

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/O VC & MD (AUDIT WING)
MUSHEERABAD, HYD-20
NO.IMC(F)/1/94

Dated 18-02-1994

Audit Circular No.5, Dt. 18.2.94

To
All the Regional Senior Managers (Finance) A P S R T C .

Sub: **WAY BILLS** - Audit of Way Bills in computerised Depots - issue of Guidelines - Reg.

Ref: ED(0)'s audit Cir.No.3 of 27.01.1994.

Our In-House Management Consultancy unit has studied the project of prescribing audit Checks for Way Bills in the computerised Depots. Detailed circular instructions were already issued to all the Depot Managers vide ref. cited above with regard to the system to be followed at the depot level in respect of earnings verification and the documents to be submitted to regional Sr. Manager (F)'s office for audit. All the Regional Senior Manager(Finance) are requested to adopt the following procedure for audit of way bills of the Computerised depots at S.M(F)'s office.

DOCUMENTS TO BE RECEIVED AT SR.MANAGER(FINANCE)'s OFFICE:

1. The following accompaniments have to be received along with the way Bills every day at the Sr. Manager (F)'s Office from the depot.
 - (i) First copy of C.R. Note (ii) One copy of Bank Challan
 - (iii) Other Vouchers for special hire receipts and refunds, LP Storage charges etc.,
 - (iv) Second copy of D.C's Cash Summary Sheet
 - (v) Summaries as well as Cash Books and Way Bills bundle (vi) Reconciliation Statement (of cash remittance with ticket sales) (vii) Summary of Tickets Blocks Issue Statement(MTD-4R) (viii) MTD-108 R Statement (ix) Denomination wise Stock Receipt Statement along with check list(as and when ticket stocks are received at the depot and entered into Computers)

Copies of the Ticket "Indent-cum-issue Note" should be obtained from the Regional Stores directly as and when tickets are issued to the depot. In the first

week of every month Dy.Manager (F)(A&I) shall send his staff to the Stores to ensure that (I) all the indents are accompanied by depot manager's certification (separate circular instruction to the DMs are under issue) about the entering of ticket stock into computer drawn on last occasion, and (ii) all copies of the ticket indent-cum-issue Notes supplied by the stores had been received in audit office from the stores during the course of last month. Discrepancies noticed shall be reported to the Sr.Manager (F) for appropriate action.

AUDIT CHECKS :

1) The Audit Office has to work-out total No.of blocks received and also No.of missing tickets denomination-wise as per indent - cum-issue Note received from the stores department as follows:

- (i) Calculate the denomination wise total blocks shown as "issues" on the obverse of the Indent-cum-issue note
- (ii) Work out the total No.of full ticket blocks endorsed missing blocks on the reverse of the indent-cum-issue note
- (iii) Arrive at the net of ticket blocks supplied and compare the same with the total No.of blocks supplied denomination wise mentioned in the ticket block receipt statement
- (iv) Calculate the value of missing ticket shown on the reverse of the indent-cum-issue note and compare with the amount of "missing tickets" as stated in the Reconciliation statement and also Ticket Block Receipt statement.

As the Depot Clerk may not enter full data of ticket stock receipts at a stretch the total of two or three days tickets receipts mentioned in the ticket stock receipt statement may have to be compared Discrepancies may arise due to non-feeding of ticket stocks received into the computer by Depot Clerk completely. Such Omissions are fraught with dangers of misappropriation and hence should be taken up with the Depot Clerk immediately.

The Audit Clerk has to endorse the date-wise denomination wise No.of blocks of ticket stocks(full blocks) and missing tickets accounted in ticket block receipt statement on the audit office copy of the indent-cum-issue note (attach a separate sheet if required) as follows.

ACCOUNTAL IN TICKET STOCK RECEIPT STATEMENT

DATE DENOMINATION	TICKETS RECEIVED	TICKETS MISSING
	(NO.OF BLOCKS)	(NO.OF TICKETS)

2. Cash remittance amount as per DCs cash summary sheet should be compared with the amount shown in challan and Reconciliation statement. There should not be any difference between the figures.

3. Closing and commencing number verification has to be done for way bills of one tray per day per depot. This check is intended to detect operation of Tray Mod programme as well as any tampering of software for this purpose. The audit office has to obtain the lists of trays in operation and spare trays from the depots. The audit officer/supervisor has to select one tray No.per day per depot with the help of random Numbers tables copy enclosed and enter the number of tray in a manuscript register (separate pages to be allotted for each Depot). In due course the Audit Clerk has to "connect" and enter reference to previous day's operation by going through the ADC's cash Book in the Manuscript register. The proforma of manuscript register for the purpose is given as follows:

REFERENCE TO PREVIOUS DAY'S BOOK	TRAY NUMBER (TO BE GIVEN BY DY.M(F)(A&I)	REFERENCE TO CURRENT DAY'S CASH BOOK
DATE	ADC NO. SL.NO.	ADC NO. SL.NO.

In case of variation even by one number in commencing and closing ticket numbers, thorough examination has to be made, the audit supervisor has to ensure the operation of the above system.

4. The audit clerk has also to check arithmetical accuracy (Computation No. of tickets sold, sale amount as well as casing of totals) in one way bill per day per depot to detect any tampering of software. Further trace amounts(due and remitted) from the way bill to the ADC's cash book.
5. Details for Miscellaneous amounts appearing in part II of the reconciliation statement have to be ascertained to verify their authenticity.
6. Compare the Ticket Sold Value in Part I of the Reconciliation Statement with Net Cash Realised From Ticket sales in Part-II of the Reconciliation statement. Also check arithmetical accuracy in the Reconciliation statement once in a week per depot.
7. Any other checks considered necessary by the Regional Office to detect errors and frauds.
8. Manual corrections and entries in any of the statements should be critically examined.
9. With the help of ticket indent - cum- issue note and summary of ticket block issue statement (MTD-4R) the SM(F) office of the region should be able to generate at any point of time ticket stock statement depot-wise through the SM(F) 's Computers. The computers Department has already been requested to generate a package in this direction. Once this package is ready for operation it will be circulated to all Sr. M(F)s. Till such time the above guidelines are to be followed manually.

The above guide-lines are evolved keeping the reports being generated at present in view. In the light of practical experience you may please put forward any suggestions from time to time. Please also send detailed progress reports to the Corporate Office every month on the subject.

Sd/-
CHIEF MANAGER(AUDIT)

Copies to CE(EDP),CM(M)and CE(IE&IMC).