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:

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

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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 Corpus Fund : Rs. 46,53,226-84

: 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) g) Tabla Rasa School

: Rs.850-00 Per Month (Rental) : 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 ha	as 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 occations high cash balances are maintained, like in the following where cash is > Rs.50,000-00

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Date	Cash Balance
	in Russes
III.14.21115	3.74m
TS 142116	1ISM-II
19142016	至三五
2014,2015	178.724
12142016	五部型
14.14.2016	西亚亚
3014.2015	WAS FIN
14.05.2005	EIWIN.
15.05.2006	Intell
31.05.2006	35557400
11.06.2016	80.252-00
12.06.2006	1,41,744-10
118.DE.2DDE	SI MS-M
191621116	67,371,000
25.06.2006	73.531-00
26.06.2006	1,48,361,00

Efforts to be made to hold the cash on the lower side

NI REMARKS:

- 1. A Register for Fixed Assets is to be opened.
- All out efforts to be made to collect a huge dues of rentals from
 - न्यांगायाय कार्यायक उत्तर विद्या रिस्टी जिल्हे हि
 - divined sings threshold remited (d
- 3. As per normal accounting practices income and expenditure statements come as as
 - and the properties and the same of the sam
 - b) mountains and and and
 - c) Oil C4.2016 to 30.06.2016 and not exclusively income and expenses during those respective months only for the purpose of audit. However for internal analysis, date may be obtained in any fashion that suits the needs of the organization.
- 4. To reduce the number of complaints an Inspection Register may be maintained. Inspection may be made periodically either by an office staff or a Number of the Board to identify common problem areas like drainage ever/fows.

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

- 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)

D.U. No. 169, Jalvayu Vihar Colony Kukatpally, Hyderabad – 500 085

Phone No. 9247337381