auditor with audit report at the end of the audit with appropriate remarks to the concern registrar.
7. The District Special Auditor shall submit specific review report regarding re-audit assign with order to the auditor, test audit, examination through mobile squad and peruse for completing special audit in time, to receive the report and for which reason the registrar was passed the order for the said examination in consistent to that reason with appropriate remarks to the registrar.
8. The District Special Auditor of the district in which state level and division level societies head quarter falls shall submit auditors appointment under above mentioned sr. no. 1 to 6 and supplementary information about working of the audit, report and proposal to the Commissioner Co-operation and Registrar and similarly to the Divisional Joint Registrar as per societies area of operation.

As per process mentioned above the District Special Auditor shall maintain district wise list of co-operative societies, active societies, the list of those societies which accounts audit has been completed with prescribed period, the list those societies which accounts audit has not been completed within prescribed period with the reasons. The District Special Auditor shall maintain coordination with societies and concern auditors and determine that accounts audit of the all societies will be completed within prescribed period.

The District Special Auditor will submit society wise monthly information regarding district wise auditor appointment and review of the working of

the audit in the statement 1(A), 2(A) & 2(B) attached herewith to the district registrar.

II. Acceptance of Rectification Report and further Action on it:-

There is provision of rectification in the audit report under section 82. It has come to notice that considering rectification report received on large scale and further action on it is very less in proportion. Since rectification fulfillment has not done in time the same faults being continued in the next financial year. This matter will affect societies and members economical & social interest. Further recurring of the same faults the societies become weaker financially. It is necessary to take attention on the rectification in the report timely. Acceptance of the district wise rectification report behalf of the registrar under section 82 and to take further action on it should be done by the District Special Auditor.

A. Acceptance of Rectification Report and peruse for to receive Rectification Report:-

1. The District Special Auditor by taking completion of audit and by making factual relative rectification of faults in the received audit report will confirm that the concern society has submitted the rectification report in prescribed O form to the concern CA firms, CA, Certified Auditors and Auditors of the department for entering remarks. The concern auditor after entering supplementary rectification appropriate remarks, the District Special Auditor shall received this audit within 3 months and submit to the concern registrar with the list faults not rectified.
2. The concern CA firms, CA, Certified Auditors and Auditors of the department after preparing rectification report shall submit its report by entering its remark on the receive rectification report to the District Special Auditor. The District Special Auditor shall submit the list of those societies and auditors who have not submitted rectification report to the concern registrar for further action.

3. The societies has to make rectification as per direction issued by the concern registrar and the District Special Auditor shall have to received the re-verification report by taking remark of the concern auditor and the same should have to be submitted again to the concern registrar.
4. Since it is the responsibility of the concern auditor to give matter wise remarks on the rectification report till society is not making all rectification in the audit report of the society and to submit his report to the District Special Auditor behalf of the registrar.
5. If society is default in making correction in the rectification report revert through the audit report or as per guidance of the registrar then the District Special Auditor shall submit proposal to the concern registrar under section 87(4) in respect of making rectification. The concern registrar shall take measures for doing rectification of the proposed societies. Expenses incurred on such measures shall be recover from one or many officers.
6. Those societies who shall not submit rectification report then it shall be deemed that all committee members have make and offence under section 146 and the District Special Auditor shall submit society wise proposal provided to the provision that such societies are eligible for penalty under section 147 to the concern registrar. Accordingly the concern registrar shall take further action under section 146, 147 & 148.
7. The District Special Auditor shall submit society wise monthly information regarding working of acceptance of district wise rectification report and further action on it in the statement 1(B) & 1(C) attaché herewith to the district deputy registrar.
8. The District Special Auditor in whose the state level and division level societies head quarter falls shall submit acceptance of rectification report mention above in sr. no. 1 to 6 and further action on it, supplementary information on it, report and proposal to the commissioner co-

operation and registrar and also to the Divisional Joint Registrar with societies work of operation wise.

Therefore subject to the said circular and as per directives the concern district special auditor has to make working like acceptance of audit report and rectification report and incidental work with the help of Taluka Auditors. The district wise district deputy registrar and district special auditor shall have to make said working with coordination. The concern assistant registrar and Taluka Auditor shall submit review of the audit and rectification in their Taluka to the district deputy registrar and their District special auditor with joint signature up to the third date of the every month. Similarly District Deputy Registrar and District Special Audit department shall submit audit and rectification review on the state level with their joint signature up to the fifth date of every month in the five statements as sr. no. 1(A), 1(B), 1(C) & 2(A) 2(B). Since it is the prime responsibility of the Registrar even though acceptance of audit report, rectification report and determination of audit rectification report of all society is done by the District Special Auditor behalf of the Registrar, to take action subject to the said circular and suggestion shall be the responsibility of the concern district deputy registrar.

SD/-

(Chandrakant Dalavi)

Commissioner Co-operation &
Registrar Co-operative Societies
Maharashtra State, Pune