

## **Section IV**

### **Management Information System (MIS)**

#### **Excise Audit Formats**

**Compiled by: Spandane**

<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>List of Documents to be obtained</b>
---

Sr. No.		Year / Period			
A					
1	Audited Accounts				
2	Audit Report				
3	Tax Audit Report				
4	Directors Report				
5	Cost Audit Report				
6	IT Return				
7	Service Tax return				
8	Stock Statement given to bank as on				
9					
10					
11					
12					
13					
14					

B	Statements to be obtained:
1	Production & Capacity Utilization (%)
2	Bill of Material
3	List of main suppliers & their addresses, terms etc.
4	List of main customers & their addresses, terms etc.
5	Price list of FG
6	Prices of RM over last 12 / 24 /    months
7	Prices of FG over last 12 / 24 /    months
8	Stock as per books & as submitted to Bank
9	List of Bank Accounts & Limits enjoyed.
10	Sales & UPR
11	FG Qty. Reconciliation.
12	RM Qty. Reconciliation.
13	RM Consumption—standard & actual variation
14	Comparative Profit & Loss A/C
15	Comparative Balance sheet
16	Manufacturing Process Chart

<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>01-Capacity, Production &amp; Capacity Utilization (%)</b>
---

Sr. No.	Product	Year				Year			
		Licensed	Installed Per shift/ Total	Production	%	Licensed	Installed	Production	%
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Capacity Utilization: $\text{Production} \div \text{Installed Capacity} \times 100$
---



<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>03-List of main suppliers &amp; their addresses, terms etc.</b>
--

Sr. No.	Name, Address & Telephone	Item	Supply contract
1			
2			
3			
4			
5			
6			



<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>04-List of main customers &amp; their addresses, terms etc.</b>
--

Sr. No.	Name, Address & Telephone	Item	Supply contract
1			
2			
3			
4			
5			
6			

<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>05-Price list of Finished Goods</b>
--

Sr. No.	Item	Unit	Rate	Terms (Advance, Delivery period, taxes, forwarding etc.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>06-Prices of RM over last 12 / 24 /    months</b>
--

Sr. No.	Raw Material	Unit	Dates					
			Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>07-Prices of FG over last 12 / 24 / months</b>
---

Sr. No.	Finished Goods	Unit	Dates					
			Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								



<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>09-List of Bank Accounts &amp; Limits enjoyed.</b>
---

Sr. No.	A/C No.	Name, Address, Tel, BM	Limits enjoyed
1			
2			
3			
4			
5			
6			



<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>10-Sales (Excl. Excise, Sales Tax) &amp; UPR</b>
---

Sr. No.	Product	Year / Period								
		Qty	UPR	Rs'000	Qty	UPR	Rs'000	Qty	UPR	Rs'000
1										
2										
3										
4										
5										
6										
7										
8										
9										

<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>11-Finished Goods Qty. Reconciliation.</b>
---

Sr. No.	Product	Period					Total
1							
	Opening Stock						
Unit	Add; Production						
	Add: Returns						
	Less: Sales						
	Closing Stock						

Sr. No.	Product						Total
2							
	Opening Stock						
	Add; Production						
Unit	Add: Returns						
	Less: Sales						
	Closing Stock						

Sr. No.	Product						Total
3							
	Opening Stock						
Unit	Add; Production						
	Add: Returns						
	Less: Sales						
	Closing Stock						

Sr. No.	Product						Total
4							
	Opening Stock						
Unit	Add; Production						
	Add: Returns						
	Less: Sales						
	Closing Stock						

Sr. No.	Product						Total
5							
	Opening Stock						
Unit	Add; Production						
	Add: Returns						
	Less: Sales						
	Closing Stock						

<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>12-Raw Material Qty. Reconciliation.</b>
---

Sr. No.	Raw Material	Period					Total
1							
	Opening Stock						
Unit	Add: Purchases						
	Less: Returns						
	Less: Consumption						
	Closing Stock						

Sr. No.	Raw Material	Period					Total
2							
	Opening Stock						
Unit	Add: Purchases						
	Less: Returns						
	Less: Consumption						
	Closing Stock						

Sr. No.	Raw Material						Total
3							
	Opening Stock						
Unit	Add: Purchases						
	Less: Returns						
	Less: Consumption						
	Closing Stock						

Sr. No.	Raw Material						Total
4							
	Opening Stock						
Unit	Add: Purchases						
	Less: Returns						
	Less: Consumption						
	Closing Stock						

Sr. No.	Raw Material						Total
5							
	Opening Stock						
Unit	Add: Purchases						
	Less: Returns						
	Less: Consumption						
	Closing Stock						

<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>13-RM Consumption in Qty.—Standard &amp; Actual variation</b>
--

Product →				
Production →				
Raw Material	Standard (Bill of material)		Actual	Variation
	Per unit	Total	(St.12)	

Product →				
Production →				
Raw Material	Standard (Bill of material)		Actual	Variation
	Per unit	Total	(St.12)	

Product →				
Production →				
Raw Material	Standard (Bill of material)		Actual	Variation
	Per unit	Total	(St.12)	

		14-Profit & Loss A/C						Rs'000			
Sr. No.			%		%		%		%		%
1.1	Sales										
1.2											
1.3											
<b>1.4</b>	<b>Sub-total (1.1 to 1.3)</b>										
1.5	Increase (decrease) in stock										
1.6	Other income										
<b>1.0</b>	<b>Total</b>										
2.1	Material										
2.2	Power & Fuel										
2.3	Personnel cost.										
2.4	Admn, Marketing cost										
2.5	Interest										
2.6	Depreciation										
<b>2.0</b>	<b>Total</b>										
<b>3.0</b>	<b>Loss (1-2)</b>										
	Gross Profit										
	PBIT										
	PBITD										
	Internal Generation										
	Fixed Expenses										
	Variable Expenses										

		15-Balance Sheet			Rs'000
Sr. No.	Liabilities	31-03-200	31-03-200	31-03-200	
1.1	Share Capital				
1.2	Share application money				
1.3	Reserves & Surplus				
<b>1.0</b>	<b>Net Worth</b>				
2.0	<b>Secured Loans:</b>				
2.1	Term Loan				
2.2	Cash Credit				
2.3					
<b>2.0</b>	<b>Sub-Total</b>				
<b>3.0</b>	<b>Unsecured Loans:</b>				
3.1	Directors loans				
3.2	Others				
<b>3.0</b>	<b>Sub-Total</b>				
	<b>Current Liabilities:</b>				
4.1	Current Liabilities				
4.2	Others				
<b>4.0</b>	<b>Sub-Total</b>				
<b>5.0</b>	<b>TOTAL (1to4)</b>				
	<b>Assets</b>				
6.0	<b>Fixed Assets:</b>				
6.1	Gross Block				
6.2	Less: Cum. Depreciation				
<b>6.0</b>	<b>Fixed Assets-WDV</b>				
<b>7.0</b>	<b>Investment</b>				
8.0	<b>Current Assets:</b>				
8.1	Stock				
8.2	Debtors				
8.3	Cash & Bank balances				
8.4	Loans & Advances				
<b>8.0</b>	<b>Sub-Total</b>				
<b>9.0</b>	<b>Deferred Tax Assets</b>				
10.1	Preliminary expenses				
10.2	Debit bal. Of Profit & Loss a/c				
10.3	Deferred Revenue Expenditure				
<b>10.0</b>	<b>Sub-Total</b>				
<b>11.0</b>	<b>TOTAL (6to10)</b>				
	Capital Employed (11-4)				
	Current Liabs. Incl. CC				
	Net Worth less Loss				

<b>Name of the Company</b>	
----------------------------	--

<b>Inspection Period</b>	
--------------------------	--

<b>16- Manufacturing Process Chart</b>
--

<b>Product:</b>
-----------------

Sr. No.	Process	Raw Material / Input from Process-	Output
1			

Sr. No.	Process	Raw Material / Input from Process-	Output
2			

Sr. No.	Process	Raw Material / Input from Process-	Output
3			

Sr. No.	Process	Raw Material / Input from Process-	Output
4			

Sr. No.	Process	Raw Material / Input from Process-	Output
5			

Sr. No.	Process	Raw Material / Input from Process-	Output
6			

Sr. No.	Process	Raw Material / Input from Process-	Output
7			

Sr. No.	Process	Raw Material / Input from Process-	Output
8			