

**PREPARATION OF BALANCE SHEET AS ON MARCH 31, 2017  
TO  
BONGAIGAON MUNICIPAL BOARD**

**REPORT ON THE FINANCIAL STATEMENT**

We have prepared the accompanying financial statements of **BONGAIGAON MUNICIPAL BOARD** ("the municipal board"), which comprise the Balance Sheet as on March 31, 2017 with the guidance as per Assam Municipal Accounts Manual, June 2010 issued by Ministry of Urban Development, Govt. of Assam.

**MUNICIPAL BOARD'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS**

Municipality is solely responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the Municipal Board in accordance with accounting principles as per Assam Municipal Accounts Manual, June 2010 issued by Ministry of Urban Development, Govt. of Assam.

The Financial Report has been prepared on the basis of information furnished and made available by the Municipal Board. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error. We disclaim any responsibility for any mis-information and or non-furnishing on the part of the preparation of these financial statements.

**OPINION**

In our opinion and to the best of our information and according to the explanation given to us, the financial statements give the information required by the Act in the manner so required and give a true and fair view in conformity with the accounting principles as per Assam Municipal Accounts Manual, June 2010 issued by Ministry of Urban Development, Govt. of Assam.

Dated: August 02, 2018



**FOR GORA & COMPANY**  
Chartered Accountants  
(FRN 327183E)

*G. Chand Mukherjee*

(GORA CHAND MUKHERJEE)  
Partner  
Membership No. 017630

**BONGAIGAON MUNICIPAL BOARD**  
**BALANCE SHEET**  
As on 31st March 2017


Description of Items	Schedule No.	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
<b>LIABILITIES</b>			
Reserve & Surplus			
Municipal (General) Fund	1	40,56,781.00	2,15,43,977.00
Earmarked Funds	2	-	-
Reserves	3	50,14,07,569.00	48,48,46,358.00
<b>Total Reserves &amp; Surplus</b>		<b>50,54,64,350.00</b>	<b>50,63,90,335.00</b>
Grants Contributions for Specific Purposes	4	29,91,828.00	29,91,828.00
Loans			
Secured Loans	5	-	-
Unsecured Loans	6	-	-
<b>Total Loans</b>		<b>-</b>	<b>-</b>
<b>Current Liabilities and Provisions</b>			
Deposits Received	7	-	-
Deposit Works	8	-	-
Other Liabilities	9	-	-
Provisions	10	-	-
<b>Total Current Liabilities and Provisions</b>		<b>-</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>		<b>50,84,56,178.00</b>	<b>50,93,82,163.00</b>
<b>ASSETS</b>			
Fixed Assets	11		
Gross Block		64,23,20,929.00	62,57,59,718.00
Less: Accumulated Depreciation		16,94,63,926.00	15,92,11,090.00
Net Block		47,28,57,003.00	46,65,48,628.00
Capital Work-in-Progress		-	-
<b>Total Fixed Assets</b>		<b>47,28,57,003.00</b>	<b>46,65,48,628.00</b>
Investments			
Investment- General Fund	12	-	-
Investment- Other Funds	13	-	-
<b>Total Investments</b>		<b>-</b>	<b>-</b>
Stock in Hand (Inventories)	14	-	-
Sundry Debtors (Receivables)			
Gross Amount Outstanding	15	1,60,23,034.00	1,53,26,455.00
Less: Accumulated Provision against Bad and Doubtful Sundry Debtors		-	-
Net Amount Outstanding		1,60,23,034.00	1,53,26,455.00
Prepaid Expenses	16	-	-
Cash and Bank Balances	17	1,87,91,141.00	2,72,93,080.00
Loans, Advances and Deposits	18	7,85,000.00	2,14,000.00
Less: Accumulated Provision against Loans		-	-
Net Amount Outstanding		7,85,000.00	2,14,000.00
<b>Total Current Assets, Loans &amp; Advances</b>		<b>3,55,99,175.00</b>	<b>4,28,33,535.00</b>
Other Assets	19	-	-
Miscellaneous expenditure (to the extent not written off)	20	-	-
<b>TOTAL ASSETS</b>		<b>50,84,56,178.00</b>	<b>50,93,82,163.00</b>

  
**Chairman,**  
**Bongaigaon Municipality.**  
**Bongaigaon.**

Dated: August 02, 2018



FOR GORA & COMPANY  
Chartered Accountants  
(FRN 327183E)

  
**(GORA CHAND MUKHERJEE)**  
Partner  
Membership No. 017630

**BONGAIGAON MUNICIPAL BOARD**  
**INCOME AND EXPENDITURE STATEMENT**  
**FOR THE PERIOD FROM 1<sup>ST</sup> APRIL 2016 To 31<sup>ST</sup> MARCH 2017**

Item/ Head of Account	Schedule No	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
<b>INCOME</b>			
Tax Revenue	21	1,15,59,373.00	95,07,076.00
Assigned Revenues & Compensation	22	-	-
Rental Income from Municipal Properties	23	15,67,190.00	15,14,090.00
Fees & User charges	24	90,28,724.00	62,74,319.00
Sale & Hire Charges	25	1,48,935.00	8,27,038.00
Revenue Grants, Contributions & Subsidies	26	1,24,39,137.00	1,88,35,696.00
Income from Investments	27	-	-
Interest Earned	28	6,19,832.00	4,30,596.00
Other Income	29	57,31,365.00	64,51,005.00
<b>TOTAL INCOME</b>		<b>4,10,94,556.00</b>	<b>4,38,39,820.00</b>
<b>EXPENDITURE</b>			
Establishment Expenses	30	2,70,45,720.00	2,85,68,254.00
Administrative Expenses	31	26,52,415.00	18,93,093.00
Operations & Maintenance	32	74,99,499.00	37,78,416.00
Interest & Finance Expenses	33	1,547.00	14,495.00
Programme Expenses	34	8,26,932.00	2,90,235.00
Revenue Grants, Contributions & Subsidies	35	-	-
Provisions & Write off	36	-	-
Miscellaneous Expenses	37	-	-
Depreciation		1,02,52,836.00	90,03,258.00
<b>TOTAL EXPENDITURE</b>		<b>4,82,78,949.00</b>	<b>4,35,47,751.00</b>
Gross surplus/ (deficit) of income over expenditure before Prior Period Items		(71,84,393.00)	2,92,069.00
Add: Prior Period Items (Net)	38	-	-
Gross surplus/ (deficit) of income over expenditure after Prior Period Items		(71,84,393.00)	2,92,069.00
Less: Transfer to Reserve Funds			-
<b>Net Balance Being Surplus/ Deficit Carried Over to Municipal Accounts</b>		<b>(71,84,393.00)</b>	<b>2,92,069.00</b>

  
**Chairman,**  
**Bongaigaon Municipality.**  
**Bongaigaon.**

Dated: August 02, 2018



**FOR GORA & COMPANY**  
**Chartered Accountants**  
**(FRN 327183E)**



**(GORA CHAND MUKHERJEE)**

Partner

Membership No. 017630

Schedule 1 - Municipal General Fund

Particulars	Opening Balance as per the last account (Rs.)	Additions during the year (Rs.)	Total (Rs.)	Deductions during the year (Rs.)	Balance at the end of the current year (Rs.)
Municipal Fund	2,94,43,346.06		2,94,43,346.06	1,03,02,803.00	1,91,40,543.06
Excess Income & Expenditure	(78,99,369.00)	4,10,94,556.00	3,31,95,187.00	4,82,78,949.00	(1,50,83,762.00)
<b>Total Municipal fund (310)</b>	<b>2,15,43,977.06</b>	<b>4,10,94,556.00</b>	<b>6,26,38,533.06</b>	<b>5,85,81,752.00</b>	<b>40,56,781.06</b>

Schedule 3 - Reserves					
Particulars	Opening Balance As on 01-04-2014	Additions during the year	Total	Deductions during the year	Balance As on 31-03-2015
2	3	4	5 (3+4)	6	7 (5-6)
Capital Contribution	48,48,46,358.00	1,65,61,211.00	50,14,07,569.00	-	50,14,07,569.00
Capital Reserve	-	-	-	-	-
Borrowing Redemption Reserve	-	-	-	-	-
Special Funds (Utilised)	-	-	-	-	-
Statutory Reserve	-	-	-	-	-
General Reserve	-	-	-	-	-
Revaluation Reserve	-	-	-	-	-
<b>Total Reserve funds</b>	<b>48,48,46,358.00</b>	<b>1,65,61,211.00</b>	<b>50,14,07,569.00</b>	<b>-</b>	<b>50,14,07,569.00</b>

  
 Chairman,  
 Bongaigaon Municipality.  
 Bongaigaon.



Schedule B-2: Enmarked Funds

Schedule B-2: Special Funds/Sinking Funds/Trust or Agency Fund [Code No 311]

Particulars	Amount in Rs.						
	Special Fund 1	Special Fund 2	Special Fund 3	Special Fund 4	Special Fund 5	Special Fund 6	Special Fund 7
Code No.							
(a) Opening Balance (as on 01.04.2014)	-	-	-	-	-	-	-
(b) Additions to the Special fund							
(i) Transfer from Municipal fund							
(ii) Interest/ Dividend earned on Special fund Investments							
(iii) Profit on disposal of Special fund Investments							
(iv) Appreciation in value of Special fund Investments							
(v) Other addition (Specify nature)							
Total (b)							
Total (a+b)							
(c) Payments out of funds							
(i) Capital expenditure on							
fixed assets							
Others							
Sub- total							
(ii) Revenue expenditure on							
Salary, wages & allowances etc.							
Rent							
Other administrative charges							
Sub- total							
(iii) Other:							
Loss on disposal of Special fund Investments							
Diminution in value of Special fund Investments							
Transferred to Municipal Fund							
Sub- total							
Total of (i+ii+iii) (c)							
Net balance at the year end-(a+b)-(c)	-	-	-	-	-	-	-
Grant Total of Special Funds							

Schedule 4 - Grants & Contribution for specific purposes :

Particulars	Grants from Central Govt.	Grants from State Govt.	Grant from other Govt. Agencies	Grant from Financial Institutions	Grant from Welfare Bodies	Grant from International organisations	Others
Code No.							
(a) Opening Balance (as on 01.04.2014)	28,17,534.00	1,74,294.00	-	-	-	-	-
(b) Additions to the Grants							
(i) Grant Received during the year	12,46,000.00	1,35,32,257.00					
(ii) Interest/ Dividend earned on Grant Investments	-	-					
(iii) Profit on Disposal of Grant Investment							
(iv) Appreciation in Value of Grant Investments							
(v) Other addition (specify nature)							
Sub-Total	12,46,000.00	1,35,32,257.00	-	-	-	-	-
Total (a+b)	40,63,534.00	1,37,06,551.00	-	-	-	-	-
(c) Payments out of funds							
(i) Capital Expenditure on							
Fixed Assets							
Others	12,46,000.00						
Sub- Total	12,46,000.00						
(ii) Revenue Expenditure on							
Salary, Wages and allowances etc.	-	1,35,32,257.00	-	-	-	-	-
Rent	-	-	-	-	-	-	-
Other administrative charges	-	-	-	-	-	-	-
Sub -Total	-	1,35,32,257.00	-	-	-	-	-
(iii) Other:							
Loss on disposal of Grant Investments							
Diminution in Value of Grant Investments							
Grants Refunded							
Sub -Total	-	-	-	-	-	-	-
Total (c) [i+ii+iii]	12,46,000.00	1,35,32,257.00	-	-	-	-	-
Net balance at the year end - (a+b)-(c)	28,17,534.00	1,74,294.00	-	-	-	-	-
Total Grants & Contribution for Specific Purposes							

  
 Chairman,  
 Bongaigaon Municipality,  
 Bongaigaon.



Schedule 5 - Secured Loans		
Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Loans from Central Government	-	-
Loans from State Government	-	-
Loans from Govt. Bodies & Associations	-	-
Loans from international agencies	-	-
Loans from banks & other financial institutions	-	-
Other Term Loans	-	-
Bonds & debentures	-	-
Other Loans	-	-
<b>Total Secured Loans</b>	<b>-</b>	<b>-</b>

Schedule 6 - Un-Secured Loans		
Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Loans from Central Government	-	-
Loans from State Government	-	-
Loans from Govt. Bodies & Associations	-	-
Loans from international agencies	-	-
Loans from banks & other financial institutions	-	-
Other Term Loans	-	-
Bonds & debentures	-	-
Other Loans	-	-
<b>Total Un-Secured Loans</b>	<b>-</b>	<b>-</b>

Schedule 7 - Deposits Received		
Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
From Contractors	-	-
From Revenues	-	-
From staff	-	-
From Others	-	-
<b>Total deposits received</b>	<b>-</b>	<b>-</b>

**Schedule 8 - Deposits Works**

Particulars	Opening Balance as on 01.04.2016	Additions during the year	Utilisation/ Expenditure Amount	Balance outstanding as on 31.03.2017
Civil Works	-	-	-	-
Electrical Works	-	-	-	-
Others	-	-	-	-
<b>Total of deposit works</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

  
**Chairman,**  
**Bongaigaon Municipality,**  
**Bongaigaon.**



Schedule 9 - Other Liabilities (Sundry Creditors)		
Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Creditors	-	-
Employee Liabilities	-	-
Interest Accrued and Due	-	-
Recoveries Payable	-	-
Government Dues Payable	-	-
Refunds Payable	-	-
Advance Collection of Revenues	-	-
Others	-	-
<b>Total Other liabilities (Sundry Creditors)</b>	-	-

#### Schedule 10 - Provisions

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Provision for Expenses	-	-
Provision for Interest	-	-
Provision for Other Assets	-	-
<b>Total Provisions</b>	-	-

Schedule 12 - Investments-General Fund				
Particulars	With whom invested	Face Value (Rs.)	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Central Government Securities	-	-	-	-
State Government Securities	-	-	-	-
Debenture and Bonds	-	-	-	-
Preference Shares	-	-	-	-
Equity Shares	-	-	-	-
Units of Mutual Funds	-	-	-	-
Other Investments	-	-	-	-
<b>Total of Investments General Fund</b>	-	-	-	-

Schedule 13 - Investments-Other Funds				
Particulars	With whom invested	Face Value (Rs.)	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Central Government Securities	-	-	-	-
State Government Securities	-	-	-	-
Debenture and Bonds	-	-	-	-
Preference Shares	-	-	-	-
Equity Shares	-	-	-	-
Units of Mutual Funds	-	-	-	-
Other Investments	-	-	-	-
<b>Total of Investments Other Funds</b>	-	-	-	-

  
 Chairman,  
 Bongaigaon Municipality,  
 Bongaigaon.



Particulars	Gross Block			Accumulated Depreciation			Net Block			
	Opening Balance	Additions during the period	Deductions during the period	Cost at the end of the year	Opening Balance	Additions during the period	Deductions during the period	Total at the end of the year	At the end of the Current Year	At the end of the Previous Year
Land	7,87,32,850.00	-	-	7,87,32,850.00	-	-	-	-	7,87,32,850.00	7,87,32,850.00
Buildings	1,82,27,607.00	34,79,236.00	-	2,17,06,843.00	81,93,487.00	6,75,668.00	-	88,69,155.00	1,28,37,688.00	1,00,34,120.00
<b>Infrastructure Assets</b>										
Roads and Bridges	30,05,89,289.00	62,61,302.00	-	30,68,50,591.00	14,63,74,426.00	80,23,802.00	-	15,43,98,228.00	15,24,52,363.00	15,42,14,863.00
Sewerage and drainage	21,40,98,416.00	55,16,190.00	-	21,96,14,606.00	-	10,64,230.00	-	10,64,230.00	21,85,50,376.00	21,40,98,416.00
Water ways	3,72,020.00	-	-	3,72,020.00	18,601.00	17,671.00	-	36,272.00	3,35,748.00	3,53,419.00
Public Lighting	-	6,89,901.00	-	6,89,901.00	-	34,495.00	-	34,495.00	6,55,406.00	-
<b>Other assets</b>										
Plants & Machinery	9,60,000.00	3,20,488.00	-	12,80,488.00	4,60,550.00	40,998.00	-	5,01,548.00	7,78,940.00	4,99,450.00
Vehicles	1,17,74,346.00	2,01,034.00	-	1,19,75,380.00	41,64,026.00	3,90,569.00	-	45,54,595.00	74,20,785.00	76,10,320.00
Office & other equipment	4,61,690.00	-	-	4,61,690.00	-	-	-	-	4,61,690.00	4,61,690.00
Furniture, fixtures, fittings and electrical appliances	5,43,500.00	93,060.00	-	6,36,560.00	-	5,403.00	-	5,403.00	6,31,157.00	5,43,500.00
Other fixed assets (Lakes & Ponds)	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>62,57,59,718.00</b>	<b>1,65,61,211.00</b>	<b>-</b>	<b>64,23,20,929.00</b>	<b>15,92,11,090.00</b>	<b>1,02,52,836.00</b>	<b>-</b>	<b>16,94,63,926.00</b>	<b>47,28,57,003.00</b>	<b>46,65,48,628.00</b>



  
**Chairman,**  
**Bongaigaon Municipality.**  
**Bongaigaon.**



Schedule 14 - Stock in Hand (Inventories)		
Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Stores	-	-
Loose tools	-	-
Others	-	-
<b>Total Stock in hand</b>	-	-

Schedule 15 - Sundry Debtors (Receivables)				
Particulars	Gross Amount (Rs.)	Provision for Outstanding revenues (Rs.)	Net Amount (Rs.)	Previous Year Net Amount (Rs.)
Receivables for Property Taxes			-	
Less than 5 years	74,39,553.00	-	74,39,553.00	77,46,623.00
More than 5 years			-	
Sub-Total	74,39,553.00	-	74,39,553.00	77,46,623.00
Less: State Government Cesses/ Levies in taxes-Control Accounts			-	
Net Receivables of Property taxes	74,39,553.00	-	74,39,553.00	77,46,623.00
Receivables for Other Taxes				
Less than 3 years		-	-	
More than 3 years			-	
Sub-Total	-	-	-	-
Less: State Government Cesses/ Levies in taxes-Control Accounts			-	
Net Receivables of Other taxes	-	-	-	-
Receivables for Cess Income				
Less than 3 years			-	
More than 3 years			-	
Sub-Total	-	-	-	-
Receivables for Fees and User Charges			-	
Less than 3 years	71,79,806.00		71,79,806.00	63,37,730.00
More than 3 years			-	
Sub-Total	71,79,806.00	-	71,79,806.00	63,37,730.00
Receivables from Other Sources				
Less than 3 years	14,03,675.00	-	14,03,675.00	12,42,102.00
More than 3 years			-	
Sub-Total	14,03,675.00	-	14,03,675.00	12,42,102.00
Receivables from Government (Grant)	-		-	-
<b>Total of Sundry Debtors (Receivables)</b>	<b>1,60,23,034.00</b>	<b>-</b>	<b>1,60,23,034.00</b>	<b>1,53,26,455.00</b>

Schedule 16 - Prepaid Expenses		
Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Establishment	-	-
Administrative	-	-
Operations & Maintenance	-	-
<b>Total Prepaid Expenses</b>	<b>-</b>	<b>-</b>

  
**Chairman,**  
**Bongaigaon Municipality.**  
**Bongaigaon.**



**Schedule 17 - Cash and Bank Balances**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Cash	-	-
<b>Balance with Bank- Municipal Funds</b>		
Nationalised Banks	1,63,81,210.00	1,25,52,806.00
Other Scheduled Banks		
Scheduled Co-operative Banks		
Post Office		
<b>Sub-Total</b>	<b>1,63,81,210.00</b>	<b>1,25,52,806.00</b>
<b>Balance with Bank- Special Funds</b>		
Nationalised Banks		
Other Scheduled Banks		
Scheduled Co-operative Banks		
Post Office		
<b>Sub-Total</b>	<b>-</b>	<b>-</b>
<b>Balance with Bank- Grant Funds</b>		
Nationalised Banks	21,62,847.00	1,30,78,651.00
Other Scheduled Banks	2,47,084.00	16,61,623.00
Scheduled Co-operative Banks		
Post Office		
<b>Sub-Total</b>	<b>24,09,931.00</b>	<b>1,47,40,274.00</b>
<b>Total Cash and Bank balances</b>	<b>1,87,91,141.00</b>	<b>2,72,93,080.00</b>

**Schedule 18 - Loans, Advances and Deposits**

Particulars	Opening Balance at the beginning of the year (Rs.)	Paid during the current year (Rs.)	Recovered during the year (Rs.)	Balance outstanding at the end of the year (Rs.)
Loans and advances to employees	-	5,71,000.00	-	5,71,000.00
Employee Provident Fund Loans	-	-	-	-
Loans to others	2,14,000.00	-	-	2,14,000.00
Advance to Suppliers and Contractors	-	-	-	-
Advance to others	-	-	-	-
Deposit with External Agencies	-	-	-	-
Other Current Assats	-	-	-	-
<b>Sub-Total</b>	<b>2,14,000.00</b>	<b>5,71,000.00</b>	<b>-</b>	<b>7,85,000.00</b>
Less: Accumulated Provisions against Loan, Advances and Deposits	-	-	-	-
<b>Total Loans, Advances and Deposits</b>	<b>2,14,000.00</b>	<b>5,71,000.00</b>	<b>-</b>	<b>7,85,000.00</b>

**Schedule 18 (a) - Accumulated Provisions against Loans, Advances and Deposits**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Loans to others	-	-
Advances	-	-
Deposits	-	-
<b>Total Accumulated Provision</b>	<b>-</b>	<b>-</b>

**Schedule 19 - Other Assets**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Deposit works	-	-
Other assets control accounts	-	-
<b>Total Other Assets</b>	<b>-</b>	<b>-</b>

**Schedule 20 - Miscellaneous Expenditure (to the extent not written off)**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Loan Issue Expenses Deferred	-	-
Discount on Issue of Loans	-	-
Deferred Revenue Expenses	-	-
Others	-	-
<b>Total Miscellaneous Expenditure</b>	<b>-</b>	<b>-</b>

  
 Chairman,  
 Bongaigaon Municipality.  
 Bongaigaon.



**Schedule 21 - Income from Taxes**

Particulars	Current year Amount (Rs.)	Previous Year Amount (Rs.)
Property tax	1,15,59,373.00	95,07,076.00
Water tax	-	-
Sewerage Tax	-	-
Conservancy Tax	-	-
Lighting Tax	-	-
Education tax	-	-
Vehicle Tax	-	-
Tax on Animals	-	-
Electricity Tax	-	-
Professional Tax	-	-
Advertisement tax	-	-
Pilgrimage Tax	-	-
Octroi & Toll	-	-
Cess	-	-
Other taxes	-	-
Sub-total	1,15,59,373.00	95,07,076.00
Less : Tax Remissions and Refund	-	-
Sub-total	-	-
<b>Total Tax Revenue</b>	<b>1,15,59,373.00</b>	<b>95,07,076.00</b>

**Schedule 21 (a) - Refund and Remission of taxes**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Property taxes	-	-
Octroi and toll	-	-
Cess Income	-	-
Advertisement tax	-	-
Others	-	-
<b>Total refund and remission of tax revenues</b>	<b>-</b>	<b>-</b>

**Schedule 22 - Assigned Compensation**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Taxes and Duties collected by others	-	-
Compensation in lieu of Taxes / duties	-	-
Compensations in lieu of Concessions	-	-
<b>Total assigned revenues &amp; compensation</b>	<b>-</b>	<b>-</b>

**Schedule 23 - Rental income from Municipal**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Rent from Civic Amenities	15,67,190.00	15,14,090.00
Rent from Office Buildings	-	-
Rent from Guest Houses	-	-
Rent from lease of lands	-	-
Other rents	-	-
Sub-Total	15,67,190.00	15,14,090.00
Less : Rent Remission and Refunds	-	-
Sub-total	-	-
<b>Total Rental Income from Municipal Properties</b>	<b>15,67,190.00</b>	<b>15,14,090.00</b>

  
**Chairman,**  
**Bongaigaon Municipality,**  
**Bongaigaon.**



Schedule 24 (a) - Fees & User Charges - (Function wise)

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Municipal Body	-	-
Administration	-	-
Finance, Accounts, Audit	-	-
Election	-	-
Record Room	-	-
Estate	-	-
Stores & Purchase	-	-
Workshop	-	-
Census	-	-
<b>Total income from fees &amp; user charges - Function wise</b>	-	-

Schedule 24(b) - Fees & User Charges - (Income head-wise)

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Empanelment & Registration Charges	-	-
Licensing Fees	36,80,109.00	20,27,775.00
Fees for Grant of Permit	53,48,615.00	37,03,379.00
Fees for Certificate or Extract	-	33,250.00
Development Charges	-	-
Regularisation Fees	-	-
Penalties and Fines	-	-
Other Fees	-	15,990.00
User Charges	-	4,93,925.00
Entry Fees	-	-
Service / Administrative Charges	-	-
Other Charges	-	-
<b>Sub Total</b>	<b>90,28,724.00</b>	<b>62,74,319.00</b>
Less: Rent Remission and Refunds	-	-
<b>Sub Total</b>	<b>-</b>	<b>-</b>
<b>Total income from Fees &amp; User Charges - Income head-wise</b>	<b>90,28,724.00</b>	<b>62,74,319.00</b>

Schedule 25 (b) - Sale & Hire Charges - (Income head-wise)

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Sale of Products	-	-
Sale of Forms & Publications	1,43,935.00	2,54,928.00
Sale of stores & scrap	-	-
Sale of Others	-	-
Hire Charges for Vehicles	-	-
Hire Charges for Equipment	5,000.00	5,72,110.00
<b>Total Income from Sale &amp; Hire charges - income head-wise</b>	<b>1,48,935.00</b>	<b>8,27,038.00</b>

Schedule 26 - Revenue Grants, Contributions & Subsidies

Particulars	Current Year Amount	Previous Year Amount (Rs.)
Revenue Grant	-	1,88,35,696.00
Re-imbursment of expenses	-	-
Contribution towards schemes	-	-
<b>Total Revenue Grants, Contributions &amp; subsidies</b>	<b>-</b>	<b>1,88,35,696.00</b>

  
**Chairman,**  
**Bongaigaon Municipality.**  
**Bongaigaon.**



**Schedule 27 - Income from Investments**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Interest on Investments	-	-
Dividend	-	-
Income from projects taken up on commercial basis	-	-
Profit in Sale of Investments	-	-
Others	-	-
<b>Total Income from Investments</b>	<b>-</b>	<b>-</b>

**Schedule 28 - Interest Earned**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Interest from Bank Accounts	6,19,832.00	4,30,596.00
Interest on Loans and advances to Employees	-	-
Interest on loans to others	-	-
Other Interest	-	-
<b>Total. - Interest Earned</b>	<b>6,19,832.00</b>	<b>4,30,596.00</b>

**Schedule 29 - Other Income**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Deposits Forfeited	-	1,89,291.00
Lapsed Deposits	-	-
Insurance Claim Recovery	-	-
Profit on Disposal of Fixed asses	-	-
Recovery from Employees	-	-
Unclaimed Refund/ Liabilities	-	-
Excess Provisions written back	-	-
Miscellaneous Income	57,31,365.00	62,61,714.00
<b>Total Other Income</b>	<b>57,31,365.00</b>	<b>64,51,005.00</b>

  
Chairman,  
Bongaigaon Municipality.  
Bongaigaon.



**Schedule 30 (a) - Establishment Expenses - (Function wise)**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Municipal Body Administration		-
Finance, Accounts, Audit		-
Election		-
Record Room		-
Estate		-
Stores & Purchase		-
Workshop		-
Census		-
.....		-
.....		-
<b>Total establishment expenses- Function wise</b>		-

**Schedule 30 (b) - Establishment Expenses (Expenditure Head wise)**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Salaries, Wages and Bonus	2,70,45,720.00	2,85,68,254.00
Benefits and Allowances	-	-
Pension	-	-
Other Terminal & Retirement Benefits	-	-
<b>Total establishment expenses- expense head</b>	<b>2,70,45,720.00</b>	<b>2,85,68,254.00</b>

**Schedule 31 (a) - Administrative Expenses - (Function Wise)**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Municipal Body Administration		-
Finance, Accounts, Audit		-
Election		-
Record Room		-
Estate		-
Stores and Purchase		-
Workshop		-
Census		-
<b>Total Administrative Expenses - Function Wise</b>		-

**Schedule 31 (b) - Administrative Expenses - (Expenditure Head-Wise)**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Rent, Rates and Taxes	-	-
Office maintenance	18,59,213.00	13,35,316.00
Communication Expenses	20,965.00	22,038.00
Books & Periodicals	3,969.00	2,905.00
Printing and Stationery	4,47,642.00	-
Travelling & Conveyance	2,676.00	6,783.00
Insurance	1,97,950.00	1,59,875.00
Audit Fees	-	-
Legal Expenses	-	-
Professional and other fees	1,00,000.00	2,99,570.00
Advertisement and Publicity	20,000.00	16,000.00
Membership and Subscriptions	-	-
Other Administrative Expenses	-	50,606.00
<b>Total Administrative Expenses - Expenses head-wise</b>	<b>26,52,415.00</b>	<b>18,93,093.00</b>

  
 Chairman,  
 Bongaigaon Municipality.  
 Bongaigaon.



**Schedule 32 (a) - Operations & Maintenance - (Function wise)**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Municipal Body		
Administration		
Finance, Accounts, Audit		
Election		
Record Room		
Estate		
Stores & Purchase		
Workshop		
Census		
....		
<b>Total Operations &amp; Maintenance expenses - Function wise</b>		

**Schedule 32 (b) - Operations & Maintenance - (Expenditure head-wise)**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Power & Fuel	17,45,054.00	8,85,928.00
Bulk Purchases	98,700.00	6,584.00
Consumption of Stores	42,045.00	-
Hire Charges	-	-
Repairs & maintenance- Infrastructure Assets	14,22,277.00	1,15,257.00
Repairs & maintenance- Civic Amenities	21,79,308.00	21,20,000.00
Repairs & maintenance- Buildings	11,65,848.00	50,700.00
Repairs & maintenance- Vehicles	3,80,021.00	5,99,947.00
Repairs & maintenance- Others	66,040.00	-
Other operating & maintenance expenses	4,00,206.00	-
<b>Total Operations &amp; Maintenance expenses - expense head wise</b>	<b>74,99,499.00</b>	<b>37,78,416.00</b>

**Schedule 33 - Interest and Finance Charges**

Particulars	Current Year (Rs.)	Previous Year (Rs.)
Interest on Loans from Central Government	-	-
Interest on Loans from State Government	-	-
Interest on Loans from Government Bodies & associations	-	-
Interest on Loans from International Agencies	-	-
Interest on Loans from Banks & Other Financial Inst	-	14,495.00
Other Interest	-	-
Bank Charges	1,547.00	-
Other Financial Expenses	-	-
<b>Total Interest and Finance Charges</b>	<b>1,547.00</b>	<b>14,495.00</b>

  
**Chairman,**  
**Bongaigaon Municipality**  
**Bongaigaon.**



**Schedule 34 - Programme Expense**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Election Expenses	7,57,850.00	-
Own Programmes	69,082.00	2,90,235.00
Share in Programmes of others	-	-
<b>Total Programme Expenses</b>	<b>8,26,932.00</b>	<b>2,90,235.00</b>

**Schedule 35 - Revenue Grants, Contributions and Subsidies**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Grants [give details]	-	-
Contributions [give details]	-	-
Subsidies [give details]	-	-
<b>Total Revenue Grants, Contributions and Subsidies</b>	<b>-</b>	<b>-</b>

**Schedule 36 - Provisions & Write off**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Provisions for Doubtful receivables	-	-
Provisions for Other Assets	-	-
Revenues written off	-	-
Assets written off	-	-
Miscellaneous Expense written off	-	-
<b>Total Provisions &amp; write off</b>	<b>-</b>	<b>-</b>

**Schedule 37 - Miscellaneous Expenses**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
Loss on disposal of Assets	-	-
Loss on disposal of Investments	-	-
Other Miscellaneous Expenses	-	-
<b>Total Miscellaneous expenses</b>	<b>-</b>	<b>-</b>

**Schedule 38 - Prior Period Items**

Particulars	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
<b>Income</b>		
Taxes	-	-
Other- Revenues	-	-
Recovery of revenues written off	-	-
Other income	-	-
<b>Sub- Total Income (a)</b>	<b>-</b>	<b>-</b>
<b>Expenses</b>		
Refund of taxes	-	-
Refund of other- Revenues	-	-
Other Expenses	-	-
<b>Sub- Total Income (b)</b>	<b>-</b>	<b>-</b>
<b>Total Prior Period (Net) (a-b)</b>	<b>-</b>	<b>-</b>

  
**Chairman,**  
**Hongaigaon Municipality**  
**Hongaigaon.**





## Additional Disclosers to the Schedules:

We have prepared the accompanied financial statement of Bongaigaon Municipal Board comprising with Balance Sheet with the Guidance as per Assam Municipal Accounts, June 2010 issued by Urban Development, Govt. of Assam.

The processed followed by as to arrive the facts and figures shown day this Balance Sheet is as follows:

**1. Schedule No. 1: Municipal General Fund:**

It comprises Municipal Fund which means excess collection over payment generated by Municipality from its own revenue and excess income over expenditure i.e. Net Balance carried over to Municipal Fund from Income and Expenditure Statement.

As there was separate cash book maintain by Municipality for its own revenue the closing balance as on March 31, 2017 is being considered as its Municipal Fund although we have seen lots of Bank transferred from their capital cash book to revenue cash book and vice versa. But it cannot be considered due to unavailability of proper books of accounts.

**2. Schedule No. 2: Earmarked Fund:**

As per the details provided to us there was no earmarked fund as on March 31, 2017.

**3. Schedule No. 3: Reserves:**

Reserve includes Capital contributions, Capital reserve, redemption reserve, statutory reserve, general reserve, revolution reserve and special fund.

Capital contributions means the amount of Capital Grant is utilized for purchasing capital assets and amount invested under capital work in progress. In this case as there was no assets register as well as Grant appropriation register maintain by Municipality, we have considered the written down value of the fixed assets as on March 31, 2017 based on the details of fixed assets provided by Municipality as Capital contribution.

Although there was a guideline in manual that acquisition cost of fixed assets will be treated as capital contribution, in that case we have to charge a huge amount of accumulated depreciation of the same assets against reserve, which results negative reserve for Municipality.

**4. Schedule No. 4: Grant & Contributions for Specific Purpose:**

It comprises net balance of Grant and Contributions given by central and State Govt. and other Financial Institutions.

In absence of Grant appropriation register we have to consider the details provided by Municipal Board on Grant Received & Expenses made from the same as on 31<sup>st</sup> March, 2017.

  
**Chairman,**  
**Bongaigaon Municipality.**  
**Bongaigaon.**



**5. Schedule No. 5: Secured Loans:**

As per the details provided to us there was no secured loan as on March 31, 2017

**6. Schedule No. 6: Unsecured Loans:**

As per the details provided to us there was no unsecured loan as on March 31, 2017.

**7. Schedule No. 7: Deposit Received:**

As per the details provided to us there was no Deposit Received on March 31, 2017.

**8. Schedule No. 8: Deposit Works:**

As per the details provided to us there was no deposit work as on March 31, 2017.

**9. Schedule No. 9: Other Liabilities (Sundry Creditors):**

As per the details provided to us there was no Other Liabilities (Sundry Creditors) as on March 31, 2017.

**10. Schedule No. 10: Provisions:**

As per the accounting principal followed by the Municipality there was no practice of creating Provisions so as on March 31, 2017.

**11. Schedule No. 11: Fixed Assets:**

There was no assets register maintain by Municipality, as per the declaration of closing assets as on March 31, 2017 given by them, we have calculated the written down value after considering the depreciation @20% on reducing balance method as on 01-04-2014 based on the cost of acquisition and the date of purchase provided by the Municipality.

For the FY 2015-17 we have considered the depreciation @5% on reducing balance method.

As guided by the Manual depreciation was not being charged against Land.

No physical verification was being made for the Fixed Assets.

There was no Capital Work in Progress (no disbursement of fund in that regards) as on March 31, 2017.

**12. Schedule No. 12: Investment- General Fund:**

As per the details provided to us there was no Investment - General Fund as on March 31, 2017.

**13. Schedule No. 13: Investment- Other Fund:**

As per the details provided to us there was no Investment-Other Fund in any other Fund as on March 31, 2017.

  
Chairman,  
Bongaigaon Municipality.  
Bongaigaon.



**14. Schedule No. 14: Stock in Hand (Inventories):**

No physical verification was being made for the same. As per the details provided to us there was no Stock in Hand as on March 31, 2017.

**15. Schedule No. 15: Sundry Debtors (Receivables):**

The figure shown as receivable is taken from the Tax & Revenue software run in the Municipality along with the details provided by the Municipal Board as on March 31, 2017. As per the Guidance of the manual we need to create provision against the receivable based on their ageing analysis. As the Municipality unable to provide as age was receivable provision for doubtful debt has not been created against Bad & Doubtful debt.

**16. Schedule No. 17: Prepaid Expenses:**

As per the details provided to us there was no Prepaid Expenses as on March 31, 2017.

**17. Schedule No. 17: Cash and Bank Balances:**

Cash and Bank balance shows the closing balance of Bank account as on March 31, 2017.

**18. Schedule No. 18: Loans, Advance & Deposited:**

Loans, Advance & Deposited are as per the details provided by the Municipality as on March 31, 2017.

**19. Schedule No. 19: Other Assets:**

As per the details provided to us there was no Other Assets as on March 31, 2017.

**20. Schedule No. 20: Miscellaneous Expenditure (To the extent not written off):**

As per the details provided to us there was no Miscellaneous Expenditure as on March 31, 2017.

**21. Notes on Drafting of Income and Expenditure Statement for the period ended March 31, 2017:**

- ✓ In Absence of proper board resolution to charge the depreciation on Assets, we have considered the depreciation @ 5% on reducing balance method.
- ✓ While deriving the Income for the period the amount of demand raised on account of Tax Revenue, Rental Income, Fees & User Charges, Sale & Hire charges and other Misc. income is being taken from the details provided by Municipal Board along with the Tax & Revenue management software maintained by the Municipality and in case of revenue Grant, Income from investment, Interest earned and other income is taken from the cash book maintained from them.
- ✓ All the Expenditures are shown as per the cash book maintained by them and the explanation provided to us.
- ✓ Details of Revenue Grant, Contribution & Subsidies are provided by the Municipal Board only.

  
Chairman,  
Bongaigaon Municipality.  
Bongaigaon.

