



BHARAT VIKAS PARISHAD-PRANT

BRANCH NAME:

FINANCIAL YEAR:

TOTAL NUMBER OF MEMBERS IN PREVIOUS FINANCIAL YEAR:

DATE OF INSPECTION:

AFFILIATION FEES DEPOSITED ON:

CENTRE/STATE SHARE DEPOSITED TILL DATE: 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, AUDIT REPORT, BITCO, BANK STATEMENT MENTION, IF ANY DOCUMENT PENDING	
5	QUALIFICATIONS MADE BY BRANCH AUDITOR AND WHETHER ANY CORRECTION/RECTIFICATION DONE BY BRANCH	
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 WHETHER ALL RECEIPTS ISSUED TO MEMBERS	

8	WHETHER PROPER MINUTES BOOK MAINTAINED AND MAJOR EVENTS EXPENSES/BUDGET APPROVED/AUTHORISED IN MINUTES	
9	WHETHER LIST OF MEMBERS OBTAINED,ANY DISCREPANCIES IN CENTRE/STATE SHARE AND AFFILIATION FEES	
10	VERIFY BITCO REPORT DATA SENT BY BRANCH	
11	WHETHER ALL RECORDS HANDED OVER TO NEW OFFICE BEARERS AND BANK IS BEING OPERATED BY NEW OFFICE BEARERS	
12	DETAILS OF TRUST WORKING UNDER BRANCH AND LOCATION OF PROJECT UNDER TRUST AND WHETHER AFFILIATED WITH CO FINANCIAL STATEMENTS OF TRUST SENT TO PRANT AND CO	
13	DETAILS OF ALL BVP KARYAKARTA PRESENT AT THE TIME OF INSPECTION WITH THEIR RESPONSIBILITY	
14	ANY OTHER OBSERVATION/REMARKS ATTACH ANNEXURE	

PRANTIYA FINANCE SECRETARY