

FORM – XXX

[See rule - 68]

BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD, GUJARAT

Annual Report for the Year.....

I. Board:

1. Full Registered Address
2. Date of Constitution
3. Name of Chairperson
4. Member of Board
5. Regional Offices with address, (if any)
6. No. of Staff of the Board with Grade wise (including Regional Offices)

II. Membership:

1. No. of beneficiaries registered with the Board,
2. No. of Registered Employers.
3. No. of beneficiaries Registered during the Audit Period.

III. Meetings: State the No. of meetings held with dates during the year and names of the members remaining absent.

IV. Audit:

1. Date of the Last Audit.
2. Have any irregularities been mentioned in the Previous Audit?

If so, state the position Regarding Compliance thereof.

V. Internal Audit:

- (a) Is there a formal internal audit system in operation?
- (b) Any special areas which are taken up by the internal auditor? If yes, List them.
- (c) Who had done the internal Audit? Whether the internal Auditor is from the panel of Auditor?
- (d) State whether there is proper co-ordination between the Government Auditor and the internal Auditor.
- (e) Whether recommendations made by the internal auditor have been complied with by the Board, if no, specify them.

VI. Cash, Bank Balance and Securities:

(a) Cash:

- (a) Whether the cash is counted physically by the auditor? If yes, give the date.
- (b) Who produced the cash for counting? Give his Name & Designation. Is he Authorised to keep cash? Whether the cash balance was within the limits stipulated?
- (c) Is it correct according to cash book?
- (d) Are arrangements for safety of cash in safe and cash in transit adequate?
- (e) Whether any insurance policy for money in transit, cash in safe and fidelity guarantee is taken out? If yes, specify the sum insured against each category.

(b) Bank Balance:

- (a) Do the Bank balance shown in bank statement/passbook tally with the bank book? If not, whether any reconciliation statement is prepared? Attach Statement.
- (b) Whether confirmation of balance is obtained from all the banks?

- (c) Securities:
 - (a) Verify securities physically and see whether they are in the name of the board?
 - (b) Are dividends and / all interest being duly collected and whether provision of accrued interest is calculated correctly?
 - (c) If securities are lodged with the bank, are relevant certificate obtained?
 - (d) Is investment register kept and written up to date?
 - (e) Whether the aggregate amount as per the register tallies with the ledged? if not what is the quantum of difference?
 - (f) Amount not received upon maturity.
- VII. Moveable and immovable property:
 - (a) Are relevant registers maintained upto date?
 - (b) Verify properly physically and obtain list. Do the balance tally with balance sheet features?
 - (c) In case of immovable properties including land, verify title deeds and see whether they are in the name of the board.
 - (d) Is the property duly insured whether necessary? If so give details.
 - (e) Depreciation:
 - (i) Is due depreciation charges?
 - (ii) State the rates of depreciation charged on various assets.
- VIII. Receipts during the year under report:
 - (1) Amount of grants/ loans received from the Central Govt.
 - (2) Amount of contribution received from the beneficiaries.
 - (3) Amount of cess received.
 - (4) Amount of registration fees received from the beneficiaries.
 - (5) Any other source.
- IX. Expenditure during- the year under report:
 - (1) Financial assistance provided to the beneficiaries (give the details scheme-wise).
 - (2) Administrative expenditure (including salary)
 - (3) Expenditure on other heads (specify the heads).
- X. Activities:
 - (1) State the various activities of the Board.
 - (2) Proposals for the future scheme.
- XI. General:
 - 1. Ligations.
 - (a) No. of court cases against board.
 - (b) No. of court cases filed by the Board.
 - 2. Inspection.
 - (a) Whether any inspection has been carried out by any Central/ State Govt. authority.
 - (b) orders/ directions issued if any.
 - 3. Proposals:
 - Pending proposals if any with the Government.