

JALVAYU VIHAR HOUSE OWNER'S ASSOCIATION

Internal Audit – period 01.04.2016 to 30.06.2016

Date: 18th September, 2016.

1. All the documents , Vouchers, Registers, Files have been made available for the audit.
2. List of Registers / Files being maintained and produced for Audit.

REGISTERS

1. Complaints :
 - a) General
 - b) Plumber
 - c) Electricals
2. Shop Rentals
3. Akash Ganga Rentals
4. Salary advances to Staff
5. Stock of Water Meters

FILES

1. Maintenance Charges :
 - a) Receivables
 - b) Received in advance
2. Water Charges :
 - a) Receivables
 - b) Received in advance
3. Rents Receivables
4. Salary advances to staff
5. Fixed Deposits
6. Trial Balance every month
7. Bank Reconciliation every month
8. Balance Sheet every month

3. As on 30.06.2016, records reveal the following:

I Bank and Cash balances:

Particulars	1 st April, 2016 In Rupees	30 th June, 2016 In Rupees
Cash in hand	53,254-00	61,956-00
Cash in Bank	2,02,935-00	6,55,979-24
Fixed Deposits	1,38,00000-00	1,46,00000-00

II Maintenance Charges

a) Received in advance : Rs. 7,19,400-00

b) Receivables : Rs. 50,250-00

III Water Charges

Received in Advance : Rs. 1,11,010-00

Receivables : Rs. 20,350-00

IV Fixed Assets : Rs.45,19,466-19
(Listed 27 Items)

V Income and Expenditure Statements

Period	Expenditure	Income	Excess income over expenditure
01.04.2016 to 30.04.2016	1,14,013-09	9,74,288-00	8,60,274-91
01.05.2016 to 31.05.2016	4,00,779-03	7,20,638-00	3,19,858-97
01.06.2016 to 30.06.2016	4,00,325-00	9,53,739-00	5,53,413-30

These figures reflect only expenses and income incurred / received exclusively during the period of April, May and June, 2016 and not cumulative expenses/ Income incurred /received upto 31.05.2016 and 30.06.2016.

VI Capital Fund:

Reserves	: Rs. 46,53,226-84
Corpus Fund	: Rs. 1,25,74,635-20

	Rs. 1,72,27,862-04
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VII. Rents Receivables

: Rs. 3,23,850-00

- a) Shop No. 1 : vacant
- b) Shop No.2 (Cable Beam) : Rs. 7,850-00 Per Month (Rental)
- c) Shop No.3 & 4 (Kirana) : Rs.11,100-00 Per Month (Rental)
- d) Shop No. 5, 6 & 7 : Vacant
- e) Shop No. 8 (Dhobi) : Rs.850-00 Per Month (Rental)
- f) Shop No.9 (Carpenter) : Rs.850-00 Per Month (Rental)
- g) Tabla Rasa School : Rs.50,000-00 Per Month (Rental)
- h) Doctor's Clinic (Near East Gate) : Rs. 2,000-00 Per Month (Rental)
- i) Sai Soft Tech Internet Service Provider: Rs. 2,000-00 Per Month (Rental) - Due from Feb, 2014 till date
- j) Hathway Internet service provider : Rs. 2,000-00 Per Month (Rental) - Due from June, 2015 till date.

VIII Complaints received during :**(i) GENERAL**

Month	Number	Outstanding Complaints
April, 2016	12	Nil
May, 2016	34	03
June, 2016	27	03

(ii) PLUMBER

Month	Number	Outstanding Complaints
April, 2016	28	03
May, 2016	38	07
June, 2016	36	Nil

(iii) ELECTRICAL

Month	Number	Outstanding Complaints
April, 2016	33	Nil
May, 2016	31	Nil
June, 2016	20	04

IX Payments:

a) Receiver 's Signature to be obtained in the following on the Payment Vouchers

S.No	Voucher Date	Voucher Amount in Rupees
1	25.05.2016	300-00
2	28.05.2016	1,000-00
3	08.06.2016	6,000-00
4	29.06.2016	4,000-00

Note: Whenever finger prints are taken from the receiver it has to be invariably mention below the finger print as R.T.I / L.T.I of so and so _____ which is not being adhered to .

b) Payments Greater than or equal to 2,500-00

Though it is stipulated that payments more than Rs.2,500-00 be made through cheques – in many instances payments have been made by cash – mostly labour payments like drainage cleaning, branches cutting, tractor driver, maistry etc. ,

X Cash Balances:

Though cash is generally being deposited on the next day on some occasions high cash balances are maintained, like in the following where cash is > Rs.50,000-00

dangerous pot holes on the road, grass cutting etc., This proactive approach would certainly go a long way in reducing complaints.

5. Preventive maintenance of assets:

Attention may be given on the preventive maintenance of Assets like – Compound wall, water tanks, water lines, drainage etc., employing consultants

6. Systems and Procedures:

Instruction Manuals may be prepared for smooth effective administration in areas like

1. Office Administration
2. Cash holdings
3. Grievances
4. Conservancy
5. Security etc.,

This is easier said than done. But a beginning has already been made in this direction. An operative instruction manual in Tally has been prepared on 10th August, 2016 by Sri. U.R.K.Prasad, Treasurer and Member of the Board

Efforts in this way would pay the way for a smart, smooth administration.

Internal Audit conducted by



Signature

(N.PRABHAKARA RAO)

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