



AUDIT REPORT OF SOUHARDA CO-OPERATIVE LTD;
YEAR : 2008-09

- 1-0 a. Name of the Co-operative :
b. Address :
c. Registration No :
d. Registration Date :
e. Registering Authority :
f. Area of Operation :

2-0 Branches :

Sl. No.	Address of the Branch	Date of opening	Name of the Branch Incharge
1			
2			
3			

- 3-0 Nature of Activity :
4-0 Names of Office-bearers :
a. President :
b. Vice – President :
c. Chief Executive :

5-0 Names & designation of persons who provided necessary information and records for the purpose of audit :

Sl.No.	Office	Name of the Official/s	Designation
1	Head Office		
2 Branch		
3 Branch		

- 6-0 a. Name & Address of the previous year's Auditor :
b. Empanelment No. :
c. Period of Audit :

- 7-0. a. Name & Address of the Current year's Auditor :
b. Empanelment No. :
c. Ref.No./Date of appointment letter issued by the co-operative (enclosed copy of the same) :
d. Date of commencement of audit:
e. Date of completion of audit :
f. No. of days taken for the audit :

8-0 Whether Compliance Report for the defects (Give details) pointed out in the previous year's audit report has been prepared and placed in the General Body :

9-0 Whether the Co-operative has maintained books and documents mentioned in Sec. 32 of the KSS Act ?

10-0 Violations of provisions of Bye-law, KSS Act,1997 and KSS Rules, 2004 by the co-operative as observed



during the course of audit :

Bye- law Nos. :
 K.S.S.Act, 1997 : Sec.
 K.S.S.Rules,2004 : Rule.

10-1. Membership :

Sl.No.	Particulars	Current Year	previous Year
1	No. of members at the beginning		
2	Addition during the year		
3	Deletion during the year		
4	No. of members at the end		

(Add columns for Associate membership wherever applicable)

10-2 . Comments on Membership :

- Whether membership register has been properly maintained
- Whether identity cards have been issued to members
- Whether proper appraisal of minimum transaction of members as required under the bye-law has been made by the co-operative ?
- Whether Eligible Members List prepared and published before 30th April?**

11-0. Share Capital :

Sl.No.	Particulars	Current Year	previous Year
1	Opening balance		
2	Collection during the year		
3	Refunds during the year		
4	Closing Balance		

11-1. Comments on Share capital :

- Authorised share capital as per bye-law:
- Whether share certificates have been issued to members:
- Maximum share holding limit to a member:**
- Increase/decrease in paid up share capital:

12-0 Borrowings :

(Refer Audit Guidelines issued by the Federal Co-operative)

12-1 Outstanding balance of loans availed by the co-operative :

Sl.No.	Name of the institution	O/s balance as on year end
1		
2		
3		
TOTAL :		

(Add rows if required.)

12-2 Summary of Loans availed by the Co-operative :

Sl.No.	Particulars	Commercial/ Nationalised Banks	Co-operative Banks
1	Opening balance		
2	Availed during the year		



3	Repaid during the year		
4	Closing Balance		

12-3 Loans availed by the Co-operative against its investments :

We observe that the co-operative has availed loans against its investments in Deposits and the balance outstanding as at the end of the year is given below:

Sl.No.	Name of the institution	Amount (Rs.)	Rate of interest on borrowing
1			
2			
3			
TOTAL :			

- 12-4 **Cash credit loan if any availed from the Financing agency :**
 Examine the terms of such CCL, whether the loan availed by the co-operative is supported by proper Board resolution, details of assets pledged for the loan, whether any second mortgage is created for the purpose of the loan, whether the repayment of the loan is regular, etc.

13-0 Deposits :

13-1 The various types of deposits collected by the co-operative as the end of the year under report stood at Rs. as detailed herebelow :

Sl.No.	Type of Deposit	Current Year (Rs.)	previous Year (Rs.)
1	Fixed Deposits		
2	Cash Certificates		
3	Recurring Deposits		
4	Pigmy/Daily Deposits		
5	Savings Deposits		
6	Current A/cs		
7	Matured Deposits		
8	<u>Security Deposits :</u> a) Staff b) Pigmy Agents		
9	Staff Provident Fund		
10		
TOTAL :			

13-2 Comments on/analysis of all types of Deposits as to documentation, interest verification, repayment procedure, defects noticed if any, etc;

13-3 What is the amount of provision made by the co-operative for "Interest payable on deposits" for the year under report? Verify the provision and comment whether the provision is sufficient.



13-4 Whether the total deposits as at the year end is in agreement with the Balancing Ledger ?

14-0 Contingent Liabilities :
Brief note on the same.

15-0 Fluid Resources :
Refer Guidelines issued by the Federal Co-operative in this regard and comment on the correctness / sufficiency of fluid resources maintained by the co-operative.

16-0 Cash verification :

16-1 Whether the amounts of closing cash balance as at the end of the year at the H.O./Branches has been jointly verified by the concerned Officer In charge and one of the Office-bearers? Give details.

16-2 Cash retention limit fixed by the Board for H.O./Branches – Whether the specified limit invariably exceeded in any of the offices of the co-operative during the year under report – Comment.

16-3 Whether proper insurance coverage has been taken and **inforce** ? Give details of the policies and risk covered.

16-4 Surprise Cash check (conducted by the auditor as part of the audit exercise) :

Sl.No.	Office	Date of cash check	Cash in hand (Rs.) / L.F. No.	Name of the Officials of the Co-op. present.
1	Head Office			
2 Branch			
3 Branch			
4				

(Give details of the discrepancy if any noticed during the cash check.)

17-0 Bank Balances :

17-1 The various bank balances of the Co-operative in Current and S.B. A/cs as at the end of the year under report is given below :

Sl.No.	Name of the institution/Place	A/c. No.	Amount (Rs.)
1		S.B.	
2		S.B.....	
3		C.A.....	
4		C.A.....	
Total :			

17-2 Whether balance confirmation certificates have been obtained ?

17-3 Whether Bank Reconciliation is prepared on monthly basis and the Bank balances as at the year end tally after Reconciliation ?

18-0 Reserve Fund and Other reserves:



The total of Reserve Fund and other reserves as at the end of the year under report stands at Rs..... as detailed below :

Sl.No.	Type of Funds	Amount	
		Rs.	Ps.
1	Reserve Fund		
2	Common Good Fund		
3	Contingency Fund		
4	Deficit Fund		
5	Depreciation Fund		
6	Bad Debts Reserve Fund		
7	Members Welfare Fund		
8 Fund		
Total :			

(Note: Net Profit of the current year shouldn't be added to reserve fund until approval by the General Board)

18-1 Give details of amount spent if any from any of the Funds during the year under report and your comments on the same.

18-2 Whether Reserve Fund has been invested outside the business in ear - marked funds as required under Rule 7(1) of KSS Rules, if yes give detail.

19-0 Investments :

The various investments of the co-operative as at the year end is detailed below :

(a) In Fixed Deposits :

Sl.No.	Name of the institution /place	Amount	
		Rs.	Ps.
1			
2			
3			
4			
Total :			

(b) In Ear-marked Funds :

Sl. No.	Name of the institution/ place	Amount		Type of Fund Invested
		Rs.	Ps.	
1				
2				
3				
Total :				

(c) In shares and securities :

Sl.No.	Name of the institution /place	Amount	
		Rs.	Ps.
1			
2			
Total :			

19-1 State whether confirmation certificates in respect of all the Aforementioned investments.



19-2 What is the amount of interest earned on investments by the co-operative during the year under report ? State whether interest receivable on investments was accounted for in the books by the co-operative.

19-3 Comment whether the investments of the co-operative are in conformity with Sec.18 of the KSS Act, 1997 and guidelines issued by the Federal Co-operative.

20 Loans and Advances :

20-1 The outstanding balance of various loans and advances of the co-operative as at the year end is detailed below along with comparative figures of previous year's outstanding balances :

Sl.No.	Type of Loan	Current Year		Previous Year	
		Rs.	Ps.	Rs.	Ps.
1	Personal/Surety Loans				
2	Secured Loans				
3	Vehicle Loans				
4	Jewel Loans				
5	Mortgage Loans				
6	Loans against Deposits				
7	Staff Loans				
8 Loans				
Total :					

20-2 Overdue Loans : The position of overdue loans of the co-operative as on year end is given below :

Sl. No.	Type of Loan	Overdue Loans upto 1 year		Overdue Loans between 1 year & 3 years.	
		No. of A/cs	Overdue Amount	No. of A/cs	Overdue Amount
1	Personal Loans				
2	Mortgage Loans				
3 Loans				
Total :					

20-3 Loans under Arbitration and E.P. :

20-4 **Suits Filled** :

20-5 **Decreed** :

20-6 **Pending time Barred Suits** :

The various loans and advances of the co-operative that were under Arbitration and Execution Proceedings as at the year end is detailed below

Sl. No.	Type of Loan	Decreed Loans		Loans under E.P.	
		No. of A/cs	Decreed Amount	No. of A/cs	Amount under E.P.
1	Personal Loans				



2	Mortgage Loans				
3 Loans				
	Total :				

20-7 Comments on Loans and Advances as to the irregularities / discrepancies noticed in documentation, sanctioning, recovery steps, etc; in respect of different types of loans.

20-8 Examine whether the co-operative is following the practice of debiting the interest receivable on loans to the loan accounts of members. State what is the total amount of interest receivable on loans accounted for by the co-operative as at the end of year under report.

20-9 Whether the outstanding balance of various types of loans and advances as at the end of the year agrees with the respective Balancing Ledger amounts?

21-0 Loans and Advances to Directors :

22-1 Give details in the following format. This can be given in the form of an Annexure also.

Sl. No.	Name of the Director	M.No.	Type of Loan	Loan A/c No	Amount of Loan	Date of sanction/Release.	No.of Instalments

Outstanding Balance as on 31-3-2009	No.of instalments defaulted	Amount in default	No.of Instalments

21-1 Examine whether the loans advanced to the Directors is in conformity with the circular issued by the Federal Co-operative.

21-2 Verify whether the directors have **complied with** minimum business criteria as stipulated in the bye-laws of the co-operative.

21-3 Examine whether any of the directors stood as surety/co-obligant to any of the loans availed by any member/s. If so, report all such loans where three consecutive loan instalments are in arrears.

22-0 Internal Audit/**Concurrent Audit** :

Examine by whom the internal audit is conducted, reporting on monthly or quarterly basis, the defects/irregularities pointed out in the report and whether the co-operative has rectified the mistakes and prepared compliance report. State whether any of the mistakes/ irregularities persistently recur in the co-operative.

23-0 Statutory payments to Federal Co-operative :

23-1 The co-operative has remitted Annual --fee of Rs.

..... pertaining to the year 2008-09 (that is year under report) by D.D. No..... dated drawn onBank for which Receipt No. dated has been issued by the Federal Co-operative.

23-2 The co-operative has remitted the Education Fund ---of Rs. which was appropriated from the Net Profit for the year 2007-08 by D.D. No..... dated drawn on



.....Bank for which Receipt No. dated has been issued by the Federal Co-operative.

- 23-3 The Working Capital of the co-operative as at the end of the year under report is Rs..... The co-operative is therefore, liable to remit an Annual ---- Fee of Rs..... to the Federal Co-operative in respect of 2009-10 (i.e. current year) as per Bye-law No. 37 of the Federal Co-operative. We have advised the Chief Executive to remit the aforesaid sum immediately.
- 24-0 Staff and administration :
- 24-1 Brief note containing the names of the staff members, their designation, qualification, date of appointment, date of confirmation, Gross salary as at the year end (that is salary for March month of year under report) – This can be given as a Annexure also.
- 24-2 Whether Staff Selection Committee has formed?
- 24-3 Whether Appointment Order is issued to all the Employees?
- 24-4 Verify whether applicable Profession tax has been deducted from the salary of the concerned staff and remitted to the Department.
- 24-5 Verify whether cadre strength/ pay-scale for the staff has been approved by the General Body.
- 24-6 Verify whether the Staff Service Rules has been framed by the Board and got approved by the General Body.
- 24-7 Amount spent for salary and wages to staff members during the year under report and its percentage on the working capital.
- 25-0 Budget and Actual for the year under report :
- 25-1 Verify and list out the expenses for 2008-09 that have exceeded the limit fixed in the Budget (prepared and placed in the General Body for the year 2007-08) which require the ratification in the ensuing General Body. This can be listed out in a format and given as a Annexure also.
- 25-2 Comment on any unreasonable / abnormal expenditure noticed during the course of audit.
- 26-0 Bonus, etc. :
Brief note on the bonus if any paid to the staff during the year – Whether bonus was paid out the appropriated Net Profit for the previous year or directly by debiting the Salary/Establishment expenses. Whether the payment of bonus is in accordance with the bye-law provision of the co-operative..
- 27-0 Appropriation of Net Profit :
- 27-1 Verify whether the appropriation of Net Profit for the previous year (that is 2007-08) was in accordance with Sec. 10 (2) (xxi) of the KSS Act and the relevant bye-law provision of the co-operative.
- 27-2 Refer audit guidelines issued by the Federal Co-operative.
- 27-3 Suggest how to appropriate the Net Profit for the year under report.

Sl.No	Name of the Fund	Percentage	Amount
1	Reserve Fund	25	
2	Contingency Reserve	20	
3	Education Fund	3	
4	Common Good	5	



	Fund		
5	Deficit Cover fund	10	
6	-----Fund		
7	-----Fund		
8	Remaining amount transferred to reserve fund		
Total	Net Profit	100	

28-0 Dividend :

Brief note on the dividend declared on the Net Profits of the previous year, whether the same is in conformity with the bye-law, Unclaimed Dividend amount if any transferred to Reserve Fund from out of the Unclaimed Dividend during the year under report, whether Balancing ledger is maintained in respect of the unclaimed dividend, etc;

29-0 General Body :

29-1 Brief note containing - the date of Annual General Body Meeting (in respect of the previous year) held during the year under report,

No. of members attending the said meeting, quorum required as per bye-law for the A.G.B., whether the minutes have been properly recorded agenda by agenda, whether the chartered accountant/auditor conducting the audit for the previous year has attended the said meeting, etc;

29-2 Whether any Special General Body has been convened during the year under report, if yes brief note on the same.

29-3 Whether any G. B. has been convened during the year under report for the purpose of Election to the Board, if yes date of such election, names of directors elected, term of office, whether election of the office-bearers has been held in accordance with the bye-law, Sec.28 of KSS Act and Rule 6 of KSS Rules. Name and designation of the persons elected as office-bearers and commencement of term of office.

30-0 Board Meetings :

30-1 Brief note on the number of board meetings held during the year under report, whether the minutes have been properly recorded agenda by agenda in the Resolution Book, whether any Director is absent for consecutive 3 board meetings without leave from the Board and if so the details and names of the absenting directors, etc;

30-2 Brief note on each type of the Sub-committee meetings held during the year accomplishment of the sub-committee reports.

30-3 Complete the Annexure format given by the Federal Co-operative containing details of Board Meetings, term of board of directors, travelling expenses paid, board meeting expenses, other re-imbusement to directors, amount spent on training, sitting fees paid, transaction with the co-operative, etc;

31-0 Agreement with any other Authority/Person/Persons/:



31-1 Any Clause/Provision/Condition/Term/Terms will affect the cooperative or their members(if so Briefing the same):

32-0 Analysis of Financial statements :

32-1 Trading Account : (Wherever applicable.) Gross profit/loss for the year with comparative Gross profit/loss for the previous year, method of valuation of stock, its efficacy, etc;

32-2 Profit and Loss Account : Comparative analysis with previous year.

32-3 Balance Sheet :

a) Other liabilities :

Sl.No.	Particulars	Amount
1	Interest on Deposits	
2	Salary	
3	T.D.S.	
4	Jewel Appraiser's Fees	
5	Education Fund	
6	Excess of auction proceeds	
	Total :	

b) Provision for expenses :

Sl.No.	Particulars	Amount
1	Audit Fees	
2	
	Total :	

c) Sundry Creditors :

Sl.No.	Name of the party	Amount	Payment due for what ?
1			
2			
3			
	Total :		

d) Other Deposits :

Sl.No.	Particulars	Amount
1	Building Deposit	
2	Telephone Deposit	
3	Electricity Deposit	
	Total :	

e) Sundry Debtors / Advance to party :

Sl.No.	Name of the party	Amount	Receivable towards what ?
1			
2			
3			
	Total :		

f) Other receivables / Suspense assets :



Sl.No.	Particulars	Amount
1	Arbitration /E.P. Charges	
2	Notice Charges	
3	Audit recovery	
4	Shortage of auction proceeds	
5	
	Total :	

- g) Land & Buildings : Brief note.
- h) Current Assets : Brief note on Furniture & Fixtures, Vehicles, Stock of Printing & Stationery etc;
- i) Depreciation : Comment on the method of depreciation followed and its suitability. Also, enclose a Statement containing the details of Fixed Assets, additions during the year, Write off/ disposal during the year, depreciation during the year as per the applicable rates for each type of fixed asset and the closing W.D.V. of the fixed assets .
- 33-0 Assets purchased under E.P. :
Brief note on the above if applicable.
- 34-0 Balancing of accounts :
Whether Balancing Ledgers, Sub-Ledgers / Schedules are maintained and the balances are in agreement with that of the General Ledger.
- 35-0 Branches and their administration :
Refer Audit guidelines issued by Federal Co-operative.
- 36-0 Submission of Reports by Branches :
36-1 Whether all branches are working in accordance with the guidelines of the KSSFCL:
36-2 Financial Stability /viability of the Barnches:
36-3 Suggetion by the Auditor for Growth of the branches:
Brief note on the above.
- 37-0 Inter-branch Reconciliation :
Brief note on the above.
- 38-0 **Whether Internal control of the cooperative is good(Brief note):**
- 39-0 Earning per Share :
- 40-0 Compliance with other Acts :
Auditor is required to verify whether the co-operative has complied with the provisions of other laws relating / applicable to it.
- 41-0 Inspection by the Federal Co-operative / R.B.I. :
Brief note on the inspection report of Federal Co-operative / R.B.I. if any carried out /pertaining to the year under report, the defects/irregularities/discrepancies pointed out in the said reports and the remedial measures taken by the co-operative.
- 42-0 General observations :
- 43-0 Suggestions by the Auditor :

Various schedules to be attached to the Report - See Rule 9 (5) of KSS Rules, 2004.

Schedule No.	Subject
A	Details of violations of KSS Act, 1997, Rules and



	byelaws of cooperatives.
B	Violations of guidelines issued by Reserve Bank of India or National Bank regarding business
C	List of bad and doubtful debts as observed by the Auditor
D	List of Loans and advances to directors and their relatives
E	Cases of violations of guidelines, restrictions and conditions of RBI or National Bank

If any of these Schedules not applicable any Sahakari, Auditor should specifically mention that particular Schedule is not applicable to that Cooperative.



LONG FORM AUDIT REPORT

A: INTRODUCTORY	
Name of the Cooperative	
Date of Registration	
Last audit report for the year	
Whether the Cooperative has furnished satisfactory compliance to the previous audit report.	
B: Management:	
Auditor shall cover the following aspects:	
1. Overall functioning of the Board of Management, Committees constituted by the Board, Chairman and Chief Executive Officer.	
2. Regularity in holding meetings of the Board / Committees, Annual General Meeting/ Special General Meetings.	
3. Whether the constitutions of the Board of Management and the election of Office Bearers is in accordance with the bye-laws/Karnataka Souharda Sahakari Act, 1997	
4. Involvement of Board in formulation of policies and mobilization of resources, deployment of credit, investment of surplus funds, review of over dues and action taken against defaulters, recruitment, training, review of the inspection reports/ audit report.	
5. Observance of guidelines issued by Federal Cooperative and any other statutory bodies.	
6. Periodical review of various aspects of Cooperatives working as per guidelines of Federal Cooperative.	
7. Donations made by Cooperatives.	
C: Compliance with provisions of KSS Act, 1997 and byelaws of the Cooperative	
Infringement of the provisions of Cooperative's bye – laws and KSS Act, 1997 may be brought out indicating the	



nature of violation and relevant provisions thereof. Special attention is to be paid in respect of the following aspects.	
1. Purchase / disposal of fixed assets.	
2. Incurring of expenditure	
3. Creation of charge on assets	
4. Borrowings from other Cooperatives/ institutions.	
5. Investments with other Cooperatives/ institutions.	
PART – II	
<u>A: Internal Control:</u>	
1. Whether the Cooperative has prepared any manual/ guidelines/ instructions for accounting aspects and maintenance of books of account.	
2. System regarding balancing of books of account and reconciliation of subsidiary / control records. Actual position of balancing of books.	
3. Systems of monitoring the position of balancing of books and follow up action to bring the position up to date.	
4. Systems of accounting inter branch transactions and position regarding reconciliation of outstanding entries.	
<u>B. Branch Control and Inspections:</u>	
1. Whether the Cooperative has developed a proper branch reporting system and prescribed control returns for submission by branches to Head Office.	
2. System of monitoring for prompt submission of returns and scrutiny at the Head Office.	
3. Follow up action of the irregularities noticed in particular on the exercise of discretionary powers by branch managers.	
4. Periodicity of internal inspections of branches and adherence to schedule.	
5. Whether the coverage in the inspection reports is comprehensive.	



6. System of follow up action of inspection reports and submission of compliance reports.	
7. Whether the major irregularities / frauds and misappropriations have been brought to the notice of Board of Management and proper action has been taken against those responsible. Details to be furnished.	
PART – III	
LIABILITIES:	
A: Deposits:	
1. Growth of deposits targets fixed for mobilization of deposits.	
2. Whether the Cooperative has resorted to windows dressing of deposits.	
3. Whether the Cooperative has observed proper safeguards while opening deposit accounts/ obtained photographs.	
4. Institutional deposits – Whether the Cooperative was getting large amounts of institutional deposits to cover the over extended position.	
5. Whether Cooperative has received any deposits from any other cooperative registered under KSS Act, 1997 (If yes, concerned cooperative shall be instructed to refund the same at the earliest)	
B: Borrowings:	
1. Whether the borrowings are occasional / Continuous and resorted to sustain the over extended position of lendings.	
2. Whether the Cooperative was resorting to borrowings to meet its Reserve requirement as directed by Federal Cooperative.	
3. Any impact on the profitability of the Cooperative.	
C: Other Liabilities:	
The large amounts outstanding under this need may be examined	
D) Contingent Liabilities: If any shall be reported	



E: Profit and Loss Account	
1. A comparative study of profitability and major variations observed in income and expenditure.	
2. Revenue leakage, if any, observed.	
3. Whether the Cooperative was taking unrealized interest on loans and advances into income account.	
4. Appropriation of profits to various funds as per KSS Act 1997 and byelaws of the cooperative.	
PART – IV	
ASSETS:	
<u>A: Cash and Bank Balances:</u>	
Cash:	
a) Does the cooperative and its branches if any, generally carry cash balances, which vary significantly from the limits fixed by the Head Office? If the Cooperative has not fixed any limits for the purpose, indicate whether the cash balances held by the Cooperative's branches are in accordance with the day-to-day requirements.	
b) Does the cooperative hold adequate insurance cover for cash?	
c) Is cash maintained in effective joint custody of two or more officials?	
d) Have the cash balances at the Cooperative been checked at periodical intervals by the authorized officials.	
<u>B: Investments:</u>	
a) i) Whether the board of management has laid down broad policy for investment of funds.	
ii) Whether the investments in Government and other approved securities are in conformity with Act.	
b) i) System of purchase and sale of investments, delegation of powers, reporting systems, etc.,	
ii) Controls over investment, including periodic verification / reconciliation of investments.	
<u>C: Advances:</u>	



a) Credit Appraisal System:	
1. Whether there is a well laid – down system of credit appraisal of loans/ cash credit applications.	
2. Whether loan applications have been designed to elicit essential information / particulars to make proper assessment of the credit worthiness of the applicant.	
b) Sanctioning / Disbursement:	
To examine the delegation of powers / authority at various levels; Adherence to authorized limits and whether limits are disbursed after complying with terms and conditions.	
c) Documentation:	
1. System of ensuring that documents are executed as per the terms of sanction.	
2. Nature of documentation defects observed during audit and suggestions to avoid such defects.	
3. Renewal of documents.	
d) Review / Monitoring. / Supervision:	
1. Periodic balance confirmation / acknowledgement of debts.	
2. Receiving regular information, stock / book debt statements, balance sheet etc.,	
3. Receiving audited accounts in the case of borrowers with limits beyond Rs. 2 lakhs	
4. System of scrutiny of the above information and follow up by the Cooperative.	
5. System of periodic physical verification or inspection of stocks, equipments and machineries and other securities.	
6. Inspection reports and their follow – up.	
7. Review of advances including enhancement of limits.	
8. Renewal of facilities.	
e) Concentration of advances:	
Any undue concentration of advances Industry wise/ GroupWise/ Security wise.	
f) Large advances:	



Large advances depicting undesirable features requiring Management's attention.	
g) Advance to directors and their relatives. :	
i) Whether the advances to directors and their relatives are in conformity with Federal Cooperative guidelines.	
ii) Whether usual formalities connected with appraisal, sanction/ disbursement/ documentation has been followed.	
F: Write off/ compromise proposals	
Whether write off / compromise proposals, if any have been made with the permission of its General Body.	
G. Position of over dues:	
1) a) Classify total over dues of the Cooperative according to duration as under:	
1. Over dues of more than 5 years standing	
2. Over dues of more than 3 years standing	
3. Over dues of more than 1 year standing	
4. Over dues of less than 1 year standing	
b) Classify the over dues according to the security as ascertained from the Cooperative:	
i) Over dues which are good and fully secured Rs. _____	
ii) Over dues which are good and secured by guarantees or sureties	
iii) Over dues, which are doubtful against which Rs. provided in the bad debt reserve.	
c) Give total amount covered by cases under arbitration by giving details regarding the number of cases pending with Registrar's nominee, the number of awards pending with the Cooperative and under execution, etc.,	No Amount (Rs)
	Pending before Registrar Awarded and Execution
2) Are adequate steps being taken to recover over dues loans and cash credits?	
3) What is the amount of overdue interest? Is it duly provided for, if taken	



into P & L account?	
<u>I: Income recognition</u>	
Whether the Cooperative has accounted income on receipt basis or not. If No, comment.	
<u>J: Frauds, embezzlement and misappropriation:</u>	
1. Modus operandi, factors responsible for perpetration of frauds, misappropriation, steps taken to streamline the systems and procedures so as to prevent recurrence, staff accountability, etc.,	
2. Losses likely to be suffered by the Cooperative and whether adequate provision has been made there against.	



Summary report

1	Name of the cooperative			
2	Date of Registration under KSS Act.			
3	Date of Election to existing Board.			
4	Date of Assuming Office.			
5	No. of Directors.			
6	Name of the Chartered Accountant.			
7	Empanelment number.			
Financial Details				
Sl	Details	March 31, 2011	March 31 2010	March 31 2009
1	Authorized Share Capital (Rs)			
2	Paid up share capital (Rs)			
3	All types of Deposits (Rs)			
4	All types of Reserves (Rs)			
5	All types of Borrowings (Rs)			
6	Total loans and Advances (Rs)			
7	Unsecured Loans. (Rs.)			
8	Total loans and advances to directors and their relatives. (Rs)			
9	Unsecured loans advanced to directors and their relatives. (Rs)			
10	Expenses of Board meeting and other expenses paid or reimbursed to directors. (Rs)			
11	Other liabilities (Rs)			
12	Over Due Amount (Rs)			
13	Over due Percentage %			
14	Rate of interest on SB Ac %			
15	Minimum rate of Interest on Fixed Deposits %			
16	Maximum rate of Interest on Fixed Deposits %			
17	Minimum rate of interest on Loans and advances %			



18	Maximum rate of interest on Loans and advances %			
19	Maximum rate of interest on borrowings %			
20	Net profit (Rs)			
21	No. of Regular members			
22	No. of Associate members			
23	No. of Nominal members			
24	Interest income (Excluding interest on investments) (Rs)			
25	Income from investments (Rs)			
26	Bad and doubtful debts. (Rs)			
27	Total No. of Arbitration cases filed			
	Total Amount to be recovered (Rs)			
28	Total No. of Execution cases filed			
	Total amount to be recovered (Rs)			
29	No. of Employees			
	No. of regular employees (Confirmed)			
30	Cadre strength approved by General Body? If yes, date of Approval			
	Pay scale approved by General Body? If yes, date of approval.			

Date:
Place:

Sd/-
For..... Chartered Accountants