



Thimphu Thromde

Internal Audit Unit

Internal Audit Report on “Revenue Management of Thimphu Thromde”

Period: 1st July 2015 to 30th June 2016.

Reference:	TT/IAU-6/2017-18/153
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Name of Auditor:	TB lama, internal Audit Analyst
Follow up on Report	Phub Dema, Asst. Internal Auditor
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Background

The Thimphu Thromde Administration has Customer Service Division under which revenue collections and deposits are carried out by two sections viz. Revenue Section and Water Billing Section. Revenues are collected in the form of taxes, fees, charges, security deposits, fines and penalties, etc. and deposits are made in the designated bank account of the Thromde.

Limitations

This report does not cover the revenue collections and deposits made by Water Billing Unit of Customer Service Division. Internal auditing has been carried out as per the following documents made available during the auditing period:

1. Cash book and Deposit Statement prepared in the system.
2. Used Money Receipt books (95 nos.) for the period 1/7/2015 to 30/6/2016
3. Bank Deposit Slips and Bank Statements for the above period.

The following documents were not made available for review:

1. Bank Reconciliation statements.
2. Monthly accounts and
3. Summary of revenue collections and deposits.

The revenues collected in the e-Receipt System could not be verified as the details of receipts were not made available in the system. However, amounts collected in the system were found deposited as per Deposit Statements.

Objective and Scope

1. To ascertain timely deposits of revenues collected as prescribed in the Revenue Manual.
2. To ascertain whether deposit statements and reconciliation of accounts with bank statements are prepared.
3. To ensure that tax payers are issued with money receipts for all tax collections made.
4. To ascertain that daily Cashbook and Ledger, Stock Registers for Revenue Money Receipts are properly maintained.

Methodology

1. Reviewing internal control system in place in the revenue management.
2. Examination of the records, money receipt books, documents and statements.
3. Checking the compliance to rules and regulations as per Revenue accounting Manual 2007.
4. Cross checking the arithmetical accuracy while calculating taxes.
5. Conducting physical verification of money receipt books.
6. Interactions with concerned dealing officials.

Findings

Cash Book:

1. The Revenue Section has maintained revenue cashbook with head wise source of collections in the system. However, the cashbook in the system has no deposit and payment records. Further, there are instances where the entries made in the cash books are found wrong and not corrected as on the date of audit. The cashbooks were not signed and certified by the dealing official and the controlling officer on daily basis as well as at the end of each month.

Revenue cash book should be updated and maintained properly for all time. As required in the Revenue Manual 2007, each entry made in the cash book shall be signed (on the print out copies from the system) by the concerned revenue in-charge and the Controlling Officer on daily basis and at each month end.

2. Deposit Statements detailing the dates of deposits, total collections in cash and cheques and deposits made into the bank along with the bank deposit slips were found prepared and maintained by the Revenue Section. However, there are instances where the deposit statements do not conform to the total revenue collected. There are also instances where revenues collected both in cash and cheques were not deposited intact into the revenue account as required.
3. On verification of revenue collections and deposits for both cash and cheques revealed mismatch between the dates of collections and deposits as cheque deposits were made earlier than the actual date of collections.
4. There were also instances of cheque numbers inserted in the money receipts at a later date as the numbers were not carbon copied but written in ink or pencil, which indicates that cheques collected were adjusted with the cash or private cheques were entertained for cash.

5. On review of monthly revenue collections and deposits for the FY 2015-16 revealed short account of revenues of **Nu. 578,208** as given in the **Annexure – A**. The concerned revenue in charge should justify the deposits and internal audit appraised.

Auditee's Response:

The revenue section has been proposing the management for the last nine years or so to install a proper accounting system in the office and it has still not materialize. However the scope of auditing the cash book and revenue documents simultaneously could not be ascertain as I had to leave the office and was not given proper time to hand over the charges accordingly to my reliever. As the management had already issued my relieving order. In this pretext we would like to inform that, the auditing was conducted on the incomplete documents as the real documents were not handed over because the reliever had no idea of the documents.

We are furnishing here with the actual cash book and justification as per the observation.

1. *As mentioned earlier we would like to state that, the auditing was done in according to the raw data furnished by the new revenue personnel, therefore we are furnishing here with the updated cash book for reference.*
2. *We were instructed by the management to use Tally Software and RMS which was not fully updated version, however we started doing our work in the systems despite the fact that, we were not given any hands-on training of the system. In the wake of not having proper data in the systems, we had to stop working in the system and all the system generated revenue receipts had to be cancelled and had to issue manual receipts in lieu of the revenue collected through system and account them. This however has been observed by the management as some kind of mismanagement. The observation may be correct had the system was manipulated by us but it was the management's instruction verbally to change the system.*
3. *Thus all the mismatch of dates and cheques number issued arisen and some doubts by the officers concerns.*

4. *The short deposit reflected here also pertains to the system generated collections which were later deposited clubbed with other deposits. All the details are furnished here with for reference.*
5. *The instances of private cheque encashment reflected as observation is just because of the system generated receipts which did not have the option to insert the cheque number that time, which were updated later in the system.*

IA's further Comments:

From the above response it is apparent that handing/ taking over of the complete charges of revenue section was not done properly and the ex-Accountant was allowed to leave the office without fully handing over his charges to his reliever.

The updated cashbook was not produced to the internal auditor during auditing period which indicates that revenue records are not maintained properly in the Revenue Section.

As reviewed and clarified on 29/8/2017 with the ex- Accountant Gyeltshen Dorji there is short accountal of revenue of Nu.578,208 as shown in **Annexure - A** . The shortage amount should be deposited immediately into the designated account of Thimphu Thromde in the bank.

Justifications of the Auditee on the short accountal of revenue shown in Annexure –A and further comments of IA thereon, as on 24/01/2018

a) Nu.89,513 short deposited from the collections of 5/10/2015.

Auditee's justification:

Nu.84,513 only in cheque was deposited in the bank on 5/10/2015 as shown in the Bank Statement and balance Nu.5000 is accepted as shortage.

IA's further comments:

There was no cheque collection of Nu.84,513 as per money receipts issued on 5/10/2015. However, as confirmed by Revenue Sectar, this amount pertains to tax deposit only and hence accepted as deposited in the bank leaving balance short amount of **Nu 5,000**.

b) Short deposit of Nu.101,453 from the collections of 9/10/2015.

Auditee's Response:

The System Collection made on this particular day for the amount of Nu. 89,530 had to be cancelled and issued manual receipts due to system error.

IA's further comments:

As confirmed by IT Officer, the system receipts for the cash collections on the particular day were cancelled with instructions to issue manual receipts. Manual receipts issued and deposits made against the cancelled system receipts for **Nu.89,530** should be produced for verification. Till such time the records are produced for verification, the para stands as unresolved along with short amount of **Nu.12,043**.

c) Short amount of Nu.200,000 from the collections of 25/12/2015.

Auditee's response:

The amount collected on 25/12/2015 was cheque amount of Nu.200,200 and not Nu.200,000 which was deposited in self cheque but dishonored by the bank. Hence the amount was re-deposited later on 14/01/2016 vide cheque No.416886 dt.12/01/2016 as shown in the bank statement.

IA's further comments:

The bank statement for the period has been verified and found Nu.200,200 got deposited on 14/01/2016. Therefore the deposit is considered as accepted and memo dropped.

d) Shortage of Nu.26,808 from the collections of 1/3/2016.

Auditee's justifications:

Cheque amount of Nu.26,235 only was deposited on 2/3/2016 against the amount of Nu.26,808 as shown in the bank statement. Balance Nu 573 only is accepted as short deposit.

IA's further comments:

Revenue of Nu 26,808 was collected vide cheque No. 379494 dt.01/03/2016 against Money Receipt No.86181 dt.1/3/2016 issued to the client. It is not understood how the cheque amount was partly deposited leaving balance amount of Nu.573. Although bank slip for the deposit is missing, the amount was found deposited in the bank statement. It is also confirmed by Revenue Section that this

amount pertains to tax deposit only and hence accepted as deposited in the bank leaving balance short amount of **Nu 573**.

IA's further comments;

The short amount of Nu 178050 excluding the system generated amount of Nu 89530 was recovered from the concerned official and for the system generated amount, the concerned official have produced manual receipt which was verified hence memo 5 dropped. For all the recoveries on the short amount the money receipt is attached in the annexure.

Printing, issue and use of Revenue Money Receipt (RMR) books in the Revenue Section:

In the present system, requisition for Revenue Money Receipt books are placed by the Revenue Section to the Procurement who then gives order for printing and supply to the Kuensel Corporation. When the receipt books are received from the supplier, the same are reissued to the Revenue Section through Goods Issue Note.

On verifying the issue records of RMR books available with the Procurement Section, **280** books were found issued to the Revenue Section vide Goods Issue Note No.103 dt.7/6/2016. On physical verification conducted in the presence of Revenue Accountant, 30 books numbering 124001 to 127000 were found issued to the Water Billing Unit and 104 books were found unused as on 31/3/2017. The details of unused MR books are as given below:

Money Receipt Number	No.of Books	Remarks
124001 to 127000	30	Issued to Water Billing Unit
115101 to 116000	9	
116001 to 117000	10	
117001 to 118000	10	
118001 to 119000	10	
119001 to 120000	10	
120001 to 121000	10	
121001 to 122000	10	
122001 to 123000	10	
123001 to 124000	10	

127001 to 128500	<u>15</u>
Total	134

Of the remaining 146 books (280- 134) on use or underuse, only 95 books were made physically available for auditing purpose for the financial year 2015-2016. Balance 51 books could not be verified due to lack of proper records of money receipts in the Revenue Section. Concerted efforts have been made to verify the Money Receipt books for the period from 1/7/2015 to 30/6/2016 that were accounted and/or issued to the taxpayers.

Auditee's response: Awaited

IA's comments: Revenue section of Thimphu Thromde should trace out the 51 numbers of missing Revenue Receipt Books as pointed out above and kept for auditing. Further, the Revenue Section should maintain Revenue Register and record the details of all used and unused Revenue Money Receipt books for proper accountability.

6. Missing Revenue Money Receipt Books:

Revenue Money Receipt book numbering 67401 to 67500 for the period from 31/5/2016 to 6/6/ 2016, although recorded in the Deposit Statement could not be verified physically with the Deposit Statement and bank deposit slips. Further, MR book numbering 69001 to 69100 also could not be traced out for verification.

Revenue Receipt books are approved government instrument for collections of revenues and should be treated as valuable documents. The concerned dealing official should be made responsible to trace out the missing receipt books and produce for verification.

IA's further comments:

Further verification of missing revenue receipt books was conducted on 24 and 25 January 2018. Of the 51 missing books 39 were found issued to Water Billing unit, Revenue Section and JDW National Library. Some of these books were found used during 2014. Remaining 12 books are still missing and could not be traced out for which the details are given below:

Money Receipt Book	Quantity	Remarks
63601 to 63700	1 No.	Money Receipt book is found recorded in the new cash book provided by Mr. Gyeltshen in the soft copy. The book is recorded on 31/12/2015 and total collections of Nu.6,433,209.64 both in cash and cheques was made on the date. Deposit statement was not found prepared.

67401 to 67500	1 No.	This book, though found recorded in the cashbook and deposit statement from 31/05/2016 to 06/06/2016 , it is physically not made available for verification during internal auditing. However, total collections of Nu.584,817 both in cash and cheques from the book are found deposited in the bank as per Bank Statement.
69001- 69100	1 No.	Produced physically on 8/1/2018 by the dealing official
78201-78300	1 No.	
88001-88100	1 No.	
83301 -83400	1 No.	
83401-83500	1 No.	
83501-83600	1 No.	
83601 -83700	1 No.	
83701 – 83800	1 No.	
83801 -83900	1 No.	
83901 - 84000	1 No.	
Total	12 Nos	

Of the 12 books shown in the above table, two revenue receipt books numbering 63601 to 63700 and 67401 to 67500 are reflected in the Cash book as details given below:

a) Money Receipt Book 63601 to 63700:

Money Receipt book is found recorded in the new cash book provided by Mr. Gyeltshen in the soft copy. The book is recorded on 31/12/2015 and total collections of Nu.6,433,209.64 both in cash and cheques was made against the Receipt Book. Deposit statement was not found prepared.

On 08/01/2018, the above Money Receipt Book was physically produced by Mr. Gyeltshen Dorji along with Bank Deposit Invoices for verification by the internal auditor. On verification, although dates of collections are not mentioned, part of the book from serial No.63601 to 63622 were used during October 2015 and the rest during December 2015. There is short accountal of revenue of Nu.28,023.16 from this MR book.

Further he has also produced MR book numbering 69001 to 69100 which was used from 14/06/2016 to 15/08/2016 for collection of Jungsina-Taba excess land and betterment taxes. The collection against the book pertains to FY2016-17 which is not audited.

IA's further comment:

The concerned official have deposited short amount of Nu 28023.16 in Thromde Revenue account hence memo 6 dropped.

Money Receipt Book 67401 to 67500:

This MR Book, though recorded in the cashbook and deposit statement from 31/05/2016 to 06/06/2016, it is physically not made available for verification during internal auditing. However, total collections of Nu.584,817 both in cash and cheques from the book are found deposited in the bank as per Bank Statement.

Except for three books books numbering 67401 to 67500, 63601 to 63700 and 69001 to 69100, the concern responsible dealing official should trace out whereabouts of the above missing 9 Money Receipt books and produce for verification.

7. Records of requisition placed for MR books were not available in the Revenue Section. On enquiry, the dealing official stated that requisition of receipts were made verbally to the Procurement Section who in turn places supply/printing order to the Kuensel Corporation. This indicates that proper procedure for acquiring, custody, use and preservation and records of RMR books are not followed in the Revenue Section.

8. The Procurement Section of the Thromde maintains Stock Ledger for revenue money receipt books. However, details like serial numbers of money receipt books are not recorded in the Stock Ledger and Goods Issue Note while the same are issued to the Revenue Section.

9. The Revenue Section does not maintain Stock and Issue Register for the revenue money receipt books. It is stated that there is no system of maintaining Stock Register for the revenue books. Due to absence of Stock and Issue Register, total money receipts books in stock, used and /or underuse could not be verified.

This indicates that there is no effective control system over the use of money receipt books in the revenue management.

10. There are instances of cancelled Money Receipts but which are physically not cancelled and the reasons for cancellations are not certified. Instances are also noticed that original copies are not attached with the cancelled receipts but in the Deposit Statement, amounts collected are shown as nil against the money receipts.

11. Less accountal of revenue received through US \$.

US \$500 was received from M/S Technofab Engineering Limited towards the cost of tender document (MR 61698 dt.18/8/2015). The dollar rate for the next day on 19/8/2015 was Nu.64.30 which comes to Nu.32,150 (64.30 x \$500). However, only Nu.30,000 was accounted and deposited into the revenue account leaving short deposit of **Nu.2,150**. The rate of exchange of dollar on the receipt date was not recorded in the money receipt/deposit statement.

Receipt of revenue shall not be accepted in foreign currency. The less accountal of revenue amount as pointed out above should be deposited into the bank account of the Thromde.

Response from the Auditee

Although the revenue was collected in Ngultrum and the tender documents sale had also issued notification stating the cost of the tender document to be sold at Nu.30000.00 or \$2000.00 equivalent.

The payment was received in ngultrum but as required by the committee to equivalent currency details was mentioned in the revenue receipt which was assumed to be collected in dollars. Therefore we appeal to accept the fact that, the revenue was collected in ngultrum not in dollars.

IA's further comments:

Money Receipt No.61698 dt. 18/8/2015 clearly shows that revenue was collected and received in US \$ as the cost of tender documents. Whatever amount was received in foreign currency should be fully accounted and deposited into the revenue account of the Thromde.

IA's further comments:

Money receipt received on 29/3/18 from the concerned official depositing of the short accountal revenue of Nu 2150 hence memo 11 against the concerned official is dropped.

12. Short accountal of revenue – Nu.20,289

The revenue collections made from **Money Receipt 88313 to 88317 dated 30/11/2015 for Nu.20,289** was not recorded in the Deposit Statement. The amount is not found deposited in the revenue account in the bank. Further, money receipt No.88318 was found kept blank both in original and duplicate copies without cancelling or citing any reasons for cancellation.

The Revenue Section should justify the deposit of Nu.20,289 into the designated bank account of Thromde and IA appraised.

***Auditee's response:** No response received.*

IA's comments: Revenue of Nu.20,289 collected vide Money Receipt 88313 to 88317 on 30/11/2015 should be deposited immediately into the bank account of Thimphu Thromde.

Auditee's further response:

As we accepted the fact that the revenue receipt collections were made at the end of the day and further it could not be incorporated in the revenue collections of the particular day and was not included in the next day also. It is owing to the hectic collection period and since the system of updating the tax was done manually, it was left out in haste of depositing the revenue in time. Therefore we would like to appeal the management to accept the mistake as it is totally unintentional.

IA's further comments:

The justification provided is noted. However, deposit of Nu.20,289 into the Thromde's revenue is awaited.

IA's further comments:

The short amount of Nu 20,289 is recovered from the concerned official and deposited into the Thromde revenue account hence the memo 12 against the concerned official is dropped.

13. There are instances of revenue amounts received in cash and/or cheques are not written in words in the appropriate space provided in the money receipts.

Revenue amounts should be written correctly both in figure and words in the space provided in the MR.

14. Instances of over writings and corrections were noticed in the money receipts issued, and some money receipts were found issued without the signatures of the accountable officials.

15. There are cases of short/excess deposits of revenues due to calculation/addition mistakes as shown in the **Table- 1** below:

TABLE- I

Sl. No.	MR #	Date	Tax Amount as per MR (Nu.)	Actual amount (Nu.)	Difference		Remarks
					Short collection (Nu.)	Excess collection (Nu.)	
1	62750	16/10/15	3,550	4,270	750		
2	63417	26/10/15	1,583	1,552		31	
3	62911	17/11/15	2,872	3,092	220		
4	72317	8/11/15	2,780	2,860	80		
5	72429	20/11/15	4,081	4,981	900		
6	72738	24/11/15	2,908	2,354		554	
7	72752	24/11/15	1,393	1,356		37	
8	80911	25/11/15	4,119	5,119	1,000		
9	88304	30/11/15	1,725	1,545		180	
10	88116	2/12/15	1,220	2,200	980		
11	89239	7/12/15	5,025	4,945		80	
12	89297	7/12/15	3,263	3,293	30		
13	88415	9/12/15	2,562	2,262		300	
14	88539	10/12/15	2,410	1,790		620	
15	88564	10/12/15	2,189	2,141		48	
16	88472	10/12/15	2,924	1,742		1,182	
17	88605	11/12/15	2,372	3,461	1,089		
18	88608	11/12/15	3,091	3,094	3		
19	88579	11/12/15	1,218	1,212		6	
20	88773	15/12/15	13,968	13,463		505	
21	88847	-do-	786	782		4	
22	88914	16/12/15	1161	1168	7		Land Tax for 2015 is written as 1168 but in the total it is written as 1161 in the MR.

23	88935	16/12/15	2,477	2,477	2,477		Shown as cancelled but original not attached with duplicate copy and cancellation not certified.
24	88997	15/12/15	5,266	5,366	100		
25	89060	18/12/15	12,890	11,840		1,050	
26	89086	21/12/15	3,207	3,237	30		
27	89830	21/12/15	3,350	3,290		60	
28	89932	22/12/15	1,750	1,780	30		
29	86416	28/12/15	1225	4,025	2,800		
30	86810	29/12/15	9722	9,642		80	
31	86646	29/12/15	5,700	3,300		2,400	
32	86860	30/12/15	2,598	2,640	42		
33	86832	-do-	8,835	8,845	10		
34	87022	30/12/15	1,438	1,638	200		
35	87056	31/12/15	3,510	3,810	300		
36	87178	-do-	8,180	8,380	200		
37	87180	-do-	10,912	9,912		1,000	
38	87208	1/1/2016	1,335	1,339	4		
39	87248	-do-	7,396	7,423	27		
40	87551	11/1/16	2,087	1,887		200	
41	85198	26/1/16	200	200	200		Shown as cancelled but original not attached with duplicate copy and cancellation not certified.
42	85289	28/1/16	9,490	10,466	976		
43	86567	15/2/16	7,809	7,544		265	
44	86127	26/2/16	14,379	14,739	360		
45	60914	5/8/15	816	816	816		Shown as cancelled but original not attached with duplicate copy and cancellation not certified.
				Total	13,631	8,602	

Short accountal of revenues in the Deposit Statement as shown in the Table-2 below:

TABLE-2

Sl. No.	Money Receipt #	Date	Tax collected as per MR Nu.	Amount reflected the DS Nu.	Difference in Nu.	Remarks
00	63344	30/9/2015	1500	1,000	500	
0	61016	7/7/15	1050	1,000	50	
1	88214	27/11/15	7,580	3,580	4,000	
2	89694	24/12/15	1,198	1,189	9	Amount in the Deposit statement is Nu.1189 making short deposit by Nu.9/-
3	89612	-do-	2,691	2,671	20	Amount in the Deposit statement is Nu.2671 making short deposit by Nu.20/-
4	89698	-do-	1,613	1,313	300	Amount in the Deposit statement is Nu.1,313 making short deposit by Nu.300.
6	87318	4/1/16	5,894	1,594	4,300	
7	87450	6/1/16	3,170	2,170	1,000	
8	85318	29/1/16	1,027	1,007	20	
				Total	10,199	

Total Shortage (Nu. 13,631 + Nu.10,199) =Nu.23,830

This short accountal due to arithmetical mistakes are not included in the **Annexure A**. Hence the amount should be deposited into the bank account of the Thromde.

***Auditee's Response:** No response received.*

IA's further comments: Shortage amount of Nu.23,830 should be deposited into the bank account of the Thimphu Thromde immediately.

Auditee's further response:

The tabulated short deposits and excess deposits of revenue were determined from the data of cash book assessment and revenue receipts and we are unable to ascertain the actual mistakes as observed as the revenue receipts are submitted to the RAA team conducting performance audit. However, we are accepting the fact that, the short deposit occurred during the peak revenue collection of land tax and other revenue which had to be calculated manually and update the same in the manual register. We appeal the management to accept the mistakes occurred since it is solely unintentional. We will deposit the short accounted in the revenue account.

IA's further comments:

The response received is noted. Deposit of the short amount into the revenue account is awaited.

IA's further comments:

Short amount of Nu 23,838 is recovered and deposited in the Thromde revenue account from the concerned official hence the memo 15 against the concerned official is dropped. The money receipt is attached in the annexure.

16. Fines and Penalties @24% per annum are imposed to the tax payers for late payment of taxes. However, there are cases of penalty amount imposed less due to wrong calculations resultant revenue loss to the government. For instance, as per RMR 88219 dt.27/11/2015 total tax payable was Nu.7,096 including 24% fines and penalties for 2013 and 2014 two years. However, as per the above RMR only Nu.5,806 was levied from the taxpayer resultant short accountal of Nu.1,720. There are similar cases in the MR 90633, 90628, 90610, 90667 and 90633.

The Revenue Section of Thimphu Thromde should revisit the above Revenue Money Receipts and short accountal shall be made good into the Thromde's designated bank account.

Response of the auditee: No response

17. Based on the requisition placed, the Revenue Section issues money receipt books to the Environment Division and JDW National Library for collection of fees and charges. Revenue collections from Environment Division are deposited to the Revenue Section on the last working day of every week or the next working day of the following week. Similarly, the JDW National Library deposits the revenues to the Revenue Section at the end of every month. Used money receipt books are retained in the concerned Divisions.

18. There are instances of late deposit of revenue by the Jigme Dorji Wangchuk National Library in the month of February 2016 and 2017 which should be noted and avoid repeating such instances in future.

Auditee's Response:

The tabulated difference of the revenue observed has occurred during the peak revenue collection whereby we had to depute non revenue personnel. The difference was that the land tax and other related collection of the record which was not updated in the RMS had to be collected

manually and the personnel had referred the previous revenue receipts to collect but while writing in the receipts the fragmented tax details were mistaken but the collection was the actual revenue collected. Therefore the mistake had occurred when there was rush of clients and not having one concrete data of land in the system. However now we have better system and all the updated data in the system, such issue would not arise.

There is no such issue as mentioned as shortage and excess as per the record but the calculation and writing mistake has occurred.

The short accountal justifications for the tabulated details are furnished separately.

In regard to the revenue of the environment division the deposit details were furnished to the internal auditor physically and had resolved the issues and regarding the late deposit of the JDWL and environment division. They were issued revenue receipts to collect the fees and charges as the clients had to come all the way to the revenue section to pay a nominal fee and charges. In order to expedite and efficient service for the general public we issued the receipts to the concern divisions and deposit their revenues on monthly or quarterly basis.

Recommendations:

1. The Revenue Section should update and maintain daily cash book for 2015-16. Each entry made in the cashbook (on the printout copies from the system) shall be signed by the dealing official and countersigned by the Controlling Officer.
2. Reconciliation of accounts with bank statements shall be prepared and report thereof on monthly basis to the appropriate authority.
3. Deposit Statement shall be prepared for depositing revenues on daily basis with countersigning by the dealing official. Further, a print out copy of the Money Receipt numbers as recorded in the Deposit Statement for the revenue collections made on daily basis shall be attached along with Deposit Statement and Bank Deposit Invoices for audit purpose.
4. The Revenue In- charge shall ensure that all revenue money receipt books are kept under safe custody. Their Stock and Issue Register shall be maintained properly. On receipt of fresh stock of Money Receipt books, immediate entry shall be made in the stock receipt and issue register. The particulars such as page serial number and book number of the RMR stock shall be recorded. Whenever RMR books are re-issued to the subunits, their acknowledgement receipt shall be obtained in the stock register for accountability. The sub-units

- must maintain and submit the stock account of money receipts for both used and unused books from time to time.
5. Tampering and overwriting on the money receipt is not permitted.
 6. The Revenue Section should trace out the missing Revenue Money Receipt books for audit purpose.

Responses submitted on 23/01/2018 by Mr. Gyeltshen Dorji ex-Accountant of Thimphu Thromde have been reviewed and total shortage remains as given below:


- | | |
|------------------------------|--|
| 1. Memo No. 5 Annexure A | – Nu.267,580 (including system generated amount Nu.89,530) |
| 2. Memo No.11 | - Nu.2,150 |
| 3. Memo No. 12 | - Nu.20,289 |
| 4. Memo No.15 (Table 1 & 2)- | Nu.23,830 |
| 5. Memo No.6 | <u>- Nu.28,023.16</u> |

Total short accountal of revenue: Nu.341,872.16


Mr. Gyeltshen Dorji, ex-Accountant of Thimphu Thromde has agreed to deposit the short amount within February 2018.

On 29 March 2018, Nu.252342.16 has been recovered excluding the system generated receipt amount of Nu. 89530 which has been verified through the deposit slip record produced physically to the internal Auditor which IAU cross checked with bank statement hence the above memos on shortage of amounts are dropped against the concerned official. But memo on the missing MRB which the concern personnel need to produce for the physical verification are still awaited.


Annexure



ཐིམ་ཕུག་ཐར་མ་གྲོལ་ཁྲུང་།
ཡིག་ཁྲིམ་མངའ་ ༩༡༥།
ཐིམ་ཕུག་ ༡༡༠༠༡ འབྲུག་



Thimphu Thromde
Post Box No - 215
Thimphu-11001: Bhutan



1173
117220

Money Receipt

Received from Lye/ Glen Dorj

Address.....a sum of Nu. 252,342.14

(.....only)

by cash/cheque/cash warrant/demand draft No.....

date.....towards the following accounts.

Receipt No.

Date 29/3/18

Sl. No.	Particulars of Revenue account	Accounts		Remarks
		Nu.	Ch.	
	Recovery of internal Audit Report vide Report No Memo-5-178050/-	/		
	Memo 6-28023.14			
	Memo 11 — 2150			
	Memo 12 - 20289			
	Memo 15 231838			
TOTAL: 252342.14				

Details of Taxes:

Thram No.

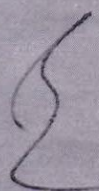
Plot No.

Area:

Others:

Customer Copy


Validity of this receipt is subject to realization of the amount



(Signature)
Accountable Officer
Thimphu Thromde

Received on

29/3/2018.



3 21349
4 1392
5 10515
6 1020
7 1020
8 6958
9 1547
10 1160
11 1315
12 1852
13 1852
14 2929
15 774
16 2088

135
136
137
138
139
140
141
143
145
146
148
151

1392
1020
1020
6958
1547
1160
1315
1852
1852
2929
774
2088
28314
89530

