

URBANA WELFARE ASSOCIATION

MINUTES OF GENERAL BODY MTING

VENUE: CLUB URBANA – B1 Conference Hall		Date: 25-07-2021
Attended by 63 Members. Physical 47 Virtual 35		
Item No.	BRIEF DESCRIPTION OF ISSUES DISCUSSED AND APPROVED BY GENERAL BODY	By
1	INTRODUCTION The AGM WAS HELD AT THE B1 auditorium at the Club and was conducted with physical and virtual attendance. 47 Members attended the meeting physically whilst 35 logged on using the link provided, for the purpose. The Annual General Body meeting convened at 11:15 AM. Tarun Basu Secretary of UWA welcomes all the members.	Secretary
2	DECLARATION OF QUORUM Secretary stated that in accordance with sub clause (v) Clause 11 of Rules & Regulations of the Association, the quorum of this meeting is 21 members present in person or through proxy. Since the quorum is present, accordingly, he requested the President Dr. Archana Sinha to take the chair and declare the meeting open.	Secretary
3	President declared the meeting open. President in her welcome speech stated that there are some important matters which needed to be resolved. She expressed her satisfaction that sufficient number of members who joined this meeting physically as well as virtually. President suggested that if allowed she would like to request the Secretary to start with the Agenda for the AGM without delay. With Members having no other comments to make, Secretary proceeded to the Agenda.	President
4	AGM BUSINESS PRESENTATION OF THE ANNUAL REPORT FOR THE PERIOD 2020-2021. Secretary placed before the house the annual report and read it out. Highlights at a glance- (i) Revisited the Rule Book of UWA. Minutely gone through. Many gray areas were identified. Few amendments were passed in our last AGM which was held on 18 th . October, 2020. THEY ARE: Reification of Tenure of the Committee and presentation of Audited Accounts before demitting office. Setting up an Independent Compliance review committee.	Secretary

Archana Sinha



J. Basu

UWA had several meetings with BNRI & UFM. The latest one was on 21st. June'21 wherein many burning issues were discussed, most importantly "Water Issue". It is evident from the Minutes of the meeting the details of their plan of action with targeted completion dates. Now the incoming committee should ensure that the works are being done on time. We are confident that after that the water issue will be resolved.

UWA managed to get a spacious room in Tower 7 as UWA Store room. Puja utensils are already transferred to that store room. AS UWA STORE ROOM. The room can be used for various purposes.

FORMATION OF ASSOCIATION UNDER WEST BENGAL HOUSING SOCIETY ACT:

UWA have initiated the process by collecting signatures from the apartment owners. Secretary requested Ms. Neha Tibrewal, in-charge of signature collection drive to brief the members about the status.

Neha
Tibrewal

She informed the members that till date 301 Apartment Owners signatures are collected. UWA target is to get 550 signatures i.e. 50% of total apartment. She urges the incoming committee to take it forward and reach the magic figure. The documents were handed over to the incoming committee.

(ii) EXPLORING THE POSSIBILITIES TO IMPLEMENT FEW PROJECTS WHICH WILL YIELD REVENUE FOR UWA AND MAKE IT A FINANCIALLY SELF-SUFFICIENT BODY.

Revenue generation by in-house digital platform - A viable project was forwarded to BNRI for tri-party agreement wherein UWA was supposed to generate good amount of money on monthly basis. Proposal was not approved by BNRI. Also advised by BNRI that henceforth revenue generated by in-house advertisement will be credited to CAM account and no revenue sharing with UWA which is completely U-turn from the previous practice wherein UWA used to get share of the revenue. Secretary requested incoming committee to ensure that the interest of UWA should get justice.

BANK BRANCH IN OUR COMPLEX - UWA started negotiating with multiple Banks to open Bank Branch inside our complex. Also negotiated good amount for UWA as advertisement. Final MoU with Bandhan Bank was ready for signature. Forwarded to BNRI for approval. As usual it was stuck there. Secretary requested the President of the incoming committee to pursue this issue.



Acharya Sinha.

J. Anand

ANNUAL REPORTS ON THE CORE AREAS OF ACTIVITIES.

ANNUAL REPORT 2020-21 SECURITY AND SAFETY:

Convener – Kalpajeet Basu Mallik

In absence of the Convener, the Secretary read out the report. The report is annexed to this minutes, marked as **Annexure A** and forms integral part of the Annual Report.

ANNUAL REPORT 2020-21, REPAIRS AND MAINTENANCE:

The Secretary requested the Convener of the committee Anurag Agarwal to table his report before the house. Anurag Agarwal read out the report. The report is annexed to this minutes, marked as **Annexure B** and forms integral part of the Annual Report.

Anurag
Agarwal

While discussing the points mentioned in the report Sham Sonika expressed his apprehension to the installation of water flow meter. Anurag Agarwal reconfirmed that water flow meter was installed and that to in his presence. Also he invited members to show it physically if they want to verify.

Member wanted to know whether water quality testing are being done by state official lab rotary. Anurag Agarwal stated that water testing are being done periodically by SGS, a renowned company in the presence of either UWA representative or persons nominated by UWA. Water sample collection points are clearly marked in different location.

Members raised the issue of KMC water supply. Secretary stated that Tarun Basu & Ashesh Paul visited Chief Administrator of KMC. As per top officials of KMC, water connection might be provided at the end of the year 2022 once the DHAPA pumping station starts functioning. Members request that UWA MC should vigorously follow up with this issue and ensure that the water connection be provided as soon as possible since huge tax payments are made to KMC from Urbana complex.

ANNUAL REPORT 2020-21. SPORTS ACTIVITIES

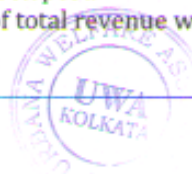
The Secretary requested the Convener of the Committee Vikram Saha to place the report before the house. Vikram Sahah read out the report. The report is annexed to this minutes, marked as **Annexure C** and forms integral part of the Annual Report.

ANNUAL REPORT 2020-21. SOCIAL SEVICE ACTIVITES

The Secretary requested the co-convener Ms. Mamta Agarwal to submit the report before the members. Mamta Agarwal read out the report. The report is annexed to this minutes, marked as **Annexure D** and forms integral part of the Annual Report.

It was also recorded that about 3% of total revenue were spent in social services.

Achana Sinha



J. Anurag

UTSAV COMMITTEE :

In absence of Convener Prasad Banerjee the Secretary briefed the members about the events by stating:

It was a tough challenge for the UTSAV Committee to conduct and organize each UTSAV event in the face of global pandemic and reduction of subscription as well as sponsorship amount compared to previous year.

Starting with KHUTI PUJO we were able to celebrate INDEPENDENCE DAY, "GANESH CHOTHURTHI", "DURGA PUJA", "LAXMI PUJA", "KALI PUJA", SARASWATI PUJA", X'MASS, NEW YEAR'S EVE, VALENTINE'S DAY PARTY, LOHRI, REPUBLIC DAY AND HOLI

This time we have consciously taken out MAA DURGA from an air-conditioned tent to an ambience of open-air traditional atmosphere.

As a good gesture, this year, the Committee has offered a Diwali Gift to all subscribers.

After the situation improving to near normal, the Committee organized LOHRI festival with a positive note, though it was not in UTSAV calendar.

The VALENTINE DAY, SARASWATI PUJA at weekend saw houseful show at pandel area.

Unfortunately we missed out two major events. They are (A) DIWALI AND (B) POILABAISHAK", we tried our best but restrictions didn't allow us to go ahead.

Concern was raised by members for conducting Valentine Day event. Strong opinion prevailed that Utsav Committee should conduct events only for those as mentioned while collecting the subscriptions.

No additional event should be organized without prior consent of the members at large.

Uday Mukherjee wanted to know whether UWA paid the electricity consumption charges to UFM.

In reply Ashesh Paul stated that due to COVID situation and UWA not being a registered body CESC refused to provide additional supply.

Hence Utsav committee hired three (3) generator sets instead of one last year, Hence minimum supply was provided by UFM.

ANNUAL REVIEW REPORT OF CAM COMMITTEE:

In absence of Anand Saraf, Convener of CAM Committee Sushil Khaitan read out the report.

The following issues highlighted in the report were discussed and members expressed that immediate corrective actions should be taken.

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	<p>The second resolution is for appointment of Auditors for the financial year 2020-21 as:</p> <p>RESOLVED THAT M/s. Neha Agarwal & Co. Chartered Accountants, be hereby appointed as Auditors of the Association for the financial year 2021-22 at an annual fees applied for the year 2020-2021.</p> <p>The resolution Proposed by Ms. Neha Tbrewal Seconded by Mr. Susanta Mullick The resolution was carried out by majority.</p>	Secretary
7	<p>PROPOSED AMENDMENT OF UWA BYLAWS.</p> <p>In order to eliminate inconsistencies, bring in more transparency, fairness and accountability, the committee has proposed certain amendments to the Rules & Regulations of the association as set out in Annexure - C of the Notice. The committee recommends adoption of following resolutions with or without modification(s) :</p> <p>8 THE FOLLOWING RULES BE AMENDED AS UNDER (CHANGES SUGGESTED ARE IN CAPS)</p> <p>3. MEMBERSHIP OF THE ASSOCIATION</p> <p>At present Clouse 3 of the Association reads:</p> <p>3.2. <i>Membership of the Association shall include the person or persons owning and/or beneficially owning and/or have agreed to own an flat/apartment by virtue of duly registered conveyance and/or by allotment letters and/or agreements executed by the promoters and who have agreed to abide by these rules and regulations of this association, and are duly admitted.</i></p> <p>It is proposed that this is amended, with or without modification to read as</p> <p><i>Membership of the Association shall include the person or persons owning and/or have agreed to own an flat/apartment by virtue of duly registered conveyance and/or by allotment letters and/or agreements executed by the promoters and who have agreed to abide by these rules and regulations of this association, and are duly admitted (HEREINAFTER WILL BE REFERRED AS "OWNER").</i></p> <p>3.5 <i>In case of the member being minor by the natural or legal guardian or by a person duly authorized in writing on that behalf by such natural or legal guardian .</i></p> <p>It is proposed that this is amended, with or without modification to read as</p> <p><i>In case of the OWNER being minor by the natural or legal guardian or by a person</i></p>	Secretary

Aselava Sinha



WHO IS AN IMMEDIATE FAMILY MEMBER (Parents, Legal Guardians only) AND RESIDENT OF URBANA, duly authorized in writing on that behalf by such natural or legal guardian.

3.6 In case of joint members, by any one of them duly authorized in writing by the other on that behalf or by a person duly authorized in writing by the joint members.

It is proposed that this is amended, with or without modification to read as

In case of joint OWNER, by any one of them duly authorized in writing by the other on that behalf or by a PERSON WHO IS AN IMMEDIATE FAMILY MEMBER (Spouse, Parents, Son/s and Daughter/s only) AND RESIDENT OF URBANA, duly authorized in writing by the joint members.

3.7 In case of the member being a Hindu undivided Family, by the karta of such Hindu undivided Family or by a person duly authorized in writing on that behalf by such Karta or all the members of such Hindu Undivided Family.

It is proposed that this is amended, with or without modification to read as

In case of the OWNER being a Hindu Undivided family, by the karta of such Hindu Undivided family or by a person WHO IS AN IMMEDIATE FAMILY MEMBER (Spouse, Parents, Son/s and Daughter/s only) AND RESIDENT OF URBANA, duly authorized in writing on that behalf by such karta or all the members of such Hindu Undivided Family.

3.8 In case of member being a joint stock company, by its Managing Director or any other officer of the company or person duly authorized in writing on that behalf.

It is proposed that this is amended, with or without modification to read as

In case of the OWNER being a joint stock company, by its managing Director or by any other officer of the company or any person WHO IS AN OFFICER OF THE COMPANY AND RESIDENT OF URBANA, duly authorized in writing on that behalf. Resolution of the board with signature of all the directors confirming such nomination is a must.

3.9 In case of the Member being a trust, by any one of its trustees duly authorized on that behalf by the other Trustees or any person duly authorized in writing on that behalf by all the Trustees.

It is proposed that this is amended, with or without modification to read as

In case of the owner being a Trust, by any one of its trustees duly authorized on that behalf by the other Trustees or any person WHO IS A BENEFICIARY OF THE TRUST AND RESIDENT OF URBANA, duly authorized in writing on that behalf by all the Trustees.

3.10 In case of the Member being or becoming insane, by his or her guardian

Achane Sanku



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	<p>at a time appointed by any court of law or any person authorized in writing by such guardian on that behalf.</p> <p>It is proposed that this is amended, with or without modification to read as</p> <p><i>In case of the OWNER being or becoming insane, by his or her guardian at a time appointed by any court of law or any person <u>WHO IS AN IMMEDIATE FAMILY MEMBER(Spouse, Parents, Son/s and Daughter/s only) AND RESIDENT OF URBANA</u>, authorized in writing by such guardian on that behalf.</i></p> <p>3.11 In case of the Member being an Individual by himself or by a person duly authorized in writing on that behalf.</p> <p>It is proposed that this is amended, with or without modification to read as</p> <p><i>In case of the OWNER being an Individual by himself or by a person <u>WHO IS AN IMMEDIATE FAMILY MEMBER(Spouse, Parents, Son/s and Daughter/s only) AND RESIDENT OF URBANA</u>, duly authorized in writing on that behalf</i></p> <p>3.12 In case of the Member being a partnership firm, by any one its partners or duly authorized on that behalf by its other partners or by a person duly authorized in writing by all the partners.</p> <p>It is proposed that this is amended, with or without modification to read as</p> <p><i>In case of the OWNER being a partnership firm, by any one of its partners or duly authorized on that behalf by its other partners or by a persons <u>WHO IS THE IMMEDIATE FAMILY MEMBER(Spouse, Parents, Son/s and Daughter/s only) OF ONE OF THE PARTNERS</u> and duly authorized in writing by all the partners.</i></p> <p>Most of the members actively participated in the discussion. Due to fractured opinions amongst members. Hence it was proposed to go for voting YES or NO to proposed amendments. Majority of the members opposed the move. Hence the proposed amendments were not passed.</p> <p>HANDOVER CEREMONY, TRANSFERRING FROM CURRENT COMMITTEE TO NEWLY ELECTED COMMITTEE</p> <p>President invited elected President, Secretary and Treasurer to come on the dais to take over the charge from the outgoing committee. The Secretary handed over the charge to Secretary elect by providing bunch of keys of UWA office and file compiling of all MoMs and other important documents.</p>	
9	<p>VOTE OF THANKS</p> <p>President expressed his thanks to all members who all participated in this AGM and declared the meeting as closed.</p>	

Archana Sinha
 Archana Sinha
 President



Tarun Basu
 TARUN BASU
 GENERAL SECRETARY

ANNEXURE - A

ANNUAL REPORT - SECURITY CHAPTER

Urbana Security Force has always been "Neighbor's envy, Trespasser's nightmare, and Owner's pride".

The annual progress of the same are as follows:

India's finest and most Reliable digital system of security - MyGate application has been introduced and ecstatically accepted by all the residents. It is a full-proof system providing exemplary services. It is overshadowing intercom facilities as the application provides immediate alerts in the phone itself.

Additional CCTV cameras have been installed and AMC of the same is prosperously renewed so that there is no loophole in the system

Stringent night patrolling has been enforced with necessary equipment like a baton and high powerful torch to give Urbana complete safety.

The main gate security has been fully tightened. There is no compromise in attitude by the main gate guards especially in the case of domestic help and fit-out workers.

The entry-exit of fit-out workers is more disciplined; particular action is taken to make sure that queue is maintained and all necessary formalities are complied with.

Vehicles of domestic help and vendors have been allotted separate spaces to avoid collision with residents' parking.

In these perilous days of covid-19, all the essential measures have been complied with including temperature checks by Thermogun and thorough inspection through MyGate App as well as in-person.

'Guest parking' and 'No parking' signages are displayed extensively to notify residents and make them alert. Necessary restrictions are also made to minimize Random parking.

Fully barbed and galvanized wiring has been made over the boundary of Urbana which has definitely added more safety to urbanites.

Adjunct security is deployed for the club, mezzanine floor, central lawn, and mist area.

A dedicated e-mail id has been created (secureurbana@gmail.com) serving as a redressal mechanism to provide remedy within 24 hours. The mail address: helpdesk@ufm was overloaded and thus less responsive, so a new email ID (helpdesk.security@ufm.in) has been created apart from secureurbana@gmail.com

Sensitive areas of Bungalow and Central Lawn are under strict surveillance.

Another disputed issue relating to stray dogs, where our hands were tight in reduction, it has been ensured to vaccinate canine members to cap the count. All canine ingress points are blocked ascertaining no additional stray canines within premises.

RFID operations which were put on halt are now functioning in full swing. Residents are enjoying an uninterrupted visit to their home without any challenge from security.

Persistent endeavour is made to ensure healthy practices of safety measures by encouraging residents to wear face masks and maintain social distancing.

Elevator disciplinary practice is maintained by allowing four individuals at a time.

Achans Saha



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Salary disbursement to security personnel by the 10th of every month has boosted their morale previously which was demoralizing due to late payment

The Security team is dutifully performing their obligations with minimal distractions during the time of duty.

Regular training sessions are organized for security guards where they are trained to be polite and stern, respectful but firm. They are trained to treat everybody equally, irrespective of power and influence.

The main gates and back gates of towers along with other gates are always under stern surveillance.

Every tower is having first-aid box facilities and the security force possesses the basic training to deal with emergencies.

Post box room jammed with belongings of security personnel is now cleaned.

Complaints conveyed over WhatsApp and verbally are discouraged since a dedicated Mail ID is available for grievance redressal.

Right Allocation of security manpower has been done in rightful fashion to ensure complete vigilance over the premises.

Previously, Urbana was liked For Security. Now It is valued. CSO and His Team is doing a Fantastic Job.

Achane Sinto



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ANNEXURE - B

ANNUAL REPORT 2020-2021 – REPAIRS AND MAINTENANCE

- More than 150 lights replaced/repared across the campus
- Broken roads between Towers 7,6 & 5 were repaired with a fresh layer of asphalt
- All broken speed breakers were identified and repaired/replaced
- Additional speed breakers were installed on basement parking ramps to curtail over speeding, and mirrors installed at critical junctions to remove blind spots.
- Soft barriers/dividers were put up on basement parking ramps, along with reflectors to help maintain lane discipline
- Amphan typhoon locks installation has been initiated from Tower 4 and will be done in all flats across Urbana
- Exterior rectification work and window rectification work has been completed in all flats, subject to access provided by residents. Remaining being done as and when flat available.
- Garbage chute is now operational in all towers. With this, we have 100% chute operation across Urbana
- Appropriate signage pasted on all Garbage chute rooms, electrical shafts, fire escape areas across all towers to help identify the areas.
- Tower Rooftop LEDs lights replacement done for better visual appeal, post Amphan
- All water bodies/fountains have been made operational after due repairs and replacement of critical parts. Issues identified with flooding in 2 fountains which is further being probed
- Urbana logo and waterfall on the entry/exit gates being repaired and put to use. Had been installed once, however, needs rework
- Club Urbana gymnasium damp walls rectified and put to use.
- Fungus issue at few places identified and rectified
- New LED dangling lights installed in the gym for better visibility
- Detailed service of all club equipments done followed by deep cleaning at regular intervals

Achane Sinha



J. Sinha

- Additional equipment ordered for the gym in view of age of equipment, increased usage.
- Installation of rubber tiles in the weight training area of the gymnasium done.
- New sports equipment viz., nets, rackets, etc were procured for use of the residents.
- Both squash courts being completely refurbished by BNRI, due to faults identified by UWA
- Repair/replacement of all tower trolleys done. Any day to day damages being attended to.
- Water sample collection being done in front of volunteers and reports being shared with the POC
- Water flow meter installed in the pump room to understand the amount of consumption/pumped into the tower overhead tanks.
- WTP overhaul in progress. Resin replacement in WTP in process, followed by epoxy painting of all vessel and pipelines
- New 22 KV pump installed, along with servicing/refurbishing of the other 2 pumps. 1 pump on standby for any emergency requirement
- Automation system for checking water level in each tower overhead tank in progress, instead of the manual method to reduce chances of water level going down
- Gas leakage detector procured and all risers being checked thrice a day for any leakage and action being initiated. Multiple pipes changed in the main risers and in few flats
- All fire refuge areas cleared off any material as per norms in all towers.
- All Tower, basement & Club house fire detection and alarm systems, fire pumps operational
- Regular sanitization and mosquito control of all common areas and Club Urbana being done daily
- Complete overhaul/service of the swimming pools to keep it in shape

Achans Saha



J. A. Saha

ANNEXURE- C

ANNUAL REPORT - SPORTS ACTIVITIES- 2020-21

In 2020-21, the Sports season in Urbana started much later due to the outbreak of Covid-19. As restrictions were in place till around September 2020, we could initially proceed only with online activities like Chess and Tambola. Here is a list of the sporting events that we organized for the residents of Urbana:

- 1) **Online Chess:** 22 enthusiastic residents across age groups participated in the online version of the game. Among the winners, Saranik Mallick came first followed by Arpit Agarwal and Arif Raza as second and third respectively. In addition, we had Aryan Singhania, Karan Pratap Singh Rana and Shrenik Mallick as winners in the age group categories of u-18, u-16 and u-14 respectively.
- 2) **Tennis:** As unlocking happened, outdoor events opened up gradually. We had our lawn tennis event in the month of December 2021. This was a Doubles team event organized for both residents and kids which generated good participation among the tennis playing fraternity.
- 3) **Cricket:** Urbana Premier League (UPL) 2.0 kicked off the New Year with a bang making the 2021 annual event bigger and better with eight senior teams and four junior teams participating. Team Century Hitters were the champions winning all five of their matches and Team Young Phantom were the junior champions.
- 4) **Sport Carnival:** This event has become an annual fixture held on 26th January. As always, the sports carnival was a great success generating excellent family bonding among Urbanites, thanks to their huge participation. In addition to the regular events like Marathon and flat races, the novel and innovative feature this year was the Walkathon, a major hit among senior citizens.
- 5) **Football:** Despite the March heat, we managed to pull off yet another successful tournament, the Football Frenzy 2021, the second edition which was a terrific success with

Achane Sinto.



J. D.

six teams comprising 48 players. The day long event reunited Urbanites across all age groups – both players and cheerleaders. It was a truly enthralling final with a tie-breaker deciding the outcome. A fitting finale to the sports season.

While we were keen to pursue the Indoor sports like Badminton, Table Tennis and Squash, we were unable to do this as the second wave of Covid-19 hit us in April 2021 leading to a subsequent closure of the Club as per Government guidelines.

Among a few other initiatives:

- 1) Tennis courts got renovated with proper civil work, levelling and relaying with 8 layers. Floodlights were realigned and the entire tennis court arena got a completely new makeover.
- 2) In the central lawns, new international-standard Goal Posts were installed which was a much-needed breather for all football enthusiasts.
- 3) Squash courts are getting renovated of which one is nearly operational and the other should be ready within a week.

Achans Sinha



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ANNEXURE D

ANNUAL REPORT 2020-2021, SOCIAL SERVICES

First of all thanks to all urbanites for supporting the social committee during such difficult times ,we could have done a lot more but due to pandemic unable to serve much ,still we have tried our best to bring smiles on weaker section

- 1) We distributed 450 Ice creams to support staff during Durga Puja .
- 2) We distributed new clothes to 300 little angels and nanhe farishte during Durgapuja .
- 3) Thanks to Urbanites for generously contributing and helping the bereaved family of Debasish ...collection was of Rs 4,65,104 ...we made FD's in favour of his two daughters to aid in their long term needs
- 4) We distributed food and clothes to 500 families consisting of 3000 people for YAAS affected areas in Sonagaon and Kumirmari Island at Sunderbans on 19.6.2021 in association With Lions Club of Urbana .
- 5) We distributed Sarees , Lungi & Clothes to elders and kids around Urbana on 27.6.2021.

Aechana Sarkar



J.A.

Review Report
OF INDEPENDENT COMPLIANCE REVIEW COMMITTEE

Dear UWA members,

We have reviewed the documentations and statutory filings of Urbana Welfare Association (UWA) for the financial year 2020-21 as per our defined scope of work.

Our opinion and disclaimer are mentioned point wise along with the defined responsibilities and scope of review.

1. Periodic review and monitoring of financial statements

We were appointed on 14th May 2021 as members of the compliance committee for the financial year 2020-2021. Since our appointment was after the end of the financial year, we were unable to conduct the periodic review. Hence our review and monitoring for the financial year 2020-21 is done after the end of the financial year only.

Management's Response: *Compliance committee was constituted for the first time in the AGM held on 18th October 2020 and thereafter efforts were initiated to constitute the committee, resulting in delay in appointment of Committee members.*

2. To assess and review the Quarterly Compliance Adherence to be prepared and submitted by Treasurer and to fix the responsibility if any for any default including quantum of additional tax, interest and/or penalties

We have noticed the following instances of delay in our review –

- As per the Income Tax return filed for the financial year 2019-20, Interest on Income Tax payable was Rs. 6,684/-. Interest liability arises on account of delay in deposit of Advance Tax and/or Self-assessment Income Tax for the financial year 2019-20. UWA has deposited a Self-assessment Tax on 31.10.2020.

Management's Response: *UWA committee for the year 2019-20 should have deposited the due tax within the financial year 2019-20, they have neither deposited Self-assessment tax within the financial year nor before handover to the current committee. Also, UWA committee for the year 2019-20 has not handed over the bank account to the current committee. The current committee has deposited Self-assessment tax for the financial year 2019-20 as soon as they have opened a new bank account.*

Dish

Dr. G. S. G.

Ankit Chandhary

- GST returns late filing fees paid, details as under-

For the Month	Date of payment	Late filing fee (Rs.)
May 2020	17.10.2020	500
June 2020	27.10.2020	5,250
July 2020	27.10.2020	4,750
August 2020	16.01.2021	3,200
September 2020	16.01.2021	5,250
October 2020	16.01.2021	4,200
December 2020	20.02.2021	1,450
January 2021	20.02.2021	1,350
	Total	25,950

- TDS return late filing fees paid, details as under-

Date of payment	Late filing fee (Rs.)
17.10.2020	250

As per TRACES, there is a demand of Rs. 240/- for FY 2018-19 & Rs. 4,970/- for FY 2020-21.

Management's response: Revised return has been filed to rectify PAN mismatch and there is no demand as on date.

3. **Approval of any subsequent modification of transactions of the association**
No such transactions have been identified after our appointment.

Dish

[Signature]

Ankit Chandhary

4. Review of related party transactions and reporting thereof

As 'related party' has not been defined in the UWA guideline, we have considered –

- Residents of URBANA
- their immediate families
- entities directly owned and managed by them (to the best of available information) as related parties, for the purpose of such review.

We suggest that in case any related party transactions are envisaged, same should be brought to the notice of the Management Committee in advance of such transaction. The definition of related party should also be defined and agreed by the Management Committee.

5. Monitoring the end-use of funds raised from residents and through sponsors

No adversities were found to our notice during the review.

6. To offer recommendations and corrective actions to the Executive Committee

The statutory auditors and accountants of the association are from the same team through different entity names. Ideally, the statutory auditors should be independent.

7. The Committee may make recommendations for changes in policies, procedures etc of the Association

- a. The Management Committee should set a limit at the beginning upto which the PST can approve the payment. Any payment in excess of above set limit should be presented to the management committee for necessary discussion and approval.

Only in extreme exigency – post-facto approval may be allowed by the next subsequent management meeting, recording the reason for such urgency.

- b. Special approval system should be implemented for related party transactions explaining the financial reason for such a decision.

- c. Ideally at least 10% of the receipts should be set aside before making corresponding expenditure to generate a corpus for future.

- d. The independent Audit and compliance Committee should be formed at the start of the financial year and the following reports should be presented in Quarterly meeting in the presence of the management committee –

- i. List of all such transactions during the quarter and also any exceptions made from the formal authorisation process
- ii. Quarterly Compliance Report – To assess and review the Quarterly Compliance adherence to be prepared and submitted by the Treasurer and to fix the responsibility in any for any default including quantum of additional tax, interest and/or penalties.

Bobh -



Ankit chaudhary

- e. Set up a more structured budgetary exercise of all major events during the period and based on collection (including membership revenues and sponsorship collected and/or confirmed prior to the event) be presented to the management committee who should also approve the vendors based on quotations obtained from more than one independent party (ideally three).
- f. The Management committee should also prepare and provide a report of CSR activities performed during the period and ensure that fixed percentage of the collection (say at least 2% - to be decided by the management committee) be utilized for general upliftment of medical, social and other benefits of residents and staff working in and around the premises during the period.

Management's Response: *In the current year approx. 3% spent on CSR*

- g. Presently seven bank accounts are active. Step to be taken to close the following accounts & transfer the balance to the operative accounts.
 - i. Bandhan Bank – UWA UUC
 - ii. Bandhan Bank – Durgotsav Committee
 - iii. Corporation Bank – Urbana Bengal NRI Welfare Association
 - iv. United Bank

Management's Response: *Bank Account with Bandhan Bank at sl. no. (i) & (ii) above has been closed in July 2021.*

Bibhudatta Dash

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Ananyo Chowdhury

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Ankit Chaudhary

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