

**MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL
AREAS(MEPMA)**

Municipal Administration & Urban Development Department, AP
Sahasra Building, 2nd Floor, Gorantla, Guntur 522 034.

From

Smt. V. Vijaya lakshmi,
Mission Director,
MEPMA-AP, Guntur.

To

Commissioner GVMC & VMC,
All Project Directors
of MEPMA in AP State

Sir,

Rc.No. 8248/MEPMA/2020/F dt 10.08.2020

Sub:- MEPMA-Finance- External Audit 2019-20-Instructions issued-
Reg.

It is to state that the audit firm M/s Kandula & Associates have been engaged by MEPMA for conducting External Audit for the FY 2019-20. In this connection, the schedule prepared for conducting External audit 2019-20 is as shown below:-

External Audit Schedule				
Sl.no.	Date	Team-I	Date	Team-II
1	18.08.2020	Krishna & VMC	18.08.2020	Prakasam
2	19.08.2020		19.08.2020	
3	20.08.2020	West Godavari	20.08.2020	Nellore
4	21.08.2020		21.08.2020	
5	24.08.2020	East Godavari	24.08.2020	Chittoor
6	25.08.2020		25.08.2020	
7	26.08.2020	Visakhapatnam & GVMC	26.08.2020	Kadapa
8	27.08.2020	Vizianagaram	27.08.2020	
9	28.08.2020		28.08.2020	Kurnool
10	29.08.2020	Srikakulam	29.08.2020	
11	30.08.2020		30.08.2020	Anantapuramu
12	0	0	31.08.2020	
13	03.09.2020	Head office	03.09.2020	Guntur
14	04.09.2020		04.09.2020	

Information has already been given to all the Project Directors regarding ensuing external audit for the FY 2019-20 by mail on 21.07.2020. The Project Directors are requested to keep the records

ready as per the check list enclosed and also requested to settle the previous audit remarks if any up to 2018-19.

The Project Directors are hereby instructed to extend their cooperation to the Chartered Accountant team visiting to their districts and arrange to produce the records to them for taking up External Audit for the FY 2019-20 and also to clear audit objections raised for the FY 2019-20 during the audit period only.

(This has approval of the MD, MEPMA)

Yours faithfully,

A. V. Murthy
10/8/20

Encl: Check list for external audit 2019-20

for **Mission Director.**

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Finance Manager
MEPMA, Guntur, A.P.


Check list for External Audit for the FY 2019-20

1. Cash Books, Ledgers and Cheque Issue registers for the FY 2019-20 for both NULM and Non NULM.
2. Verification of BRS statements bank account wise for 2019-20. Verification of receipts and payments vouchers along with note approval, proceedings and AAFP payments.
3. Bank statements of all old and new bank accounts being maintained at DPMU level for the FY 2019-20 showing the closing balances up to 31.03.2020 duly certified by the bankers.
4. In AAFP amounts received from Head Office have to be disbursed within 48 hours of remittance in bank. If payments are delayed, the reasons for delay in payments have to be obtained from the concerned Project Directors.
5. Replies to previous audit paras
6. Advances released and adjustments.
7. Utilisation Certificates.
8. If old NULM and Non – NULM are operated and expenditure incurred during the FY 2019-20, verify the specific orders of MD MEPMA for such expenditure.
9. Notes of accounts from 2014-15 to 2018-19 clearly indicating the modifications made after verification of accounts and taking the modified figures as opening balances for the FY 2019-20.
10. EPF, ESI, TDS deductions remittance .
11. Quarterly filing 24Q & 26Q (Salaries & other than Salaries TDS filing) for 2019-20. Legal notices on TDS.
12. Details of fixed deposits accounts in DPMUs if any.
13. Component wise audit report for NULM. Scheme wise audit report for NUHM, Govt. Budget, Vaddileni Runalu, Rajiv Awas Yojana, Rajiv Yuva Kiranalu, SECC etc., and funds remitted to Head Office.
14. Consolidated bank wise audit report including Head Office and Districts showing Component wise & bank wise balances available with clear indication of Bank Interest.

The Project Directors are hereby instructed to extend their cooperation to the Chartered Accountant team visiting to their districts and arrange to produce the records to them for taking up External Audit for the FY 2019-20.

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Yours faithfully


Mission Director.
Mission Director
MEPMA, Guntur, A.P.