

Form 1
Audit Memo (For all type of societies)
Part -1

Name of the society : THE MAHARASHTRA URBAN CO-OPERATIVE BANKS' FEDERATION LTD., MUMBAI
 Full registered address : Bharatiya Krida Mandir, 4th Floor, Naigaon, Wadala, Mumbai- 400 031
 Taluka or Block : Mumbai- 400 031.
 District : MUMBAI
 Registration No. : BOM/GNL/8/1979
 Date of Registration : 09th March, 1979
 (i) Audit Classification : 'A'
 (ii) Audit Classification given during the last three audits : 'A'
 Area of operation : Maharashtra
 No. of Branches, Depots & shops (Give separate figure) : NIL

Accounts Verification Date : 07/05/2019 to 03/06/2019

Statutory Audit Period 01.04.2018 to 31.03.2019
 M/s S.D. Satam & Co.
 Shri Santosh Satam
 Chartered Accountants
 C-2003, Station Plaza, Station Road,
 Bhandup West Mumbai- 400078.

Sr. No. & Title	Particulars	Auditor's Remark	Audit Rectification	Board Resolution No & Date	Remark
1	2	3	4	5	
1 Audit Information	i) Full Name, designation and Head Quarters of auditing officer.	M/s. S.D. Satam & Co. CHARTERED ACCOUNTANTS	Compliance is not required	B.R. No. 4 & 13/06/2019	---
	ii) Period covered during the present audit:	01.04.2018 to 31.03.2019	Compliance is not required		
	iii) Dates on which:		Compliance is not required		
	a) Audit was commenced and continued	07/05/2019			
	b) Audit was completed	03/06/2019			
	c) Audit memo was submitted	03/06/2019			



Sr. No. & Title	Particulars	Auditor's Remark	Audit Rectification	Board Resolution No & Date	Remark								
1	2	3	4	5									
2 Membership	i) No. of members	(a) Individuals: (i) Ordinary - NIL (ii) Nominal - NIL (iii) Sympathizer - NIL	Compliance is not required	B.R. No. 4 & 13/06/2019									
		(b) Societies ---	Compliance is not required										
		(c) Others.	Compliance is not required										
		<table border="1"> <thead> <tr> <th>Particulars</th> <th>Nos.</th> </tr> </thead> <tbody> <tr> <td>Maharashtra State Co-op Bank</td> <td>0</td> </tr> <tr> <td>District/Divisional Associations of Urban Co-op Banks</td> <td>18</td> </tr> <tr> <td>Urban Co-op. Banks</td> <td>482</td> </tr> </tbody> </table>	Particulars			Nos.	Maharashtra State Co-op Bank	0	District/Divisional Associations of Urban Co-op Banks	18	Urban Co-op. Banks	482	
Particulars	Nos.												
Maharashtra State Co-op Bank	0												
District/Divisional Associations of Urban Co-op Banks	18												
Urban Co-op. Banks	482												
	Give details of the other members , if any	Associate Member Bank 01											
		Total 501	Compliance is not required										
	(ii) Have new members been duly admitted? Have they paid entrance fees?	-YES-	Compliance is not required										
	(iii) Are their written applications in order and are they filed properly?	-YES-	Compliance is not required										
	(iv) Is the members register kept in Form "I" prescribed under Rules 32 and 65(i) of the M.C.S. Rules 1961?	-NA-	Compliance is not required										
	(v) Is a list of members kept in Form "J" under Rule 33 of the M.C.S. Rules, 1961?	-Maintained-	Compliance is not required										
	(vi) Have due remarks been passed against names of the deceased, dismissed or resigned members in the Member's register?	-YES-	Compliance is not required										
	(vii) Are resignations/ deletions in order and are they duly accepted?	During the year there were 2 deletions of member banks.	Compliance is not required										
	(viii) Have nominations made under rule 25 of the M.C.S. Rules 1961 been duly entered in the Member's register under rule 26?	-NA-	Compliance is not required										



Sr. No. & Title	Particulars	Auditor's Remark	Audit Rectification	Board Resolution No & Date	Remark	
1	2	3	4	5		
3 Shares	i)	Are applications for shares in order?	N.A.	Compliance is not required	B.R. No. 4 & 13/06/2019	---
	ii)	Is share register written up-to-date?	N.A.	Compliance is not required		
	iii)	Do the entries in share register tally with the entries in the cash book?	N.A.	Compliance is not required		
	iv)	Is share ledger written up-to-date?	N.A.	Compliance is not required		
	v)	Do the total of share ledger balances tally with the figures of share capital in the Balance Sheet?	N.A.	Compliance is not required		
	vi)	Have share certificates been issued to the share holders for all the shares subscribed?	N.A.	Compliance is not required		
	vii)	Are share transfers and refunds in accordance with the provisions of the Bye-laws, Act and Rules?	N.A.	Compliance is not required		
4 Outside Borrowings	i)	What is the limit fixed in the Bye-laws for borrowings of the society?	N.A.	Compliance is not required	B.R. No. 4 & 13/06/2019	---
	ii)	Has it been exceeded?	N.A.			
	iii)	If so, state whether necessary permission has been obtained from the competent authority?	N.A.			
5 Meetings	i)	Give dates of:			B.R. No. 4 & 13/06/2019	---
		a) Annual General Meeting	29-09-2018	Compliance is not required		
		b) Special General Meeting.	---	Compliance is not required		
	ii)	State the No. of meetings held during the period as follows:				
		a) Board Meetings	5	Compliance is not required		
	b) Sub Committee Meetings	1	Compliance is not required			



Sr. No. & Title	Particulars	Auditor's Remark	Audit Rectification	Board Resolution No & Date	Remark	
1	2	3	4	5		
6 Rectification Reports	i)	Has the society submitted audit rectification report of the previous audit memos? If so, give dates of submission. If not, state the reason for non-submission.	Yes. Rectification Report for the financial year 2017-18 is submitted by the Federation on 08/08/2018.	Compliance is not required	B.R. No. 4 & 13/06/2019	---
	ii)	Have any important points mentioned in the previous audit memos been neglected by the society? If so, state them in general remarks.	Refer Audit Report	Proper compliance is given for General Remarks		
7 Audit Fees	i)	Give amount of audit fees last assessed.	₹ 8,630/-	Compliance is not required	B.R. No. 4 & 13/06/2019	---
		a) State period for which assessed: State the date of recovery of audit fees, name of Treasury and amount credited (Give no. and Date of Treasury Challan)	01-04-2017 to 31-03-2018			
	ii)	If audit fees have not been paid by the society, give details about outstanding audit fees and reasons for non-payment.	N. A.			
8 Internal or Local Audit	i)	If there is internal or local audit, state by whom done, period covered and whether memo is on the record of the Society.	M/s. Pritam Nevrekar & Associates, Chartered Accountants, Internal Auditor 2018-19 Annual Report is submitted.	Compliance is not required	B.R. No. 4 & 13/06/2019	---
	ii)	State whether there is a proper co-ordination between Statutory and Internal auditor.	YES	Compliance is not required		
9 A) Managing Director/ Manager/ Secretary	i)	Name of the Officer / Manager	Smt. Sayali Sanjay Bhoir, Chief Executive & Secretary of the Federation.	Compliance is not required	B.R. No. 4 & 13/06/2019	---
	ii)	Pay drawn	₹ 1,32,308/- p. m.			
		Grade	Chief Executive & Secretary			



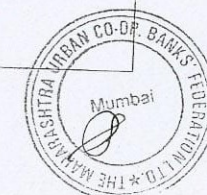
Sr. No. & Title	Particulars	Auditor's Remark	Audit Rectification	Board Resolution No & Date	Remark																					
1	2	3	4	5																						
	iii) State other allowances, if any, facilities given such as rent-free quarters etc.	N. A.	Compliance is not required	B.R. No. 4 & 13/06/2019	---																					
	iv) State whether she is a member.	No																								
	v) If so, whether she has borrowed or has been given any credit facilities? State the amount borrowed and the amount of overdues, if any.	N.A.																								
	vi) If other amounts are due from her, give details.	---																								
9 B)	Obtain a list of staff showing names, designations, qualifications, scales, present pay and allowances given, date from which employed, security furnished etc.	<table border="1"> <thead> <tr> <th>S. N.</th> <th>Designations</th> <th>No. of Employee</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Chief Executive & Secretary</td> <td>1</td> </tr> <tr> <td>2</td> <td>Accountant</td> <td>1</td> </tr> <tr> <td>3</td> <td>Asst. Clerk</td> <td>3</td> </tr> <tr> <td>4</td> <td>Driver</td> <td>1</td> </tr> <tr> <td>5</td> <td>Peon</td> <td>1</td> </tr> <tr> <td colspan="2">TOTAL</td> <td>7</td> </tr> </tbody> </table>	S. N.	Designations	No. of Employee	1	Chief Executive & Secretary	1	2	Accountant	1	3	Asst. Clerk	3	4	Driver	1	5	Peon	1	TOTAL		7	Compliance is not required		
S. N.	Designations	No. of Employee																								
1	Chief Executive & Secretary	1																								
2	Accountant	1																								
3	Asst. Clerk	3																								
4	Driver	1																								
5	Peon	1																								
TOTAL		7																								
10 Breaches	i) Does the society possess a copy of the Act, Rules, and its registered Bye-laws?	YES	Compliance is not required	B.R. No. 4 & 13/06/2019	---																					
	ii) Give only numbers of breaches of the Act, Rules and Bye-laws.	N.A.	Compliance is not required																							
	a) Section Nos. _____																									
	b) Rule Nos. _____																									
	c) Bye-laws Nos. _____																									
	iii) Have any rules been framed under the Bye-laws? Are they approved by appropriate authority? Are they properly followed? (These breaches should be discussed in brief in general remarks).	YES	Separate Report is enclosed with compliance.																							



Sr. No. & Title	Particulars	Auditor's Remark	Audit Rectification	Board Resolution No & Date	Remark												
1	2	3	4	5													
11 Profit & Loss	i) What is the amount of surplus earned or deficit incurred during the last co-operative year?	01-04-2017 to 31-03-2018 Surplus : ₹ 6,64,314.70	Compliance is not required	B.R. No. 4 & 13/06/2019	---												
	ii) State how the net profits are distributed?	<table border="1"> <thead> <tr> <th>Particulars</th> <th>Amt (₹)</th> </tr> </thead> <tbody> <tr> <td>Reserves Fund</td> <td>1,66,100.00</td> </tr> <tr> <td>Building & Development Fund</td> <td>1,00,000.00</td> </tr> <tr> <td>Unforeseen & Contingent Liability Fund</td> <td>1,00,000.00</td> </tr> <tr> <td>Staff Gratuity Fund</td> <td>1,00,000.00</td> </tr> <tr> <td>Staff Leave Encashment Fund</td> <td>1,98,000.00</td> </tr> <tr> <td>Balance c/f</td> <td>214.70</td> </tr> </tbody> </table>	Particulars			Amt (₹)	Reserves Fund	1,66,100.00	Building & Development Fund	1,00,000.00	Unforeseen & Contingent Liability Fund	1,00,000.00	Staff Gratuity Fund	1,00,000.00	Staff Leave Encashment Fund	1,98,000.00	Balance c/f
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12 Cash, Bank balances and Securities	a) Cash			B.R. No. 4 & 13/06/2019	---												
	i) Count cash and sign the cash book stating the amount so counted and date on which counted.	Cash Balance – ₹ 32,520/- Physically verified on 31.05.2019	Compliance is not required														
	ii) Who produced the cash for counting? Give her name and designation. Is she authorized to keep cash?	Smt. Tanuja Gole (Accountant) YES, she is authorized person.	Compliance is not required														
	iii) Is it correct according to the cash book?	YES	The remark is for appreciation, hence no compliance is required														
	iv) Are arrangement for safety of cash in safe and cash in-transit adequate?	YES	The remark is for appreciation, hence no compliance is required														
	b) Bank Balance																
	Do the bank balance shown physically and see whether the Bank statements and Bank balance certificates tally with such balances shown in books of accounts? If not, check reconciliation statements.	YES	The remark is for appreciation, hence no compliance is required														

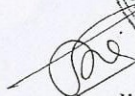


Sr. No. & Title	Particulars	Auditor's Remark	Audit Rectification	Board Resolution No & Date	Remark												
1	2	3	4	5													
	c) Securities																
	i) Verify securities physically and see whether they are in the name of the Federation.	YES	The remark is for appreciation hence compliance not required	B.R. No. 4 & 13/06/2019	---												
	ii) Are dividends and interest being duly collected?	YES	The remark is for appreciation, hence no compliance is required														
	iii) If securities are lodged with the bank, are relevant certificates obtained?	N. A.	Compliance is not required														
	iv) Is Investment Register kept and written up-to-date?	YES	The remark is for appreciation hence compliance not required														
13 Movable & Immovable Property	i) Are relevant registers maintained and written up-to-date?	YES	The remark is for appreciation, hence no compliance is required	B.R. No. 4 & 13/06/2019	---												
	ii) Verify property physically and obtain its list. Do the balances tally with Balance Sheet figures?	YES	The remark is for appreciation, hence no compliance is required														
	iii) In case of immovable property including lands, verify title deeds and see whether they are in the name of the Federation.	YES	Copy of Lease deed is in the custody of the Federation.														
	iv) Is the property duly insured where necessary? If so, give details in general remarks?	YES	The Property such as Furniture, Fittings, Fixtures, computers, electrical fittings etc with costs of ₹ 35.80 lakh is duly insured.														
	v) Depreciation a) Is due depreciation charged?	YES	Detail is given below and also attached with schedule 1 of the Balance Sheet.														
	b) State the rate of depreciation charged on various assets.	<table border="1"> <thead> <tr> <th>Particulars</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Furniture & Fixture</td> <td>10.00</td> </tr> <tr> <td>Office Vehicles</td> <td>15.00</td> </tr> <tr> <td>Computer & Printers</td> <td>33.33</td> </tr> <tr> <td>Office Equipment</td> <td>15.00</td> </tr> <tr> <td>Library books</td> <td>20.00</td> </tr> </tbody> </table>	Particulars	%	Furniture & Fixture	10.00	Office Vehicles	15.00	Computer & Printers	33.33	Office Equipment	15.00	Library books	20.00	Compliance is not required		
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Furniture & Fixture	10.00																
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Office Equipment	15.00																
Library books	20.00																



14	Have you discussed the draft audit memo in the Board or Managing Committee Meeting? If not, state the reasons for the same:	Discussed with Chief Executive & Secretary as on 01/06/2019.	Compliance is not required	B.R. No. 4 & 13/06/2019	---
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(Sayali S. Bhoir)
Chief Executive & Secretary

THE MAHARASHTRA URBAN CO-OPERATIVE BANKS' FEDARATION LTD. MUMBAI.
Audit Remarks on Nine points as per SECTION 81(2) of Maharashtra Co-op. Societies Act, 1960.

Sr. No.	Particulars	Auditor's Remark	Audit Rectification	Board Resolution No & Date	Remarks
1	2	3	4	5	
1	Overdues of debts, if any	N. A.	Compliance is not required	B.R. No. 4 & 13/06/2019	---
2	Cash balance and securities and a valuation of the assets and liabilities of the society	Verified cash as on date 31/05/2019 and found in order.	Compliance is not required	B.R. No. 4 & 13/06/2019	---
3	Whether loan and advances and debts made by the society on the basis of security have been properly secured and the terms on which such loans and advances are made or debts are incurred are not prejudicial to the interest of the society and its members	-NA-	Compliance is not required	B.R. No. 4 & 13/06/2019	---
4	Whether transactions of the society which are represented merely by book entries are not prejudicial to the interest of the society	-No-	Compliance is not required	B.R. No. 4 & 13/06/2019	---
5	Whether loans and advances made by the society have been shown as deposits	- NA-	Compliance is not required	B.R. No. 4 & 13/06/2019	---
6	Whether personal expenses have been charged to revenue account	- No-	Compliance is not required	B.R. No. 4 & 13/06/2019	---
7	Whether the society has incurred any expenditure in furtherance of its objects	Federation has incurred expenditure for conducting the following meetings / training programmes to achieve its objects:- 1. Shri Vidyadhar V. Anaskar, Hon. Chairman, Shri Satish B. Gupta and Shri S.B. Adsul, Hon. Directors of MUCBF and Members of TAFUCB for Mumbai Region, Nagpur Region and Multi-State Region respectively alongwith Chief Executive & Secretary, MUCBF are convening Pre-TAFUCB Meetings for UCBs having grade C & D in order to identify their exact nature of problems so as to defend these banks' case strongly before the TAFUCB and RBI authorities & thereby to improve the financial position of these banks and bring awareness about RBI policies.	During the year 11 Pre-TAFUCB Meetings were convened by the representatives of the Federation on various TAFUCBs and accordingly aggrieved banks' grievances were placed before the TAFUCB meetings for their redressal.	B.R. No. 4 & 13/06/2019	---



		<p>2. To recognize and promote the performance excellence amongst member UCBs, Federation has been giving Best Bank Awards annually to the best banks at State level under different categories.</p> <p>3. The Federation is conducting various in-house / outdoor training programmes / seminars on different banking subjects for the Directors, CEOs, Officers, and Employees for their self-enrichment, improvement of skills and thereby creating competent bankers.</p>	<p>On 29/09/2018 Federation has rewarded thirty seven UCBs with Best Bank Awards.</p> <p>During the year Federation has conducted 8 Training programmes & one conference for Directors, Management, Senior Officers, Employees etc. of UCBs.</p>	<p>B.R. No. 4 & 13/06/2019</p> <p>B.R. No. 4 & 13/06/2019</p>	
8	Whether the society has properly utilized the financial assistance granted by Government or Government undertakings or financial institutions, for the purpose for which such assistance was granted.	No financial assistance granted.	Compliance is not required	B.R. No. 4 & 13/06/2019	---
9	Whether the society is properly carrying-out its objects and obligations towards members.	-YES-	Compliance is made in report.	B.R. No. 4 & 13/06/2019	---


 (Sayali S. Bhoir)
 Chief Executive & Secretary

