



BHARAT VIKAS PARISHAD-REGION

PRANT NAME:

FINANCIAL YEAR:

DATE OF AUDIT/INSPECTION:

NUMBER OF BRANCHES:

AFFILIATION FEES RECD.: Rs. For branches

TOTAL NUMBER OF MEMBERS(PREVIOUS FIN. YEAR):

AFFILIATION FEES PAID: Rs. For branches

CENTRE SHARE DEPOSITED IN CURRENT YEAR:Rs.

CENTRE SHARE RECD. BY PRANT IN CURRENT YEAR: Rs.

SL. NO.	PARTICULARS	COMMENTS
1	WHETHER BOOKS OF ACCOUNT MAINTAINED MANUAL OR COMPUTERISED	
2	WHETHER ALL BANKS BALANCES IN BALANCE SHEET TALLY WITH BANK STATEMENT OR BANK RECONCILIATION	
3	WHETHER DETAILS OF ALL ASSETS AND LIABILITIES SHOWN IN BALANCE SHEET ARE VERIFIED	
4	WHETHER FINANCIAL STATEMENT ARE COMPLETE IN ALL RESPECT LIKE BALANCE SHEET,RECEIPT & PAYMENT,INCOME & EXPENDITURE,FORM 10B, AUDIT REPORT, ITCO,BANK STT.,RECEIPT BOOK MENTION,IF ANY DOCUMENT PENDING	
5	QUALIFICATIONS MADE BY PRANT AUDITOR AND WHETHER ANY CORRECTION/RECTIFICATION DONE BY PRANT	
6	WHETHER ALL VOUCHERS FOR EXPENSES CHECKED,ANY VOUCHERS NOT AVAILABLE OR NOT PROPERLY AUTHORISED OR DEFECTIVE VOUCHERS(PLEASE ATTACH ANNEXURE)	
7	WHETHER RECEIPTS WERE ISSUED FOR ALL AMOUNT RECEIVED DURING THE YEAR,AMOUNT TALLIED WITH BOOKS CONFIRM DETAILS OF DONATIONS AS PER FORM 10BD SENT TO CO	
8	WHETHER PROPER MINUTES BOOK MAINTAINED AND MAJOR EVENT EXPENSES/BUDGET APPROVED/AUTHORISED IN MINUTES	
9	WHETHER LIST OF BRANCHES WITH THEIR MEMBERS DETAILS OBTAINED	

10	VERIFY ITCO REPORT DATA SENT TO CO WITH RECORDS
11	DETAILS OF BRANCHES HAVING NO BANK ACCOUNT OR DORMANT
12	DETAILS OF BRANCHES,WHICH HAVE SUBMITTED FINANCIAL STATEMENTS TO PRANT
13	A. LIST OF TRUSTS WORKING UNDER PRANT/BRANCH OF PRANT AND LOCATION OF PROJECT UNDER SUCH TRUST,WHETHER AFFILIATED WITH CO B. FINANCIAL STATEMENTS OF PREVIOUS FINANCIAL YEAR RECD. IN PRANT C. WHETHER FINANCIAL STATEMENTS SENT TO CENTRAL OFFICE
14	WHETHER PRANT RECEIVED ANY CSR FUND THEN PROVIDE DETAILS OF RECEIPT AND ITS UTILISATION WITH PROPER SUPPORT
15	WHETHER PRANT RECEIVED ANY ASSISTANCE/AID FROM CENTRAL OFFICE PROVIDE DETAILS OF RECEIPT AND ITS UTILISATION WITH PROPER SUPPORT
16	DETAILS OF ALL BVP KARYAKARTA PRESENT AT THE TIME OF AUDIT/INSPECTION WITH THEIR RESPONSIBILITY
17	ANY OTHER OBSERVATION/REMARKS

NOTE: ANNEXURE RELATED TO BRANCHES TO BE PREFILLED BY PRANTIYA OFFICE BEARERS BEFORE START OF AUDIT/INSPECTION.

REGIONAL FINANCE SECRETARY