


ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED
Regd. Office: 6-3-655/1/A, Civil Supplies Bhavan, Somajiguda, Hyderabad – 500 082.

N.V.V.S.S.Subrahmanyam, FCA
General Manager(Finance)

ACCOUNTS CIRCULAR No.49/ 2013

No.Accts. 19 B/2012-13.

Dt.20.04.2013.

Sub: APSCSCL – Finance & Accounts – Accounting Year 2012-13
Compilation of accounts for the year 2012-13 – Certain guideline
– Issued – Reg.

All the Zonal Managers and District Managers are aware that the financial year 2012-13 was closed by 31.03.2013. In view of this all the Zonal Managers and District Managers are directed to complete the Accounts for the year 2012-13 and submit the Trial Balance to Head Office by 15.05.2013 by following the guidelines / instructions . You are aware that Accounting Standards have been changed w.e.f 1.4.2011 .In view of revised Schedule VI of Accounting Standards circular was already issued in the year 2011-12. Hence all Zonal Managers and District Managers are directed to follow the same guidelines for the year 2012-13 also.

- i) Financial tallies of Purchases and sales of all commodities rate-wise, month-wise and should tally with the Trial Balance.
- ii) All advances such as TA, Miscellaneous and other contingency advances drawn and paid during the financial year have to be nullified by 31st March.
- iii) All Bank accounts i.e., Current Account and Depository Accounts which are in operation and non operative should be reconciled with Cash Book and Bank balance and Bank Closing balance Certificate

and reconciliation statements should be appended to the Trial Balance. The transactions such as excess credit / debit which were rectified in the subsequent months should be exhibited with the date of rectification.

- iv) Self adjustment accounts like IOG, IOCPF, IOR should be nullified for the accounting year by 31st March and Cash Sales Control should also be nullified month wise.
- v) Stock Ledger Summary (SLS) should be prepared commodity-wise, variety-wise for the accounting year duly incorporating the Opening Balances and submit in excel format in addition to NIC Stock report. Similarly the Paddy accounts should be prepared (as per the guidelines issued by the Marketing section) along with gunnies. Separate Stock Ledger Summary for new gunnies and once used gunnies may also be prepared and annexed to the Trial Balance.
- vi) A separate schedule for the margins payable to the FP Shops on Annapurna rice, NPNSPE rice, ICDS rice etc., should be appended to the Trial Balance with details of quantity, rate, amount for the accounting year ended by 31st March.
- vii) Confirmation certificates for inter-district IOGs, IORs, IOCPF and inter-district transfer of commodities (stocks) etc should be appended to the Trial Balance.
- viii) Separate Certificates for OYT deposits and other contingent deposits made out by the districts should be appended duly obtaining from the concerned departments.
- ix) Schedule for miscellaneous income should be furnished with full details of income by operating Code No:7801. The Account Code 78 should not be operated at district level.

1. **TRIAL BALANCE:** Trial Balance should be furnished as per e-Accounts package only (HTML Print).

2. **a) MAINTENANCE OF ASSETS REGISTER**

1.

The Asset Register in the District Offices / Zonal Offices was maintained as per the proforma communicated by Head Office so as to produce the same to Statutory Auditors and AG Auditors and for office record also. Therefore, District Managers / Zonal Managers are directed to maintain the Assets Register properly and see that the whatever assets are purchased / received from other districts should be entered in the Assets Register (Part I) initially and no payment is made without making these entries in the Assets Register. Assets Schedule should be entered in the proforma prescribed in the e-Accounts and the same should be enclosed in the T.B.

i) Assets Register (Part I):

Sl. No	Name of the Asset	Date of Purchase	Bill No & OE II No	Description	Qty.	Amount	IOAT recd. from	IOAT sent to	Location	Signature of the inspecting officer at the year end

ii) Assets Register (Part II):

Classification :					
Name of the Asset:					
Invoice No. & Date :			Location :		
Date of acquisition :			TOCA No.:		
Name of Supplier :			Rate of depreciation:		
PO No. & Ref.:			Date of disposal & Ref:		
Year	Cost as on	Addition	Total Value	Depreciation	Net Value

A Certificate signed by the District Manager as well as Zonal Manager to the effect that all the assets purchased and received are entered in the Assets Register and the bills relating to these purchases should be enclosed. The location and physical verification certificate of Assets as on 31.03.2013 are to be appended to the T.B. duly signed by the DM / ZM and in H.O. by GM (A&V).

2. b) **DEPRECIATION**: Depreciation should be calculated on written down value for each Asset value of above Rs.5000/- and the depreciation rates are hereunder:

Sl. No.	Name of the Asset	Percentage of Depreciation	Sl. No.	Name of the Asset	Percentage of Depreciation
1.	Land	-	13.	Xerox Machines	13.91
2.	Buildings	05.00	14.	Weighing Machines	13.91
3.	Work-in-Progress	-	15.	Other Equipment	13.91
4.	Furniture	18.10	16.	Motor Car	25.89
5.	Intercom	13.91	17.	Jeep	25.89
6.	Electric Fans & Installation	13.91	18.	Duplicator	13.91
7.	Air-Conditioner & Fridge	13.91	19.	Typewriter	13.91
8.	Accounting Machines	13.91	20.	Auto Rickshaw	25.89
9.	Mini Bus	30.00	21.	Motor Cycle	25.89
10.	Trucks	30.00	22.	FAX Machine	13.91
11.	Cycles	20.00	23.	Generator	13.91
12.	Computers	40.00			

Depreciation should be calculated on pro-rata basis i.e., from the date of purchase of asset, where the purchase value of the Asset is beyond Rs.5000/- otherwise 100% depreciation must be calculated. (Ex. If 10 chairs are purchased @ Rs.4500/- each, the total purchase bill will be Rs.45000/-. But each item costs less than Rs.5000/-. So the calculation of depreciation should be at 100%.)

3. SUNDRY DEBTORS:

Sundry Debtors in the case the parties from whom certain amounts have to be recovered / owe to the Corporations. Sundry Debtors have been classified differently depending upon the parties such as Government Institutions, Other parties and Food Corporation of India (head of account-wise), and Accounts Receivable (recoverable from Corporation employees). Accordingly Account Code numbers are available in e-Accounts. All District Managers and Zonal Managers are hereby instructed to record the Sundry Debtors accordingly depending upon the nature of debtor and should submit schedules category wise in the following proforma alongwith an abstract of Sundry Debtors and in the following proformas so as to submit the same to the Statutory Auditors and AG Auditors:

Schedule for Sundry Debtors:

Sl.No.	Name of the party	Nature of debt	Date & Year	Amount	Remarks (good / bad / doubtful)

Abstract:

S.No.	Age of debt	Amount	Good Debts	Bad Debts	Doubtful Debts
	Below 6 months				
	6 months to 1 year				
	Above 1 year and below 2 years				
	Above 2 years and below 3 years				
	Above 3 years				

The District Managers should carefully examine the nature of debt while categorizing the debt as good, doubtful and bad and proposals should be submitted to the VC & MD for taking suitable action in the continuity of the debt.

In regard to the debtors arising on account of misappropriation of stocks, the value of the debt for accounts purpose should be raised for single / double economic cost as determined by the concerned authority and the same have to be incorporated in the accounts for the year. While maintaining the files for recovery value of the misappropriated stocks should be determined at double the cost .

Photostat copies of the confirmation certificates obtained from the concerned debtors parties against the dues as on 31.3.2011 should be enclosed.

- a) Out of the total Sundry Debtors, the particulars of court cases, amount involved in RR Act and the present stage of cases may be furnished in the following proforma:

Sl.	Name of the party	Amount involved	Brief history	Latest stage
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No.		Court Cases	RR Act	of the case	of the case
1	2	3	4	5	6

4. BANK RECONCILIATION:

All Bank accounts i.e., Current Account and Depository Accounts which are in operation during the current year and also the accounts which were operation earlier years and were inoperative should be reconciled with Cash Book and Bank Reconciliation Certificates and the same should be appended to the Trial Balance. The transactions such as excess credit / debit which were rectified in the subsequent months should be exhibited with the date of rectification to avoid confusion. The cheques issued but not presented for more than 6 months should be treated as stale cheques and listed in the Sundry Creditors.

5. DETAILS OF LIABILITIES:

The amounts payable to the parties, institutions from whom services are received by the Corporation on the date of closure of accounts should be listed as liabilities. These liabilities are categorized as Excess Collections, Sundry Creditors, Earnest Money Deposits, Security Deposits, Estimated Liability and Outstanding Liabilities. Account Code Numbers duly earmarking to each kind of liability has been provided in the e-Accounts. The District Managers / Zonal Managers while preparing the estimated liabilities and also outstanding liabilities should take proper care to ensure that all expenditure pertaining to the year is taken into consideration with accuracy. It is observed that some of the districts while releasing the payments during the year against the liability already provided are directly debiting to the expenditure head instead of debiting the same to the respective liability for setoff. Due to this the liabilities are accumulated years together boosting the current year expenditure. Therefore, the District Managers / Zonal Managers are instructed to note that if any payments are made during the year which are related to the previous

years against the liability already provided should debit the same to the provided liability. If any excess or short payments are made that may be accounted for under prior period income / expenditure adjustments. Schedule for liabilities and excess collections should be furnished in the following proformas:

Schedule for Liabilities:

Sl.No.	Name of the party	Nature of liability	Date & Year	Amount	Remarks

Schedule for Excess collection:

Sl. No.	Commodity	Opening Balance	Additions during the year	Adjustment during the year	Closing Balance
1)					
2)					
3)					

6. TRADE DEPOSITS:

The Trade Deposits are collected from the Fair Price Shop Dealers towards Security by the District Supply Officer and the same are forwarded to the District Manager for proper accounting. The Trade Deposits are fixed by the District Administration depending on the location of FP Shop i.e., rural / urban and category of the FP Shop i.e., at Rs.1,000 / Rs.500 or Rs.2000 / Rs.1000. A schedule on Trade Deposit should be furnished / appended to the Trial Balance in the following proforma:

Opening Balance	Receipts during the year, if any	Payments during the year, if any	Closing Balance

7. PREPAID EXPENSES:

The expenditure incurred / paid towards insurance premium, advance rents, vehicle / municipal taxes etc., determines a specific period as indicated by the Government / Institutions in accordance to the procedure. Such expenditure

covers the period of current year and partly subsequent financial year. The expenditure pertains to the subsequent financial year but incurred in the current financial year has to be listed in the Prepaid Expenses. Similar procedure has not been followed in certain districts and the Statutory Auditors has objected the same seriously. Therefore the District Managers are requested to segregate the current year expenses and prepaid expenses properly and to book the expenses in appropriate head of account. For example, if the insurance premium paid to LPG for the period from 1.10.2011 to 30.9.2012 i.e., for 12 months. In such cases, the expenditure from 1.10.2011 to 31.03.2012 will be treated as current year expenditure and the proportionate balance from 1.04.2012 to 30.9.2012 will be treated as prepaid expenses. Item wise prepaid expenditure should be furnished in the following proforma:

S.No.	Nature of expenditure	Period for which paid	Amount	Prepaid expenses

8. Levy Rice under DCP :

Procurement of levy Rice under DCP was started in the following 7 districts.

1. Chittoor

2. Nellore

3. Guntur

4. Ongole

5. Warangal

6. Karimnagar

7. Nalgonda

All the above District Offices are directed to furnish information related to procurement operations of Levy Rice under DCP during the year 2011-12 in the following format. Separate statement should be prepared for each variety.

Sl.No	Month	Variety	Opening Balance(Qty)	Purchase (Qty)	Sales under PDS (Qty)	Closing balance (Qty)
1						
2						
3						

9. PADDY:

The A.P.S.C.S.C.Ltd., as a State Government agency to implement MSP operations is purchasing paddy directly from farmers. The paddy so procured are being sent to authorized rice mills for custom milling and to deliver the same to Food Corporation of India. These entire transactions are taken up under the control of District Administration. The expenditure incurred for purchase of paddy and for custom milling has to be realized through Food Corporation of India under CMR claims. The expenditure incurred over and above provisionally approved rates of Government of India has to be claimed separately with GOI. Under these circumstances the entire expenditure incurred under different heads of accounts has properly accounted for in terms of HO Circular No.Mktg.M2/4736/2009-10/CLAIMS, dt.19.10.2011.

In order to derive accurate accounts for both quantitative and financial separate SLS for 'Grade A' and 'Common' variety of paddy should be prepared. Similarly separate Stock Ledger Summary for Custom Milled Rice for Gr.A and Common variety should also be prepared duly observing whether the rice miller delivered proportionate CMR to the extent of paddy released. All the expenditure pertaining to paddy procurement should be shown separately component wise and should not be clubbed with other commodities or components. Paddy account and milling account should be furnished in the prescribed proforma while submitting TB. In addition to the Stock Ledger Summary proforma communicated in the e-Accounts, the

			millers				millers

The District Managers are strictly instructed to follow the guidelines issued by the Marketing Section in the matter and ensure to furnish particulars of -

- a) payment / recovery of grade wise difference cost depending upon the actual CMR delivered by the millers
- b) booking of head-wise expenditure as required by the Government of India exclusively for paddy as per the account codes provided in the 'e' accounts
- c) creation of proportionate liabilities as on 31st March for custom milling charges, transport charges and other incidentals pertaining to paddy MSP operations

11. Separate SLS for new gunnies and once used gunnies should be furnished (separate code numbers are available) as it is essential for calculation of Closing Stock value of gunnies. Gunny SLS should contain the following particulars.

1) Opening Balance

2) Receipts:

a) Purchases

b) Transfer-in from other districts (specify the name of the district)

c) **Received from Millers**

3) Issues:

a) Sales

b) Transfer-out to other districts (specify the name of the district)

c) Issued along with stocks (Paddy)

4) Closing Balances (Receipts – Issues)

a) Gunnies with stocks

b) Empty gunnies

c) with miller

12. QUANTITATIVE AND FINANCIAL TALLY:

Month-wise, rate-wise and variety wise abstract of financial tallies for purchase and sale of all commodities should be enclosed to the T.B. (HTML print only). However, an yearly abstract of rate-wise quantitative financial tally for the year should be shown in the Financial Tally schedule. In this regard, the Trial Balance amount and Financially Tally amount should invariably be one and the same. OE IV & OE V updation is made available in e-Accounts to make use of it.

Further, it is observed that some of the District Offices are booking hostel sales in different heads causing inconvenience for consolidation at HO level. Therefore, DMs are instructed to book rice sales other than PDS as detailed below:

<u>Rate per MT</u>	<u>Category of sale</u>
Rs.4,000/-	Welfare Hostels
Rs.9000/-	Non Subsidy rice
Releases between above Rs.4000/- and below Rs.9000/-	Other Institutions

13. **LPG:-** Regarding LPG, concerned District Managers are requested to furnish financial tallies separately for purchases made from outside the State and within the State, for domestic & commercial cylinder. Similarly separate SLS for all LPG purchases duly adopting the Opening Balances for each item. During the previous year audit the statutory auditors have pointed out that the Accounting Treatment of defective cylinders is not properly accounted for. Therefore, if any defective cylinders are received from the oil companies and not replaced by the oil companies the purchases should be reduced by

debiting 'advance to oil companies' account to the extent of value of defective cylinders.

14. VAT provision need not be exhibited in District Office accounts as this subject is centralized at HO. Only other commodities purchased from outside the State should be shown separately. VAT on purchases / VAT on sales should be shown separately.
15. Commercial Tax Department in order to allow input tax credit on purchases is insisting to submit purchase details alongwith purchase invoices on which 5% for all commodities and 14.5% tax is paid by the Corporation in the following format for 2012-13 which should tally with month-wise Purchase Financial Tallies and total of Trial Balance figures for each commodity. Sale of Tender forms should be shown under 14.5% category of sales on which VAT is also to be shown.

S.No	Month / Year Bill-wise	Name of the dealer from whom purchased	TIN	Invoice No. & Date	Qty.	Rate	Cost including VAT	Cost excluding VAT	VAT amount
1	2	3	4	5	6	7	8	9	10

The District Managers and Zonal Managers are requested to submit the VAT report for 5% & 14.5% in **Excel format** and the same may be enclosed in the Trial Balance. The information in the above proforma along with copies of the invoices should be bonded separately and handed over to the VAT Section at Head Office at the time of reconciliation, so as to furnish the same to the Commercial Tax Authorities for assessment purpose. It should also tally with the Monthly VAT Returns submitted by DM.

16. **TRANSPORT CHARGES (Commodity wise & Variety wise.)**

The statements showing commodity-wise month-wise transport charges for stage-I and stage II for rice (scheme wise), sugar, wheat, P.Oil, salt, redgram dall etc., paid to the contractors (including amounts payable) to be furnished in the Trial Balance in the following proform:

Sl. No.	Month	Name of the commodity	Quantity Purchased	Transport charges Stage-I	Quantity Sold	Transport charges Stage II

17. PRICE EQUALISATION FUND ON LEVY SUGER:

Sugar PEF statement should be prepared in accordance to the guidelines and instructions issued earlier. The quantities lifted from factories and sales effected during the month which was furnished in the PEF statement should tally with figures furnished in the Trial Balance. A consolidated LSPEF statement for the period April to March should be handed over to the concerned A.M. (LSPEF), Head Office.

18. SALE OF SCRAP / GUNNIES/ BARRELS:

Sale proceeds of scrap/ torn-out and once used gunnies other than Paddy and old drums etc. should be shown under miscellaneous income. Such sales attracts the provision of VAT @ 5% (2012-13). Therefore a separate schedule with details of item-wise sales indicating the VAT amount should be furnished in the Trial Balance.

19. RECOVERY / REMITTANCE OF T.D.S, AND SERVICE TAX:

It is the Statutory obligation on the part of the APSCSCL to collect / recover service tax and also tax has to be deducted at source. During the recent inspection of districts by M/s. Lakshminiwas & Jain, Chartered Accountants, Statutory Auditors, it was observed that some of the District Managers are not

following the TDS rules and Service Tax guidelines communicated by HO. Therefore District Managers are instructed to follow these rules without any lapse and see that deducted amounts are remitted to the concerned Dept within the stipulated time. Similarly the amounts recovered under TDS, remitted to the IT authorities and balance to be remitted as at 31st March should be furnished in a statement enclosed to Trial Balance.

In regard to recovery / collection of service tax guidelines issued in the matter should be followed scrupulously.

20. INTER OFFICE REMITTANCE (I.O.R.)

I.O.R. statement in duplicate should be furnished month-wise and bank-wise. The horizontal and vertical totals should be tallied. **Both debit and credit (i.e., amount received from HO and amount sent to HO) should be shown in the Trial Balance separately.**

21. SELF ADJUSTMENT ACCOUNTS:

Self adjustment accounts such as IOG, IOCPF, IOCCS should be nullified for the financial year as at the end of 31st March every year. A statement showing month-wise transactions separately for IOG, IOCPF, IOCCS in the proforma already communicated should be appended to the Trial balance. The figures and facts of the these statement should be reconciled and confirmed with HO at the time of reconciliation of accounts. In regard to IOGs the District Managers are requested to obtain confirmation certificates from the concerned District Managers and furnish the same at the time of reconciliation.

22. N.P.N.S.P.E. Scheme (National Programme of Nutritional Scheme Support Programme for Education)

All District Managers are well aware that the NPNSPE rice scheme has been decentralized and the concerned DEOs were appointed as nodal officers. The District Managers were instructed to claim NPNSPE margins with the local DEOs and realize the same in the district itself. Therefore these transactions should not be clubbed with the PDS rice. All are well aware that NPNSPE scheme upto VIII Classes is a central Government Scheme and for IX and X Classes MDM State Government scheme .Hence a separate SLS should be furnished for NPNSPE (Upto VIII Class) and MDM (IX & X Class) schemes. The NPNSPE Rice should be operated from NPNSPE rice supplied by Central Government at free of cost and MDM rice should be operated from Open Market Rice. As the cost of rice and other incidentals shall be claimed from State Government for MDM (IX and X Classes) scheme the account should be maintained separately. A statement showing month-wise margins claimed and amounts realized for the accounting year should be furnished alongwith Trial Balance.

SEIZED STOCKS:

Seized stock should not be included in the SLS for similar commodity.. However, a separate SLS for the seized stock of any commodity along with closing stock certificate should be furnished in the Trial Balance.

23. CLOSING BALANCE CERTIFICATE (STOCKS AND ASSETS)

Closing Balance certificates as on 31.3.2013 in respect of all commodities should be enclosed in the Trial Balance and consolidated excel statement of MLS Point certificates without fail duly certified by the District Manager / RDO / Tashildar and also counter signed by the DMs.

24. STOCK LEDGER SUMMERY

Stock Ledger Summary for all commodities should be prepared in the prescribed proforma duly adopting the Closing stock as on 31.03.2012, as verified at Head office as OB as on 1.4.2013. Stock Ledger Summary for all commodities should be furnished commodity wise, MLS point-wise for the

year in addition to the e-Accounts package. A consolidated closing stock certificate should be appended for all commodities godown wise. It is also informed to all DMs that SLS updation is now available on-line (e-Accounts) and the same can be used and enter all losses and gains, goods in transit etc., without fail.

25. LOSS DECLARED BY CWC / SWC:-

In some districts the rice stocks were stored in SWC / CWC godowns on book transfer basis, wherein the SWC / CWC authorities are declaring storage losses as per their norms based on storage period. The Statutory Auditors have observed that in some districts there are no ratification orders from the VC & MD regarding the losses declared by the CWC / SWC authorities. The District Managers are requested to obtain ratification orders from the VC & MD, for such storage losses and produce the same to the Statutory and AG Auditors. Copies of the ratification orders may also be furnished in the Trial Balance.

26. GOODS IN TRANSIT:

While preparing the Stock Ledger Summary certain quantities are under movement and reach the destination in a later date, which are considered as Goods-in-Transit. The goods in transit should be shown separately and should submit schedule alongwith details of a) RO Number, b) Truck Chit Number, c) Name of the Godown from which goods moved, d) Lorry Number and date, e) Name of the commodity.

27. CLOSING BALANCE CERTIFICATE (CASH, BANK, STAMPS)

Closing Balance Certificate as on 31.3.2011 for cash and bank balances, postage and revenue stamps, OYT Balances etc., should be furnished. Photostat copies are to be enclosed to the Trial Balance and original should be retained in District office records for verification.

28. CONSOLIDATED EMPLOYEES PARTICULARS

Particulars of the staff working in the district office and field should be furnished including daily wage employees in the format as follows:

APSCSCL employees	Officers	Staff
S.C. / S.T.		
B.C.		
O.C.		
Deputationists		
Daily Wages		
Outsourcing		
Total		

29. PARTICULARS OF EARNED LEAVE OF EMPLOYEES

Earned Leave should be calculated upto 31-03-2013 and maximum days should be restricted to 300 days. Regarding calculation of the EL, the system (e-office) by default adds 30 days for the new year i.e January to December for each employee account. But in case of EL surrendered by the employee in any year, the adjustment of EL to be made in the concerned district office and update the same in the e-Office. The important aspect for calculation of Gratuity is the date of entry in to the service .In case any change need to be made for that effect, same should be updated in e-office for accurate calculation of Gratuity. The Gratuity amount is restricted to maximum of Rs.10,00,000/ .

Sl. No.	Name of the employee	Designation	CPF No.	No. of days of Earned Leave to credit as on 31.3.2012	Salary as on 31.3.2012 including pay, Spl.Pay, DA, HRA & CCA	Value of Earne Leave (Col.5 / 30 x Col.6)
1	2	3	4	5	6	7

30. PROVISION FOR GRATUITY IN DISTRICT OFFICE

Provision for payment of gratuity to all eligible employees to be worked out and provided in the Trial Balance. The District Managers are requested to work out gratuity of the employees who are working under their control (including Daily Wage employees) who have completed 5 years of service. The DMs / ZMs are requested to furnish the information in the following proforma which should be appended to the Trial Balance without making any provision in the accounts.

Sl. No.	Name of the employee	Designation	CPF No.	Date of entry into service	No. of years service completed	Salary as on 31.3.2013 (Basic Pay+ Spl.Pay+ D.A)	Amount of gratuity (Subject to maximum of Rs.10 lakhs)
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Formula for calculation of Gratuity:

Salary as on 31.03.2013 X No. of years Service X 15

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The fraction of a year exceeding 6 months is to be reckoned as one year and if it is below 6 months it may be ignored for calculation of gratuity.

31. CONTINGENT LIABILITIES

Any claim raised by any party and not accepted by Corporation as liability and pending before any legal or administrative authorities for decision, as the case may be, should be reported by way of a special note and appended to the Trial Balance.

32. ROLE OF AUDIT ZONES

Zonal Manager should certify the Trial Balance and VAT consolidation report after thorough verification and after ensuring that the Trial Balance is containing all the schedules and is prepared on the basis of guidelines issued from HO from time to time. Zonal Manager should also countersign the checklist enclosed to the Trial Balance.

33. CERTIFICATION

All the District Managers / Zonal Managers should furnish a certificate along with Final Accounts stating that they have hard copy of OEs from OE I to OE IX along with posting sheets GL and SLS of all commodities and kept bounded books duly signed by AM (Accts.) and District Manager for verification.

34. OPENING BALANCE (FINANCIAL)

The opening balance (financial values) are to be taken through Administration Tools in one single Journal entry, by using the JE updation in e-Accounts online. The Opening Balances of stock and finance were already communicated through e-mail and those should be adopted and if any variation is found that should immediately be informed to HO and obtain clarification / treatment to be given and make necessary adjustments in the books of accounts.

The following schedules to be prepared in addition to the regular schedules in the format mentioned below.

Sl.No	Name of the Party	Period pertains to	Amount	Receivable/Payable in next 12 months	Receivable/Payable after 12 months

1. Pay & Allowances due
2. Estimated Liabilities
3. Outstanding Liabilities

4. Excess Collections
5. Sundry Creditors
6. EMD & SD
7. Trade Deposits
8. Liabilities for purchases (All Commodities)
9. Gratuity
10. All Advances (Advance for purchases; Festival Advance etc)
11. Sundry Debtors.

The following reports shall be brought for verification at Head Office at the time of verification.

1. Bank Statements (Apr-12 to Apr-13) for verification of DDs and Cheques on Hand (OB & CB).
2. Purchase invoice / Dos (Apr-12 and Apr-13) for verification of Advances for purchases of all commodities.
3. MIS reports of all commodities from Apr-12 to March-13.

The District Managers are hereby directed that the audit observations raised at district level have to be settled by District Offices then and there itself by giving convincing replies to the audit parties during the audit of district office accounts as the original records are available in the district offices.

The District Managers are requested to adhere to the above guidelines for preparation of Trial Balance for the year 2012-13. The Trial Balance will be verified for its accuracy at Head Office at the time of submission for acceptance. The dates for reconciliation / verification will be communicated by separate intimation.


General Manager (Finance)

To
All District Managers, A.P.S. Civil Supplies Corporation Ltd.
All Zonal Managers, A.P.S. Civil Supplies Corporation Ltd.