

FORM 1

Audit Memo

Particulars	Remarks
Name of the society:	THE TALMAKIWADI Co-OPERATIVE HOUSING SOCIETY LIMITED
Sr. No. of the audit memo as per audit register:	-
Full Registered Office:	Tardeo, Mumbai 400007
Administrative Office:	Tardeo, Mumbai 400007
Taluka:	Mumbai
District:	Mumbai
Registration No.	B-227
i) Audit Classification –	“ B “
ii) Audit Classification given during the last three audits –	“ B “
Date of Registration:	05 April 1941
Area of Operation:	Housing Society
No. of Branches, depots and shops:	NIL



1. <u>Audit Information:</u>		
i)	Full Name, designation and Head Quarters of auditing officer.	M/s. A.V.Arolkar & Co. Chartered Accountants. 403, Radhe Vallabh CHS Ltd., Modi Chamber, Near French Bridge, Opera house, Mumbai-004
ii)	Period covered during the present audit:	April 1, 2024 to March 31, 2025
iii)	Dates on which:	
	a) Audit was commenced	August 02, 2025
	b) Audit was completed	August 30, 2025
	c) Audit memo was submitted	September 02, 2025
2. <u>Membership:</u>		
i)	No. of members	218 members
	A] Share Capital:	Rs.2,56,800/-
	B] Discrepancies Observed:	NIL
	C] Members admitted outside the area of operation:	NIL
ii)	Have new members been duly admitted? Have they paid entrance fees?	N.A
iii)	Are their written applications in order and filled properly?	N.A
iv)	Is the members' register kept in Form "I"	Yes
v)	Is a list of members kept in Form "J" under Rule 33 of the M.C.S. Rules 1961?	Yes
vi)	Have due remarks been passed against names of the deceased, dismissed or resigned members in the members' register?	N.A

vii)	Are resignations in order and are they duly accepted?	Yes
viii)	Have nominations made under rule 25 of the M.C.S. Rules 1961 been duly entered in the members' register under rule 26?	Yes
3. <u>Shares:</u>		
i)	Are applications for shares in order?	Yes
ii)	Is share register written up-to-date?	Yes
iii)	Do the entries in share register tally with the entries in the cash book?	Yes
iv)	Is share ledger written up-to-date?	Yes
v)	Do the total of share ledger balances tally with the figures of share capital in the Balance Sheet?	Yes
vi)	Have share certificates been issued to the share holders for all the shares subscribed?	Yes
vii)	Are share transfers and refunds in accordance with the provisions of the Bye-laws, Act and Rules?	Yes
4. <u>Outside Borrowers:</u>		
i)	What is the limit fixed in the Bye-laws for borrowings of the society?	N.A
ii)	Has it been exceeded?	No
iii)	If so, state whether necessary permission	N.A
5. <u>Meetings:</u>		
i)	Give dates of:	
	a) Annual General Meeting.	22 September 2024
	b) Special General Meeting.	14 July 2024, 15 December 2024 & 26 January 2025.



ii)	State the no. of meetings held during the period as follows:	
	a) Board or Managing Committee Meetings.	10
	b) Loan Committee Meetings	N.A.
	c) Recovery Committee	N.A.
	d) Audit & Inspection Committee	N.A.
	e) Computer Committee	N.A.
	f) Asset Liability Management Committee	N.A.
	g) Development Committee	N.A.
	h) Staff Committee	N.A.
	i) Investment Committee	N.A.
6. <u>Rectification Reports:</u>		
i)	Has the society submitted audit rectification reports of the previous audit memos? If so, give dates of submission. If not, state the reason for non-submission.	Yes
ii)	Have any important points mentioned in the previous audit memos been neglected by the society? If so, state them in general remarks.	NIL
7. <u>Audit Fees:</u>		
i)	Give amount of audit fees last assessed.	Rs.28,564/-
	a) State period for which assessed:	F.Y. 2023-24
	b) State the date of recovery of audit fees, name of treasury and amount credited (Give no. and Date of Treasury Challan retained as per rule)	N.A.



ii)	If audit fees have not been paid by the society, give details about outstanding audit fees and reasons for non-payment.	N.A.
8. <u>Internal or Local Audit:</u>		
i)	If there is internal or local audit, state by whom done, period covered and whether memo is on record of the society.	Mr.Rajaram Pandit – Internal Audit <u>Period:</u> For the year 2024-25
ii)	State whether there is a proper co-ordination between Statutory and Internal Auditor.	Yes.
9. A] Managing Director/ Manager/ Secretary:		
i)	Name of the officer	Mr. Shivdutt Halady, Secretary
ii)	Pay drawn	NIL
iii)	Grade	N.A.
iv)	State other allowances, if any, any facilities given such as rent-free quarters etc.	N.A.
iv)	State whether he is a member	Yes – Member
v)	If so, whether he has borrowed or has been given any credit facilities? State the amount borrowed and the amount of overdues, if any.	No
vi)	If other amounts are due from him, give details.	No
9. B] Obtain a list of staff showing names, designations, qualifications, scales, present pay and allowances given, date from which employed, security furnished.		Mrs. Darshana Mahadik - Manager - Salary Rs.15307/- p.m. Mr. Aishwarya Rane - Accountant - Salary Rs.16,638/-p.m. Mrs. Sheetal Vokethur – Manager – Salary Rs. 8,652/- p.m.



10. Breaches:																							
i)	Does the bank possess a copy of the Act, Rules, and its registered Bye-laws?	N.A.																					
ii)	Give only no. of breaches of the Act, Rules and Bye-laws.	N.A.																					
	a) Section no. _____																						
	b) Rule no. _____																						
	c) Bye-laws _____																						
iii)	Have any rules been framed under the Bye-laws? Are they approved by appropriate authority? Are they properly followed? (These breaches should be discussed in brief in general remarks).	N.A.																					
11. Profit & Loss:																							
i)	What is the amount of profit earned or loss incurred during the last co-operative year?	Surplus of Rs.8,56,461/-																					
ii)	State how the net profits are distributed? (In case of non-business societies, figures of surplus or deficit may be given against query no. 11(i) above).	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Particulars</th> <th>Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>NIL</td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL</td> <td></td> </tr> </tbody> </table>	Sr. No.	Particulars	Amount (Rs.)	1			2			3			4	NIL		5			TOTAL		
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12. <u>Cash, Bank Balances and Securities:</u>		
a) Cash:		
i)	Count cash and sign the cash book stating the amount so counted and date on which counted.	Yes – 08-08-2025
ii)	Who produced the cash for counting? Give his name and designation. Is he authorized to keep cash?	Aishwarya Rane - Accountant
iii)	Is it correct according to the cash book?	Yes
iv)	Are arrangement for safety of cash in safe and cash in transit adequate?	Yes
b) Bank Balance:		
	Do the bank balances shown in Bank pass books or bank statements and bank balance certificates tally with such balances shown in books of accounts? If not, check reconciliation statements.	Yes
c) Securities:		
i)	Verify securities physically and see whether they are in the name of the Society.	Yes
ii)	Are dividends and interest being duly collected?	Yes
iii)	If securities are lodged with the bank, are relevant certificates obtained?	Yes
iv)	Is Investment Register kept and written up-to-date?	No register has been kept
13. <u>Movable and Immovable Property:</u>		
i)	Are relevant registers maintained and written up-to-date?	No



ii)	Verify property physically and obtain its list. Does the balance tally with Balance Sheet figures?	Yes
iii)	In case of immovable property including lands, verify title deeds and see whether they are in the name of the bank.	Conveyance Deed has not been transfer to Society name.
iv)	Is the property duly insured where necessary? If so, give details in general remarks?	Yes
v)	<u>Depreciation:</u>	
	a) Is due depreciation charged?	Yes
	b) State the rate of depreciation charged on various assets.	Office Equipment - 15% Furniture & Fixtures - 10% Computer & Accessories - 40%
14.	Have you discussed the draft audit memo in the Board or Managing Committee Meeting? If not, state the reasons for the same:	Yes

For A. V. AROLKAR & CO.

Chartered Accountants

Firm Registration No: 100542 W



Abhay Vasant Arolkar

Partner

Membership No.: 032453

Place : Mumbai

Date : 10-09-2025