



VED HOUSING SOCIETY MANAGEMENT

M.COM, MBA, GDCA, CERTIFIED PANEL AUDITOR, TAX & LEGAL CONSULTANT

Housing Society Audit Points and Checklist for Auditors

In order to check the functioning of housing society, management committee must answer the following questions satisfactory and the Auditor must scrutinize the following points and report the same in his audit Report.

Sr. No	Particulars	Auditors Remarks	
		YES	NO
1	Check if Society have all documents required for registration of society in registration file kept in Society?		
2	Has the society executed Conveyance Deed as per Bye Laws No 154 to own land & building on which it is situated?		
3	Has the society done Structural Audit of the building as per Bye Laws No 76(a)?		
4	Did the society conducted Election Process as per Provision of Bye Laws No 115 and latest Election Rules Published by Department?		
5	Did the Society kept the records of society which need to be maintained in Society Office as per Bye laws No 141 & 142?		
6	Did the society undertaken Meeting of MC every month as per Bye Laws No 127 (a) and written detailed minutes in the Minutes Books of the society? Has the Important monthly decision taken like approval of Membership to new Members, Approval & Scrutiny of Nomination forms received from Members, Appointment of Security, Sweeper, Accountant etc with the permission of GB, Approval of Monthly Expenses incurred & Income Received etc? Did the society has taken any action on the committee members who were absent for 3 consecutive MC meetings without taking leave of absence as per Bye Laws no 119(a)?		
7	Did the society call Annual General Meeting of the society as per Bye Laws no 94 & 95 with 14 days clear Notice? Did they circulate Income & Expenditure Accounts, Balance sheet, Audit Report and last year Audit Rectification Report along with Notice of AGM to all Members? Checked in the minute's books whether it has been discussed and passed? (Discuss the same with few society Members to know the correct fact)		
8	Did the Society Circulate Draft Minutes of AGM and Special General Body meeting to all Members of the society by email or Hardcopy within 3 months of meeting taken place as per Bye Laws No 108? Has the Final Draft Minutes has been amended as per objections and suggestion received from members present in the meeting and has it kept in next AGM/SGM for approval?		
9	Did the Society make an arrangement for parking as per Bye Laws No 78 to 84? Did Society made any discrimination between Members & Tenant for parking charges levied to them?		
10	Did the society Charge the Service Charges & Maintenance, Transfer Premium, Non-Occupancy Charges as per provision of Bye Laws, Circulars & GR? Has Society charged any illegal, excess charges which are not according to the Bye Laws, MCS Rules & Act? (Service Charges & Maintenance to be charged as per Bye Laws No 65 to 71, Transfer Premium Maximum 25,000/- No donation allowed, Non occupancy should be 10% of Service charges)		



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11	Did the Society issued Shares Certificate to all members of the society within 6 months from the allotment of the shares – Bye Laws No 9(a)?		
12	Did the society maintain following registers in society office as per Bye Laws No 141? I & J Register, Share Certificate Register, Nomination Register, Investment Register, Lien Register, Audit Rectification Register, Property Register, Tenant Register etc. Has the above mentioned all registers updated by secretary as on date as per Bye Laws No 143?		
13	Did the society adopted Model Bye laws of the society?		
14	Did the society attach bills & supporting documents along with expenditure vouchers? Have signature and stamp of at least 2 office bearers been taken for approval on expenditure voucher? Check carefully if there is any overwriting / tampering on the voucher if any.		
15	Did the society file income tax return for previous financial year?		
16	Does Financial Statements, all books of accounts, Minutes Books (MC & AGM), and other papers of the society readily available to all society members for inspection in society office free of cost and to obtain copy of the same from the society office on payment of fees as per Bye Laws / rules?		
17	Are the GR, Circulars, directives of cooperative department and Remarks of Auditor in Audit Report has been complied with? Please check & verify the acknowledgement of Audit Rectification Report has been submitted to Registrar office as per Auditors Comments in Audit Report		
18	Has the society insured the building of the society as per provision of Bye law No 160(a)?		
19	Has the society-initiated recovery process under section 154 (B) 29 against the defaulter members of the society?		
20	Check whether during Audit period society has violated provision of maximum cash in hand of Rs 5000/- in any day? /-. If Found report the same in Audit Report.		
21	Check Cash payment made in excess of maximum limit of Rs 1500/-. If Found report the same in Audit Report.		
22	Has the society invested Sinking Fund and Repair Fund FD in the Bank? Also check whether their renewal has been done on time?		
23	Has the society conducted fire audit as per Bye Laws No 76 (c)?		
24	Did the society take membership of District Housing Federation of Society?		
25	Has the Society accepted the option of action according to the guidance of Housing Federation regarding complaints of the society?		
26	Did the committee members, Society members or employees attend the training camp organized by the Co-operative Training Center, Co-Operative Board Housing Federation, and Cooperative Department?		
27	Has 5 members Grievance Redressal Committee been constituted in the society as per circular issued by Cooperative Department? (3 society members, statutory Auditor & representative of Housing Federation)		
28	Has the society submitted the mandatory returns under section 79(1A) of the cooperative act within 6 months from the end of the financial year in the office of the Registrar.		



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29	Check TDS has been deducted on Contractors bills like Sweeper, Security etc, TDS on Professional Fees like Accountant, Advocate, Consultant, Tax Practitioner etc, TDS on Rent from Mobile Tower/ Advertisement etc		
30	Check whether Tender Process has been followed for Major Repair work done by society if any. Minimum 3 Quotation selected for inspection and vendors past performance, same is recorded in the minutes book in detailed. Appointment of PMC if any, Agreement with Contractor, KYC, Financials of Contractor etc. Check Contributions from members for Major Repairs Work is charged as per area basis and not equally as per Bye Laws No 13(b). FD if any utilized for the same check resolution is passed in the AGM to this effect.		
31	In order to create harmonious cooperation among the members of the organization, has the Managing Committee organized any of the activities like festivals, sports, cultural programs, trips, tree plantations, environmental programs, etc. by voluntary contribution?		
32	Does the environment and relationships within the organization cordial, happy and mutually cooperative? To be decided by Auditor after overall discussion with committee members and members of society.		



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