

**ANDHRA PRAGATHI GRAMEENA BANK
HEAD OFFICE : KADAPA**

Circular No. 11-2006-BC-ACC

Date 22-6-2006

**SUBMISSION OF BALANCE SHEET AND PROFIT AND LOSS ACCOUNT AND
WORKING RESULTS FOR THE QUARTER ENDING 30.6.2006**

Attention of all the Branches & Area Offices/Regional Offices is invited to the captioned subject. As the quarter ending June, 2006 is fast approaching, we advise all the Branches and Area Offices to update their records and books of accounts in order to prepare financial statements as at the end of the quarter for submission to the respective Area Office/Regional Office as detailed below.

The Working Results & Balance Sheet along with trial balance, Annexure-1&2 should be submitted to the respective Area Office/Regional Office on 01/07/2006 positively

The Area Offices/Regional Offices should submit working results and the balance sheets along with the Trial Balances & annexures of all the branches in their area of operation including the financial statements of the Area Office/Regional office to Head Office positively on 3.7.2006 along with the soft and hard copies of the Balance sheet. All the Area offices/Regional offices are advised to submit the soft copy of the working results also, along with the balance sheet. **The Area/Regional offices shall not change the format of Balance Sheet and working results. The Area office/Regional Office shall submit the figures for all heads mentioned in working results format. The Area office/Regional offices shall ensure that all branches have submitted the required information. The consolidated Balance sheet and the two annexures (1&2) shall be submitted to H.O. The Area office/Regional Office shall take care that there are no discrepancies between the corresponding figures reported in balance sheet and working results.**

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Two copies of the Balance sheet (along with annexure 1) are being dispatched to the branches by HO/RO/AO. Branches may approach their respective Area Offices/Regional Offices if they do not receive the same, as buffer stock is available with A.O./R.Os. The Proforma for furnishing working results and Annexure-2 to Balance Sheet (two copies) are enclosed to this circular.

All the figures shown in schedules of Balance Sheet must tally with the respective heads of accounts in Trial Balance dated 30.6.2006.

The Branches should make fresh provisions for all outstanding expenses for the period from 1.6.2006 to 30.6.2006 only without reversing the provisions made on 31.5.2006 and include the same under item V of schedule 5 and Annexure 1 A. Interest on Deposits, Interest on Advances provisions should be shown in Annexure 2. Provisions are to be arrived at based on Average deposits and Average Advances of the branches and Average interest rate on Deposits and Advances mentioned below.

Average rate of interest paid on deposits is 5.11% p.a.

Average rate of interest (return) on Advances is 9.90% p.a.

Branches have to calculate the provision for interest on Deposits and Advances for one month only i.e from 1.6.2006 to 30.6.2006 only, as mentioned above and the arrived figures should be furnished in Annexure 2 to Balance sheet

Branches are aware that the provisions for these outstanding expenses for the period from 1.4.2006 to 31.5.2006 have already been made on 31.5.2006

Other Important points to be noted by the Branches / Offices:

1. Balances of all accounts is to be extracted and tallied up-to-date as per the Schedule of Return/Balancing.
2. Branches and Area Offices should note that the figures for quarter ending Balance Sheets should be rounded off to the "NEAREST RUPEE". Branches are advised not to show points, decimals etc.,
3. In Schedule -5 , ii "INTER OFFICE ADJUSTMENTS" the net figure after clubbing HO A/c, Branch Adjustment A/c should be shown.

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4. The Branches should take all the steps to reduce the outstanding under 'Branch Adjustment' and 'Suspense A/c' of 10 days and above to the barest minimum.
5. Particulars of Other Liabilities, Other Assets and Other Expenditure should be shown in Annexure I to Balance Sheet and the figures should tally with corresponding figures in Balance Sheet i.e. item No. v of Schedule 5 for other liabilities; Item No. vii of Schedule 11 for other assets; Item No.viii of schedule16 for other expenditure. Instead of showing details of individual items, under each schedule Branches are showing total figures of schedules only. This is not correct. Branches should provide details of uncovered items under "others" by specifying them individually and furnishing figures against each item.
6. In schedule 12 - Contingent liabilities, some branches are furnishing the balance under Bank Guarantees issued i.e. acceptances for customers (contra) / acceptances of customers against item No. (iii) **which is not correct**. The Branch should furnish the same against item no ii only i.e., Guarantees on behalf of constituents.

Branches and Area offices/Regional Offices are advised to submit error free working results and Balance sheet promptly as per time schedule.

Clarifications required, if any, on this circular, may be referred to Accounts Department, Head Office, KADAPA.

(M.OBULESU)
CHAIRMAN

(PTO)

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ANDHRA PRAGATHI GRAMEENA BANK

Branch _____

WORKING RESULTS AS ON 30.06.2006

sno	Particulars	Amount in Rupees
1.	Total Deposits	
2.	Total Advances	
3.	Advances to Priority Sector	
4.	Advances to Agricultural Sector	
5.	Total Income	
6.	Total Expenditure	
7.	Gross NPAs	
8.	Operating Profit	
9.	Provision for NPAs	
10.	Net Profit(+)/Net Loss (-)	
	Grand Total (1 to 10, for control purpose)	

DATE

Prepared by

MANAGER

ANNEXURE-2 to balance sheet

Profarma For Interest Provisions As On 30-6-2006

S No.	Particulars	Amount in rupees
1.	INTEREST ARRIVED AT ON AVERAGE DEPOSITS @ 5.11% p.a FOR ONE MONTH	
2.	INTEREST ON DEPOSITS as per Trial Balance as on 30.06.2006	
3.	PROVISION (1-2)	
4.	INTEREST ON ADVANCES @ 9.90% p.a CALCULATED ON AVERAGE ADVANCES FOR ONE MONTH	
5.	INTEREST ON ADVANCE as per Trial Balance as on 30.06.2006	
6.	PROVISION(4-5)	

DATE

Prepared by

MANAGER

ANDHRA PRAGATHI GRAMEENA BANK

Branch _____

WORKING RESULTS AS ON 30.06.2006

S. No.	PARTICULARS	AMOUNT IN RUPEES
1.	Total Deposits	
2.	Total Advances	
3.	Advances to Priority Sector	
4.	Advances to Agricultural Sector	
5.	Total Income	
6.	Total Expenditure	
7.	Gross NPAs	
8.	Operating Profit	
9.	Provision for NPAs	
10.	Net Profit(+)/Net Loss (-)	
	Grand Total (1 to 10, for control purpose)	

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5.	INTEREST ON ADVANCE as per Trial Balance as on 30.06.2006	
6.	PROVISION(4-5)	

DATE

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