Ratnapura Municipal Council Ratnapura District

1 Financial Statements

1.1 Presentation of Financial Statements

The financial statements for the year 2018 had been presented to audit on 28 February 2019 and the summary report and the Detailed Management Report of the Auditor General on the financial statement had been issued to the Sabha on 31 May 2019.

1.2 Qualified Opinion

In my opinion, except for the effects of the matters described in the Basis for Qualified Opinion Section of this report, the financial statements give a true and fair view of the financial position of the Ratnapura Municipal Council as at 31 December 2018 and its financial performance for the year then ended in accordance with Generally Accepted Accounting Principles.

1.3 Basis for Qualified Opinion

	Audit Observation	Recommendation	Comments of the Accounting Officer
(a)	The opening balance of motor vehicles and carts account overstated in the preceding year amounting to Rs.550,000 had not been rectified even in the year under review.	Accurate values should be brought to account.	Noted down to rectify in the accounts of the year 2019.
(b)	A sum of Rs.975,201 receivable as at the end of the year under review on behalf of a work had not been brought to account.	The expenditure relating to the year should be identified accurately and brought to account.	Noted down to adjust in preparing of accounts of the year 2019.
(c)	Library books valued at Rs.249,872 purchased and received as donations in the year under review had not been brought to account.	Purchases and donations should be brought to account accurately.	Noted down to adjust in the financial statements of the year 2019.
(d)	A sum of Rs.4,200,000 deposited in a Divisional Secretariat for vesting of a	Should be brought to account accurately.	Noted down to adjust in the financial statements of the year 2019.

land in the year under review had been brought to account as a capital expenditure and as such the capital expenditure of the year under review had been overstated by similar amount.

(e) of Rs.582,734 sum received in the year under review in respect of 03 works completed in preceding year the on Divisional provisions of Secretariats had been brought to account revenue.

The revenue relating to the year should be identified accurately and brought to account. Action will be taken to rectify in future.

(f) A provision of creditors had been made for Rs.667,388 received in the year under review for 03 works completed in the preceding year.

Should be brought to account accurately.

Noted down to adjust in the financial statements of the year 2019.

(g) A sum of Rs.86,065 paid relating to the preceding year had been brought to account as an expenditure of the year under review.

The expenditure relating to the year under review should be identified accurately and brought to account.

Noted down to adjust in the financial statements of the year 2019.

(h) A difference totalling Rs.11,918,583 was shown between the balances according to 03 bank current accounts of the Council and the balances according to the summarized cash books.

The reasons for the difference should be identified and rectified.

This is being examined at present and after found the error it will be shown accurately in the accounts of the year 2019.

(i) Receipts of employees loans had been understated by Rs.128,050 and payments of employees loans had been Should be brought to account accurately.

The understatement of receipts of employees loans amounting to Rs.128,050 in the summarized cash book had

overstated by Rs.160,000.

been rectified, and noted down to adjust the amount of Rs.160,000 which shown as payments in the financial statement of the year 2019.

(j) The rest house rent had been overstated by Rs.1,123,888 in the accounts.

The revenue relating to the year should be identified accurately and brought to account. The billing amount of rest house rent amounting to Rs.2,275,630 has been brought to account under accrual basis.

(k) Α difference of Rs.31,731,157 was observed between the balances according to the financial statements as at the end of the year under review and the balances of subsidiary registers relating to 06 items of accounts.

The balances included in the financial statements and the subsidiary registers should be shown accurately. Noted down to rectify in the financial statements of the year 2019.

(1) A difference of Rs.688,845 was observed between the balances according to the financial statements as at the end of the year under review and the balances of the subsidiary registers relating to 05 revenue heads.

The balances included in the financial statements and the subsidiary registers should be shown accurately. Prompt action will be taken to rectify the differences existed between these balances of accounts.

(m) The required information to examine 02 items of accounts totalling Rs.2,159,688 had not been furnished to audit.

The required information should be made available for audit.

The confirmation letters has been requested. Action will be taken to settle the accounts through the ledger after receiving the confirmation letters.

1.4 Non-compliances

Non-compliance with Laws, Rules, Regulations and Management Decisions

The instances of non-compliance with laws, rules, regulations and management decisions are given below.

	Reference to Laws, Rules, Regulations and Management Decisions	Non-compliance	Recommendation	Comments of the Accounting Officer
(a)	Financial Regulations of the Democratic Socialist Republic of Sri Lanka.			
	Financial Regulation 571	Action had not been taken on lapsed deposits valued at Rs.3,671,229 relating to the period from the year 2001 to 2016.	Action should be taken in terms of Financial Regulations.	Action will be taken to identify the deposits to be taken to revenue and to credit the revenue.
(b)	Public Administration Circular No.30/2016 dated 29 December 2016.	·		
	Paragraph 3.1 and 3.3	Fuel consumption of 18 motor vehicles belonging to the Council had not been tested. While action had not been taken on the differences observed relating to fuel consumption of 03 motor vehicles.	Action should be taken in terms of the provisions of the circular.	Replies not furnished.
2	Financial Daview			

2. <u>Financial Review</u>

2.1 Financial Results

According to the financial statements presented, the excess of revenue over recurrent expenditure of the Council for the year ended 31 December 2018 amounted to Rs.68,672,792 as compared with the revenue over recurrent expenditure of the preceding year amounting to Rs.90,472,449.

2.2 Revenue Administration

2.2.1 Estimated Revenue, Billed Revenue, Collected Revenue and the Arrears of Revenue

The information relating to the estimated revenue, billed revenue, collected revenue and the arrears of revenue, furnished for the year under review and for the preceding year appears below.

	<u>2018</u>			<u>2017</u>					
	Source of	Estimated	Billed	Collected	Total arrears	Estimated	Billed	Collected	Total
	Revenue	Revenue	Revenue	Revenue	as at 31	Revenue	Revenue	Revenue	arrears as
					December				at 31
									December
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
(i)	Rates and Taxes	30,500,000	29,175,731	26,021,465	28,962,158	32,000,000	31,088,136	30,494,091	26,806,840
(ii)	Lease Rent	68,398,946	66,152,480	63,173,522	28,362,641	63,165,069	70,584,039	66,602,133	27,986,516
(iii)	Licence Fees	4,723,000	3,073,149	3,073,149	-	5,997,100	2,424,403	2,424,403	-
(iv)	Other Revenue	77,862,450	78,936,190	47,332,292	37,628,458	74,524,800	64,260,941	64,370,364	18,342,730

2.2.2 <u>Lease Rent</u> Land Rent

Audit Observation

Recommendation

Comments of the Accounting Officer

(a) Four hundred and sixty eight units lands belonging to the Municipal Council had been provided to various persons for residence, commercial plantation activities. According to the decision No.6.1 of the Council passed at the Council Meeting dated 11 September 2014, it was decided to recover 25 per cent of assessment rate of lease rent from residential places and 50 per cent of assessment rate from business places. At the test check carried out, it was observed that action had not been taken to recover even 50 per cent of the assessed lease rent from 4 lesees and a sum of Rs.2,525,750 had been under recovered from them by the year under review.

Action should be taken to recover revenue by the Council.

The assessed amount received from the Department Valuation in the year 2014 had been a high value. This type of assessment made in first time and as such a decision had been passed to recover 25 per cent of the assessment received for residential purposes and 50 per cent of the assessment received for trade and commercial activities, through the decision 6.01 of the Council no. dated 11 September 2014 under the provisions of the Section 239 the Municipal Council Ordinance. The revenue of the Council was increased in several times through this decision of the Council taken to motivate the lessees and not to suffer them.

(b) The agreements of 300 units of ground rent had not been renewed by the end of the year under review. At the test check carried out, it was observed that, 10 instances of constructing

The agreement of ground rent should be renewed in due periods and action should be taken in terms of the conditions of the agreement.

Even though, the renewals of the agreements of 300 units of ground rent had not been made by the date of audit, the activities of renewals of about 249 agreements and the

permanent buildings in leased out lands and 06 instances of vesting of leased properties to other parties without the approval of the Council contrary to the conditions of the annual ground rent agreement.

recovering of rent are being finalized at present.

2.2.3 **Licence Fees**

Environmental Licences

Audit Observation

The Council had not followed a proper methodology to identify the industries of which had not obtained the Environmental Protection Licences in terms of the National Environmental Act No.47 of 1980 as amended by the Act No.56 of 1988 and No.53 of 2000 and as such the revenue receivable from 06 institutions which had not obtained the revenue licences and 12 institutions which had not renewed the revenue licences Rs.72,000. amounted to responsibility of the Council in respect of the Environmental Protection of the authoritative area of the Council had not been executed adequately due to nonconducting of an evaluation relating to the environmental effects from the industries.

Recommendation

The Council should take action to issue environment licences duly to the all institutions which be obtained

should environment licences and to protect the environment.

Comments of the Accounting Officer

Action was taken at present to identify the places to issue environmental protection licences and action was taken to issue applications. As it was essential to have environmental officer to this institution action will be taken to assign officers for environmental committee with due consistence and action will taken to make arrangement to examine the industries and to take legal actions against the industries maintained illegally.

2.2.4 **Other Revenue**

Audit Observation

under review from 62 permanent

advertisement hoardings displayed within the limits of the authoritative

Recommendation

implemented to recover Council.

Comments of the Accounting Officer

The recoverable fee for the year A proper plan should be Even though, it was informed by written in several instances to the revenue receivable to the institutions which are not paying fees for advertisement hoardings area of the Municipal Council amounted to Rs.3,912,097 and the recoverable fee from 27 temporary advertisement hoardings, 17 cutouts and 01 banner amounted to Rs.507,300.

certain institutions are not paid and action has been taken for legal actions against them. It was decided to take action against the institutions who display advertisement hoardings unauthoizedly.

2.2.5 Court Fines

Audit Observation	Recommendation	Comments of the Accounting Officer	
The court fines receivable from Chief	Prompt action should be	A sum of Rs.150,000 was received	
Secretary of the Provincial Council	taken to recover revenue	to the Council on 19 March 2019	
and other authorities as at 31	receivable to the Council.	for the period from January to	
December 2018 amounted to		December 2018.	
Rs.2,235,375.			

2.3 Surcharges

Audit Observation	Recommendation	Comments of the Accounting Officer
A sum of Rs.59,350 had to be	Action should be taken to	A sum of Rs.60,000 out of the
recovered further for the surcharge	recover surcharges.	surcharge, amounting to
certificate amounting to Rs.119,350		Rs.119,350 imposed to the former
issued by the Auditor General on 14		Urban Commissioner was paid and
February 2018.		it was informed to take action for
		paying the balance amount.

3. **Operating Review**

3.1 Performance

The matters revealed in respect of the activities that should be carried out by the Council such as regularize and control over the matters of public health, public utility services, public roads and comfort, facilities and wellbeing of the people under section 4 of the Municipal Council Ordinance are given below.

(a) Action Plan

Audit Observation	Recommendation	Comments of the Accounting Officer
An annual action plan for	An action plan should be	An action plan relating to the year
the year under review had	prepared and get approved	2019 is being prepared at present.
not been prepared	and action should be taken	
	accordingly.	

(b) Environmental Problems

Audit Observation

(i) As non-maintenance of the Pompakelaya National Urban Park which consisting one country animals and plants as well as natural swimming pool with natural water filter, adequately the water filter had been in non-operative position at present and the swimming pool had remained as uncleaned position which could not be utilized by any one. This park consisting of about 56 acres of land at the beginning had limited for about 35 acres at present due to unauthorized constructions, resettlement of the people who met disasters and provided accommodation to Greater Ratnapura Water Project. Even though, the proposals had been submitted for conservation of the park in the years 2012 and 2015, the Municipal Council had failed to implement any proposal by the end of the year 2018.

Recommendation

Comments of the Accounting Officer

Special attention to be paid in respect of security, maintenance and development of the Urban Park situated in Ratnapura.

-----Replies not furnished.

(ii) Even though, it was informed to the Director, water project in the preceding year to pay a rent amounting to Rs.34,009,564 for 30 years as per the assessment value for 02 acres and 28.81 perches which given in the year 2014 for a water supply scheme from the Pompakelaya Reservation without entering into a written agreement, the payment of rent had been rejected due to the land belonged to the water supply scheme had been transferred to the National Water Supply and Drainage Board under the voluntary Transfer Scheme by a Gazette Notification dated 15 June 1978. The Council had not made a proper investigation on the above

Action should be taken to Replies not furnished. investigate this and to recover respective lease rent and identify the real situation in respect of the transferring the land and to rectify it.

matters.

(iii) No information whatsoever was made available in the Council in respect of the handing over to the Timber Corporation of 71 trees with the timber value which cut and removed from the reservation land for the water project.

The required evidence should be furnished to confirm that removing of trees had been made by the Timber Corporation.

The all trees cut and removed for the Project were removed by the State Timber Corporation. All timber logs cut were taken out by the State Timber Corporation and were not taken for any utilization of the Council.

Sustainable Development Goals (c)

Audit Observation

Even though, the Council had aware the 2030 Agenda relating to the Sustainable Development Goals, the long term plans through the global indicators for that objectives to upgrade the livelihood and

the health of the people of the authoritative area of the Council had not been prepared even by December 2018.

Recommendation

The all sustainable development goals should be identified and long term plan including the goals and indicators thereon should be prepared.

Comments of the **Accounting Officer**

A four year plan (2019-2022) was prepared to upgrade the health of the people relating to Sustainable Development Goals.

3.2 **Management Inefficiencies Audit Observation**

(a) The Council had not taken action to recover a sum of Rs.1,953,000 recoverable relating to the period from 01 May 2001 to April 2010 from the lessee of the Cinema Hall belonging to the Municipal Council or to take legal action even by May 2019 and the Council had failed to recover the lease rent recoverable amounting to Rs.772,480 relating to the period from August to

Action should be taken to recover arrears of revenue recoverable to

Recommendation

the Council.

_____ Replies not furnished.

Officer

Comments of the Accounting

(b)(i)A loan amounting to Rs.54,566,853 had been granted by the Urban Development Authority for a project of Ratnapura Council Municipal under Asian Development Bank Loan Scheme. Even

December 2017 as well.

solved and the financial statements should be rectified.

This issue should be The discussions had been made with the Urban Development Authority. Action will be taken to recover the recoverable rest house rent in future and action though, it was informed by the letter No.29/06/24 of the Director General dated 31 August 2006, that 50 per cent of the payable rest house rent to the Municipal Council will be compensated to the above loan, the amount of loan installments deducted had not been confirmed. As such the entire loan had been shown in the financial statements as a liability in the year under review.

is being taken to pay a loan installment of Rs.5 million out of that amount.

(ii) The Council had not taken action to recover the rest house rent totalling Rs.4,366,496 recoverable relating to the period from the year 2009 to August 2013 from the Urban Development Authority or to ensure that the payable loan amount was compensated to the rent. The follow-up action had not been taken to recover a sum of Rs.156,121 recoverable further for the period from September 2013 to September 2017.

The relevant issue should be settled and the financial statements should be rectified.

Reply I above is relevant to this and it was informed to provide confirmation statements.

3.3 Human Resource Management

Vacancies and Excesses of Employees

Audit Observation

Despite, that 139 works/ field labourers and 76 health labourers had deployed in service exceeding the approved amount, 23 labourers and 58 labourers had been recruited on service agreements for relevant fields respectively without a approval. Α sum proper Rs.19,287,547 had been paid as salaries and allowances for those labourers recruited on service agreements in the year under review. Most of the excess employees had been deployed in the service in Administration Libraries and in pre-schools without

Recommendation

The approved cadre should be revised as per the service requirement and a suitable action to be taken in respect of excess employees.

Comments of the Accounting Officer

The approval was given to recruit 20 labourers on 31 July 2017, 14 labourers on 14 August 2017 and 13 labourers on 01 May 2018.

being deployed for a specific work assignment.

3.4 **Operating Inefficiencies**

		Accounting Officer
Audit Observation	Recommendation	Comments of the

A sum of Rs.112,410 had to be recovered The arrears of lease rent The arrears of lease rent is as arrears of lease rent from 05 Government quarters of the Council by the end of the year under review.

should recovered being be without any delay.

recovered installments.

3.5 **Assets Management**

3.5.1 Non-maintenance and not carried out Repairs

Audit Observation Recommendation Comments of the **Accounting Officer** _____ _____ _____ Action had not been taken even by the end Maintenance and repairs Replies not furnished. should be carried of the year under review to repair 6 out

Government quarters belonging to the Municipal Council which remained decaying due to non-maintenance and repairs not carried out properly.

properly and without any delay.

3.5.2 Receivable Revenue not obtained from Assets

A land with higher commercial value situated in Inner Circular Road, Pompakele, Ratnapura with an extent of 05 acres and the building situated thereon, 2 Tennis grounds and Badminton Ground belonging to the Council had been leased out to the Ratnapura Lawyers Association by the lease agreement No.1603 dated 21 November 2000 for a period of 33 years at an annual lease rental of Rs.350. The following matters are observed.

	Audit Observation	Recommendation	Comments of the Accounting Officer
(a)	The recoverable rent should be decided on the	The responsible parties	Replies not furnished.
	assessment made by the Chief Valuer in leasing	should be identified and	
	out a property belonging to the Council on	disciplinary actions should	
	annual lease basis and the said assessment lease	be taken and the legal	
	rent should be revised even once in 05 years.	actions should be taken	
	The said properties had been leased out without	against the persons who	

an assessment and the lease period was elapsed by 18 years. Nevertheless, the lease rent had not been revised.

violated agreements.

(b) A sum of Rs.11,550 had been paid as total lease rent for 33 years on 08 December 2006 to the Council. But it was informed by the letter No.රමස/වැඅ/02/44 of the Mayor dated 12 October 2007 that they decided to revise the lease agreement and not to accept the money until a due action will take thereon and the cheque had been returned. Nevertheless, the Council had not taken action even by December 2018 either to revise the respective agreement or to recover the lease rent.

Should be identified the responsible parties and disciplinary actions to be taken and action to be taken against the persons violated agreements.

Replies not furnished.

(c) Even though, in terms of the agreement, 2/3 of the income earned by the association from renting out of the building should be paid to the Council no income whatsoever had been paid to the Council during the lease period of 18 years.

Should be identified the Replies not furnished. responsible parties and disciplinary action to be taken against the persons who violated agreements.

3.5.3 **Motor Vehicle Utilization**

Audit Observation

suitable action.

(a)

Action had not been taken either to repair and to utilize 08 motor vehicles not in running condition for a period ranging from 01 year to 05 years or to take any other

(b) A sum of Rs.176,324 had been incurred to repair the ambulance of the Council which had met with an accident in the year 2016 and a sum of Rs.114,232 only had been reimbursed by the insurance. The Council had not taken action to institute a proper inquiry and to fix responsibility and to recover the losses.

Recommendation

Repairs and maintenance of vehicles should be made without any delay and the vehicles recommended to be auctioned should be auctioned.

Action should be taken in of Financial terms Regulations.

Comments of the Accounting Officer

Four hand tractors and a car had been auctioned in first time but the auction was not successful. The action of assessments is being taken to auction of above vehicles in the year 2019 and action taken to repair

other 03 vehicles. Replies not furnished.

3.6 **Irregular Transactions**

Audit Observation

Recommendation

Comments of the Accounting Officer

(a) Out of the Land of 35.5 perches belonging to the Council which leased out to the Ratnapura District Textile Industry Co-opertive Society Ltd. only 4.95 perches had been taken back in the year 2009 but no action whatsoever had been taken for legal vesting of balance extent of land even by the end of the year under review. The building in the property vested by the Council in the year 2014 and leased out again had been removed and a new building had been constructed by the lessee contrary to the lease agreement and without the approval of the Council.

Prompt action should be taken for vesting the balance extent of land and to identify the responsible parties in respect of violation of the agreements and should take suitable action.

It was informed to take action to hand over this balance section of the

land to the Council from time to time but it was not handed over. Action will be taken to inform the Commissioner of Cooperatives to handover this land accurately. The lessee who participated for the committee appointed to examine the lease agreement for the old Salupilisala building had stated that a wall of the building was collapsed in repairing the building after sometime of leasing of this building, and it was informed to the former Mayor and prepared a plan and approved by the planning Committee held on 09 October 2014. Accordingly, it was shown that approving a plan for a land belonging to the Council for a outside person was incorrect.

(b) In terms of Condition No.07 of the Action should be taken to bid invitation, lessee should pay the monthly rental which specified by Government Valuer after the completion of the renovations of the building. Nevertheless, the new assessment had delayed up to March 2015 and a monthly rental of Rs.20,000 only is being recovered from the year 2014.

recover the rental recoverable with the arrears per the Government Assessment.

According to the decision taken by the monitoring Committee meeting held on 05 December 2018, a new assessment was obtained on 08 March 2019 based on the year 2014 and action has been taken to recover the arrears from the year 2014 according to the above assessment.

3.7 Procurements

Procurement Plan

Audit Observation	Recommendation	Comments of the Accounting Officer
	A procurement plan should be prepared.	A procurement plan for the year 2019 has been prepared.

4. Accountability and Good Governance

4.1 Budgetary Control

The Council had failed to use the annual budget as an instrument of financial control due to the following matters.

	Audit Observation	Recommendation	Comments of the Accounting Officer
(a)	The entire provisions totalling	Action should be taken to	Replies not furnished.
	Rs.45,065,000 made relating to 62	allocate provisions with the	
	Objects in the year under review	proper planning and those	
	had been saved.	provisions should be	
		utilized effectively.	
(b)	Out of the total provisions of	Action should be taken to	Replies not furnished.
	Rs.14,242,000 made for 38 Objects	allocate provisions with the	
	in the year under review, the	proper planning and those	
	savings had ranged from 80 percent	provisions should be	
	to 99 percent of the total provisions.	utilized effectively.	

4.2 Unresolved Audit Observations

As the Urban Park constructed near

Audit Observation

(a)

the Kaluganga river by incurring a total sum of Rs.2,822,902 in 04 instances from the year 2007 to the year 2010 by the Council on the provisions of Provincial Ministry of Development, Road Rural Infrastructure Facilities and Tourism of Sabaragamuwa Province had become a jungle and destroyed, the Secretary of the Provincial Ministry Road Development Infrastructure Facilities and Tourism had given the instructions to the Mayor of the Ratnapura Municipal Council on 21 September 2010 to maintain the park properly and to use for the utility of public welfare the people of the area.

Nevertheless, necessary action had not been taken to utilize this Urban park effectively even by May 2019.

Recommendation

A feasibility study should be carried out before commencing the project and special attention should be paid in respect of utilizing funds effectively.

Comments of the Accounting Officer

Even though, this land had been designed for a children's park, the park had washed away in several instances due to the floods occurred from time to time. Even though, the various plans had been implemented to make this park as an effective place, those plans could not be implemented. But, at present the plans had been designed for a vehicle parking place which is the essential matter for the Ratnapura town.

(b) Ratnapura - Weralupa Road had been constructed in the year 2005 by the Urban Development and Low Income Housing **Project** implemented under Asian Development Bank Loan Project -1632 SRI (SF) and the payable loan amount by the Council thereon amounted to Rs.12,656,450. As the above road had not been constructed properly, the road had not been vested with the Council even by the year under review and action had not been taken to pay the loan amount as well. Even though, the entire loan amount had been brought forward

The issue in respect of the loan amount should be solved and the financial statements also should be rectified.

The issue in respect of the loan Action will be taken to solve this amount should be solved and the issue of loan amount in future.

continuously the financial in statements, no action whatsoever had been taken by the Council to solve the problem.

(c) Even though, unauthorized an notification had been sent on 08 September 2011 in respect of a building of 4 floors situated in the Council area of the Demuwatha, Ratnapura, action had not been taken to remove the building. According to the letter of the Director of Ministry of Defence and Urban Development dated 09 May 2012, it was informed to the respective party to take action to obtain the approval of the planning Committee of the Council. Accordingly, the relevant application for that building had been received to the council on 17 July 2012 but the plan had not been approved due to the building was not complied with the due specifications. The Council had failed to remove the building even by May 2019 and it was informed to audit that action will be taken to obtain permission of the courts thereon.

The legal action should be expedited.

In terms of Section 23(5) of the Urban Development Authority Act No.41 of 1978 as amended by the Acts No.07 of 1982 and No.44 of 1984 the powers had been vested to take action in respect of the unauthorized constructions. Nevertheless, an order had been issued with a decision that there is no power to the Ratnapura Municipal Council to remove the unauthorized constructions under Urban Development Authority Act in terms of the Judgment No.31221 of the Additional Magistrate Courts Ratnapura on 28 March 2016. Accordingly, necessary action is being taken to submit facts to the High courts to remove this order. In terms of the decision of the High Courts action will be taken to remove the unauthorized constructions.

(d) The information to examine 02 accounts balances totalling in Rs.5,070,839 included the financial statements for over a long period had not been furnished.

All particulars and term reports Replies not furnished. required for audit should be furnished.