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TELANGANA STATE BEVERAGES CORPORATION LIMITED
2ND FLOOR, PROHIBITION & EXCISE COMPLEX,
M.J.ROAD,NAMPALLY, HYDERABAD - 500 001
PHONE NO:040-24743437/38, FAX NO:040-24743439
tbelco.mf@gmail.com

No. APBCL/Accts/2014-15/ 1074

Dt: 09-04-2015.

CIRCULAR -NO:27

Sub:- Deputation of AOs / AAOs and SOs to the Corporate Office
for Reconciliation and Statutory Audit in connection with
Finalization of Annual Accounts for the Financial Year 2014-
15 - Reg.

→ ←

As you are aware that the accounts of the Corporation for the
Financial Year 2014-15 is to be completed immediately to meet the
requirement of companies Act. In the regard, we shall have to prepare
Profit & Loss A/c and Balance sheet for the Financial Year 2014-15 in a
time bound manner to enable the auditors to complete the audit within
the time limit.

In order to keep up the time schedule, you are informed to depute
the AOs / AAOs and SOs with the relevant records as mentioned in the
enclosures for the Financial Year 2014-15 and also latest tally data CD
(in TBK 900.001 file) without fail on the schedule dates to Corporate
office to complete the reconciliation and statutory audit for the year
2014-15, simultaneously.

The Chief Managers / Managers are requested to bestow their
personal attention in monitoring the progress on reconciliation and
statutory audit of the accounts of their depot.


MANAGING DIRECTOR

DESPATCHED


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REQUIRED FOR RECONCILIATION AND STATUTORY AUDIT FOR THE YEAR 2014-15

Sl.No	DESCRIPTION																																																																																																																								
1.	Cash Book																																																																																																																								
2.	Journal Registers																																																																																																																								
3.	Journal Vouchers																																																																																																																								
4.	General Ledgers																																																																																																																								
5.	Pay bill registers																																																																																																																								
6.	Advance Registers																																																																																																																								
7.	Bank pass books (with confirmation form Bank)																																																																																																																								
8.	Year ending annual accounts statements																																																																																																																								
9.	Bank reconciliation statements (Bank - Wise) with Bank Statement																																																																																																																								
10.	IML / Beer / FI / Takeover stocks records ICDC / DD receipt register.																																																																																																																								
11.	Stock register / creditors ledger / Goods Received Notes sales statement																																																																																																																								
12.	Details of sale of scrap with quantity for the amounts collected.																																																																																																																								
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16.	Detail of Advances against sale of IML / Beer / FL as on 31-3-2015.																																																																																																																								
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18.	Funds transfer statement																																																																																																																								
19.	Trial Balance along with schedules.																																																																																																																								
20.	Detailed statements of assets purchase during the year with Xerox copies of purchase invoices.																																																																																																																								
21.	Date relating to Income Tax Returns of the Corporation if not enclosed in the annual accounts. i) Month wise deductions and remittance particulars (with copies of challans etc.,) a). Tax deducted at source employees b). Tax deducted at source parties / contractors / building owners c). ESI payments d). Welfare fund payment particulars d). Rates & Taxes f). Professional tax g). TCS ii) Additions to fixed assets with Xerox copies of Bills.																																																																																																																								
	<table border="1"> <thead> <tr> <th>Bill No</th> <th>Date</th> <th>Name of the Party</th> <th>Date of installation</th> <th>Qty.</th> <th>Value.</th> </tr> </thead> <tbody> <tr><td>22.</td><td colspan="5">LPC Particulars of Inter Depot Transfer of employees</td></tr> <tr><td>23.</td><td colspan="5">Month - wise PF Statement</td></tr> <tr><td>24.</td><td colspan="5">Statement showing inter depot expenses incurred at depots.</td></tr> <tr><td>25.</td><td colspan="5">Details stock in Transit quantity and values, party - wise & Brand - wise (Please see that bills date are before 31-3-2015 and stocks are taken into accounts after 1-6-2014.</td></tr> <tr><td>26.</td><td colspan="5">Sales quantity and value should tallying with the certified sales value for finalizing the sales tax assessment for the year 2014-15</td></tr> <tr><td>27.</td><td colspan="5">Month - wise clubs, privilege fee / sales tax liabilities</td></tr> <tr><td>28.</td><td colspan="5">Purchase details imported foreign liquor / beer</td></tr> <tr><td>29.</td><td colspan="5">FL - 15 Register for the month of March 2015</td></tr> <tr><td>30.</td><td colspan="5">QPN Statement</td></tr> <tr><td>31.</td><td colspan="5">Tally data in CDs/Pen Drive and mail</td></tr> <tr><td>32.</td><td colspan="5">DTO Confirmation certificated / challans / relevant documents if any in connection with funds reconciliation.</td></tr> <tr><td>33.</td><td colspan="5">Furnish the Sale / Margin details of retail outlets</td></tr> <tr><td>34.</td><td colspan="5">Furnish details of amount received from IMFL retailers through e-payment</td></tr> <tr><td>35.</td><td colspan="5">ICDC's : 3nos. per day on random from 1-6-2014 to 31-3-2015</td></tr> <tr><td>36.</td><td colspan="5">GRNs / TPs / LRs / Invoice : 3nos. per day on random from 1.6.2014-31.3.2015</td></tr> <tr><td>37.</td><td colspan="5">Furnish the details of EL / HPL particulars as on 31.3.2015 of Regular / casual workers and furnish March 2014 salary / wages paid for the above employees / workers.</td></tr> <tr><td>38.</td><td colspan="5">Details of uplifted stocks held at IML depot as 31-3-2015, qty & value may be furnished.</td></tr> <tr><td>39.</td><td colspan="5">Details of sediment of IML / Beer / FI drain out and deleted from the stock during 2014-15 and also closing of stock of segment lying in the depots as on 31.3.2015 qty & value may be furnished.</td></tr> <tr><td>40.</td><td colspan="5">Month wise penalty collected statement on un-lifted stocks during 2014-15</td></tr> </tbody> </table>	Bill No	Date	Name of the Party	Date of installation	Qty.	Value.	22.	LPC Particulars of Inter Depot Transfer of employees					23.	Month - wise PF Statement					24.	Statement showing inter depot expenses incurred at depots.					25.	Details stock in Transit quantity and values, party - wise & Brand - wise (Please see that bills date are before 31-3-2015 and stocks are taken into accounts after 1-6-2014.					26.	Sales quantity and value should tallying with the certified sales value for finalizing the sales tax assessment for the year 2014-15					27.	Month - wise clubs, privilege fee / sales tax liabilities					28.	Purchase details imported foreign liquor / beer					29.	FL - 15 Register for the month of March 2015					30.	QPN Statement					31.	Tally data in CDs/Pen Drive and mail					32.	DTO Confirmation certificated / challans / relevant documents if any in connection with funds reconciliation.					33.	Furnish the Sale / Margin details of retail outlets					34.	Furnish details of amount received from IMFL retailers through e-payment					35.	ICDC's : 3nos. per day on random from 1-6-2014 to 31-3-2015					36.	GRNs / TPs / LRs / Invoice : 3nos. per day on random from 1.6.2014-31.3.2015					37.	Furnish the details of EL / HPL particulars as on 31.3.2015 of Regular / casual workers and furnish March 2014 salary / wages paid for the above employees / workers.					38.	Details of uplifted stocks held at IML depot as 31-3-2015, qty & value may be furnished.					39.	Details of sediment of IML / Beer / FI drain out and deleted from the stock during 2014-15 and also closing of stock of segment lying in the depots as on 31.3.2015 qty & value may be furnished.					40.	Month wise penalty collected statement on un-lifted stocks during 2014-15				
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TELANGANA STATE BEVERAGES CORPORATION LIMITED::2ND FLOOR, PROHIBITION & EXCISE COMPLEX, HYDERABAD. DEPOT WISE TIME SCHEDULE FOR RECONCILIATION AND STATUTORY AUDIT FROM 16-04-2015 TO 25-04-2015			
Sl no.	Name of the IML Depot	FROM	TO
1	Hyderabad-I	21-04-2015	22-04-2015
2	Hyderabad-II	18-04-2015	20-04-2015
3	Rangareddy -I	24-04-2015	25-04-2015
4	Uttoor	16-04-2015	17-04-2015
5	Nizamabad	17-04-2015	18-04-2015
6	Medak	23-04-2015	24-04-2015
7	Nalgonda	23-04-2015	24-04-2015
8	Mahaboobnagar	20-04-2015	21-04-2015
9	Warangal -1	20-04-2015	21-04-2015
10	Karimnagar	24-04-2015	25-04-2015
11	Khammam	17-04-2015	18-04-2015
12	Rangareddy-II	21-04-2015	22-04-2015
13	Mancherial	25-04-2015	27-04-2015
14	Kondamadugu	18-04-2015	20-04-2015
15	R.R.III : Jeelpally	22-04-2015	23-04-2015
16	R.R.IV	22-04-2015	23-04-2015
17	Warangal-II	25-04-2015	27-04-2015

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