

THE STATE TRADING CORPORATION OF INDIA LTD., NEW DELHI

CORPORATE ACCOUNTS DIVISION

No. STC/FA/CA/CLOSING/2015-16

CIRCULAR

Dated 23.03.2016

Closing of Accounts for the year 2015-16

Time schedule for receipt of audited accounts for 2015-16 has been drawn up and is indicated in Annexure. All accounting units at Corporate Office and Branches are advised to adhere strictly to the prescribed time schedule. Branches should coordinate with the respective branch auditors for completion of audit within scheduled time. **Last date for submission of audited accounts to F&A Corporate Accounts Divn. is 22.04.2016.**

Detailed guidelines for preparation of Annual Accounts as set out in the manual for Closing of Accounts issued during February 2010 and already circulated by F&A Corporate Accounts Divn. vide letter dated 25.02.2010 and additional guidelines issued from time to time should be strictly complied with by all Branches and Accounting Units at C.O. It may also be ensured that:-

- a) Physical verification of inventories and its valuation as communicated vide our message dated 18.03.2016 is conducted in time. Stock should be valued as per para no. 10 of accounting policy.
- b) Accounting of interest income and expenditure is done by concerned branch/accounting units as communicated vide F&A Corporate Accounts Divn.'s message dated 01.10.2011.
- c) Review of trade receivables, trade payables and outstanding liabilities etc. has been carried out. Instructions of Internal Audit Division dated 15.01.2016 is also taken in to account.
- d) Confirmation of outstanding balances from all parties from whom any amounts are receivable as on balance sheet date has been obtained as per fax message dated 16.12.2013 in order to comply the directives of the Board of Directors (Board suggested that the statutory auditors of the company may directly obtain balance confirmation from all parties from whom any amounts are receivable).
- e) Copies of physical verification report of inventories and net realizable value of pledged inventories taken from reputed valuer/surveyor in the field and must be furnished along with audited accounts for onward submission to the statutory auditors at C.O.
- f) Receivables and payables as on 31.03.2016 in foreign currency are updated at the exchange rate as communicated by C.O.
- g) All necessary corrective actions of GAP Half Margins for F.Y. 2014-15 have been carried out in the accounts as on 31.03.2016. There should not be any repetition of the existing Half Margins during 2015-16.



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- h) Existing cross reference notes in the Annual report 2014-15 are to be duly updated and included in the branch/accounting unit's audited accounts by the respective branch/accounting unit. Similarly, any additional accounting note pertaining to particular "notes to account", if required, must be given below the concerned note as per Schedule III of the Companies Act, 2013. Govt. Audit Party (GAP) has issued a specific Half Margin in earlier years in this regard.
Notes which are of general nature and not specifically pertains to a particular Notes to Account should be disclosed in other notes (refer annual report 2014-15).
- i) Annexures complete in all respects have been annexed with the accounts being part of financial statements and also ensure that total of relevant annexure must match with the appropriate note or part of the financial statements.
- j) Information/Notes/Foot notes of each annexure and balance sheet / profit & loss account format have been taken into account in the preparation of accounts. Any lapse in this regard may result in non-compliance of Companies Act 2013.
- k) Depreciation is calculated and accounted for as per F&A corporate account division circular dated 01/04/2015.
- l) Tax audit report in form 3CD U/S 44AB of The Income Tax Act, 1961 is to be submitted by 06.05.2016 positively to F&A Corporate Tax cell, C.O. Instructions and format of Tax Audit is being forwarded separately.

Provisional Overdue Statement and Monthly Accounts for the period ended 31st March 2016 in the prescribed format to be forwarded to F&A Corporate Account, C.O. by 11th April 2016 positively. However, the final overdue report in the prescribed format duly matched with the audited accounts as on 31.03.2016 may be furnished along with the audited accounts.

Formats of financial statements duly updated along with necessary annexures, brief notes etc. and 'Significant Accounting Policies 2015-16' are being uploaded in the STC's website in 'Corporate Account Formats' under employee corner. All concerned officials may download the same for necessary action. **In order to maintain uniformity, no alteration in the formats and annexures is permitted. In case of any additional particulars, not covered in the format, the same should be furnished in additional space provided in the format.** Complete information must be furnished in each and every annexure as these are part of the financial statements. Wherever information is nil or not applicable for any annexure, a clear cut indication must be given instead of leaving blank which creates confusion in compilation of data.

Soft copy of the Audited Accounts along with complete annexures be e-mailed to F&A Corporate Accounts' email ID corporateaccs@stc.gov.in. followed by hard copy in triplicate within the scheduled time.



(B.R. DHAWAN)
CGM-FIN

TO: All Branch Managers
All head of Finance in Branches
All GM-Fs/JGM-Fs/DGM-Fs at C.O.

SCHEDULE FOR CLOSING OF ACCOUNTS FOR F.Y. 2015-16

<u>S.NO</u>	<u>ITEMS</u>	<u>LAST DATE FOR COMPLETION/ SUBMISSION TO C.A.</u>
1	Obtaining physical verification reports of inventories & fixed assets	01.04.2016
2	Necessary adjustment entries for inventories/assets regarding discrepancies in PV report	02.04.2016
3	Completion of valuation of inventories	02.04.2016
4	Completion of bank reconciliation	04.04.2016
5	Booking of purchase/sales & claims	05.04.2016
6	Review of sundry debtors & creditors a/c's	06.04.2016
7	Submission of statements of daily transfer of funds to F&A Banking Divn. C.O.	07.04.2016
8	Issue of letters to debtors & creditors through statutory auditors for confirmation of Balances as on 31.03.2016	07.04.2016
9	Review of ledger accounts (other than debtors/creditors)	08.04.2016
10	Submissions of statement of inter branch stock transfers to F&A Corporate Accounts Divn.	08.04.2016
11	Submission of final HOR extracts to F&A Corporate Accounts Divn.	09.04.2016
12	Confirmation of Inter branch stock transfer by F&A Corporate Accounts Divn., C.O.	09.04.2016
13	Confirmation of HOR cash balances by F&A Banking Division C.O.	11.04.2016
14	Confirmation of HOR (others) balance by F&A Corporate Accounts Divn., C.O.	11.04.2016
15	Submission of internal audit reports to branch auditors	12.04.2016
16	Submission of complete set of balance sheet P&L a/c to Branch Auditors/Statutory Auditors for review & clearance	16.04.2016
17	Submission of audited accounts to F & A Corporate Accounts Divn.	22.04.2016

