EXISTING MEMBERS

[CHECK-LIST TO BE SUBMITTED ON AUDITORS LETTER HEAD]

CHECK-LIST TO BE COMPLETED AND SUBMITTED TO THE BUREAU BY EMPANELLED AUDITORS

Name of the Publication:	
Address:	
RNI Registration No. and date of RNI certificate **[to physically check the RNI certificate]**	
Audit Period:	
Name of the Audit Firm:	
Name of the Partner supervising the audit: **Email ID:** **Mobile No.**	
Details of audit staff who were involved in this audit:	

	Partner	**Audit Staff**			
	Mr./Ms.	**Mr./Ms.**	**Mr./Ms.**	**Mr./Ms.**	
	No. of Hrs	**No. of Hrs**	**No. of Hrs**	**No. of Hrs**	**Total**
Date					
Total					

SR. NO.	**PARTICULARS**	**YES / NO / NA* / REMARKS**
	PRINTING, DISPATCHES AND DISTRIBUTION	
1	**PRINT ORDER:**	
1.1	Whether the Print order for normal issues was available on daily/ weekly/monthly basis (as applicable)?	
1.2	Whether print order for supplements were available?	

SR. NO.	PARTICULARS	YES / NO / NA* / REMARKS
1.3	Whether the print orders (normal issues and supplements) were signed by authorized officials and contained all the information such as date of issue, total number of pages, total number of copies to be printed, breakup by different print runs etc as contained in the "A Guide to ABC Audit"?	
1.4	Whether the print orders of normal issues as well as supplements were correlated with machine room return (MRR)?	
1.5	Whether there are any wide fluctuations in the print order? If so reasons to be provided.	
1.6	Whether the print orders were checked for the entire audit period or test checked. If test checked please provide the month(s) which were checked?	
1.7	Any other observations	
2	**MACHINE ROOM RETURN (MRR):**	
2.1	Whether the machine room returns for normal issues were prepared on daily / weekly / monthly basis (as applicable)?	
2.2	Whether the machine room returns for supplements were prepared?	
2.3	Whether the machine room returns contained all the information such as issue date, number of pages, time of receiving the plates, start and end time of respective print runs, number of copies printed, number of stoppages and time taken for each stoppage alongwith the reasons etc as mentioned in "A Guide to ABC Audit"?	
2.4	Whether the printing timings of respective edition(s) were commensurate with the installed capacity of the machine?	

SR. NO.	PARTICULARS	YES / NO / NA* / REMARKS
2.5	Whether the MRR as prepared from the rough copy maintained at the press. If yes, were the rough copy of MRR maintained alongwith the fair copy of the MRR. If rough copies were not preserved, please provide the reason for not preserving the rough MRR as prescribed in the audit guidelines?	
2.6	Whether the machine room returns were reconciled with the Newsprint consumption register?	
2.7	Whether as per MRR there was any difference in copies of supplements and normal issues?	
2.8	Whether the machine room returns were checked for the entire audit period or test checked? If test checked please provide the month(s) which were checked.	
2.9	Any other observations	
3	**DISPATCHES:**	
3.1	Whether the dispatch list was prepared on a daily basis containing the name of the agents and the number of copies to be supplied?	
3.2	Whether the trip wise delivery challans were prepared on daily basis?	
3.3	Whether the delivery challans contained the details of vehicle time out, driver signature, no. of bundles supplied etc.?	
3.4	Whether the dispatch list tallied with the Print order and machine room returns?	
3.5	Whether the dispatch list and delivery challans were checked for the entire audit period or test checked? If test checked please provide the month(s) which were checked.	
3.6	Whether the entire copies alongwith supplements were dispatched?	
3.7	Any other observations	

***NA – NOT APPLICABLE**

SR. NO.	PARTICULARS	YES / NO / NA* / REMARKS
4	**DISTRIBUTION - AGENCY SALES:**	
4.1	Whether Agents sales register were verified with the duplicate bills?	
4.2	Whether any copies were sold below NRR. If yes, whether such copies were deducted as per NRR audit guidelines?	
4.3	Whether agents were paid any other allowances / incentives apart from the trade terms and the same were added while calculating the NRR?	
4.4	Whether the copies were supplied as per agents written indents, if not whether the subsequent / monthly confirmations were obtained from the agents?	
4.5	Whether the returns were checked with return register and necessary credit notes issued?	
4.6	Whether the above records were checked for the entire audit period or test checked? If test checked please provide the month(s) which were checked.	
4.7	Whether books and records reflects the same number of copies as observed at the sales centre during market visit?	
4.8	Any other observations	
5	**BOOKS AND RECORDS - BANK & CASH BOOK:**	
5.1	Whether the cash book was written on a day to day basis?	
5.2	Whether the cash receipts from all sources were deposited in the bank on next working day?	
5.3	Whether the cash deposits in the bank cross verified with the cash memo, cash receipt and bank statement(s)?	
5.4	Whether there were any cash payments of large amounts which should normally have been paid by cheques?	

SR. NO.	PARTICULARS	YES / NO / NA* / REMARKS
5.5	Whether physical cash verification was carried out? If yes, please mention the date.	
5.6	Whether the bank / cash book were checked for the entire audit period or test checked? If test checked please provide the month(s) which were checked.	
5.7	Any other observations	
6	**GENERAL LEDGER:**	
6.1	Whether the scrutiny of the ledger was done to verify which accounts would have a bearing on the circulation figures and trade terms?	
6.2	Any other observations	
7	**AGENTS LEDGER:**	
7.1	Whether the agents bills were properly recorded in the agents ledger?	
7.2	Whether the credits in the ledger account especially pertaining to sales promotion expenses, commission, allowances and reimbursement of expenses etc were verified?	
7.3	Whether copies were deducted on account of outstanding from agents?	
7.4	Any other observations	

***NA – NOT APPLICABLE**

SR. NO.	PARTICULARS	YES / NO / NA* / REMARKS
8	**SUBSCRIPTION RECORDS:**	
8.1	Whether subscription forms were available for subscriptions booked?	
8.2	Whether the subscription amount was received in advance in case of subscription booked for less than six months and within two months in case of subscription booked for more than six months?	
8.3	Whether any gift was given with the subscription? If yes, please specify the nature of the gift and its valuation.	
8.4	Whether the valuation of the gift was done as per Bureau's guidelines?	
8.5	Whether publisher had retained atleast 10% / 25% of the cover price after taking into account discount on cover price, value of gifts, delivery charges etc.?	
8.6	Whether any subscription scheme(s) is / are in vogue where the retention amount is less than 25% but higher than 10%. If yes, kindly state the starting date of the scheme and the copies booked under the above scheme and also confirm whether the said subscription copies were booked on or before 30th November 2022.	
8.7	Whether copies were deducted for unpaid subscription or non-compliant schemes?	
8.8	Whether the trade commission on subscription copies was the same as paid for normal line copies which is the industry norm. If not, please explain in detail how you were satisfied with lower trade commission paid on subscription copies (if required, separate sheet for explanation to be attached)	
8.9	The above details to be provided for all subscription schemes under which copies are supplied in the current audit period	
8.10	Any other observations	
9	**PURCHASE OF NEWSPRINT:**	
9.1	Whether purchase of newsprint was verified with invoices, transport documents goods inwards receipt etc.?	
9.2	Whether all newsprint purchases were entered in the stock book / register?	
9.3	Whether newsprint loan transactions were supported by relevant correspondence?	

SR. NO.	PARTICULARS	YES / NO / NA* / REMARKS
	PURCHASE OF NEWSPRINT [contd.]	
9.4	Whether the newsprint bills and ledgers were verified with the GSTR 2A and whether all the bills are reflected in GSTR 2A?	
9.5	If the bills are not reflected in GSTR 2A, kindly provide the following details:	

Name of supplier	Quantity M.T.	Amount Rs.

9.6	Whether physical verification of stock was done? If newsprint was stored in bank godown whether the bank certificate(s) were available on record?	
9.7	Whether the newsprint consumption and stock register was updated on day to day basis?	
9.8	Whether consumption of newsprint was reconciled with the number of copies printed including waste copies?	
9.9	Whether all newsprint bills were accounted in the newsprint supplier ledger account?	
9.10	Whether the newsprint records were checked for the entire audit period or test checked? If test checked please provide the month(s) which were checked.	
9.11	Details of all Newsprint Suppliers (attach separate sheet) Name of Newsprint supplier: Full postal address with PIN Code: Contact details: Tel. No: Mobile No: Email:	
9.12	Total quantity and amount of all newsprint supplied during the relevant audit period (attach separate sheets)	

Name of newsprint supplier	Opening balance (Rs.)	Purchases		Payment done (Rs)	Closing balance (Rs.)
		Qty	Rs.		

9.13	Any other observations	

*NA – NOT APPLICABLE

SR. NO.	PARTICULARS				YES / NO / NA* / REMARKS
10	**WASTAGE RECORDS:**				
10.1	Whether wastage records are adequately maintained and wastage accounted? Please provide following details as per invoices in publisher's books of Accounts.				
		Rate per kg.			
	Month	**Waste newspaper Rs.**	**Tear off Rs.**	**Core Rs.**	
	January / July				
	March / September				
	June / December				
10.2	Overall wastage percentage inclusive of core, tare-off, cut waste and spoils etc.				
11	**OTHER POINTS:**				
11.1	Whether the bank reconciliation statements of all banks were completed on month to month basis?				
11.2	Whether the trial balance was made available and verified?				
11.3	Whether there were any combo offers? If yes, whether all rules pertaining to combo copies were followed?				
11.4	Whether there were any institutional sales? If yes, were they appropriately shown under the heading institutional sales (upto 20% of Average qualifying circulation) for newspapers?				
11.5	Whether there were any institutional subscription copies? If yes, were they appropriately shown under the heading institutional subscription (upto 10% of Average qualifying circulation) for newspapers?				
11.6	Whether there were any substantial increase / decrease in circulation? If yes, please provide reasons for such increase / decrease.				
11.7	Whether any gift was given to a reader on non-subscription copies? If yes, whether it complied with the Bureau's audit guidelines? Please list out all compliant and non-compliant reader schemes for which copies were supplied in the current audit period				

***NA – NOT APPLICABLE**

SR. NO.	PARTICULARS	YES / NO / NA* / REMARKS
	OTHER POINTS [contd.]	
11.8	Whether there were any agent(s) who qualified as principal agent(s)?	
11.9	Whether the books and records were maintained by the principal agents as per Bureau's audit guidelines and was available for verification?	
11.10	Whether the cash covering letters were maintained by the publisher for cash received in majority of cases?	
11.11	Whether the adjustment of agents deposits against agents outstanding dues were done as per Bureau's audit guidelines with intimation to the agent?	
11.12	Whether the add back and deduction of copies on account of outstanding was as per Bureau's audit guidelines? Please provide details of average number of copies added back and deducted.	
11.13	Whether the press and market visit was carried out in the current audit period? If yes, please attach a detailed report on the findings of press and market visit.	
11.14	Whether the Area Breakdown Statement was verified and compiled as per the Bureau's audit guidelines?	
11.15	Whether the publication were printed at outside press? If yes, whether the printers bills were available for verification?	
11.16	Whether the publication was subjected to a special / bureau audit in the previous period. Whether such reports were made available for your reference	
11.17	Whether there were any adverse comments in the special / bureau audit? If yes, what were the steps taken by the publisher to overcome these adverse comments, please specify the steps taken by the publisher?	
11.18	Please mention the local raddi rate per kg. ascertained by you from the market.	

SR. NO.	PARTICULARS								YES / NO / NA* / REMARKS
	OTHER POINTS [contd.]								
11.19	**Reader schemes: list out all compliant & non-compliant reader schemes for which copies were supplied in the current audit period under reference.**								
	Name of the readers scheme	Scheme period	Indivi-dual cover price	Total cover price during the scheme period	Details of products offered as gifts	MRP of the product if it is a branded product	Cost to publisher plus 15% mark up in case of customized products	Average no. of copies inclu-ded as Quali-fying Sales	Average no. of copies NOT included as Qualifying Sales
11.20	**Scheme for Trade: please list out all trade schemes under which copies were supplied in the current audit period under reference.**								
	Brief particulars of nature of the scheme for trade			Value of incentive, gift etc.		Whether incentive amount added to the trade term of the respective agent			

***NA – NOT APPLICABLE**

Date:
Place:

Stamp & Signature of the Auditor