### A. H. Sen & Co. Chartered Accountants

Ref. No. WBF/2012-13/121

October 12, 2012

The Principal Chief Conservator of Forest (HQ & LA) Govt. of West Bengal, Directorate of Forests Office of the Principal Chief Conservator of Forests Aranya Bhavan LA-10A, Sector-III Salt Lake City, Kolkata -700 098

Dear Sir,

### Sub: Report on Internal Audit of Accounts for the year ended 31.03.2011 and 31.03.2012

With reference to the scope of work stated in Notice Inviting quotation No.03/ACCF dated 30.01.2012 and your subsequent letter No.10/80/CAMPA/2C-35(Part-I) dated 20.02.2012 addressed to us by the Chief Conservator of Forest (HQ & LA), we have examined all the books of accounts vouchers, journals, records etc. for the year ended 31.03.2011 and 31.03.2012 maintained at the office of West Bengal State Campa unit and found them in order.

We have also examined preparation of the enclosed statements of accounts and report that those are in terms of the books, vouchers and other records maintained. Thanking you,

Yours faithfully, For **D. P. SEN & CO.** Chartered Accountants

Partner

Encl. As above.

### BALANCE SHEET AS AT 31ST MARCH 2012

BALAINCE SHEET AS AT STOT WHITEVER			
PARTICULARS	Schedule	Current year	Previous year
		Rs.	Rs.
CORPUS/ CAPITAL FUND AND LIABILITIES			
CORPUS CAPITAL FUND	1	166,145,074.72	117,428,883.72
RESERVES AND SURPLUS	2	Nii	Zii
EARMARKED / ENDOWMENT FUNDS	ω	Nii	Nil
GEOTIMES TOANS AND BODDOWINGS	4	Nil	Nii
SECURED LUANS AND BURKOWINGS			
UNSECURED LOANS AND BORROWINGS	5	liN	Ni
DEFERRED CREDIT LIABILITIES	6	Nil	Nil
CURRENT LIABILITIES AND PROVISIONS	. 7	56,180.00	2,016,888.00
TOTAL:		166,201,254.72	119,445,771.72
A C A LABOR			
ASSETS	1		. 4425000
FIXED ASSETS	00	44,230.00	
INVESTMENTS- FROM EARMARKED / ENDOWMENT RUND	9 .	Nii	
INVESTMENTS- OTHERS	10	Ni	Nil
CURRENT ASSETS, LOANS, ADVANCES ETC.	11	166,157,004.72	1 119,401,521.72
MISCELLANEOUS EXPENDITURE		Nil	Nil
TOTAL		166,201,254.72	119,445,771.72
SIGNIFICANT ACCOUNTING POLICY	24		NI:I
CONTINGENT LIABILITIES	25	NI NI	IAII

Dated:



Addl. PCCA (HQ) & Nodal Officer (FCA)

Member Secretary

State CAMPA
(Executive Committee)

## INCOME & EXPEDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012

מתא מוויסיים	Cahadula	Current woor	Dravione was
PARTICULARS	SCHEUNIE	Current year	I icylous year
	6.6	Rs.	Rs.
INCOME			
Income from Sales / Services	12	Nii	N:i
Grants / Subsidiaries	13	N:i	N:i
Fees/ Subscriptions	14	Zii	N:i
Income from Investment (Income on Invest, from earmarked/endow, funds transferred to Funds)	15	Nii	Nii
Income from Royalty, Publication etc.	16	Zii	NII .
Interest Earned	17	2,413,747.00	3,422,070.72
Other Income	18	N. N.	2
Increase/ (decrease) in stock of Finjshed goods and workin-progress	. 19	Nii	NI NI
TOTAL (A):		2,413,747.00	3,422,070.72
EXPENDITURE	•	.4	
Establishment Expenses	20	- N	Nii
Other administrative Expenses etc.	21	56,180.00	55,150.00
Expenditure on Grants, Subsidies etc.	22	2,067,895.00	1,653,550.00
Interest	23	9,481.00	1,487.00
Depreciation (Net Total at the year end - corresponding to Scheule 8)		Nii .	Z:i
TOTAL (B)		2,133,556.00	1,710,187.00
Balance being excess of Income over Expenditure (A - B) transferred to corpus fund		280,191.00	1,711,883.72
Transfer to Special Reserve		Z	<u>Z</u> :
Transfer to / from General Reserve		Z	Z
SIGNIFICANT ACCOUNTING POLICIES	24		
CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	25	Nil	N:I

Dated:



Addl. PCCA (HQ) & Nodal Officer (FCA)
Member Secretary
State CAMPA
(Executive Committee)

	SCHEDULE FORMING PART OF BALANCE SHEET AS AT 31ST MARCH 2012
Commont vices	
1	(Amount - Rs.)

TOTAL . G.	4. General Reserve:  As per last Account  Addition during the year  Less: Excess of expenditure over income  ** Rolkata 700019	As per last Account  Addition during the year Less: Deductions duringthe year	As per last Account  Addition during the year  Less: Deductions during the year  3. Special Reserve:	1. Capital Reserve:  As per last Account Addition during the year Less: Deductions during the year  2. Revaluation Reserve:	SCHEDULE 2 - RESERVES & SURPLUS:	BALANCE AS AT THE TEXAS ELSE	END STAR END	Add: contribution towards Corpus/ Capital Fund  Amount of Grant received from Govt. India, Ministry of Environment  and Forest, New Delhi  Add: Excess of Income over Expenditure	SCHEDULE 1 - CORPUS/ CAPITAL FUND:  Balance as at the beginning of the year		PARTICULARS	
	1		·			. Chirren		48,436,000.00 ° 280,191.00	117,428,883.72		Current year	
Z	Z <sub>ii</sub>	Z	Z :::	Z		Ourrent year	166,145,074.72	166,145,074.72		Rs.		
AND THE PROPERTY OF THE PROPER						Previo		115,717,000	( )		Previous year	Amount - Rs
Z	Z Z	Z <u>I</u>	Z: ·	Zii		Previous vear	117,428,883.72	117,428,883.72	Ni ·	Rs.	ıs year	

TOTAL:

		Current year	year		Previous year	year	
Utilisation / Expenditure towards objectives of funds							
i. Capital expenditure	•					٠	
- Fixed Assets							
- Others							
Total					. (E)-May-100		
ii. Revenue expenditure	•				- •		
- Salaries, Wages and allowances etc.							
- Rent					•		
- Other Administrative Expenses							
Total							
TOTAL (c):	Z	Nil	Nii	Nil	Nil	Nil	
NET BALANCE AS AT THE YEAR (a+b+c)	Z	Nil	īZ	ΙΈΖ	IIZ.	Z	_



## - IDULE FORMING PART OF BALANCE SHEET AS AT 31ST MARCH 2012

BIMK	Omers	3. 3. Sentures and bonds	Institutions and Agencies	- Interest accrued and due	b) Other Loans	- Interest accrued and due	3) Term Loans		) Interest accrued and due	Term Loans	"ancial Institutions-	Sale Government	- tral Government	DULE 4 - SECURED LOANS AND BORROWINGS		PARTICULARS	
Nii								·								Current year	
Ni	•					54									Rs.	year	
Nii			nga mele 1								٠					Previous year	Amount - Ks.)
NI NI															Rs.	us year	



# SCHEDULE FORMING PART OF BALANCE SHEET AS AT 31ST MARCH 2012

SCHEDULE 5 - UNSECURED LOANS AND BORROWINGS TOTAL: 1. Central Government 3. Financial Institutions 2. State Government 4. Banks: 7. Fixed Deposits 6. Debentures and bonds 5. Other Institutionss and Agencies 8. Others a) Term Loans b) Other Loans Rs. Current year Z Rs. (Amount - Rs.) Previous year Z

Note: Amounts due within oone year

TOTAL:	<ul><li>a) Acceptances secured by hypothecation of capital equipment and other assets</li><li>b) Others</li></ul>	77	SCHEDULE 6 - DEFERRED CREDIT LIABILITIES
Z 1901		Rs.	Current year
No.		Rs.	Previous year

Note: Amounts due within one year



TOTAL (B):		5. Trade Warranties / Claims	4. Accumulated Leave Encashment	3. Superannuation / Pension	2. Gratuity	1. For Taxation	B. PROVISIONS	TOTAL (A):	6. Others Curent Liabilities - Overdraft account with Union Bank of India	b) Others	a) Overdue	5. Statutory Liabilities:	b) Unsecured Loans / Borrowings	a) Secured Loans / Borrowings	4. Interest acrued but not due on:	3. Advances Received	c) Audit fes payable for 2011-12	b) Audit fees payable for the year 2010-11	a) For Goods	2. Sundry Creditors:	1. Acceptance	A. CURRENT LIABILITIES	SCHEDULE 7 - CURRENT LIABILITIES AND PROVISIONS		PARTICULARS	
A 4 6 A	N;i							56,180.00	NI				•				56,180.00	Ni ·				7		Rs.	Current year	
	pour o pour d							Ni		••	•														Previous year	
	Z:							2,016,888.00	1,989,313.00				•		•			27,575.00						KS.	year	

TOTAL (A + B):

56,180.00

Z

2,016,888.00

1. LAND: A. FIXED ASSETS: 1. BUILDINGS: (\*)
PREVIOUS YEAR (3) 2. BUILDINGS: 5. FURNITURE, FIXTURES 3. PLANT MACHINERY & 7. COMPUTER/PERIPHERALS 6. OFFICE EQUIPMENT 10. TUBEWELLS & W. SUPPLY 9. LIBRARY BOOKS 8. ELECTRIC INSTALLATIONS 4. VEHICLES EQUIPMENT: PREVIOUS YEAR B. CAPITAL WORK-IN-PROGRESS A. FIXED ASSETS; TOTAL OF CURRENT YEAR 11. OTHER FIXED ASSETS c) Ownership Flats/ Premises a) On Freehold Land a) On Freehold Land d) Superstructures on land not b) On Leasehold Land belonging to the entity a) Freehold b) Leasehold DESCRIPTION Folketa 700019 of the year As at beginning Additions Cost/valuation As at beginning Additions Cost/valuation of the year Rs. N.A. N.A. Z 44,250 during the year year during the year year GROSS BLOCK Rs N.A. 2 GROSS BLOCK Rs. Z Z N 44,250 during the Deduction during the Deduction Rs N.A. w Z Rs. Z Z at the year Cost/valuation As at at the year Cost/valuation Rs 4 N.A. N.A. Rs. Z 4 44,250 the year beginning of As at beginning of the year N.A. O NA Z. Z O during the DEPRECIATION
On Additions | On during the On Additions Rs. N.A. 0 DEPRECIATION 6 Rs Z Z deduction during the deduction year during the Rs. N.A Z Rs. Z 2 the year end end Total up to the year end |end Total up to Rs 8 N.A N.A. Rs Z  $\underline{\underline{Z}}$ 00 Current year As at the Current year As at the 9 Rs N g Rs Z NET BLOCK 44,250 44,250 ZET BLOCK end previous year As at the end previous year As at the Rs. 10 N.A. Z.A Rs. Z 44,250

Ni	₹	TOTAL:
		6. Others
		5. Subsidiaries and Joint Ventures
		4. Debentures and Bonds
		3. Shares
	¥	2. Other approved Securities
		1. In Government Securities
Rs.	Rs.	
Previous year	Current year	SCHEDULE 9 - INVESTMENTS FROM EARMARKED/ ENDOWMENTS FUNDS

SCHEDULE 10 - INVESTMENTS - OTHERS	. Current year	Previous year Rs.
		•
1. In Government Securities		
2. Other approved Securities		
3. Shares		
4. Debentures and Bonds		
5. Subsidiaries and Joint Ventures		
6. Others		•
TOTAL:	Z	Z



## SCHEDULE 11:-CURRENT ASSETS, LOANS, ADVANCES

TOTAL A	4. Bank Balances (Sur Counts Deposit Accounts On Current Accounts On deposit accounts Term Deposit with Corporation Bank Flexi-fixed deposit with Union Bank of India On Savings Accounts -with Corporation Bank On Savings Accounts -with Union Bank of India b) With non schedule banks On Deposit Accounts On Deposit Accounts On Savings Accounts	3. Cash balances in hand	a) Debts outstanding for a period exceeding 6 month b) Others	2. SUNDRY DEBTORS	a) Stores and spares b) Loose tools c) Stock-in-trade Finished goods Work in progress Raw material	A)CURRENT ASSETS  1. INVENTORIES	
SEN &				•			
76,525,412.80	5,719,455.00 70,769,000.00 26,059.72 10,898.03			•		CURRENT YEAR	
0 42,916,782.72	5,277,439.00 0 0 137,610,000.00 29,343.72	•			•	PREVIOUS YEAR	

				•					
TOTAL(A+B)	TOTAL B	4. Claim receivable	3.Income Accrued a) On investments from ermarkd b) On loans and advnce .	Advances and other mounts recoverable in cash or in kind     a) On capital Account     b) Prepayments	on behalf of Campa	work during the year	b) Other entities engaged in activities  Opening balance of fund held by DFO as on 01.04.2011	1. Loans a) Staff	
					27,575.00	13174,427.92	76484,739.00		
166,157,004.72	89,631,591.92		•		89,631,591.92				
119,401,521.72	76,484,739.00					1	76,484,739.00		



# SCHEDULE FORMING PART OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH 2012

TOTAL:	d) Maintenance Services (Equipment/Property) e) Others	c) Agency Commission and brokerage	b) Professional/Consultancy Services	a) Labour & procesing Charges	2) Income fromServices-	c) Sale of Scraps	b) Sale of Raw material	a) Sale of Finished Goods	1) Income from Sales-	SCHEDULE 12 - INCOME FROM SALES/ SERVICES
NIL										Current year Rs.
Z						•				Previous year Rs.

TOTAL:	*/ Kolkata *	6) Others	5) International Organisations	4) Institutions / Welfare Bodies	3. Government Agencies	2) State Government(s)	1) Central Government		(Irrevocale Grants & Subsidies Received)	SCHEDULE 13 - GRANTS / SUBSIDIES
2								•		Current year
James o prosted									Rs.	Previous year

SCHEDULE FORMING PART OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH 2012

TOTAL:	6) Others	4) Consultancy Fees	3. Seminar / program Fees	2) Annual Fees/ Subscriptions	1) Entrance Fees		SCHEDULE 14 - FEES / SUBSCRIPTIONS
NIL		-				Rs.	Current year
Nii		•				Rs.	Previous year

Zi	N.	Nil	NIL	TOTAL:
				4) Others
				3) Rents
				b) On Mutual Fund Securities
				a) On Shares
	•			2) Dividends:
				b) Other Bonds/ Debentures
				a) On Govt. Securities
				1) Interest
:	Carrotte Joan	- Icalous Jour	Call Citt year	Funds transferred to Funds)
Previous vear	Current year	Previous vear	Current vear	(Income on Invest. From Earmarked/ Endowment .
nt oth	Investment others	Investment from Earmarked Fund	Investment fro	SCHEDULE 15 - INCOME FROM INVESTMENTS
-			The state of the s	



### :-INCOME FROM ROYALTY, PUBLICATION ETC.

JATOT

eous income

niscellaneous services

noiisation	NIN ·	I!N
oyalty .		
cno	CURRENT YEAR	PREVIOUS YEAR

Sepirate Street			1
			-
s acquired under lease			
d assets			-
. stasset of assets	w		
	CURRENT YEAR		
18:-OTHER INCOME	8A3V TIV399110	PREVIOUS YEAR	1
		A1-	1
	2,413,747.00		
ther recieveables		27.070,522,6	
•			
yees / Staff			
stitutions		4.	
ou-scyednie psnks			
h Union bank of India			
poration Bank	00.411	00.011	
pequie banks	00.880,1	00.071,62	
Accounts			
snoifutita		4	
u-scyeqnje psuks	I!N	I!N	
ki-fixed Deposit with Union bank of India	00.100,470,1 IiN	l!N	
Sociation Bank	00.478,754	00.607,248,1	
Jednje banks -	00 723 207	27.780,033,1	
jisoq			
	HA RABY TNBRRU	SEVIOUS YEAR	
		o avan shortage	
HINTEREST EARNED			

, and	Salar	Kolkal Kolkal Kolkal	10000
	*	NAS	

TIN

IIN

### EDULE:-19 INCREASED/DECREASED IN STOCK OF FINISHED GOODS & W.I.P

DOLL: 10 M			PREVIOUS YEAR
		CURRENT YEAR	PREVIOUS TEXT
		•	
Closing Stock			
-Finished Stock			
- Work inPprogress			
Less :opening stock	•		
- Finished Stock			
-Work in progress			
T INCREASE/DECREASE  Total		NIL	Nil

	CURRENT YEAR	PREVIOUS YEAR
Salaries and wages		
Allowances and bonus		
Contribution to P.F		
Staff welfare expense	·	Nil
TOTAL	NIL	Nil



### **EDULE 21 :-OTHER ADMINISTRATIVE EXPENSES ETC**

		CURRENT YEAR	PREVIOUS YEAR
urchases			
abour and processing exp	•		
artage and carryinge inwards	my Att		
lectricity and power			
Vater charge .			
surance			
Repairs & Maintenance			
Excise duty			
ent ,rates & taxes			
ehicle running and maintenance			
Postage, telephone	•		
rinting and stationary			
Travelling and conveyance			
Expense on seminar			
Subscription expense		•	
Expense on fees			
Auditors remuneration		56,180.00	55,150.00
hospitality Expense			
rofessional chrges			
rovision for bad & doubtful debts			
frecoverable balances written of			
Packing charges			
Distribution expense .			
Advrtisement and publicity			
TOTAL .		56,180.00	55,150.00



### HEDULE 22 :-EXPENDITURE ON GRANTS, SUBSIDIES ETC

TOTAL	2,067,895.00	1,653,550.00
Subsidies given to Institution		4 052 550 00
Grants given to Institution ) University of Calcutta i) Indian Institute of Social Welfare & Business Management ii) Society for Socio Economic Studies iv) Suchitra Ghosh	1,123,320.00 760,000.00 184,575.00	374,400.00 55,000.00 855,000.00 369,150.00
	CURRENT YEAR	PREVIOUS YEAR

TOTAL:-	9,481.00	1,487.00
On Fixed Loans On other Loans Bank Charges	9,481.00	1,487.00
CHEDULE 23:-INTEREST	CURRENT YEAR	PREVIOUS YEAR



### Directorate of Forests, Govt. of West Bengal Aranya Bhawan, Salt Lake, Kolkata-700 098 West Bengal State Campa

### **SCHEDULE:-24**

### SIGNIFICANT ACCOUNTING POLICIES:-

The financial Statements are prepared on the basis of historical cost convention, unless otherwise stated and on accrual method of accounting.

### Fixed Assets:-

Fixed assets are stated at cost of acquisition inclusive of inward freight duties and taxes and incidental and direct expenses related to acquisition. In respect of projects involving construction, related pre-operational expenses (including interest on loan for specific project prior to its completion) from part of the value of the assets capitalized.

### Depreciation:-

Depreciation is charged as per rates specified by Income Tax Act, 1961.

### Govt. Grants & Subsidies:-

- → Grants and subsidies are accounted on realization basis.
- → Grants in the nature of contribution towards capital cost of setting up a project are treated as capital reserve.
- → Grants in respect of specific fixed asset acquired are shown as deduction from cost of the related asset.

### West Bengal State Campa

## RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012

П					-	<								V			Ш		=======================================							To		
Total:		•			with Union Bank of India	Amount organization from Continue Account	iv) Union Bank of India	iii) From Corporation Bank	On Term Deposit & Flexi-fixed Deposit:	ii) Union Bank of India, SB A/c	i) From Corporation Bank, SB A/c	•	Deposit A/c during 2011-12	Interest Received on Savings A/c and Fixed		a) Earmarked / Endowment Fund	Income on Investment	As per Schedule'A'	Grants Received:	iv) Fixed Deposit with Union Bank of India	iii) In Savings A/ c with Union Bank of India	ii) In Term Deposit With Corporation Bank	i) In Current A/c with Corporation Bank	b) Bank Balance	a) Cash in hand	Opening Balances:		RECEIPTS
93,766,529.72	•		٠		<u>₹</u>		1,974,901.00	437,674.00		114.00	1,058.00					N:		48,436,000.00		37,610,000.00	N.	5,277,439.00	29,343.72		Z:		Rs.	Current year
121,128,383.72					1,989,313.00		1,842,703.00	1,550,087:72		110.00	29,170.00					Ni.		115,717,000.00	•		Z:	N:i	Zi.		Zi.		Rs.	Previous year
					VII	\ <u>\</u>				<				V			Ш			=						Ву		
Total:	4) Union Bank of India -Savings A/c	3) Union Bank of India -Fixed Deposit A/c	2) Corporation Bank (CLKCC) Term Deposits	1) Corporation Bank (CLSB) Savings A/c	Closing Balance with Banks on 31.03.2012:-	Finance Charge		b) State Govt.	a) Govt. of India	Refund of Surplus money / Loans		b) Expenditure on WIP	a) Purchase of Fixed Assets	Expenditure on Fixed Assets	b) Out of own fund	a) Out of earmarked / endowment Fund	Investment & Deposit made	ii) Expenditure on Grant & Subsidy- Sch-22	i) Amount remitted to DFOs - Sch- 3	Payment made against Fund for various projects:		b) Administrative Expenses	a) Establishment expenses	Expenses		Overdrawn Balance with Union Bank of India		Current year   Previous year   PAYMENTS
93,766,529.72	10,898.08	70,769,000.00	5,719,455.00	26,059.72	•	9,481.00		. Nii	Z.			N:i			N:	N:I		2,067,895.00	13,174,427.92			Z:	Nii			1,989,313.00	Rs.	Current year
121,128,3		37,610,0	5,277,4	29,3		1,4		N:I	Z			44,2			Z.	Z:I		1,653,5	76,512,3			Z:	N.			Z	Rs.	Previous y

Dated:



Addl. PCCA (HQ) & Nodal Officer (FCA)
Member Secretary
State CAMPA
(Executive Committee)

### Directorate of Forests, Govt. of West Bengal, West Bengal State Campa Aranya Bhawan, Salt Lake, Kolkata-700 098.

### SCHEDULE 'A'

Details of Grants received from Govt. of India

D-
Rs.
48,436,000.00
48,436,000.00
•



Directorate of Forests, Govt. of West Bengal, Aranya Bhawan, Salt Lake, Kolkata-700 098. West Bengal State Campa

### SCHEDULE 'B'

### Details of Funds remitted to Divisional Forest Offices for implementation of Schemes during 2011-2012

SI No.	Name of DFOs	Amount Rs.
1	DFO, Kurseong Division	1,958,213
2	DFO, 24-Parganas (South) Division	7,643,350
3	DFO, Darjeeling Division	2,100,000
4	DFO, Monitoring(North) division	310,000
5	DFO, Jalpaiguri Division	500,000
6	DFO, Baikunthapur Division	91,485
7	ACCF, West Bengal	571,379
	Total:	13,174,427

