



Presentation
on

Audit Format

Presented by,
CA. Shailesh Jagatchandra Dahake

Form No. 1
Audit Memo (For all types of Co-op. Societies)
Part-1

Name of the Society :

.....

Sr. No. of the audit memo as per audit register

.....

Full register address :

(1) Audit Class During the year : B

(2) Audit Class During 3 Previous Year: B

Taluka or Block :

District :

Registration No... :

Date of registration :

Area of operation :

No. of branches, depots and shops : NOT APPLICABLE

(Give separate figures)

1. Audit Information

(1) Full name designation and head Quarters
of auditing officer.

Chartered Accountants

Address

(2) Period covered during the present audit. : 01.04.14 to 31.03.15

(3) Dates on which (1) Audit was commenced and continued : 11.05.15

(2) Audit was completed. : 14.05.15

(3) Audit memo was submitted. : 16.05.15

2. Membership

- (i) No of members : (a) Individuals : (1) Ordinary. :
(2) Nominal. :
(3) Sympathizer. :
(b) Societies. :
(c) Others. :
Give details of the other members if any :

Total

(ii) Have new members been duly admitted ?

Have they paid entrance fees ?

(iii) Are their written application in order and are they filed properly ?

(iv) Is the members register kept in Form "I" prescribed under Rules 32 & 65 (1) of the M.C.S. Rules 1961 ?

- (5) Is a list of members kept in Form "J" under Rule 33 of the M.C.S. Rule 1961 ?
- (6) Have due remarks been passed against names of the deceased, dismissed or resigned members in the member's Register ?
- (7) Are resignation in order and are they duly accepted ?
- (8) Have nomination made under rule 25 of the M.C.S. Rule 1961 been duly entered in the member's register under rule 26 ?

3. Shares

- (1) Are application for shares in order?
- (2) Is share register written up-to-date ?
- (3) Do the entries in share register tally with the entries in the cash book?
- (4) Is share ledger written up-to-date?
- (5) Do the total of share ledger balance tally with the figure of share capital in the balance sheet ?
- (6) Have share certificates been issued to the share holder for all the shares subscribed?
- (7) Are share transfers and refund in accordance with provision of the Bye-laws , Act and Rules ?

4. Outside Borrowings

- (1) What is the limit fixed in the Bye-laws for borrowing of the society?
- (2) Has it been exceeded ?
- (3) If so state whether necessary permission has been obtained from the competent authority ?

5. Meetings

(1) Give dates of :-

(a) Annual General Meeting .

(b) Special General Meeting.

(2) State the No. of meetings held during the periods as follows :-

(a) Board or Managing Committee Meetings.

(b) Executive or Sub-Committee Meetings.

(c) Other Meetings.

6. Rectification Reports

- (1) Has the society submitted audit rectification reports of the previous audit memos? If so give dates of submission. If not, states the reason for non-submission.

- (2) Have any important points mentioned in the previous audit memos been neglected by he society ? If so, state them in general.

7. Audit Fees

- (1) Give amount of audit fees last assessed –State period for which assessed : State the date of recovery of audit fees, name of Treasury and amount credited (Given number and date of Treasury Challan).
- (2) If audit fees have not been paid by the Society, gives details about outstanding Audit fees and reason for non-payment.

8. Internal or Local Audit

- (1) If there is internal or local audit, state by whom done, period covered and whether memo is on the record of the Society.

- (2) State whether there is a proper co-ordination between Statutory Auditor and Internal Auditor.

9. (A) Managing Director/Manager/Secretary

- (1) Name of the Officer
 - (2) Pay drawn :
Grade :
 - (3) States other allowances, if any facilities given such as rent free quarters etc.
 - (4) State whether he is a member.
 - (5) If so whether he has borrowed or has been given any credit facilities ?
States the amount borrowed and the amounts of over dues , if any.
 - (6) If other amounts are due from him, give details.
- (B)** Obtained a list of staff showing names , designation, qualifications, scales, present pay and allowances given , dates from which employed , security furnished etc.

10. Breaches

- (i) Does the society possess a copy of the Act, Rules and its registered Bye-laws?
- (ii) Gives only numbers of breaches of the Act, Rules and Bye-laws?
 1. Section Nos.....
 2. Rules Nos.....
 3. Bye-Law Nos.....
- (iii) Have any rules been framed under the Bye-laws?

Are they approved by appropriate? (These Breaches should be discussed in brief in general remarks)

11. Profit and loss:

1. What is the amount of profit earned or loss incurred during the last co-operative years ?
2. State how the net profit are distributed?(In case of non –business societies, Figures of surplus or deficit may be given against query Number 11(1) above).

12. Cash, Bank Balance & Securities

(a) Cash:

1. Count cash and sign the cash book stating the amount so counted and date on which counted.
2. Who produced the cash for counting? Give his name and designation.
3. Is he authorised to keep cash?
4. Are arrangements for safety of cash in safe and cash-in-transit adequate?

(b) Bank balance:

Do the bank balance shown in Bank pass books or Bank statements and Bank Balances certificates tally with such balances shown in books of accounts? If not, Check reconciliation Statements.

(c) Securities:

1. Verify securities physically and see whether they are in the name of the society.
2. Are dividends and interest being duly collected?
3. If securities are lodged with the bank, are relevant certificates obtained.
4. Is investments registered kept and written up-to-date?

13. Movable and Immovable property

1. Are relevant registers maintained and written up-to-date?
2. Verify property Physically and Obtains its list. Do the Balances tally with Balance sheet figures?
3. In case of immovable property including lands, verify title deeds and see whether they are in the name of the society?
4. Is the property duly insured where necessary?
5. Depreciation :
 - (i) Is due Depreciation charged?
 - (ii) State the rate of depreciation charged on various assets.

14. Audit Draft Discussion

(1) Have you **discussed the draft** audit memo in the board or managing committee meeting? If not. State reasons for the same.

Date :
Place :

For
Chartered Accountants
FRN :

CA
Partner
M. No.
Panel No.

HAVE ANY
QUERY



A close-up photograph of a hand holding a gold-colored pen, writing the words "Thank you!" in a cursive script on a white card. The card is placed on a light-colored, textured surface. The pen is positioned at the end of the word "you!", with the tip touching the paper. The background is a plain, light-colored surface.

Thank you!