

NEW DELHI MUNICIPAL COUNCIL

SCHEDULE B-21

SIGNIFICANT ACCOUNTING POLICIES (2013-14)

1. Basis of Accounting

The financial statements are prepared on a going concern and under historical cost basis under accrual basis of accounting. The method of accounting is the 'Double Entry Accounting System on accruals'.

The transactions in accounts of NDMC are carried out on Double Entry Accounting System on accruals through e-Finance Application of NDMC. The actual receipts and payments have been carried through the e-Fin Application on real time. The Accounting Statements and Financial Statements from the financial year 2009-10 onwards are being drawn through the e-Fin Applications after keeping a strict watch over the cash transactions. The cash balances are reconciled on daily basis. In case of online payments received in respect of various NDMC dues through net-banking or debit/ credit cards, the money in respect of such receipt is first credited to the NDMCs' Account with the respective Bank and immediately after realization of the proceeds the money is transferred to NDMC main account maintained at the State Bank of India from where it can be expanded as per provisions of the NDMC Act 1994.

The Significant Accounting Policies being followed for compiling of accounts and Financial Statements are as mentioned in the NDMC Accounts Manual, however main features of the policies are high lighted as under:-

2. Revenue Recognition

The accounts have been prepared on modified accrual basis. Under modified accrual basis, the revenues are recognized at the time of actual raising of the bills whereas the expenses are recognized at the time of passing of the bills or admission of the expense/ liability regardless of when the related cash flow/ occurrence takes place except as stated hereunder:

Revenue Recognition in case of Income-Exceptions

As mentioned above, significant items of revenue of the Council are recognized at the time of raising the bills. However, under mentioned transactions are accounted for on cash basis:

- i. Revenue in respect of transfer of property, cess collection charges, connection charges for water supply, water tanker charges, road damage recovery charges, assigned revenues, disposal of materials in stores, hospital and dispensary fees etc., rent or hire charges with respect to ambulance, hearse etc., sale of scrap, general grants (revenue nature), connection and reconnection charges for electricity supply, interest & penalties, other fees and user charges etc (if not billed).
- ii. Any other income, which is of an uncertain nature or for which the amount is not ascertainable or where demand is not raised in regular course of operations of the NDMC, is recognised on actual receipt.

Revenue Recognition in case of Expenses-Exceptions

- i. In the following cases the expense is provided for on the basis of actual use of facility i.e. even if the bill is not received the same shall be provided for keeping in view of materiality of the expense and matching of cost with revenue concept:
 - a) Purchase of Water
 - b) Purchase of Electricity
- ii. In the following cases the expense is provided for on actual basis contrary to accrual basis of accounting:-

Bonus, ex-gratia, overtime allowance, other allowances and reimbursements to the employees are recognised as an expense as and when they are drawn for payment.
- iii. In case of provision against receivables, provisioning norms are applied based on type of income and age of receivables. The Council has adopted NMAM with suitable modifications. The rates of provisioning prescribed under NDMC Accounts Manual have been adopted with respect to each category of receivables.

3. Grants

- i. General Grants, which are of revenue nature, are recognised as income on actual receipt to the extent these are utilised. Unutilized portion of grant during the year is recognised as liability.
- ii. Grants, which are re-imburement of specific revenue expenditure are recognized as income in the accounting period in which the corresponding revenue expenditure is charged to the Income and Expenditure Account
- iii. Grant received towards capital expenditure is treated as a liability till such time the fixed asset is constructed or acquired. On construction/ acquisition of fixed asset, the grant corresponding to the value of the asset so constructed/ acquired is treated as a capital receipt and transferred to capital contribution.

4. Prepaid Expenses

Expenses for an amount exceeding Rs. 5,000/- and paid in advance during the year (a proportion of which may relate to a part of the succeeding financial year) are apportioned over the actual period to which such expenditure relates.

5. Establishment Expenses

NDMC is following March to February basis for recognizing salaries for the financial year. Hence, the establishment expenses include employee costs namely; salary, bonuses, employee welfare and other related costs. Expenses on salaries and other allowances are recognised as and when they are due for payment on drawing of Pay Bill (i.e. at the month end).

6. I. Fixed Assets

- i. Assets acquired by way of purchase or constructions are valued at their cost of acquisition or cost of construction on completion. In determining the cost of acquisition, incidental direct costs including borrowing cost are considered for capitalization.

- ii. **Depreciation is provided on Straight Line Method. The Council has followed Depreciation rates followed by Bangalore Mahanagar Palike.**
- iii. The assets acquired on or after 1st October every year are depreciated by applying half the rates.
- iv. In case of assets capitalized during the year out of Capital Work In Progress, depreciation is provided by applying the rates for full year.
- v. All the assets purchased during the year are capitalized under the head "Fixed Assets" in the Balance Sheet. However, the assets purchased during the year costing **Rs. 5000/-** or less are depreciated/ provided for @ 100% at the year end by leaving nominal value of rupee one if the asset is created for the 1st time.

II. Capital Work in Progress (CWIP)

Capital expenditure attributable to a particular asset, and incurred in respect of assets which are pending completion or installation, are included in the particular asset or project group under CWIP. All other expenditure, incurred during the completion or construction stage of the asset or project and which are not reasonably attributable to any particular asset, are classified as unallocated CWIP expenditure, and are allocated to the assets on the completion or construction of the asset or project, as the case may be.

7. Investments

Investments are stated at cost including the cost incurred in acquiring the same. However, any permanent diminution in the value of long term investment(s) is provided for.

8. Inventories

- i. The stock lying at the period-end is valued at cost in accordance with the First in First out method.
- ii. Finished goods related to goods produced for sale or internal use are valued at cost or market value, whichever is lower while Work-In-Progress (unfinished products on which part of process has already been carried out) is valued at cost. Cost of finished and work-in-progress includes all direct costs and applicable production overheads to bring the goods to the present location and condition.
- iii. Consumable items are treated as expenditure incurred in the year of purchase and balance remaining with respective stores as on 31st March reflected as stock in hand at the year end.

NEW DELHI MUNICIPAL COUNCIL

SCHEDULE B-22

NOTES TO ACCOUNTS (2013-14)

1) I. *Fixed Assets*

- i. In considering the assets, particularly fixed assets vested with NDMC, the strict test of legal title has not been always insisted upon. This is in view of certain pending matters relating to transfer of titles, which are being followed up with the authorities concerned. NDMC has been functioning since 1913 and related record is not available due to long period involved, however, since control and possession of assets is effectively with NDMC, the same has been considered as part of the assets of NDMC.
- ii. Although all the information received from the various departments/ accounting units has been included in the above compilation, the process of **periodical** physical verification of all the fixed assets is not yet completed. To the extent of any discrepancy noticed in the course of physical verification, these assets would undergo a change accordingly.
- iii. The depreciation has been provided in the accounts as per the rates adopted by Bangalore Mahanagar Palike.
- iv. NDMC has charged a sum of ₹ 415.5 crore to the Income & Expenditure Account on account of transfers to various segments with a corresponding credit to the various segments earmarked for specific purposes.
- v. Two plots of land were allotted to NDMC for construction of staff quarters at Sector VI & VII prior to 1.04.2004. These plots were not mentioned in the opening balance sheet as on 01.04.2004 due to oversight as no asset was created at that time as clarified by the Division. These could not be entered in the accounts as some modification in the scheme master is required to be carried out in the accounting soft ware. These plots will be included in the Accounts of 2014-15.
- vi. In the absence of full particulars and to bring in uniformity, depreciation on all the assets, except those assets which are taken at the nominal value of Re. 1/-, has been provided for the full year.
- vii. The amounts existing under the Capital Work in Progress has not been capitalized due to non availability of the data related to each asset despite best effort by the ABAS. However the divisions were provided the year wise break up of the expenditure under this head but the requisite information could not be received inspite of repeated reminders and even holding the workshop to guide the staff for taking necessary action for capitalizing of assets. As it is pending since 2004-05 onwards the volume of work involved has increased tremendously. The staff could not achieve the targets, as explained in the workshop due to shortage of staff. **The divisions have assured to complete the work in 2014 -15 accounts. It is also to be mentioned that NDMC has appointed M/s SBI Capitals for**

finalization of the Fixed Asset Registers for Electricity Department. As such the Asset Registers created from 01.04.2004 in respect of Buildings, Land, Substations, Cables & Transformers etc are being separately created for Electricity Segment and it will have effect on the consolidated assets registers created on 01.04.2004. Due to this work of capitalizing the CWIP could not be carried out in the year 2013-14. Further the depreciation has been charged on written down value method and will be accordingly recalculated on straight line method at the time of capitalization of all the CWIPs.

II. Identification and Valuation of Opening Fixed Assets

The fixed assets have been identified and compiled based on data/information furnished by the concerned units of NDMC.

Broadly, the fixed assets have been classified and verified under 15 heads and have been mapped accordingly under 15 formats. The detailed particulars of which are as under:

Format No.	Type of assets included in the category	Method of valuation of the assets
FA 1	Land	The land under this head includes land appurtenant/ beneath various assets such as buildings, parks/ grounds and infrastructure assets. These have been valued at a nominal value of Rupee one for each class of asset.
FA 2	Built-up-Property	All the buildings belonging to NDMC have been identified and measured by a team comprising of representatives of consultants and the department(s). However, in absence of the complete information from various departments/ divisions regarding the cost of acquisition/ construction or permanent improvement thereto, each building has been kept at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of buildings.
FA 3	Vehicles	The vehicles have been identified as per their make & models for each class of vehicle. However, in the absence of complete information regarding the cost of acquisition from the various departments/ divisions, each vehicle has been kept at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of vehicles.
FA 4	Roads	The roads have been identified as per their name, location & measurement. However, in the absence of complete information regarding the cost of acquisition and cost of improvements thereto from Road Divisions (R-I to R-V and RIP) each road/ service road has been kept at a nominal value of Rupee

		one so as to maintain uniformity in valuation and have better control over number of roads.
FA 5	Lamp Posts & Luminary Fittings	The lamp posts and fittings have been identified as per their respective location. However, in the absence of complete information regarding the cost involved in installing the same each lamp post as well as each fitting has separately been valued at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of lamp posts and luminary fittings.
FA 6	Dustbins & Dhalaos	The dustbins & dhalaos have been identified as per their respective location. However, in the absence of complete information regarding the cost involved in installing the same each dustbin/ dhalao has been valued at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of dustbins and dhalaos.
FA 7	Drainage	The drains have been identified as per their respective location and numbers. However, in the absence of complete information regarding the cost involved in constructing/ improving the same each drain has been valued at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of drains.
FA 8	Sewerage Lines & Water Lines	The sewerage lines and WRI have been identified as per their respective location. However, in the absence of complete information regarding the cost involved in constructing/ improving the same each sewerage line has been valued at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of sewerage lines & WRLs.
FA 9	Lavatory & Urinals	The lavatories and urinals have been identified as per their respective location. However, in the absence of complete information regarding the cost involved in constructing/ improving the same each lavatory as well as urinal has been valued at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of lavatories and urinals.
FA 10	Furniture & Fixtures	Each item under the head "Furniture & Fixture" has been identified as to its respective location/ placement. However, in

		the absence of complete information regarding the cost involved in acquiring the same each item of furniture & fixture has been valued at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of items classified under the head "Furniture & Fixture" head.
FA 11	Plant & Machinery	Each item under the head "Plant & Machinery" has been identified as to its respective location/ installation. However, in the absence of complete information regarding the cost involved in acquiring/ constructing/ improving the same each item under the captioned head has been valued at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of items classified under the head "Plant & Machinery" head.
FA 12	Switchgears & Transformers	Each item under the head "Switchgear & Transformers" has been identified as to its respective location/ installation. However, in the absence of complete information regarding the cost involved in acquiring/ constructing/ improving the same each item under the captioned head has been valued at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of items classified under the head "Switchgear & Transformers" head.
FA 13	Electric Cables	The electrical cables have been identified location-wise and measured. However, in the absence of complete information regarding the cost involved in installing/ improving the same has been valued at a nominal value of Rupee one per meter so as to maintain uniformity in valuation and have better control over quantum of electric cable laid.
FA 14	Bridge Culverts etc.	The bridges and culverts have been identified as per its respective location. However, in the absence of complete information regarding the cost involved in constructing/ improving the same each bridge/ culvert has been valued at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of bridges and culverts.
FA 15	Trees & Plants	The trees and plants have been identified as per their respective location. However, in the absence of complete information regarding the cost involved in planting each tree and cost of bringing to its present status, the same

		has been valued at a nominal value of Rupee one so as to maintain uniformity in valuation and have better control over number of trees/plants.
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The aforesaid assets have been valued at a nominal value of Rupee one and have been shown under the head "Fixed Assets" with a corresponding credit to "Capital Reserve". The assets shall continue to be shown at that value till these are revalued.

Two set of Asset Registers in respect of above mentioned class of Assets will have to be maintained in the ensuing years i.e. one set for electricity segment and the other for other segments.

2) Segmental Funds

For administrative convenience, New Delhi Municipal Fund has been broken in segments and sub segments. These segments have been created out of overall New Delhi Municipal Fund. The segments and sub-segments are as follows:

FUND	SEGMENT FUND	SUB-SEGMENT FUND
NEW DELHI MUNICIPAL FUND (NDMF)	ELECTRICITY (SEGMENT) FUND	REGULATORY RESERVE (SUB-SEGMENT) FUND
		DEPRECIATION RESERVE (ELECT) (SUB-SEGMENT) FUND
	WATER SUPPLY AND SEWERAGE SEGMENT FUND	DEPRECIATION RESERVE(W S) (SUB-SEGMENT) FUND
	ESTATE SEGMENT FUND	COMMERCIAL MARKET DEVELOPMENT (SUB-SEGMENT) FUND
		TRANSFERRED MARKETS (SUB-SEGMENT) FUND
		DEPRECIATION RESERVE FUND(OTHER BUILDING)
		PUBLIC ART (SUB-SEGMENT) FUND
	EMPLOYEE SEGMENT FUND	PENSION (SUB-SEGMENT) FUND
		STAFF WELFARE (SUB-SEGMENT) FUND
	GENERAL SEGMENT FUND	GENERAL SEGMENT FUND

These Segmental Funds are represented by the identified investments/ any other securities as prescribed under the NDMC Act.

3) Contingent Liabilities

Necessary formats for informing the various types of Contingent Liabilities were sent to the concerned working units and thereafter the reminders were also issued. The formats were explained in the work shop to all the divisions. The complete information regarding Contingent Liabilities as to number of cases pending with various courts and the amount involved therein is not available.

The detail received from various divisions on account of different type of Contingent Liabilities is as under:

Consolidated statement of Contingent Liabilities		
	Description/ nature of contingent liability	Amount in Lacs
1	Contingent liabilities in respect of Contracts remaining to be executed but not provided for as on 31.03.2014	₹ 32.54
2	Contingent liabilities in respect of suits filed against NDMC and are pending	₹ 274.71
3	Contingent liabilities in respect of claims against NDMC before any forum other than Courts and not acknowledged as debts as on 31.03.2014	₹ 546.44
4	Contingent liabilities of other money for which the NDMC may be contingently liable as on 31.03.2014	₹ 352.93
5	Contingent liabilities in r/o suits filed by employees against NDMC and are pending in Courts/ CAT as on 31.03.2014	₹ 161.61
Total		₹ 1368.23 lacs

Note: In addition to above it is to mentioned that there is a dispute of Rs 732.23 crores in respect of misuse charges (between NDMC/ L&Do) in respect of Hotel Bharat, Hotel Le Maridian & Hotel Taj Man Singh. It is not liability of NDMC as the amount, if any, is recoverable from the concerned hotels. The accounting entries can only be passed after the dispute is resolved

4) **Current Assets**

- i. Cash and Bank balances: The opening balances of bank accounts as per books maintained by NDMC were not in agreement with the balance as shown in the bank statements. **A cash tally account has been drawn separately and is appended with the accounts after General ledger. The balance so reconciled is the base in the bank balances in the eFinance Applications**

The process of reconciliation of earlier years is presently ongoing and entries arising out of the said reconciliation shall be given effect to in the subsequent years as and when the specific items are identified.

There is a difference in cash balance as per Accounts and as per cash book maintained manually amounting to ₹ 62,22,81,349.36

The same is pending for reconciliation. However, the effect of the same has already been considered in New Delhi Municipal Fund Opening Balance and the amount appearing in the e-fin application has been taken after these adjustments. The difference in the receivables will be charged into the NDMC Fund.

- ii. The receivables on account of estate, property-taxes, water charges etc. are taken on the basis of information furnished by the respective departments in 2004-05 and the current status is to be certified by the various accounting units. The divisions have intimated the balances but the same is yet to be scrutinized. Also the year-wise/ age-wise break up of the arrears has not been provided as a result the provisioning for doubtful debts have been made provisionally and will be corrected when the correct age-wise breakup is reconciled with the total receivables. However the Revenue earning departments have been advised to direct their software developer firms to make provisions in the software to provide year-wise break up so that same may be utilized for MIS purposes and to make necessary provisions in the accounts.

5) *Municipal Fund Account*

The account represents the net surplus of value of opening assets over value of opening liabilities of NDMC and the excess of income over expenditure during the year.

However, certain adjustments shall be made to Municipal Fund during the subsequent year(s) which are as follows:

- i. Since the mapping of fixed assets is in the process of completion and the valuation norms are pending for finalization, the accounts do not reflect full value of fixed assets. Consequently, the Municipal Fund is understated to the extent of value of fixed assets (net).
- ii. Pending fresh Actuarial Valuation Report/study, contribution towards pension and gratuity are accounted as per approval vide Resolution 5 (D-1) dated 18.07.2007 .
- iii. As past data regarding creation of earmarked segmental funds and their respective utilizations are not presently available, the funds are not represented by corresponding matching contributions. Pending valuation of assets the segmental funds are being maintained on ad-hoc basis.

6) *General*

- a) **NDMC as per provisions of NDMC ACT is to maintain monthly accounts and the annual accounts. Separate General Ledger for annual accounts and Financial Statements have been drawn and made part of the accounts.**
- b) The year-wise break-up of receivables has been arrived at from figures maintained as per accounts, in absence of availability of such figures from the respective departments. Efforts will be made in the ensuing years to maintain the age-wise break-up figures at the respective department.
- c) The status of remittance of Leave Salary Contributions and Pension contributions in respect of staff on deputation to NDMC has been intimated by the Personal Department and is annexed to the notes to accounts. However the Personal Department has been advised to remit the Contributions as and when due.
- d) The balances outstanding under the various account heads e.g. deposits, creditors, receivables and liabilities are subject to reconciliation/ confirmation **by respective accounting units. These balances are to be maintained at the sub-ledger accounts of the individual creditors/ debtors in the e-Fin application.**
The financial statements include the
 - General Ledger
 - Balance-Sheet as on 31.3.2014
 - Income Expenditure Statements for the year 2013-2014
 - Cash flow / cash tally statement.
 - Schedules to the balance sheet
 - Schedule to the Income -Expenditure statements.

- e) The accounts as prepared/ compiled are subject to audit.
- f) In the absence of complete information/ details in respect of claims lodged by the third parties on NDMC, contingent liabilities have not been disclosed to the full extent.
- g) The financial statements have been mainly compiled as per the formats prescribed by NDMC Accounts Manual based on National Municipal Accounts Manual with suitable modifications.
- h) The opening balance in respect of total deposits as provided by the various departments is the total sum of Earnest Money, Security Deposit and Misc. Deposits.
- i) The balances have been rearranged/ regrouped to match with the double entry accrual system.
- j) Previous year figures have been rearranged/ regrouped wherever considered necessary
- k) The liabilities under the Provident Fund accounts of the employees are not to be incorporated in the accounts of NDMC. However the statement of PF for the year 2013-14 has been annexed to these notes to accounts