

Audit Report of the Accounts of Village Panchayat Carmona of Salcete
Block for the year 2023-24

Part I -A) Introductory:

The Audit of the Accounts of Village Panchayat, Carmona of Salcete Block for the period from 01/04/2023 to 31/03/2024 was conducted by the Office of the Directorate of Accounts, South Branch, Margao, under the supervision of Shri. Leslie Moraes, Dy. Director of Accounts/Inspection, South Branch, Margao.

B) Name of audit party and their designation:

1. Smt. Kenlee Ferrao : Assistant Accounts Officer
2. Shri. Sushant Shivsharan : Accounts Clerk
3. Shri. Prajyot Dabholkar : LDC

C) Date of audit: 28/05/2024 to 29/05/2024

D) Period of audit : 01/4/2023 to 31/03/2024

Part -II: Sarpanch & Secretary in office:

2023-2024

A) Name of Sarpanch :

Smt. Sandra Fernandes: - 01/04/2023 to 31/03/2024

B) Name of Secretary :

Miss. Nikhita Gaude: - 01/04/2023 to 31/03/2024

Part III-Comments on Accounts:

The Village Panchayat is maintaining the accounts in Form 1 to 10 as per Rule 20,21(a) and 25 of the Goa Panchayat (Accounts, audit and custody of funds) Rules 1997 comprising of particulars of income and expenditure for all grants received (Administrative & Developmental Grants).

The Village Panchayat has been sanctioned the following administrative grants during the year.

Sr.No.	Grants	2023-24
1.	GPARD	10000.00

I – Summary of Accounts:

	2023-24
Opening balance during the year	13548919.86
Receipts during the year	4346756.00
Expenditure during the year	7956249.03
Closing balance as on 31st march	9939426.83

Details of funds available:

Sr.No.	Funds	2023-24
1.	Govt. Grants	9352002.53
2.	EMD	6932.00
3.	Security Dep.	8013.65
4.	Income Tax	10391.13
5.	Royalty	6264.84
6.	VAT	7762.38
7.	Labour cess	7538.00
8.	GST	5342.00
9.	TCS on Royalty	93.00
10.	Panchayat Funds	535087.30
	TOTAL	9939426.83

The liabilities of the Panchayat

Sr.No.	Funds	2023-24
1.	Govt. Grants	9352002.53
2.	EMD	6932.00

3.	Security Dep.	8013.65
4.	Income Tax	10391.13
5.	Royalty	6264.84
6.	VAT	7762.38
7.	Labour cess	7538.00
8.	GST	5342.00
9.	TCS on Royalty	93.00
	TOTAL	9404339.53

II – Grants: Huge Balance of grants is remaining unspent.

The grants received, utilized and balances outstanding as on 31/3/2024 are as follows.

Sr No	Types of grants	Opening balance	Grants received	Grants utilized	Balance as on 31/3/24
1.	XIVth Finance	1258052.00	0.00	1034929.00	223123.00
2.	Member salary	129303.00	405000.00	401713.00	132590.00
3.	60 th Goa Lib Day	5200000.00	0.00	200000.00	5000000.00
4.	XVth Finance	3497108.00	500265.00	1083.47	3996289.53
	Total	10084463.00	905265.00	1637725.47	9352002.53

An amount of **Rs. 9352002.53** has remained unspent during the year **2023-24**. The grants sanctioned should be utilized within one year of sanction, failing which same are to be surrendered to sanctioning authority. The permission of sanctioning authority be obtained to utilize the grants

beyond the period of one year. **Utilisation Certificate under XIVth Finance Commission grants may be shown to the next audit.**

III – Budget: Huge variations in the budget estimate and actual income and expenditure.

The Budget estimate and the actual income and expenditure for the year 2023-24 are as follows:

Income

	Budget estimate	Actual	Variations
2023-24	8655500.00	4346756.00	4308744.00

Expenditure

	Budget estimate	Actual	Variations
2023-24	20642316.00	7956249.03	12686066.97

There are variations in the budget estimate and actual income and expenditure. Care may be taken in future to prepare realistic budget.

Part IV- Current Audit: Outstanding paras not complied.

Section A (a) Introductory - Nil

b) Outstanding paras of previous audit upto 2018-22.

The position of outstanding paras of previous audit are as follows

<u>Sr.No.</u>	<u>Year</u>	<u>Total No. of paras</u>	<u>No. of paras dropped</u>	<u>No. of paras outstanding as</u>
1	72-73	1	---	1(para 5)
2.	86-87	2	---	2(para 1(d) & 2)
3.	88-89	1	---	1(para 6)

4.	89-90	3	---	3(para 4, 5 and 7)
5.	90-91	2	---	2(para 6 & 8)
6.	91-92	2	---	2(para 1 & 7)
7.	92-93	4	---	4 (para 4(2), 5, 6 & 7)
8.	93-94	6	---	6(para 2,3,4,5,6 8(6))
9.	94-95	6	---	6(para 2,3,4,5,6,7)
10	95-96	4	---	4(para 2,3,4,6)
11.	96-97	3	---	3(para 2,3,4)
12.	97-98	2	---	2(para 2(e) 5(a), b(ii)f)
13.	98-99	3	---	3(para 3(1), 2(4) 1 to 5)
14.	99-00	4	---	4(para 2(2), 5(b) to f 7(d), a (4), 1(5) & 8(3)
15.	00-01	3	---	3(para 4,6& 7(c))
16	01-02	2	---	2(para 6(d) & 8(d))
17.	04-05	3	---	3(para 2(2) 3, 7, 6, 8(5))
18.	05-06	6	---	6(para 2, 4, 5(b) 6, 7 & 8(4)(5))
19	06-07	2	---	2(para 10(4) 14)
20.	07-08	5	---	5(par 1,3,4,5(1,2,4)7)
21.	08-09	1	---	1(paraG(1)
22	11-12	12	11	Para 8
23	12-13	9	5	Para 4(1)(2)(3),5(2),6,9
24	13-14	10	--	Para 5(5(1), 6, 7(a),9 and 10)
25	14-15	11	9	2(Paras 6, 11)
26	15-16	11	8	3(Para 6, 8(Sr.No 1 & 6),11)
27	16-17	14	11	3(Para 5.6,11(a)
28	17-18	14	6	8(para1,3,7(b),8,9,10(2,3,4,6)11(a)14(a)

29	18-22	14	10	4(Paras 8,10(b),11& 14(a))
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Audit Report 2022-23:

Para 1 – Financial position: Dropped.

Para 2 – Cash Book: Dropped.

Para 3-Demand, collection & arrears of taxes: Maintained.

Para 4:Rental - Dropped.

Para 5:Market auction - Dropped.

Para 6-Works: Dropped.

Para 7:(a)- Construction Licence: Dropped.

(b)Illegal Construction: Dropped.

Para 8- Furnishing of surety by V.P. Secretary: Dropped.

Para 9 – Annual Action Plan – Dropped.

Para 10 – Maintenance of Registers:

- a) **Pay Bill Register:** Dropped.
- b) **Security Deposit/EMD:** Maintained.
- c) **Court case Register:** Dropped..
- d) **Service Book** : Dropped.

Para 11 – Vouchers: Dropped.

Para 12 –(a)provident fund: Dropped.

(b)Salary Reserve Fund: - Dropped.

(c) Pensionery Benefits : Maintained.

Para 13 – Formation of Committees: Dropped.

Para 14(a) - Departmental Inspection: Maintained.

(b) Gram Sabha – Dropped.

(c) Administrative Report: Dropped.

Para 1 – Financial Position:

The closing balance as per Cash Book as on 31/3/2024 is **Rs. 9939426.83** out of which **Rs. 535087.30** is Panchayat fund. Instead of keeping huge amount in savings it may be put in fixed deposit to earn extra revenue as interest

Para 2 - Cash Book

The closing balance of the V.P. as on 31.3.2024 is **Rs. 9939426.83**. The details of closing balance is as follows:

Sr. No.	Name of the bank	Balance as per		Difference
		Cash book	Pass book	
1.	Central Bank of India, A/c no.3998	169888.90	169888.90	NIL
2.	Central Bank of India, A/c no.3636	5361921.10	5361921.10	NIL
3.	Central Bank of India, A/c no.3430	386006.30	386006.30	NIL
4.	Central Bank of India, A/c no.9354	3996289.53	3996289.53	NIL
5.	Union Bank of India, A/c no.0126	25212.00	25212.00	NIL
6.	Cash in hand	109.00	109.00	NIL
	Closing Balance	9939426.83	9939426.83	NIL

Observation on Cash Book and Receipt Book:

Receipt books start from 265/23 to 270 & 01 to 19/25. Total used books are 25 Nos. Total unused books is 07 Nos from 20 to 26 during the year 2023-24.

- Receipt no. 267/86 dt 18/04/2023 amounts to Rs.193/- but on cash book taken to Rs. 190/- hence there is short of Rs. 3/- on Cash book.

- Receipt no. 267/87 dt. 18/04/2023 amounts to Rs. 2,759/- but on cash book taken to Rs. 2,669/- hence there is short of Rs. 90/- on Cash book.
- Receipt no. 270/56 dt. 06/05/2023 amounts to Rs. 500/- but on cash book taken to Rs. 200/- hence there is short of Rs. 300/- on Cash book.
- Receipt no. 05/36 dt. 15/06/2023 amounts to Rs. 429/- but on cash book taken to Rs. 420/- hence there is short of Rs. 9/- on Cash book.
- Receipt no. 07/32 dt. 12/07/2023 amounts to Rs. 1850/- but on cash book taken to Rs. 1855/- hence there is excess of Rs. 5/- on Cash book.
- Receipt no. 07/54 dt. 14/07/2023 amounts to Rs. 500/- but amount taken on cash book for Rs. 120/- hence there is excess of Rs. 120/- on Cash book.
- Receipt no. 08/40 dt. 01/08/2023 receipt found cancelled but on cash book taken to Rs. 420/- hence there is short of Rs. 9/- on Cash book.
- Receipt no. 09/23 dt. 17/08/2023 amounts to Rs. 18/- but on cash book taken to Rs. 15/- hence there is short of Rs. 3/- on Cash book.
- Receipt no. 10/29 dt. 01/09/2023 amounts to Rs. 10/- but on cash book taken to Rs. 20/- hence there is excess of Rs. 10/- on Cash book.
- Receipt no. 11/08 dt. 12/10/2023 amounts to Rs. 60/- but on cash book taken to Rs. 30/- hence there is short of Rs. 30/- on Cash book.
- Receipt no. 13/12 dt. 31/10/2023 amounts to Rs. 3/- but not taken on cash book hence there is short of Rs. 3/- on Cash book.
- Receipt no. 13/36 dt. 03/11/2023 amounts to Rs. 112/- but on cash book taken to Rs. 815/- hence there is excess of Rs. 703/- on Cash book.
- Receipt no. 13/61 dt. 07/11/2023 amounts to Rs. 60/- but on cash book taken to Rs. 30/- hence there is short of Rs. 30/- on Cash book.
- Receipt no. 17/76 dt. 27/02/2024 amounts to Rs. 30/- but on cash book taken to Rs. 50/- hence there is excess of Rs. 20/- on Cash book.

- As per Construction license Register No. 17/ 754/ 2023-2024 dt. 18/11/2023 of Mrs Sharon Dias the estimate amounted to Rs. 900,000/- on which License Fees deducted to Rs 4,500/- hence there is short of Rs. 50/- the same to be verified.

Para 3 - Demand, collection and arrears of taxes: Collection of taxes is not satisfactory. Demand notices are to be issued to defaulter & outstanding tax to be recovered

The position of various taxes collected by the Panchayat their demands and balance outstanding as on 31/03/2024 are as follows.

Sr. No	Types of taxes	Opening balance	Current demand	Collection	Balance as on 31/03/23
1.	House tax	672164.00	717958.00	791021.00	599101.00
2.	Light tax	7903.00	0.00	789.00	7114.00
3.	Professional tax	185913.00	115350.00	106950.00	194313.00
4.	Advt. tax	27040.00	20160.00	20930.00	26270.00
5.	Garbage tax	285425.00	0.00	97045.00	188380.00
6.	EHN no.	4407.00	26683.00	22619.00	8471.00
	Total	1182852.00	880151.00	1039354.00	1023649.00

The collection of various taxes collected by Panchayat is 50.38% of the opening balance and demand billed during the year 2023-24, the collection is less compared to previous year. The V.P has to put in more efforts to recover the outstanding taxes by invoking the provisions of Goa Panchayat Raj Act 1997 by issuing demand notices to defaulters for recovery of outstanding dues. The progress made be reported to audit. **The panchayat as per Revised rates as per Notification No.26/DP/PAN/Schedule-III/Rules/2021/766 dtd:17.02.2022 series I No.47. has failed to implement the revised rates. The reason for not implementing the revised rates approved by the Government of Goa may be stated**

EHN house tax: Total 47nos EHN number were given and the total house tax collected 54000.00. Hence it is observed that there are 47nos of unauthorised residential houses/constructions in the area which have not been regularised and are paying less tax to the panchayat as per Revised rates as perNotificationNo.26/DP/PAN/Schedule-III/Rules/2021/766 dtd:17.02.2022 series I No.47. Hence the Panchayat need to issue notices to the concern irregular structures who have been issued EHN as per Circular No.19/DP/AI BDO/2021-22/6270 Dtd:25/10/2021 to regularise the same and shown to the next audit. The list of unauthorised Constructions to which EHN numbers has been issued on unauthorised land as per the documents submitted may be shown to the next audit.

Para 4 – Rental :

Village Panchayat Carmona is collecting one month rent Tower rent of Rs.280000 per as rent from Indus. And one month on rental houses 124570.00

Para 5 – Market Auction:

The Village Panchayat has conducted market auction via public notice no. VP/CAR/2022-23/1046 dtd.10.03.2023. The public auction is for giving the rights of collection of fees on sale of goods in market melas, fair and festivals in the jurisdiction of VP Carmona for the financial year 2023-24 at 10.30 am as on 18.03.2023. The initial amount of bid is fixed at Rs.150000/- . there were Two bidders quoted during auction. The Highest bidder Tiburcio Peirera quoted for Rs.82500/- . Which is less compared to the initial bid. The VP Carmona has accepted the bid amount of Rs.82500/- . The reason for accepting the bid amount below the initial amount may be stated. The amount of Rs.82500/- was paid in two instalments. Vide R/No.265/12 dtd:30/03/2023 for Rs. 41250/-and R/No. 14/97 dtd:11.12.2023 for Rs. 41250.00. The VP Carmona has not executed agreement with the accepted bidder.

Para 6 – Works:

The Village Panchayat has not executed works during the year 2023-24.

Para 7(a)-Construction Licences:

Village Panchayat has issued 25 nos. construction licences & Renewal licences collected an amount of **Rs.356910/- & Rs. 30400/-** as licence fees during the year 2023-24 and same was found to be correct.

Also Village Panchayat has collected **Rs.7,06,796/-** as 1% labour cess on estimated cost for construction license issued.

• **Illegal Constructions:-**

Illegal constructions opening balance as 01.04.2023 is 06, total cases detected during the year 2023-24 is 04, while cases settled are 08 nos. So there are 02 illegal construction cases pending with the Panchayat as on 31/3/2024.

Para 8 - Furnishing of surety bond by V.P. Secretary: As required under section 4(3) of the Goa Panchayat (accounts, audit and custody of funds) Rules 1997, the V.P. Secretary has furnished the Surety Bond and copy enclosed to the audit file.

Para 9 - Annual Action Plan: The Panchayat is required to prepare a Development Plan every year as required under Section 238 of Goa Panchayat Raj Act 1964 and submit the same to Zilla Panchayat within the time framed for its submission. The above Panchayat has prepared the annual action plan for the year 2023-24.

Para 10 - Maintenance of Registers:

1)Pay Bill Register: This register is maintained and is updated.

2)Security Deposits/EMD: Security deposits/EMD which are pending for more than 3 years may be treated as lapsed deposits and may be transferred to panchayat funds.

As per register an amount of Rs. 8013.65/- is outstanding as security Deposit and an amount of Rs. 6932.00/- is outstanding as EMD during the year 2023-24 which is verified and found correct.

3)Court Case Register: This register is maintained by the Panchayat. opening balance as 01.04.2023 is 08, total cases detected during the year 2023-24 is 05, while cases settled are 02 nos. So there are 11 illegal construction cases pending with the Panchayat as on 31/3/2024 and paid Rs.7400/- to advocate as fees.

4)Service Books: The service books and leave account of V.P staff were checked and took out following observation.

1. Smt. Doris Rodrigues V.P Clerk took annual increment wrongly from 01.07.2021 to Rs. 11290 (B.P) +1900 (G.P) instead to Rs. 11240(B.P) +1900(G.P) and so on increment took wrongly. Hence excess amount were paid may be recover and compliance shown to the next audit.

Para 11 – Vouchers: All vouchers are verified and found to be correct.

Para 12(a)-Provident Fund: The regular staff of V.P. has started contributing to Employees Provident Fund.

(b)Salary Reserve Fund: The Panchayat has created/maintained a salary Reserve Fund amounting to Rs. 3,86,006.30 in Central bank of India A/c No.3430 which is equivalent to 3 months salary of V.P. staff.

(c) Reserve for pensionery benefits: V.P. has to reserve 2.5% as reserve fund for pensioner benefit etc. to the staff working in the Panchayat. This provision has not been made by the Panchayat

Para 13:Formation of Committees: V.P. has constituted the below mentioned committees during the year 2023-24.

- Development Committee Sec.6(8)
- Supervisory Committee Sec.6(2)
- Standing Committee Sec.6(3)
- Village Development Committee.
- Bio Diversity Committee.

Para 14(a) – Departmental Inspections: Departmental Inspection: As per the Goa panchayat Raj Act 1994, (section173), inspection by BDO is not carried out as required.

	BDO Inspection	EOVP Inspection
2023-24	Nil	04

(b) Gramsabhas:

	Ordinary	Special
2023-24	05	05

c) **Administrative Report:** Panchayat has prepared the administrative report for the year 2023-24 and submitted the same to BDO and copy endorsed to audit.

Disclaimer: The Inspection report is prepared on the basis of information/documents furnished to audit by the Secretary of Village Panchayat **Carmona** of **Salcete** Block. The office of the Directorate of Accounts, South Branch, Margao disclaims the responsibility for non-information and/or misinformation on the party of auditee.


(Leslie Moraes)

Date:26.06.2024

Dy. Director of Accounts/Insp.