

**Draft Internal Audit Report**

of

Dinajpur Depot

For the period from 17.03.23 to 11.02.24

Audit Team Member : Mr. Sajib Sarker (03395), Asst. Manager

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Coordinated & Reviewed By : Mr. Abu Sayed Md. Riton Rouf (03361), Dy. Manager

Depot In-charge : Mr. Golok Sarker (02UH7), Dy. Manager

| **Sl.**  **No.** | **Audit Observations** | | | | | | | | | | | | | | | | | | | | | | | | **Reference Number**  **& Date** | **Name, ID & Designation of Resp. Person** | **Comment from Depot. In-Charge** | **Comment of Internal Auditor** |
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| **1.00** | **Section: Collection Monitoring and Petty Cash** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| **A** | **Petty Cash** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1.01 | **Physical Verification and Reconciliation of Petty Cash Balance** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1. We have physically verified the net petty cash balance as on 16.10.23 at about 8:30 AM before opening the day’s transaction and found cash amount of Tk.39,164.00 (Thirty-nine thousand one hundred and sixty-four only. Reconciliation statement of petty cash balance is found agreed amount from previous audit date to current audit date. Details are shown in “Annexure-01”. | | | | | | | | | | | | | | | | | | | | | | | | Daily Transaction Report as on 15.10.23 and Physical Verification | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | - |
| 1. In addition, we have found cash amount of Tk.2,47,635.00 (Two lac forty-seven thousand six hundred and thirty-five only) kept separately in the vault; which represents market collection of previous day and found agreed amount with Depot Daily Collection Report. | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1. Apart from that, we have also found Tk.16,635.00 (Sixteen thousand six hundred and thirty-five only) kept in the vault against scrap sale. It is to be noted that, a separate register has been maintained for scrap sale purpose which was also found agreed amount with the statement signed by the Depot In-charge. | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1. We have reviewed daily net petty cash balances of the depot from 08.12.22 to 15.10.23 and petty cash balance was **exceeded in (08) eight days.** | | | | | | | | | | | | | | | | | | | | | | | | From now, we shall work carefully. | **Petty cash balance should be kept as per policy.** |
| 1. Combined statement of petty cash and doctor donation have been maintained. | | | | | | | | | | | | | | | | | | | | | | | |  | - |
| 1. **Amount of doctors’ donation has been paid by petty cash In-charge based on approval copy but no follow up is being done from the depot end. We have confirmed only from the documents preserved in the depot irrespective of actually paid to respective doctor.** | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1. **Cash retain in the vault during monthly closing time (around Taka 1.50 crore to Taka 03 crore) and deposit that amount in the next day’s morning at banking hour by carrying the money in cartons by delivery van or by RSM’s car or delivery van. It is very risky matter for the respective depot as well as for the company.** | | | | | | | | | | | | | | | | | | | | | | | |  | **Higher officials of distribution division should look into this matter.** |
| 1.02 | **Review of Daily Transaction Report** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have reviewed the daily transaction report file and observed that- | | | | | | | | | | | | | | | | | | | | | | | | Daily Transaction Report | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | - |
| 1. Daily Transaction Reports have been printed out on due time and every closing & opening balance are found in agreed amount. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. We have found physical verification signature of Depot In-charge in daily transaction report in regular basis and the balance is also found in order in the Daily Transaction Report. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Print time and physical verification time have been matched. | | | | | | | | | | | | | | | | | | | | | | | |
| 1.03 | **Review of Suspense Requisition and Suspense Register** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have checked suspense requisitions and suspense register and observed that- | | | | | | | | | | | | | | | | | | | | | | | | From 08.12.22 to 15.10.23 |  |  |  |
| 1. Few cases suspense requisitions are not filed in the suspense file by chronological order. | | | | | | | | | | | | | | | | | | | | | | | | Suspense File | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | **Should be followed the depot activities guide line 2013.** |
| 1. **Without suspense reason:** In four cases, no reason has been displayed in the daily suspense report. | | | | | | | | | | | | | | | | | | | | | | | | Suspense Report | Already solved. |
| 1. **Suspense adjusted but not posted in register**: Few cases, suspense was given for various reasons and duly adjusted but not posted in register. | | | | | | | | | | | | | | | | | | | | | | | | Suspense Register  Pg. no: 30, 06, 115,154 | We shall do this carefully in future. |
| 1. Few cases, overwriting has been found in suspense register. | | | | | | | | | | | | | | | | | | | | | | | | Suspense Register  Pg. no: 52, 70 | We shall try to avoid this. |
| 1. Suspense report is sent to corporate office on Sunday in every week. | | | | | | | | | | | | | | | | | | | | | | | |  | - | - |
| 1.04 | **Review of Suspense Balance** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| **As per executive order given by the Honorable MD Sir, all suspense should be adjusted within 30 days from the date of receiving**. But we observed that, gross violation of this order is happened which are stated below- | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1. **Review of Un-adjusted Suspense Balance:** Total un-adjusted suspense balance as on 15.10.23 was Tk.6,02,318.00 (Six lac two thousand three hundred and eighteen only) against no. of 52 tokens. Out of total suspense amount of **Tk.8,200.00 is un-adjusted for more than 30 days (maximum un-adjusted for 52 days**). Details list is shown in **“Annexure-02”** | | | | | | | | | | | | | | | | | | | | | | | | Suspense Report as on 15.10.23 | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | **Should be followed the per executive order given by the Honorable MD Sir.** |
| 1.04 | 1. **Review of Adjusted Suspense Balance:** While reviewing adjusted suspense balance, it came to our notice that, few suspense had been adjusted after long time **(Highest 76 days)**. Few examples are as follows- | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1. Partial amount of Tk.26,400.00 against iftar party has been adjusted after 76 days. | | | | | | | | | | | | | | | | | | | | | | | | Receive  Dt: 05.04.23 | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | Adjusted. | **Should be followed the executive order given by the Honorable MD Sir.** |
| 1. Amount of Tk.67,690.00 against engine overhauling has been adjusted after 61 days. | | | | | | | | | | | | | | | | | | | | | | | | Receive  Dt: 29.05.23 |
| 1. Amount of Tk.10,385.00 against PC program has been adjusted after 52 days. | | | | | | | | | | | | | | | | | | | | | | | | Receive  Dt: 25.05.23 |
| 1.05 | **Review on Motor-cycle Loan, Purchase and Return Procedure** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| During our audit we have reviewed motor-cycle loan, purchase and return procedures and observed that- | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1. Motorcycle is purchased through depot only from authorized show room and relevant documents are duly sent to C/O for further official procedure after getting approval from higher authority. | | | | | | | | | | | | | | | | | | | | | | | | Related Documents | Mr. Golok Sarker (02UH7),  Depot In-charge |  | **Higher officials of distribution division should look into this matter.** |
| 1. Six (06) old motorcycle are preserved in this depot. Such as- MYM-HA-13-6840, MYM-HA-14-0907, MYM-HA-16-2825, MYM-HA-16-3226, MYM-HA-15-3273, N/A. | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1. Tax token is not available of motorcycle no. MYM-HA-13-6840. | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1. Tax token is expired and Key is not available of motorcycle no. MYM-HA-14-0907. | | | | | | | | | | | | | | | | | | | | | | | | We are trying to renewal within short time. |
| 1. One motorcycle is registered in personal name of Mr. Moklesur Rahman (06237) instead of company name of which registration number is not found. | | | | | | | | | | | | | | | | | | | | | | | | Mistake by BRTA. |
| 1.06 | **Review on Cheque Issue Procedure & Bank Reconciliation Statement** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1. In course of our audit we have analyzed month-wise bank reconciliation statement and found up dated. While reviewing bank statement of DBBL and other related documents, it came to our notice that, **huge idle money has been kept in the bank account after end of every month even considering all un-presented cheques Highest - in Feb’23 Tk.30,74,801.49 and lowest - in May’23 negative balance (Tk.1,52,467.51).** Details information in this regard is given below- | | | | | | | | | | | | | | | | | | | | | | | | Bank Reconciliation Statement and Bank Statement | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | **Higher officials of distribution division should look into this matter.** |
| Name of Month | | Balance as per Bank Statement (Tk.) | | | | | | | | | | Un-presented Cheque (Tk.) | | | | | | | Idle/unused Money (Tk.) | | | | |  |
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| 1. **No. of 159 cheques amounting to Tk.6,42,000.00 have still been  un-presented into bank. Out of these no. of 11 cheques amounting to Tk.20,000.00 has already been expired**. Month-wise break up of expired cheque is given below | | | | | | | | | | | | | | | | | | | | | | | | Bank Reconciliation Statement for the month of Sep’23 | We send expired cheque list to distribution department in every month. | **Need proper follow-up in this area and expired cheques need to be adjusted as soon as possible.** |
| Month | | | | | No. of Cheque | | | | | | | | | | | | Amount (Tk.) | | | | | | |
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| **Total** | | | | | **11** | | | | | | | | | | | | **20,000.00** | | | | | | |
| 1. **Concerned authority did not fix individual cheque withdrawal limit.** | | | | | | | | | | | | | | | | | | | | | | | |  | **Higher officials of distribution division should look into this matter.** |
| 1. **When Payment made to doctors through pay order from Prime Bank then bank directly debited to ACME’s account. If any doctor does not deposit pay order to his/her bank account, this benefit will directly enjoy Prime Bank.** | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1. Fund requisition is given by the Depot In-charge to C/O Finance Department in every week. | | | | | | | | | | | | | | | | | | | | | | | |  | **-** |
| 1. Cheques are not canceled during our audit period. So, canceled or returned cheques file are not preserved. | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1. Another bank account in Prime Bank has been maintained for pay order and MC cash payment of Human category. | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1. Three cheque books of DBBL are used at a time for payment and cash withdrawal for petty cash. | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1.07 | **Review of Collection procedure and Money Receipts** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have reviewed collection procedure, monthly collection and remittance statement and observed that- | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1. **Respective SPR of MPO did not use money receipts against collection. But when the collection money deposited to depot then Petty Cash In-charge has issued money receipt to SPR.** | | | | | | | | | | | | | | | | | | | | | | | | Depot Daily Collection Report, Statement of Collection and Remittance Report | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | **Higher officials of distribution division should look into this matter.** |
| 1. **In existing system there is a scope to adjust one party’s OS by collecting from other parties bills but showing still OS in the name of that collected parties.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Our audit revealed that in existing system there is also a scope to adjust one party’s OS by collecting from credit parties bills but showing still OS in the name of that collected credit parties.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Our audit also revealed that in existing system there is also a scope to adjust one party’s OS by collecting from Institutional cash parties bills but showing still OS in the name of that institutions.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **The section In-charge has been maintained online deposit form against daily collection & remittance instead of collection register.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Few cases, collection amount is not taken in petty cash in favor of the same amount of a cheque of petty cash bank account to avoid cash deposit (collection money) as well as withdrawal of cheque of petty cash.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **After banking hour market collection amount retained in the residence of the SPR and most of the cases cash amount is deposited in DBBL CRM.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **We have asked SPR Mr. Rakib Ahmed (71537) regarding their dairy and they inform us that dairy has not been maintained regularly and preserved it his residence and Collection Monitoring Petty Cash In-charge did not sign in dairy regularly. Collection money is also recorded through mobile apps.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Same deposit slip may be submitted two or more times in the few time intervals then there is no scope to identified until the confirmation of deposit into bank is found from the C/O.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **In few cases fake deposit slip may be submitted.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Depot confirms the daily collection of cash portion only, but in case of bank deposit portion, collection is confirmed by the C/O after checking the bank statements.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Collection money is kept in the same vault with petty cash but separately.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Collected amount after banking hour has been posted in the SPR Collection Entry Screen and that amount is showed separately in the Remittance Forwarding sheet and kept separately and duly deposited to bank within the first hour of the next working day with today’s cash collection amount.** | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1.08 | **Verification of Petty Cash Vouchers** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1. **Supporting vouchers did not match with memo date:** Supporting vouchers did not match with memo date. An impractical correlation with the memo serial number and voucher date have been noticed. It indicates that the bills seemed to be fake bill. Such as- | | | | | | | | | | | | | | | | | | | | | | | |  | Mr. Md. Ashraful Islam (02UP9),  Section In-charge |  |  |
| 1.09 | **Review of Zero-Based Budget with Monthly Variance Report** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| As we know the management has introduced Zero Based Budget (ZBB) method for all cost center under the company from the year 2021 and with the line of this procedure depot-wise quarterly budget variance has been prepared by Corporate Cost Accounts & Budget Department. But Corporate Cost Accounts & Budget Department prepared the budget variance up to March’22. Our observations based on first quarter budget variance report is stated below: | | | | | | | | | | | | | | | | | | | | | | | | Budget Variance Report for the month of March’22 | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | - |
| 1. Budget variance between allocated budget and actual expenditure (Up to Mar’22) was negative variance and this was as follows- | | | | | | | | | | | | | | | | | | | | | | | | **Should be more careful for forecast to prepare Zero Based Budget to avoid variance at a high level.** |
| **Allocated budget** | | | **Actual Expenditure** | | | | | | | | | | | | **Variance** | | | | **% of variance** | | | | |
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| 1.09 | 1. Some examples of head-wise negative budget variance are as follows- | | | | | | | | | | | | | | | | | | | | | | | | - | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | **Should be more careful for forecast to prepare Zero Based Budget to avoid variance at a high level.** - |
| **Head of expenditure** | | **Allocated budget (Tk.)** | | | | | | | | **Actual Expenditure (Tk.)** | | | | | | | **Variance (Tk.)** | | | | | **% of variance** | |
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| 1. Budget Variance Report Prepared by the Depot | | | | | | | | | | | | | | | | | | | | | | | |
| Distribution Department of Corporate office has sent a budget over mail and the depot In-charge is prepared a budget variance report as gross monthly basis instead of head-wise for the year 2023 (up to March) and the variance is shown as follows- | | | | | | | | | | | | | | | | | | | | | | | |
| **Allocated budget** | | | | **Actual Expenditure** | | | | | | | | | **Variance** | | | | | | | **% of variance** | | | |
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| 1.10 | **Analysis of distribution and marketing expenditure based on sales** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1. Actual sales for the year 2023 (Jan-Sep) & 2022 (Jan-Sep) are as follows- | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| **Category** | **2023 (Jan-Sep) (Tk.)** | | | | | | | | | **2022 (Jan-Sep) (Tk.)** | | | | | | | **Increased (Tk.)** | | | | | **% of Increased** | | - | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | - |
| Human |  | | | | | | | | |  | | | | | | |  | | | | |  | |
| Veterinary |  | | | | | | | | |  | | | | | | |  | | | | |  | |
| 1. Percentage of total expenditure for Human category against net sale of Marketing, Sales & Distribution Division (Marketing and sales part) increased by 0.05% in the year 2023 (Jan-Sep) compared to the year 2022 (Jan-Sep). In 2023 (Jan-Sep) it was 27.50% and in 2022 (Jan-Sep) it was 27.45%. Few examples in this regard are stated below **(Details are shown in “Annexure-03”)**: | | | | | | | | | | | | | | | | | | | | | | | | **Sales and marketing expenditure of both Human & Veterinary categories have been increased slightly.** |
| **Head of expenditure** | | **2023 (Jan-Sep) (Tk.)** | | | | | | | | **2022 (Jan-Sep) (Tk.)** | | | | | | | **Increased (Tk.)** | | | | | | **% of Increase** |
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| 1.10 | 1. Percentage of total expenditure for Veterinary category against net sale of Marketing, Sales & Distribution Division (Marketing and sales part) decreased by 0.37% in the year 2023 (Jan-Sep) compared to the year 2022 (Jan-Sep). In 2023 (Jan-Sep) it was 16.24% and 2022 (Jan-Sep) it was 16.61%. Few examples in this regard are stated below **(Details are shown in “Annexure-04”)**: | | | | | | | | | | | | | | | | | | | | | | | | - | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | **Sales and Marketing expenditure of both Human & Veterinary categories have been decreased slightly.** |
| **Head of expenditure** | | **2023 (Jan-Sep) (Tk.)** | | | | | | | | **2022 (Jan-Sep) (Tk.)** | | | | | | | **Increased (Tk.)** | | | | | **% of Increase** | |
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| 4. Percentage of total distribution expenditure against net sale of sales & distribution division decreased by 0.08% in the year 2023 (Jan-Sep) compared to the year 2022 (Jan-Sep). In 2023 (Jan-Sep) it was 4.59% and 2022 (Jan-Sep) it was 4.67%. Morover, in few cases expenditure are increased. Few examples in this regard are stated below **(Details are shown in “Annexure-05”)**: | | | | | | | | | | | | | | | | | | | | | | | | **Distribution expenditure has been decreased slightly.** |
| **Head of expenditure** | | **2023 (Jan-Sep) (Tk.)** | | | | | | | | **2022 (Jan-Sep) (Tk.)** | | | | | | | **Increased (Tk.)** | | | | | **% of Increase** | |
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| 1.11 | **Review of Payroll Based on Salary & Head Count** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have reviewed monthly salary disbursement information from payroll department to the employees of concern depot and found in agreement with the head count. | | | | | | | | | | | | | | | | | | | | | | | | Payroll Information | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | - |
| **B** | **Sales & Collection** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1.12 | **Market Outstanding** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1. **Total market outstanding:** We have collected and analyzed market outstanding position as on 15.10.23 and found total market outstanding amount was Tk.9,87,10,296.96. Category-wise market outstanding are as follows- | | | | | | | | | | | | | | | | | | | | | | | | Category Wise Outstanding Report | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | - |
| Human (Tk.) | | | | | | | Veterinary (Tk.) | | | | | | | | | | Total (Tk.) | | | | | | |
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| 1. **Market Outstanding Reconciliation:** We have checked reconciliation statement of closing balance of market outstanding with our previous audit to current audit date and found in order and details in this regard is shown in **“Annexure-06”.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1.13 | **Category-wise Outstanding Balance** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have checked category-wise outstanding balance based on reconciliation statement of market outstanding balance and found in agreed amount. Category-wise outstanding balance as on 15.10.23 are shown in “**Annexure-07”**. | | | | | | | | | | | | | | | | | | | | | | | | - | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | - |
| 1.14 | **Aging Summary of Market Outstanding Balance** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| The aging summary of market outstanding balance as on 15.10.23 are shown in “**Annexure-08”**. | | | | | | | | | | | | | | | | | | | | | | | | - | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | - |
| 1.15 | **Review of COD Policy** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have reviewed the COD bill policy and observed that- | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1. Many cases COD credit parties list was approved by higher authority (approved by Sr. GM). | | | | | | | | | | | | | | | | | | | | | | | | - | Mr. Md. Ashraful Islam (02UP9),  Section In-charge - | - | - |
| 1. MPO can places second order for a COD cash party within month despite the outstanding balance of first bill. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. MPO can places second and third order (one credit and two cash bills) for a COD credit party of human category within month despite the outstanding balance of first of first two bills. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. MPO can places two credit bill and two cash bills for a credit party of veterinary category. MPO can places two credit bills within credit limit and 30 days despite the outstanding balance of first bill. Credit bill should be paid within 30 days and if any credit bill out of two credit bills is paid then another credit bill can be prepared within credit limit. | | | | | | | | | | | | | | | | | | | | | | | |
| 1.16 | **Review of Outstanding COD Bills Against Credit Party** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
|  | **Human Category: We have reviewed the collection procedure of COD credit parties bill and observed that Tk.6,78,542.72 have been outstanding against no. of 56 bills more than 31 days (Highest 258 days). Examples are as follows-** | | | | | | | | | | | | | | | | | | | | | | | | Outstanding Report as on 15.10.23 | Mr. Md. Ashraful Islam (02UP9), Section In-charge |  |  |
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| 1.21 | **Outstanding Showing in the Name of Resigned Field Person** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| **Total amount of Tk.** **7,19,141.50** **has been outstanding in the name of 08 field persons who had already been resigned from ACME since long time.** Details are as under- | | | | | | | | | | | | | | | | | | | | | | | | Statement of Category Wise Outstanding as on 15.10.23 | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | We talked with higher authority about this matter. | **Monitoring system should be increased to collect this outstanding amount.** |
| Name | | | | | | | | | ID | | | | | | Designation | | | | Outstanding (Tk.) | | | | |
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| **Total** | | | | | | | | | | | | | | | | | | |  | | | | |
| 1.22 | **Outstanding of due to Tax Deduction at Source** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| No outstanding amount has been found more than 45 days for tax deduction at source against institutional bills. | | | | | | | | | | | | | | | | | | | | | | | | Outstanding Report as on 15.10.23 | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | **-** |
| 1.23 | **Delayed Collection of Market Outstanding** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have checked delayed collection of market outstanding from 08.12.22 to 16.10.23 and observed that- | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| **Human Category:**  **COD:** Total no. of 2,776 bills had been collected more than after 31 days; which represents totan llected more than on outstanding against nstitutional ng our notice that, total 342 nos. of Cal amount of Tk. 4,56,52,245.74 (Highest 1,392 days).  **Institution:** Total no. of 656 bills had been collected more than after 45 days; which represents totan llected more than on outstanding against nstitutional ng our notice that, total 342 nos. of Cal amount of Tk.59,48,874.72 (Highest 2,249 days). | | | | | | | | | | | | | | | | | | | | | | | | Delay Collection of COD & Institution Bill from 08.12.22 to 16.10.23 | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | We try to avoid delay collection with proper monitoring. | **Should be followed company’s policy in this regard.** |
| **Veterinary Category:**  **COD:** Total no. of 1,581 bills had been collected more than after 31 days; which represents totan llected more than on outstanding against nstitutional ng our notice that, total 342 nos. of Cal amount of Tk.3,07,95,931.93 (Highest 815 days).  **Institution:** Total no. of 67 bills had been collected more than after 45 days; which represents total amount of Tk.55,37,593.47 (Highest 1,548 days).  **RS:** Total no. of 2,816 RS bills had been collected more than after 45 days; which represents total amount of Tk. 5,39,80,381.15 (Highest 1,583 days). | | | | | | | | | | | | | | | | | | | | | | | |
| 1.24 | **Collection of Bills by Installment (Highest 27 Installments)** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have checked installment collection of bills and observed that- | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| **Human:**   1. A WM bill of Tk.74,562.19 against Anach Med Hall had been collected by 20 installments. | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | We try to reduce installment collection with proper monitoring. | **Should be more careful to reduce the installments as much as possible.** |
| 1. A WO bill of Tk.2,794.82 against Habib Medical Hall had been collected by 08 installments. | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: |
| 1. A RC bill of Tk.929.01 against Priya Medical Hall had been collected by 04 installments. | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: |
| 1. An IC bill of Tk.83,186.20 against Janani General Hospital had been collected by 05 installments. | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: |
| 1. An IM bill of Tk.83,186.20 against Janani General Hospital had been collected by 05 installments. | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: |
| **Veterinary:**   1. A WM bill of Tk.1,13,033.58 against Shahabuddin Poultry had been collected by 20 installments. | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: |
|  | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1. A RS bill Tk.93,453.32 against Labib Medical Hall had been collected by 27 installments. | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: |
| 1.25 | **Review of Delayed Receiving of Cheque Against Institutional Bills** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have reviewed cheque receiving statement and observed that few cases cheques have been received in delayed against institution bills (**Highest 71** **Days**). Few examples are stated below- | | | | | | | | | | | | | | | | | | | | | | | | Cheque Forwarding Statement |  |  |  |
| 1. A cheque amount of Tk.4,197.00 has been received from Peoples Diagnostic & Hospital against institution bill after 71 days (cheque receive date-19.02.23 and cheque date- 10.12.22). | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: | Mr. Sadar Uddin Ahmed (26446) | We try to avoid this matter and do work very carefully. | **Monitoring system Should be increased to avoid this matter.** |
| 1. A cheque amount of Tk.21,970.00 has been received from Islamic Mission against institution bill after 60 days (cheque receive date-18.12.22 and cheque date- 19.10.22). | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: | Mr. Touhidul Islam (28033) |
| 1. A cheque amount of Tk.28,570.13 has been received from Agriversity Health Care against institution bill after 54 days (cheque receive date-14.01.23 and cheque date- 21.11.22). | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: | Mr. Hanif Ali (08438) |
| 1.26 | **Review of Delayed Encashment of Cheque by Corporate Office Against Institutional Bills.** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have reviewed cheque statement and observed that **maximum 80 days** are spent for encashment of collected cheque. Example are as follows- | | | | | | | | | | | | | | | | | | | | | | | | Cheque Status & Receiving Register |  | We try to avoid this matter and do work very attentively. | **Should be watchful and should have close communication with Finance Department of Corporate Office on regular basis to collect this cheque on time.** |
| 1. A Cheque amount of Tk.11,606.00 of BRAC -NHPP has been encashment by corporate office **after 80 days** from receiving date (cheque receive date- 26.09.22). | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: | Mr. Md. Ashraful Islam (02UP9),  Section In-charge |
| 1. A Cheque amount of Tk.8,978.00 of Red Crescent Society has been encashment by corporate office **after 59 days** from receiving date (cheque receive date- 17.10.22). | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: |
| 1.27 | **Review of Cheque Sent to Corporate Office** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have reviewed cheque forwarding sheet and register and observed that there were no long days pending cheques for encashment which had been sent to C/O for collection. | | | | | | | | | | | | | | | | | | | | | | | | Cheque Receiving Register | - | - | - |
| 1.28 | **Analysis of Bill-Wise Return** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have checked the bill-wise return and observed that- | | | | | | | | | | | | | | | | | | | | | | | | - |  |  |  |
| **Human:**   1. 100% of a WM bill amount of Tk.13,221.67 has been returned from G. Master Pharmacy after 27 days due to shop closed/ owner absent. **We could not understand during this period who kept these medicines violating company policy**. | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | **Monitoring should be strengthened to avoid these matters.** |
| 1. 50% of an IC bill amount of Tk.2,500.00 has been returned from Nazma Cl. after 15 days due to excess order**.** | | | | | | | | | | | | | | | | | | | | | | | | Bill No.:  Date: |
| 1.29 | **Review of Institutional File** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| During our audit we have checked institutional bills and observed that- | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| 1. Approve rate for institutional bill is set by C/O. | | | | | | | | | | | | | | | | | | | | | | | | - | Mr. Musharraf Hosain (02UK3),  Section In-charge | - | **As per depot activities guideline Depot In-charge should sign in the institution bill.** |
| 1. We have checked randomly discount rate of few institutional bill and product rate is found as per approved rate. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Business limit exceeded:** Monthly business limit of few parties has been exceeded during our audit period. Example are as follows- | | | | | | | | | | | | | | | | | | | | | | | |  |  |
| Institution Name | | | | | | Month | | | | | Business Limit | | | | | Actual Business | | | | | Excess Business | | |  |  |
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| 1. **Few cases receiving bill copy is not found** in the receiving bill file of respective party from 01.01.23 to 15.10.23. Such as - | | | | | | | | | | | | | | | | | | | | | | | |  | We shall be careful in future to do this work. |
| 1. 06 receiving copy out of 22 are not found in the receiving bill copy of Monir General Hospital. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 03 receiving copy out of 29 are not found in the receiving bill copy of Abedin Hospital. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 02 receiving copy out of 12 are not found in the receiving bill copy of Akota Bondhon General Hospital. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Most of the institution bills are prepared through M-Reporting and E-mail copy of order are preserved in the institution bill file instead of original order copy of the respective party’s pad. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Institution party’s rate can be possible to change from the data based by the depot personal. | | | | | | | | | | | | | | | | | | | | | | | |
| 1.30 | **Medicine Return Against Dispatch (Highest 11.22%)** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| As per divisional objectives of sales and distribution division, return would be maintained within the limit of 2.00%. In this connection we have reviewed last two months data regarding return against dispatch and observed that percentage of monthly return of medicine against dispatch have been exceeded the limit of 2.00% except three return causes like broken damage, date expired and undelivered. Some instances are given below- | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| Month | Category | | | | | | | In favor of | | | | | | % of  return | | | | Percentage of excess return | | | | | | Statement of Reason Wise Return |  | - | **Should be followed Divisional objectives regarding return strictly.** |
| Aug’23 | Human | | | | | | | AM | | | | | |  | | | |  | | | | | |  |
| F/P | | | | | |  | | | |  | | | | | |  |
| Veterinary | | | | | | | RSM | | | | | |  | | | |  | | | | | |  |
| AM | | | | | |  | | | |  | | | | | |  |
| **F/P** | | | | | |  | | | |  | | | | | |  |
| Sep’23 | Human | | | | | | | AM | | | | | |  | | | |  | | | | | |  |
| F/P | | | | | |  | | | |  | | | | | |  |
| Veterinary | | | | | | | RSM | | | | | |  | | | |  | | | | | |  |
| AM | | | | | |  | | | |  | | | | | |  |
| F/P | | | | | |  | | | |  | | | | | |  |
| 1.30 | **Review of Distribution Cost Adjustment Procedure Against Excess Return** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| We have checked distribution cost adjustment procedure against excess return and observed that, excess **distribution expenses did not transfer to SR/SPR, collection In-charge / Depot In-charge, FP, AM and RSM’s salary deduction** as per circular no 04/19 date 01.01.19. | | | | | | | | | | | | | | | | | | | | | | | | Related Documents | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | - | - |
| 1.31 | **Mismatch between Bill date and Cheque date:** A cheque amount of Tk.12,367.00 was received from Islamic Mission Hospital of which cheque date was on 25.03.23 but bill date was 08.06.23 & bill no. 8589945. | | | | | | | | | | | | | | | | | | | | | | | | Cheque Register & Cheque | Mr. Md. Ashraful Islam (02UP9),  Section In-charge | Party made a mistake in writing the date. |  |