

AFS STANDARDIZATION- CITYFINANCE

Process of digitizing ULBs AFS Data

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BACKGROUND

Cityfinance.in (CF Portal) is a platform that provides consistent, up-to-date, and reliable financial information about cities in India, starting with local urban bodies. It helps cities compare and learn from each other by offering standardized data on various financial aspects.

The latest report from the Fifteenth Finance Commission (15th FC) suggests providing a total of Rs.1,08,916 crore in grants for Urban Local Bodies (ULBs) for the years 2021-26.

The Ministry of Housing and Urban Affairs (MoHUA), part of the Government of India, is responsible for managing and distributing these grants from the 15th FC to the ULBs.

To make things easier, an online Grant Management module has been put in place on cityfinance.in. This system simplifies the interaction between ULBs, State Urban Development Departments (UDDs), and MoHUA, making it easier for information to be submitted and flow smoothly from ULBs to State UDDs and then to MoHUA.

Each ULB accesses the cityfinance.in portal to submit necessary documents for compliance with the eligibility criteria of the 15th FC Grants. As a component of these conditions, ULBs upload their audited financial statements, complete with the auditor's signature and report, for the 15th FC Grants in PDF formats.



NEED FOR STANDARDIZATION

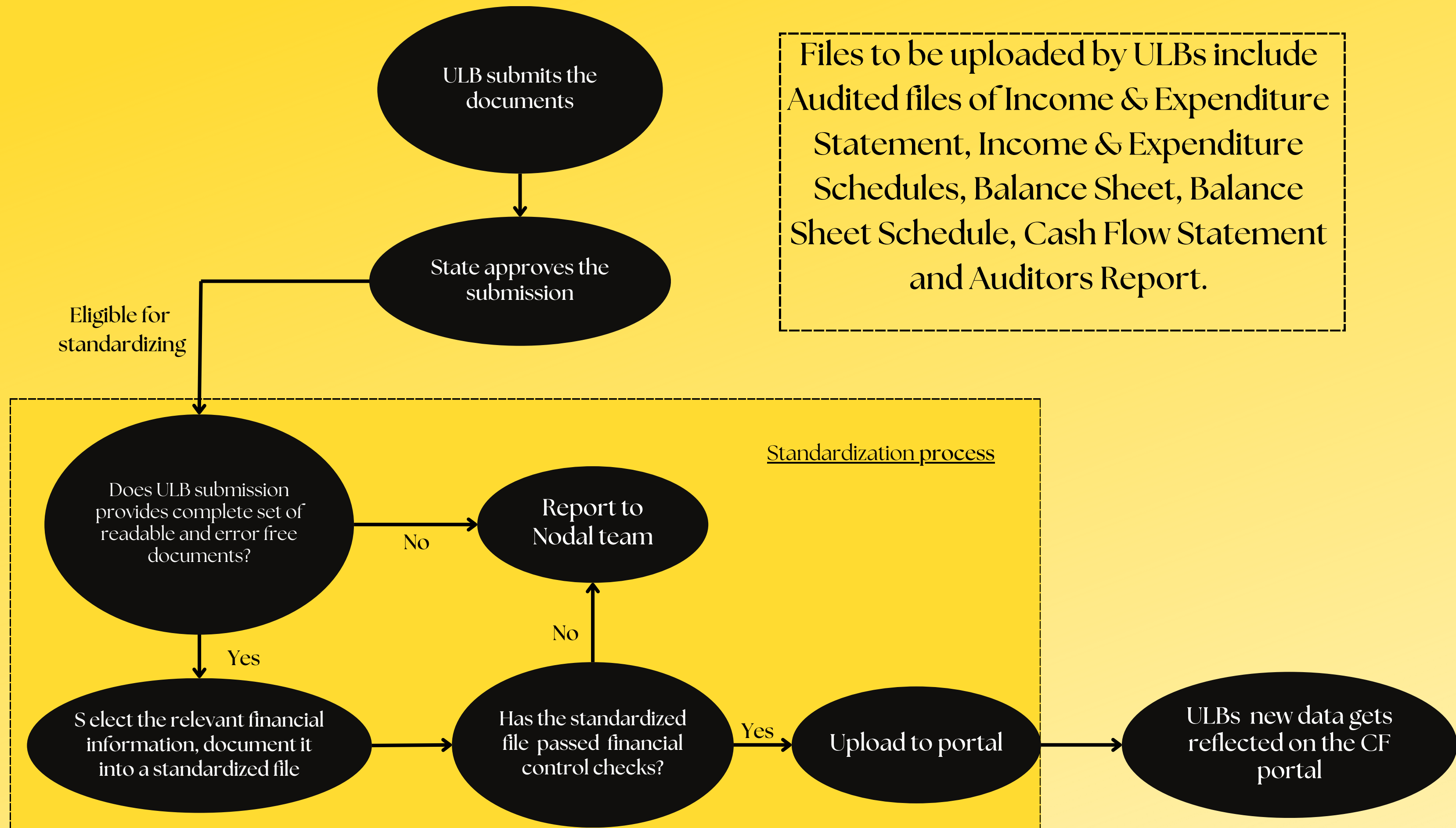
- The main objective for standardizing the AFS uploaded by the ULBs is to bring consistency in the format of AFS across ULBs in India.
- Many states in India prescribe their own set of (multiple) municipal finance acts/rules
 - (i) 85 different acts across 28 states*
 - (ii) High variation in formats across States for preparing ULB annual accounts-
- The standardization exercise aids the policymakers and other stakeholders get reliable data in a comparable format for analysis and use.
- By storing 10,847** AFS documents of ULBs, the CF portal acts as the final platform for looking into root-level metrics of city systems

*Source:<https://cityfinance.in/home> portal

**As on December 13 2023

PROCESS FOR STANDARDIZATION OF AFS FILES

Files to be uploaded by ULBs include Audited files of Income & Expenditure Statement, Income & Expenditure Schedules, Balance Sheet, Balance Sheet Schedule, Cash Flow Statement and Auditors Report.



STARTING STANDARDIZATION PROCESS

- All the ULB files which are eligible for standardization are added in a batch and is sent to the standardization team.
- The batch will be of an Excel format having ULBs who have submitted the AFS data, that has been approved by State and above.
- The frequency of files sent in each batch would be 500 files.

DATA COMPLETENESS CHECK

Checks followed by standardization team are listed as follows:-

- Whether all the document links are opening
- Whether the correct files are uploaded
- Whether the schedules to the FS are uploaded
- Whether the Balance Sheets are tallying
- Whether the Total amounts of each line item is tallying with the schedule given
- Whether the AFS formats are as per the prescribed NMAM format



[Back to Flowchart](#)

ERROR CHECKING

- The AFS files which failed to satisfy the main checks will get rejected and is classified later as “Error Files”
- The Error Files will be sent back in a specific format.
- On the other hand, correct files that satisfy the standardization team’s checklist criteria are sent for standardization by adding to a specific sheet known as the Input Sheet.
- This sheet is used for uploading the standardized data in the portal.

DATA STANDARDIZATION

Input Sheet

- The correct file values are added to an input sheet manually by the standardization team.
- This is done based on the NMAM(National Municipal Accounts Manual) format which has 77 line items.
- The input sheet is divided into different parts that consist of sections having Income, Expenditure, Assets and Liabilities.

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INPUT SHEET

1	Head of Account	Code	Line Item	Amount in INR
2	Income			
3	Revenue	110	Tax Revenue	
4	Revenue	120	Assigned Revenues & Compensation	
5	Revenue	130	Rental Income from Municipal Properties	
6	Revenue	140	Fee & User Charges	
7	Revenue	150	Sale & Hire charges	
8	Revenue	160	Revenue Grants, Contributions & Subsidies	
9	Revenue	170	Income from Investment	
10	Revenue	171	Interest earned	
11	Revenue	180	Other Income	
12	Revenue	100	Others	
13	Expense			
14	Expense	210	Establishment Expenses	
15	Expense	220	Administrative Expenses	
16	Expense	230	Operation & Maintenance	
17	Expense	240	Interest & Finance Charges	
18	Expense	250	Programme Expenses	
19	Expense	260	Revenue Grants, Contributions & Subsidies (Exp)	
20	Expense	270	Provisions and Write Off	
21	Expense	271	Miscellaneous Expenses	
22	Expense	272	Depreciation on Fixed Assets	
23	Expense	280	Prior Period items	
24	Expense	290	Transfer to Reserve Funds	
25	Expense	200	Others	
26	Liability			
27	Liability	310	Municipal (General) Fund	
28	Liability	311	Earmarked Funds	
29	Liability	312	Reserves	
30	Liability	320	Grants, Contribution for Specific purposes	
31	Liability	330	Secured Loans	
32	Liability	331	Unsecured Loans	
33	Liability	340	Deposits received	
34	Liability	341	Deposit Works	
35	Liability	350	Other Liabilities (Sundry Creditors)	
36	Liability	360	Provisions	
37	Liability	300	Others	
38	Asset			
39	Asset	410	Gross Block	
40	Asset	411	Accumulated Depreciation	
41	Asset	412	Capital Work-in-progress	
42	Asset	420	Investment - General Fund	
43	Asset	421	Investment - Other Funds	
44	Asset	430	Stock in Hand (Inventories)	
45	Asset	431	Sundry Debtors (Receivables)	
46	Asset	432	Accumulated Provisions against Bad and Doubtful Receivables	
47	Asset	440	Prepaid Expenses	
48	Asset	450	Cash and Bank Balance	
49	Asset	460	Loans, Advances and Deposits	
50	Asset	470	Other Assets	

51	Asset	480	Miscellaneous Expenditure (to the extent not written off)	
52	Asset	400	Others	
53	Secured Loans Particulars			
54	Debt	33001	Loans from Central Government	
55	Debt	33002	Loans from State Government	
56	Debt	33003	Loans from Fincial Institutions including Banks	
57	Debt	33004	Bonds and Other Debt Instruments	
58	Debt	33000	Others	
59	Unsecured Loans Particulars			
60	Debt	33101	Loans from Central Government	
61	Debt	33102	Loans from State Government	
62		33103	Loans from Fincial Institutions including Banks	
63	Debt	33104	Bonds and Other Debt Instruments	
64	Debt	33100	Others	
65	Tax Particulars			
66	Tax	11001	Property Tax	
67	Tax	11002	Water Supply and Draige Tax	
68	Tax	11003	Sewerage Tax	
69	Tax	11004	Conservancy Tax	
70	Tax	11005	Lighting Tax	
71	Tax	11006	Education Tax	
72	Tax	11007	Vehicle Tax	
73	Tax	11008	Tax on Animals	
74	Tax	11009	Electricity Tax	
75	Tax	11010	Professiol Tax	
76	Tax	11011	Entertainment Tax	
77	Tax	11012	Advertisement Tax	
78	Tax	11013	Pilgrimage Tax	
79	Tax	11014	Octroi & Toll	
80	Tax	11015	Cess	
81	Tax	11016	Tax on Carts	
82	Tax	11017	Tax Remission & Refund	
83	Tax	11018	Others	
84	Municipal (General) Fund Particulars			
85	Tax	31001	Municipal (General) Fund	
86	Tax	31002	Rounding off differences	

Following are the line items in the Input sheet

ACCESSING THE STANDARDIZED FILES

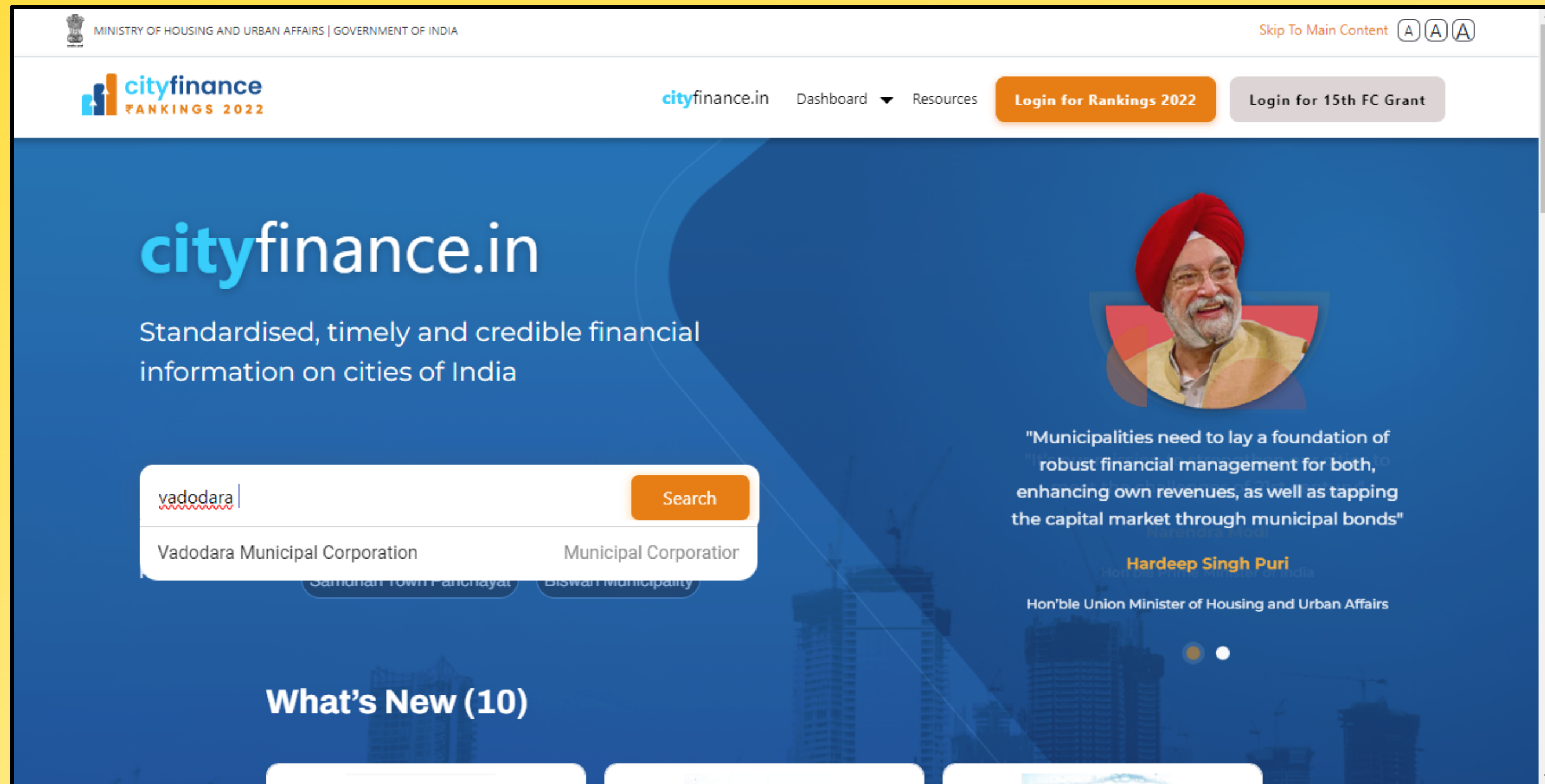
The standardized files could be accessed in two ways from the cityfinance portal:-

1. Using the City Dashboard
2. Using the Resources Section

Along with standardized files, the documents which were uploaded by the ULB can also be accessed from both the section in PDF and Excel formats

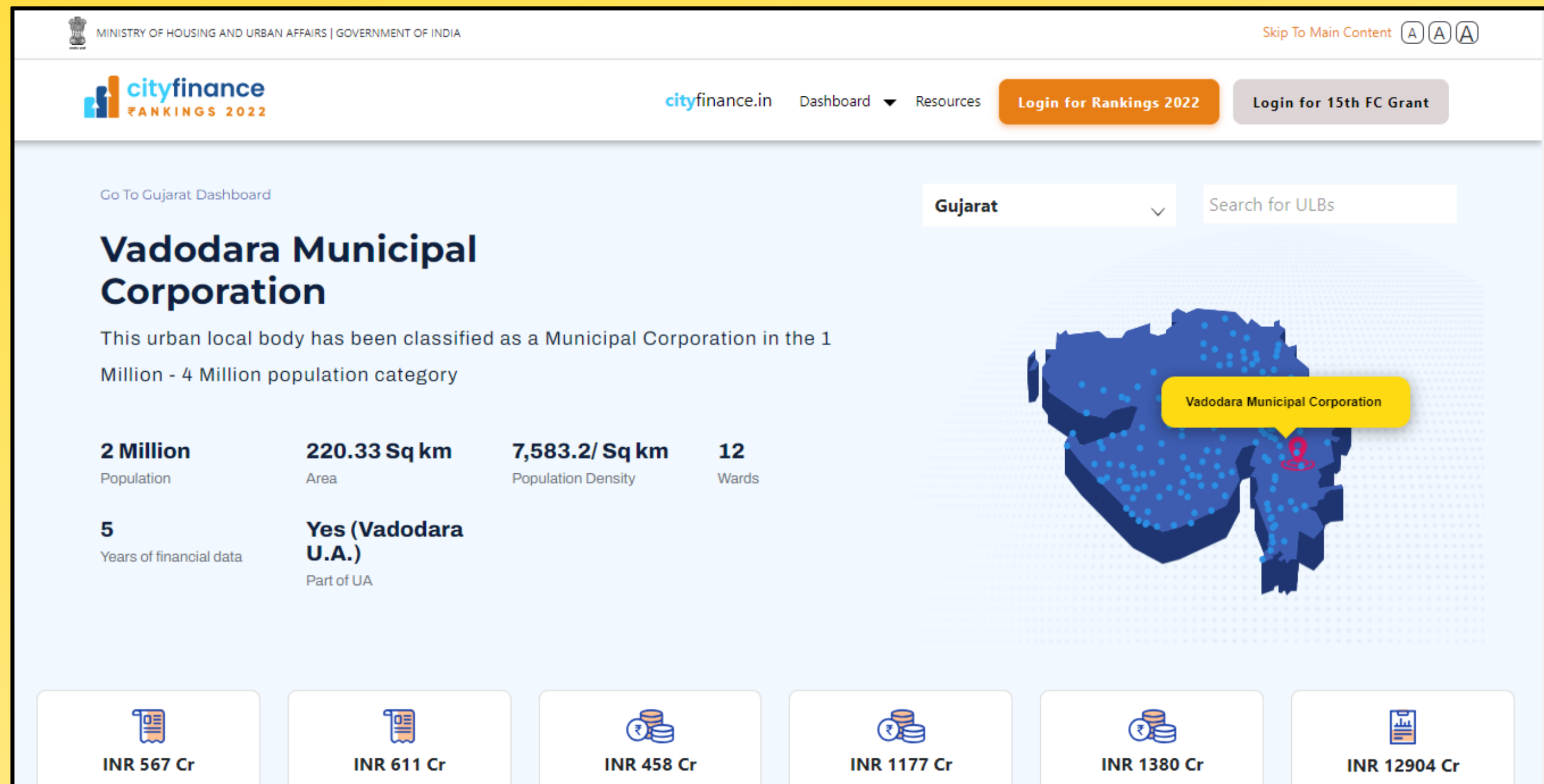
ACCESSING THE STANDARDIZED FILES FROM CITY DASHBOARD

- Search for Cityfinance.in and enter the ULB name in the search box.













ACCESSING THE STANDARDIZED FILES FROM CITY DASHBOARD

- The dashboard of the respective ULB appears, scroll down to view the financial data.



ACCESSING THE STANDARDIZED FILES FROM CITY DASHBOARD

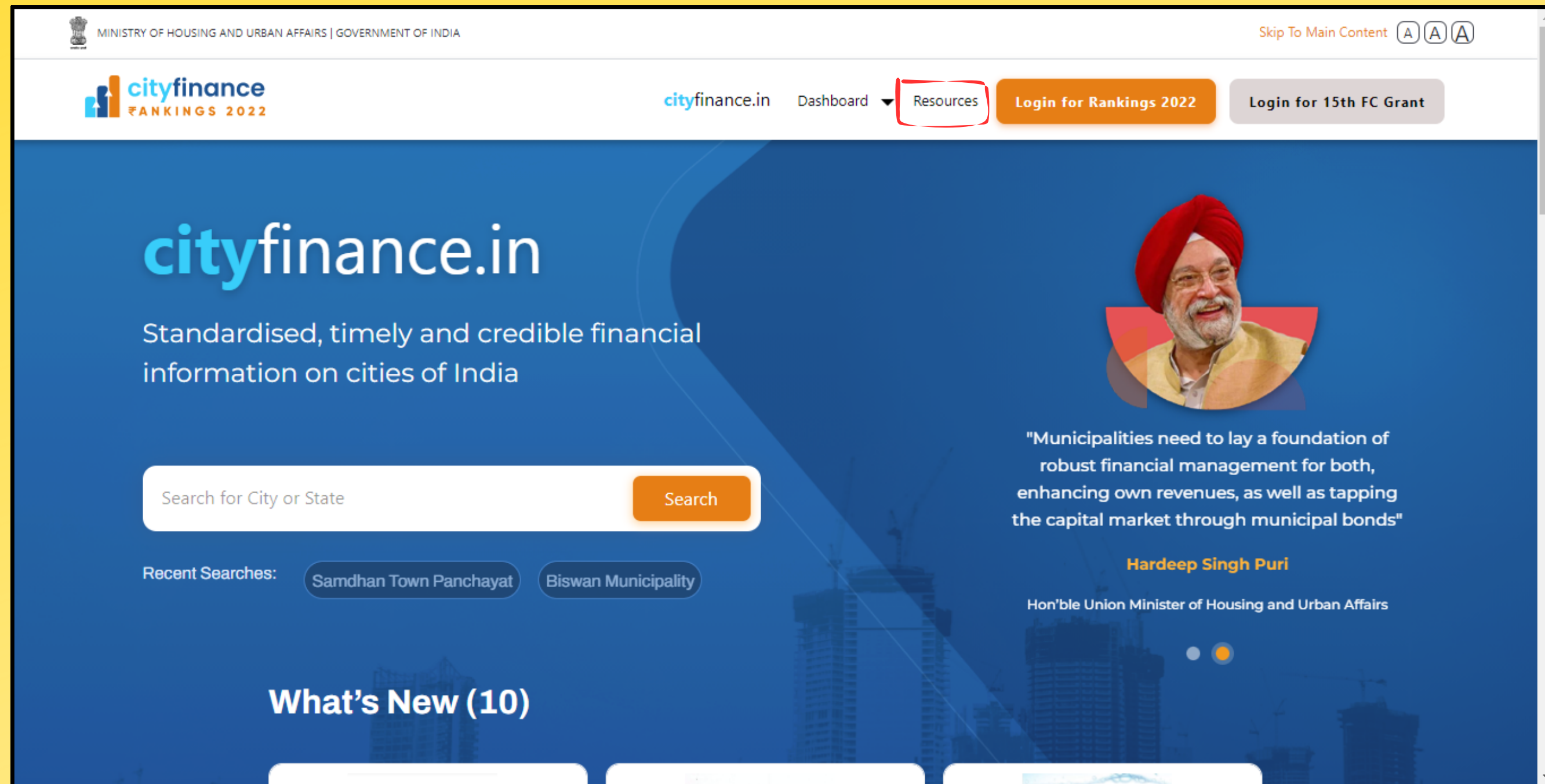
- Select Balance Sheet & Income Statement to view the standardized data.

Financial Indicators						
Balance Sheet & Income Statement						
Service Level Benchmark						
Borrowing & Credit Rating						
Gujarat	Vadodara Municipal Corporation	Population: 16,70,806	Population: 16,70,806	Population: 16,70,806	Population: 16,70,806	Population: 16,70,806
Account Code	Major Group/Minor Group					
A. Liabilities						
310-312	Reserves & Surplus	72,01,07,06,955	72,75,93,35,581	71,95,65,56,851	73,33,49,14,234	74,16,82,33,038
320	Grants, Contribution for Specific purposes	52,32,20,97,617	48,70,71,85,113	40,01,74,07,350	37,00,73,93,411	31,45,02,24,397
330-331	Loans	72,10,09,234	98,53,73,952	1,67,80,76,852	1,98,69,48,852	1,40,59,12,852
340-360	Current Liabilities and Provisions	3,98,64,85,894	4,95,78,13,530	4,98,15,45,342	4,95,89,32,820	4,16,98,18,235
300	Others	0	0	0	0	0
Total Liabilities (A)		1,29,04,02,99,700	1,27,40,97,08,176	1,18,63,35,86,395	1,17,28,81,89,317	1,11,19,41,88,522
B. Assets						
410-412	Fixed Assets	1,10,52,06,78,225	1,08,50,57,38,971	1,04,63,87,89,546	1,02,49,42,75,210	98,35,30,11,577
420-421	Investments	10,78,15,15,743	10,81,05,67,289	7,28,49,05,216	6,70,31,11,898	6,48,50,74,879
430-461	Current Assets, Loans and Advances	7,73,65,85,732	8,09,18,81,916	6,70,66,90,625	8,08,76,01,201	6,35,35,09,709
470-480	Other Assets	15,20,000	15,20,000	32,01,008	32,01,008	25,92,357
400	Others	0	0	0	0	0
Total Assets (B)		1,29,04,02,99,700	1,27,40,97,08,176	1,18,63,35,86,395	1,17,28,81,89,317	1,11,19,41,88,522
Download Report						
		2020-21	2019-20	2017-18	2016-17	2015-16
Raw PDF						
Raw Excel						

Standardized Excel

ACCESSING THE STANDARDIZED FILES FROM RESOURCES



- To access the file uploaded by ULB go to [Cityfinance.in](https://cityfinance.in) and select the resources section.



ACCESSING THE STANDARDIZED FILES FROM RESOURCES

- Under resources section select datasets and type the ULB name and select the financial year. Toggle between Income statement and Balance sheet to view respective files.

The screenshot displays the City Finance website interface. At the top, the logo 'cityfinance RANKINGS 2022' is visible on the left, and navigation links 'cityfinance.in', 'Dashboard', and 'Resources' are on the right. Two login buttons are also present: 'Login for Rankings 2022' and 'Login for 15th FC Grant'. Below the navigation bar, there are three main sections: 'Learning Center', 'Datasets', and 'Reports & Publications'. The 'Datasets' section is highlighted with an orange border and contains the text: 'Access raw as well standardized ULB financial statements datasets here.' Below these sections, there are two toggle buttons: 'Income Statement' (highlighted in orange) and 'Balance Sheet'. A 'Filter by' section follows, containing a dropdown menu for 'State', a text input field with 'unicipal Corporation', a dropdown for 'Raw Data PDF', and a 'Clear All' button. An arrow points from the text 'Financial Year Selection' to the empty text input field in the filter section. Below the filter section, a message states 'You can Download Upto 5 files'. A table lists the available documents:

<input type="checkbox"/>	Document Name	Updated on
<input type="checkbox"/>	 Gujarat_Vadodara Municipal Corporation_income_2020-21_audited	2022-12-29
<input type="checkbox"/>	 Gujarat_Vadodara Municipal Corporation_income_2020-21_unAudited	2022-03-05

CONTACT US ON
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