

## UNIT – 6: PREPARATION OF FINANCIAL STATEMENTS OF BANKS

### LEARNING OUTCOMES

- ❑ Learn how to prepare profit and loss account of a bank.
- ❑ Compute tax provision, transfer to statutory reserve, provisions on non-performing assets, income recognition on NPA, depreciation on current investments
- ❑ Learn how to prepare Balance-sheet

### 6.1 INTRODUCTION

While preparing financial statements, banks have to follow various guidelines / directions given by RBI/Government of India governing the Financial Statements. Profit and Loss Account and Balance Sheet are prepared as on 31st March every year by all the Banks. They contain 18 schedules as under

Schedules forming part of Form A – Balance Sheet Schedule -

1. Capital Schedule
2. Reserves & Surplus Schedule
3. Deposits Schedule
4. Borrowings Schedule
5. Other Liabilities and Provisions Schedule
6. Cash and balances with RBI Schedule
7. Balances with Banks and money at call and short notice.
8. Investments

9. Advances
  10. Fixed Assets
  11. Other Assets
  12. Contingent Liabilities / Bills for Collection
- Schedules forming Part of Form B – Profit and Loss Account.
13. Interest Earned.
  14. Other Income.
  15. Interest Expended.
  16. Operating Expenses.
  17. Schedules forming Part of Annual Report
  18. Significant Accounting Policies.
  19. Notes forming part of accounts.

The Assets side of the Balance Sheet has been arranged in such a manner that liquid assets such as Cash, Balances with Banks and Investments are shown in that order. This enables the investor to quickly identify how much the Bank is liquid enough to meet its commitment towards its customers. This arrangement of Assets is from liquid to fixed assets in contrast to corporate balance sheets where the arrangement is from fixed to liquid. While preparing financial statements, banks have to follow various guidelines / directions given by RBI/Government of India governing the Financial Statements.

Forms for the preparation and presentation of financial statements of banking companies have been given in Annexure I & II along with compliance guidelines of RBI given in Annexure III at the end of this chapter. In this unit we shall straightaway go to the problems relating to preparation of final accounts of banks.

### Illustration 1

*From the following information, prepare a Balance Sheet of ADT International Bank as on 31st March, 20X1 giving the relevant schedules and also specify any four Principal Accounting Polices:*

*₹ in lakhs*

	<b>Dr.</b>	<b>Cr.</b>
<i>Share Capital</i>		<i>198.00</i>
<i>19,80,000 Shares of ₹ 10 each</i>		

<i>Statutory Reserve</i>		231.00
<i>Net Profit before Appropriation</i>		150.00
<i>Profit and Loss Account</i>		412.00
<i>Fixed Deposit Account</i>		517.00
<i>Savings Deposit Account</i>		450.00
<i>Current Accounts</i>	28.00	520.12
<i>Bills Payable</i>		0.10
<i>Cash credits</i>	812.10	
<i>Borrowings from other Banks</i>		110.00
<i>Cash in Hand</i>	160.15	
<i>Cash with RBI</i>	37.88	
<i>Cash with other Banks</i>	155.87	
<i>Money at Call</i>	210.12	
<i>Gold</i>	55.23	
<i>Government Securities</i>	110.17	
<i>Premises</i>	155.70	
<i>Furniture</i>	70.12	
<i>Term Loan</i>	792.88	
	2,588.22	2,588.22

**Additional Information:**

<i>Bills for collection</i>	18,10,000
<i>Acceptances and endorsements</i>	14,12,000
<i>Claims against the Bank not acknowledged as debt</i>	55,000
<i>Depreciation- Premises</i>	1,10,000
<i>Depreciation - Furniture</i>	78,000

50% of the Term Loans are secured by Government guarantees. 10% of cash credit (including Debit balance in Current A/c) is unsecured. Assume that CRR is required to be maintained at 4% of deposits. Transfer 25% of its profit to the reserve fund.

## Solution

**Balance Sheet of ADT International Bank  
As on 31st March, 20X1**

(₹ in lacs)

Capital and Liabilities	Schedule	As on 31.3.20X1	As on 31.3.20X0
Share Capital	1	1,98.00	
Reserves and Surplus	2	7,93.00	
Deposits	3	14,87.12	
Borrowings	4	1,10.00	
Other liabilities and provisions	5	0.10	
		25,88.22	
<b>Assets</b>			
Cash and balances with RBI	6	219.63	
Balances with banks and money at call and short notice	7	344.39	
Investments	8	1,65.40	
Advances	9	16,32.98	
Fixed Assets	10	2,25.82	
Other Assets	11	–	
		25,88.22	
Contingent liabilities	12	14.67	
Bills for collection		18.10	

**Schedule 1— Capital**

Authorised Capital	–
Issued, Subscribed and Paid up Capital	
19,80,000 Shares of ₹ 10 each	1,98.00

**Schedule 2— Reserves and Surplus**

(1)	Statutory Reserve-		
	Opening balance	2,31.00	
	Additions during the year	37.50	
			268.50
(2)	Balance in Profit & Loss Account ( <i>W.N. 1</i> )		524.50
			7,93.00

**Schedule 3— Deposits**

(i)	Demand deposits from others	5,20.12
(ii)	Saving bank deposits	4,50.00
(iii)	Fixed Deposits	5,17.00
		14,87.12

**Schedule 4— Borrowings**

Borrowing in India-	
Other banks	1,10.00

**Schedule 5— Other Liabilities and Provisions**

Bills Payable	0.10
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**Schedule 6— Cash and balances with RBI**

(i)	Cash in hand	1,60.15
(ii)	Balances with RBI	
	In current account ( <i>W.N. 2</i> )	59.48
		219.63

**Schedule 7—Balances with banks and money at call and short notice**

1.	In India	
	(i) Balances with banks	
	(a) in current accounts ( <i>W.N. 3</i> )	1,34.27
	(ii) Money at call and short notice	2,10.12
		344.39

**Schedule 8— Investments**

(1)	Investment in India in	
	(i) Government securities	1,10.17
	(ii) Others—Gold	55.23
		<u>1,65.40</u>

**Schedule 9— Advances**

A.	(i)	Cash credits, overdrafts (includes Dr Bal in Current A/c as ODs)	8,40.10
	(ii)	Term Loans	<u>7,92.88</u>
			<u>16,32.98</u>
B	(i)	Secured by tangible assets (balancing fig)	11,52.53
	(ii)	Secured by bank/government guarantees	3,96.44
	(iii)	Unsecured	84.01
			<u>16,32.98</u>

**Schedule 10— Fixed Assets**

1.	Premises	
	At cost	156.80
	Depreciation to date#	1.10
		<u>155.70</u>
2.	Other Fixed Assets	
	Furniture at cost	70.90
	Depreciation to date#	0.78
		<u>70.12</u>
	Total (1 + 2)	<u>2,25.82</u>

#It has been assumed that the balances of Premises and Furniture given in the question are after charging depreciation.

**Schedule 11— Other Assets**

**Nil**

### Schedule 12— Contingent Liabilities

(₹ in lakhs)

(i)	Claims against bank not acknowledged as debts	0.55
(ii)	Acceptances, endorsements	14.12
		14.67

#### Working Note:

(1) Balance in Profit & Loss Account: (₹ in lakhs)

Profit and Loss Account	4,12.00
Add : Net Profit before appropriation(Profit for the year)	1,50.00
	5,62.00
Less : Transfer to statutory reserve	
(25% of 150.00)	(37.50)
	524.50

(2) Transfer from Cash with other banks to Cash with RBI

Cash reserve required (14,87.12 x 4%)	59.48
Cash with RBI	(37.88)
Transfer needed to maintain cash reserve	21.60

(3) After the transfer, Cash with other Banks = ₹ (in lakhs) (1,55.87 - 21.60) = ₹ (in lakhs) 134.27.

**Principal Accounting Policies:****(a) Foreign Exchange Transactions**

- (i) Monetary assets and liabilities have been translated at the exchange rate prevailing at the close of year. Non-monetary assets have been carried in the books at the historical cost.
- (ii) Income and Expenditure items in respect of Indian branches have been translated at the exchange rates on the date of transactions and in respect of foreign branches at the exchange rates prevailing at the close of the year.
- (iii) Profit or Loss on foreign currency position including pending forward exchange contracts have been accounted for at the exchange rates prevailing at the close of the year.

**(b) Investment:** Permanent category investments are valued at cost. Valuation of investment in current category depends on the nature of securities. While valuation of government securities held as current investments have been made on yield to maturity basis, the investments in shares of companies are valued on the basis of book value.

**(c) Advances:** Advances due from sick nationalised units under nursing programmes and in respect of various sticky, suit filed and decreed accounts have been considered good on the basis of—

- (i) Available estimate value of existing and prospective primary and collateral securities including personal worth of the borrowers and guarantors.
- (ii) The claim lodged/to be lodged under various credit guarantee schemes.
- (iii) The claim lodged/to be lodged under various credit guarantee schemes.
- (iv) Pending settlement of claims by Govt.

Provisions to the satisfaction of auditors have been made and deducted from advances. Tax relief available when the advance is written off will be accounted for in the year of write-off.

**(d) Fixed Assets:** The premises and other fixed assets except for foreign branches are accounted for at their historical cost. Depreciation has been provided on written down value method at the rates specified in the Income Tax Rules, 1962.



Depreciation in respect of assets of foreign branches has been provided as per the local laws.

### Illustration 2

From the following information, prepare Profit and Loss A/c of Dimple Bank for the year ended 31-3-20X3 :

₹000 20X1-X2	Item	₹000 20X2-X3
14,27	Interest and Discount	20,45
1,14	Income from investment	1,12
1,55	Interest on Balances with RBI	1,77
7,22	Commission, Exchange and Brokerage	7,12
12	Profit on sale of investments	1,22
6,12	Interest on Deposits	8,22
1,27	Interest to RBI	1,47
7,27	Payment to and provision for employees	8,55
1,58	Rent, taxes and lighting	1,79
1,47	Printing and stationery	2,12
1,12	Advertisement and publicity	98
98	Depreciation	98
1,48	Director's fees	2,12
1,10	Auditor's fees	1,10
50	Law charges	1,52
48	Postage, telegrams and telephones	62
42	Insurance	52
57	Repair & maintenance	66

Also give necessary Schedules.

#### Other Information:

(i) The following items are already adjusted with Interest and Discount (Cr.):

Tax Provision ('000 ₹)	1,48
Provision for Doubtful Debts ('000 ₹)	92

Loss on sale of investments ('000 ₹)	12
Rebate on Bills discounted ('000 ₹)	55

(ii) Appropriations:

25% of profit is transferred to Statutory Reserves

5% of profit is transferred to Revenue Reserve.

### Solution

#### Dimple Bank Profit and Loss Account for the year ended 31-3-20X3

		Schedule No.	Year ended 31-3-20X3	(₹ 000's) Year ended 31-3-20X2
<b>I. Income</b>				
Interest Earned		13	25,86	16,96
Other Income		14	8,22	7,34
Total			34,08	24,30
<b>II. Expenditure</b>				
Interest Expended		15	9,69	7,39
Operating Expenses		16	20,96	16,97
Provisions and Contingencies			2,40	
Total			33,05	24,36
<b>III. Profit/Loss</b>				
Net Profit/Loss (—) for the year			1,03	(6)
Profit/Loss (—) brought forward			(6)	
Total			97	(6)
<b>IV. Appropriations</b>				
Transfer to Statutory Reserve			25.75	
Transfer to Other Reserve			5.15	
Balance carried over to Balance Sheet			66.10	
Total			97.00	

**Schedule 13 - Interest Earned**

(₹ 000's)

	<b>Year ended 31-3-20X3</b>	<b>Year ended 31-3-20X2</b>
<b>I.</b> Interest/Discount	22,97	14,27
<b>II.</b> Income on Investments	1,12	1,14
<b>III.</b> Interest on Balances with RBI and other inter-bank fund	1,77	1,55
<b>IV.</b> Others		–
Total	25,86	16,96

**Schedule 14 - Other Income**

(₹ 000's)

	<b>Year ended 31-3-20X3</b>	<b>Year ended 31-3-20X2</b>
<b>I.</b> Commission, Exchange and Brokerage	7,12	7,22
<b>II.</b> Profit on Sale of Investments	1,22	12
Less: Loss on sale of Investments	(12)	-
Total	8,22	7,34

**Schedule 15 - Interest Expended**

(₹ 000's)

	<b>Year ended 31-3-20X3</b>	<b>Year ended 31-3-20X2</b>
<b>I.</b> Interest on Deposits	8,22	6,12
<b>II.</b> Interest on RBI/inter-bank borrowings	1,47	1,27
Total	9,69	7,39

## Schedule 16 - Operating Expenses

(₹ 000's)

	Year ended 31-3-20X3	Year ended 31-3-20X2
<b>I.</b> Payments to and provision for employees	8,55	7,27
<b>II.</b> Rent, taxes and lighting	1,79	1,58
<b>III.</b> Printing and stationery	2,12	1,47
<b>IV.</b> Advertisement and Publicity	98	1,12
<b>V.</b> Depreciation on the Bank's Property	98	98
<b>VI.</b> Director's fees, allowances and expenses	2,12	1,48
<b>VII.</b> Auditor's fees and expenses (including branch auditors)	1,10	1,10
<b>VIII.</b> Law charges	1,52	50
<b>IX.</b> Postage, telegrams, telephones etc.	62	48
<b>X.</b> Repairs and maintenance	66	57
<b>XI.</b> Insurance	52	42
<b>XII.</b> Other Expenditure		—
<b>Total</b>	<b>20,96</b>	<b>16,97</b>

## Illustration 3

From the following information, prepare Profit and Loss A/c of KC Bank for the year ended 31st March, 20X1:

<i>Items</i>	<u>₹000</u>
<i>Interest on cash credit</i>	18,20
<i>Interest on overdraft</i>	7,50
<i>Interest on term loans</i>	15,40
<i>Income on investments</i>	8,40
<i>Interest on balance with RBI</i>	1,50
<i>Commission on remittances and transfer</i>	75
<i>Commission on letters of credit</i>	1,18

<i>Commission on government business</i>	82
<i>Profit on sale of land and building</i>	27
<i>Loss on exchange transactions</i>	52
<i>Interest paid on deposit</i>	27,20
<i>Auditors' fees and allowances</i>	1,20
<i>Directors' fees and allowances</i>	2,50
<i>Advertisements</i>	1,80
<i>Salaries, allowances and bonus to employees</i>	12,40
<i>Payment to Provident Fund</i>	2,80
<i>Printing and stationery</i>	1,40
<i>Repairs and maintenance</i>	50
<i>Postage, telegrams, telephones</i>	80

**Other Information:**

(i) *Interest on NPA is as follows*

	<i>Earned (₹ '000)</i>	<i>Collected (₹ '000)</i>
<i>Cash credit</i>	8,20	4,00
<i>Overdraft</i>	450	1,00
<i>Term Loans</i>	750	2,50

(ii) *Classification of Non Performing Advances ('000 ₹)*

<i>Standard</i>	30,00
<i>Sub-standard</i>	11,20
<i>Doubtful assets not covered by security</i>	2,00
<i>Doubtful assets covered by security for one year</i>	50
<i>Loss Assets</i>	2,00

(iii) *Investments* 27,50

*Bank should not keep more than 25% of its investment as 'held-for-maturity' investment. The market value of its rest 75% investment is ₹ 19,75,000 as on 31-3-20X1.*

## Solution

**KC Bank**  
**Profit and Loss Account**  
**For the year ended 31st March, 20X1**

Particulars	Schedule	(₹ '000') Year ended 31-3-20X1
<b>I Income</b>		
Interest earned	13	38,30
Other income	14	2,50
		40,80
<b>II Expenditure</b>		
Interest expended	15	27,20
Operating expenses	16	23,40
Provisions and Contingencies		6,80
		57,40
<b>III Profit/Loss</b>		(16,60)
<b>IV Appropriations</b>		Nil

**Schedule 13 - Interest Earned**

		Year ended 31-3-20X1 (₹ '000')	
I	Interest/discount on advances/bills		
	Interest on cash credit ₹(18,20-420)	14,00	
	Interest on overdraft ₹(750-350)	4,00	
	Interest on term loans ₹(15,40-500)	10,40	28,40
II	Income on investments		8,40
III	Interest on Balance with RBI		1,50
			38,30

Interest on NPA is recognised on cash basis, hence excess reduced.

**Schedule 14 - Other Income**

		<b>Year ended 31-3-20X1 (₹ '000')</b>	
I	Commission, Exchange and Brokerage		
	Commission on remittances and transfer	75	
	Commission on letter of credit	1,18	
	Commission on Government business	<u>82</u>	2,75
II	Profit on sale of Land and Building		27
III	Loss on Exchange Transactions		<u>(52)</u>
			<u>2,50</u>

**Schedule 15 - Interest Expended**

		<b>Year ended 31-3-20X1</b>
I	Interest on Deposits	27,20

**Schedule 16 - Operating Expenses**

		<b>Year Ended 31-3-20X1</b>	
I	Payment and provision for employees		
	Salaries, allowances and bonus	12,40	
	Provident Fund Contribution	<u>2,80</u>	15,20
II	Printing and Stationery		1,40
III	Advertisement and publicity		1,80
IV	Directors' fees, allowances and expenses		2,50
V	Auditors' fees and expenses		1,20
VI	Postage, telegrams, telephones etc.		80
VII	Repairs and maintenance		50
			<u>23,40</u>

**Working Note:**

<b>Provisions and contingencies</b>			<b>(₹ '000)</b>
Provision for NPA:			
Standard	3,000 × 0.40%		12
Sub-standard	1,120 × 15%*		1,68
Doubtful not covered by security	200 × 100%		2,00
Doubtful covered by security for one year	50 × 25%		12.5
Loss Assets	200 × 100%		2,00
			592.5
<b>Depreciation on current investments</b>			
Cost (75% of 27,50)		2,062.50	
Less: Market value		(1,975.00)	87.5
			680.00

**Note:** 25% of the total investments are held to maturity. In the case of Held to Maturity investments the valuation is done at cost and these are not marked to market value generally. Hence, depreciation on investments has been calculated only on other investments which can either be Held for Trading (HFT) or Available for Sale (AFS)

**Illustration 4**

The following are the ledger balances (in Rupees thousands) extracted from the books of Vaishnavi Bank as on March 31, 20X1:

	<b>Dr.</b>	<b>Cr.</b>
Share Capital		19,00,00
Current accounts control		9,70,00
Employee security deposits		74,20
Investments in Govt. of India Bonds	9,43,70	
Gold Bullion	1,51,30	
Silver	20,00	

\* It is assumed that sub-standard asset is fully secured.



<i>Constituent liabilities for acceptances and endorsements</i>	5,65,00	5,65,00
<i>Borrowings from banks</i>		7,72,30
<i>Building</i>	6,50,00	
<i>Furniture</i>	50,00	
<i>Money at call and short notice</i>	2,60,00	
<i>Commission &amp; brokerage</i>		2,53,00
<i>Saving accounts</i>		1,50,00
<i>Fixed deposits</i>		2,30,50
<i>Balances with other banks</i>	4,63,50	
<i>Other investments</i>	5,56,30	
<i>Interest accrued on investments</i>	2,46,20	
<i>Reserve Fund</i>		14,00,00
<i>P &amp; L A/c</i>		65,00
<i>Bills for collection</i>	4,35,00	4,35,00
<i>Interest</i>		6,20,00
<i>Loans</i>	18,10,00	
<i>Bills discounted</i>	1,25,00	
<i>Interest</i>	79,50	
<i>Discounts</i>		4,20,00
<i>Rents</i>		6,00
<i>Audit fees</i>	50,00	
<i>Depreciation reserve (furniture)</i>		2,00
<i>Salaries</i>	2,12,00	
<i>Rent, rates and taxes</i>	1,20,00	
<i>Cash in hand and with Reserve Bank*</i>	7,50,00	
<i>Miscellaneous income</i>		39,00
<i>Depreciation reserve (building)</i>		8,00
<i>Directors fees</i>	10,00	
<i>Postage</i>	12,50	

Loss on sale of investments	2,00,00	
Branch adjustments	2,00,00	
	79,10,00	79,10,00

\*Details of Cash in hand and with Reserve Bank:

Cash in hand (including foreign currency notes)	3,50,00
Balances with Reserve Bank of India:	
(i) In Current Account	3,20,00
(ii) In Other Account	80,00

**Other Information:**

The bank's Profit and Loss Account for the year ended and Balance Sheet as on 31st March, 20X1 are required to be prepared in appropriate form. Further information (in Rupees thousands) available is as follows —

- (a) Rebate on bills discounted to be provided 40,00
- (b) Depreciation for the year
- |           |       |
|-----------|-------|
| Building  | 50,00 |
| Furniture | 5,00  |
- (c) Included in the current accounts ledger are accounts overdrawn to the extent of 25,00.

Transfer to Statutory Reserve 25% of the Net Profits for the current year.

**Solution**

**Balance Sheet of Vaishnavi Bank  
as on 31st March, 20X1**

(₹ 000)

<b>Capital and Liabilities</b>	<b>Schedule</b>	<b>As on 31-3-20X1</b>	<b>As on 31-3-20X0</b>
Capital	1	19,00,00	
Reserves & Surplus	2	20,24,00	
Deposits	3	13,75,50	
Borrowings	4	7,72,30	

Other liabilities and provisions	5	1,14,20	
Total		61,86,00	

(₹ '000)

<b>Assets</b>	<b>Schedule</b>	<b>As on 31-3-20X1</b>	<b>As on 31-3-20X0</b>
Cash and balance with Reserve Bank of India	6	7,50,00	
Balances with bank and Money at call and short notice	7	7,23,50	
Investments	8	16,71,30	
Advances	9	19,60,00	
Fixed Assets	10	6,35,00	
Other Assets	11	4,46,20	
Total		61,86,00	
Contingent liabilities	12	5,65,00	
Bills for collection		4,35,00	

**Vaishnavi Bank****Profit and Loss Account for the year ended 31-3-20X1**

(₹ '000)

<b>I. Income</b>		
Interest & Discount	13	10,00,00
Other income	14	98,00
		10,98,00
<b>II. Expenditure</b>		
Interest Expended	15	79,50
Operating Expenses	16	4,59,50
Provisions and Contingencies		-
		5,39,00
<b>III. Profits/Loss</b>		
Net profit for the year		5,59,00

Profit b/f	65,00
	6,24,00
<b>IV. Appropriations</b>	
Transfer to Statutory Reserve	1,39,75
Balance carried over to Balance Sheet	4,84,25
	6,24,00

**Schedule 1 - Capital**

(₹ '000)

	<b>As on 31-3-20X1</b>
I. For Other Banks	
Authorised Capital	
Shares of ₹ ... each	—
Issued Capital	
Shares of ₹ ... each	—
Subscribed Capital	
Shares of ₹ ... each	—
Called up capital	
Shares of ₹ ... each	<u>19,00,00</u>
	<u>19,00,00</u>

**Schedule 2 - Reserves & Surplus**

	<b>As on 31-3-20X1</b>
I. Statutory Reserves	
Opening Balance	14,00,00
Additions during the year	<u>1,39,75</u>
	15,39,75
II. Balance in Profit and Loss Account	4,84,25
Total	<u>20,24,00</u>

**Schedule 3 - Deposits**

(₹ '000)

	<b>As on 31-3-20X1</b>
<b>A. I.</b> Demand Deposits	9,95,00
<b>II.</b> Saving Bank Deposits	1,50,00
<b>III.</b> Term Deposits	2,30,50
	13,75,50

Current Accounts Control A/c shows a Credit Balance of ₹ 9,70,000/-. In the additional information it is mentioned that in the above balance an OD of ₹ 25,000/- is included. Hence for presentation of the Balance Sheet the entries will be as under:

Current Accounts	9,95,000 to be shown under deposits
ODs in Current Accounts	To be shown as Advances along with cash credits & Terms Loans

**Schedule 4 - Borrowings**

	<b>As on 31-3-20X1</b>
<b>I.</b> Borrowings in India	
(ii) Other banks	7,72,30
Total	7,72,30

**Schedule 5 - Other liabilities and provisions**

	<b>As on 31-3-20X1</b>
<b>I.</b> Other liabilities including provisions:	
Rebate on bills discounted	40,00
Employees Security Deposit	74,20
Total	1,14,20

**Schedule 6 - Cash and Balances with Reserve Bank of India**

	<b>As on 31-3-20X1</b>
<b>I.</b> Cash in hand (including foreign currency notes)	3,50,00

II. Balances with Reserve Bank of India:	
(iii) In Current Account	3,20,00
(iv) In Other Account	80,00
Total	7,50,00

#### Schedule 7 - Balances with Banks & Money at Calls & Short Notice

	<i>As on 31-3-20X1</i>
I. (i) In India Balances with banks	
(a) in Current accounts	
(b) in Other accounts	2,63,50
(ii) Money at call and short notice	2,00,00
(a) with banks	2,30,00
(b) with other institutions	30,00
Total (i + ii)	7,23,50

#### Schedule 8 - Investments

	<i>As on 31-3-20X1</i>
I. Investments in India in	
(i) Government securities	9,43,70
(ii) Shares (assumed)	5,56,30
(iii) Gold	1,51,30
(iv) Silver	20,00
Total	16,71,30

#### Schedule 9 - Advances

	<i>As on 31-3-20X1</i>
A. (i) Bills purchased and discounted	1,25,00
(ii) Cash credits, overdrafts and loans repayable on demand	18,35,00
	19,60,00
B. (i) Secured by tangible assets	12,00,00
(ii) Secured by Bank/Govt. Securities	2,00,00

(iii) Unsecured	5,60,00
	19,60,00
<b>C. I. Advances in India</b>	
(i) Priority sector	8,00,00
(ii) Public sector	1,00,00
(iii) Banks	20,00
(iv) Others	10,40,00
Total	19,60,00

(Details are assumed for explaining disclosures)

#### Schedule 10 - Fixed Assets

		<i>As on 31-3-20X1</i>
<b>I.</b>	Premises	
	At cost as on 31st March, 20X0	6,42,00
	Depreciation to date	(50,00)
		5,92,00
<b>II.</b>	Other fixed articles (including Furniture and Fixture)	
	At cost as on 31st March, 20X0	48,00
	Depreciation to date	(5,00)
	Total (I & II)	6,35,00

#### Schedule 11 - Other Assets

		<i>As on 31-3-20X1</i>
<b>I.</b>	Inter-office adjustments (net)	2,00,00
<b>II.</b>	Interest accrued	2,46,20
		4,46,20

#### Schedule 12 - Contingent Liabilities

		<i>Year ended 31-3-20X1</i>
<b>I.</b>	Acceptances, endorsements and other obligations	5,65,00
	Total	5,65,00

**Schedule 13 - Interest Earned**

	<b><i>Year ended 31-3-20X1</i></b>
I. Interest/discount on advances, bills (6,20,00 + 4,20,00 –40,00)	10,00,00
Total	10,00,00

**Schedule 14 - Other Income**

		<b><i>Year ended 31-3-20X1</i></b>
I. Commission, Exchange and Brokerage	2,53,00	
II. Profit on sale of investments		
Less: Loss on sale on investments	(2,00,00)	53,00
III. Miscellaneous Income		
Rent and Other Receipts		45,00
Total		98,00

**Schedule 15 - Interest Expended**

		<b><i>Year ended 31-3-20X1</i></b>
I. Interest on Deposits		79,50
Total		79,50

**Schedule 16 - Operating Expenses**

		<b><i>Year ended 31-3-20X1</i></b>
I. Payments to and provisions for employees		2,12,00
II. Rent, Taxes and Lighting		1,20,00
III. Depreciation on Bank's property		55,00
IV. Director's fees, allowances and expenses		10,00
V. Auditor's fees and expenses		50,00
VI. Postage, Telegrams, Telephones etc.		12,50
Total		4,59,50



## SUMMARY

- Banks in India and their activities are regulated by the Banking Regulation Act, 1949.
- The book-keeping system of a banking company is substantially different from that of a trading or manufacturing enterprise. A bank maintains a large number of accounts of various types for its customers.
- Every bank should maintain a minimum capital adequacy ratio based on capital funds and risk assets.
- As per the prudential norms, all Indian scheduled commercial banks (excluding regional rural banks) as well as foreign banks operating in India are required to maintain capital adequacy ratio (or capital to Risk Weighted Assets Ratio) which is specified by RBI from time to time.
- Capital is divided into two tiers according to the characteristics/qualities of each qualifying instrument.
- Tier I capital consists mainly of share capital and disclosed reserves and it is a bank's highest quality capital because it is fully available to cover losses.
- Tier II capital on the other hand consists of certain reserves and certain types of subordinated debt.
- With reference to Bills, a banking company performs the following functions: Discounting of bills; Collection of bills; Acceptances on behalf of customers
- The banks have to classify their advances into four broad groups (i) standard assets, (ii) sub-standard assets, (iii) doubtful assets and (iv) loss assets.

- **Rates of Provisioning for Non-Performing Assets**

Category of Advances	Revised Rate (%)
Standard Advances	
(a) direct advances to agricultural and SME	0.25
(b) advances to Commercial Real Estate (CRE) Sector	1.00
(c) all other loans and advances not included in (a) and (b) above	0.40
Sub-standard Advances	
(a) Secured Exposures	15

(b) Unsecured Exposures	25
(c) Unsecured Exposures in respect of Infrastructure loan accounts where certain safeguards such as escrow accounts are available.	20
• Doubtful Advances	
(a) Unsecured Portion	100
(b) Secured Portion	
For Doubtful upto 1 year	25
For Doubtful > 1 year and upto 3 years	40
For Doubtful > 3 years	100
Loss Advances	100
• The secured value of an asset is the realizable value of its security and not its face value or book value.	
• The provisions on standard assets should not be reckoned for arriving at net NPAs.	
• While preparing financial statements, banks have to follow various guidelines/directions given by RBI/Government of India governing the Financial Statements.	
• The provisions towards Standard Assets need not be netted from gross advances but shown separately as 'Contingent Provisions against Standard Assets' under 'Other Liabilities and Provisions' in Schedule 5 of the balance sheet.	

## TEST YOUR KNOWLEDGE

### MCQs

1. A banking company can pay dividend on its shares
  - (a) After writing off all its capitalized expenses including preliminary expenses.
  - (b) After charging depreciation on its investments.
  - (c) After charging bad debts where adequate provisions has been made to the satisfaction of the auditor.
  - (d) Before charging depreciation on its investments and writing off all its capitalized expenses.
2. On 1.4.20X1 Bills for collection were ₹ 10,000. During 20X1-20X2 bills received for collection amounted to ₹ 1,00,000, bills collected were ₹ 80,000 and bills dishonoured and returned were ₹ 5,000. What will be the amount of bills for collection (assets) account as on 31.3.20X2?
  - (a) 25,000.
  - (b) 30,000.
  - (c) 35,000.
  - (d) None of the above.
3. Rebate on bill discounted is shown in the
  - (a) Assets side of the balance sheet.
  - (b) Liabilities side of the balance sheet.
  - (c) Income side of the income statement.
  - (d) Expense side of the income statement.
4. Bills for collection are shown
  - (a) On Assets side of the balance sheet.
  - (b) On liabilities side of the balance sheet.
  - (c) On the income side of the income statement.
  - (d) As note below the balance sheet.

5. What percentage of provision is required on standard assets (other than advances to agricultural, SME and Commercial Real Estate)?
  - (a) 10
  - (b) 40
  - (c) 0.40
  - (d) 0.25.
6. In case of direct advances to agricultural and SME, What percentage of provision is required on standard assets?
  - (a) .25
  - (b) 40
  - (c) 0.40
  - (d) 25.
7. When income is to be recognized on cash basis by Safe Trust Bank, a distinction should be made between
  - (a) Banking and Non-banking assets.
  - (b) Monetary and Non-banking assets.
  - (c) Current and Non-current assets.
  - (d) Performing and Non-performing assets.
8. For the year ended 31st March, 20X1 non-performing assets classified as sub-standard in Centura Bank Ltd. will be classified as doubtful after
  - (a) 24 months.
  - (b) 18 months.
  - (c) 12 months.
  - (d) 180 days.
9. In case of advances to Commercial Real Estate (CRE) Sector, What percentage of provision is required on standard assets?
  - (a) .25
  - (b) 1.00
  - (c) 0.40
  - (d) 25.

10. The provisions on \_\_\_\_\_ assets should not be reckoned for arriving at net NPAs.
- (a) Sub-standard.
  - (b) Standard.
  - (c) Doubtful.
  - (d) Loss.
11. For more than three years (unsecured) doubtful advances, provision will be made for
- (a) 10%
  - (b) 40%
  - (c) 100%
  - (d) 25%.

### Theoretical Questions

#### Question 1

Write short notes on Slip system of posting and double voucher system.

#### Question 2

What are the restrictions imposed by the Banking Regulations Act, 1949 on payment of dividend in case of banking companies?

#### Question 3

Write short note on Classification of investments by a banking company.

#### Question 4

Write short note on Non-Performing Assets.

#### Question 5

Write short note on Classification of advances in the case of a Banking Company.

### Practical Problems

#### Question 1

From the following information find out the amount of provisions required to be made in the Profit & Loss Account of a commercial bank for the year ended

31st March, 20X1:

- (i) Packing credit outstanding from Food Processors ₹60 lakhs against which the bank holds securities worth ₹ 15 lakhs. 40% of the above advance is covered by ECGC. The above advance has remained doubtful for more than 3 years.
- (ii) Other advances:

Assets classification	₹ in lakhs
Standard	3,000
Sub-standard	2,200
Doubtful :	
For one year	900
For two years	600
For three years	400
For more than 3 years	300
Loss assets	600

### Question 2

From the following information find out the amount of provisions to be shown in the Profit and Loss Account of a Commercial Bank:

Assets	(₹ in lakhs)
Standard	4,000
Sub-standard	2,000
Doubtful upto one year	900
Doubtful upto three years	400
Doubtful more than three years	300
Loss Assets	500

### Question 3

From the following information, compute the amount of provisions to be made in the Profit and Loss Account of a Commercial bank:

	Assets	₹ in lakhs
(i)	Standard (Value of security ₹6,000 lakhs)	7,000
(ii)	Sub-standard	3,000
(iii)	Doubtful	

(a) Doubtful for less than one year (Realisable value of security ₹500 lakhs)	1,000
(b) Doubtful for more than one year, but less than 3 years (Realisable value of security ₹300 lakhs)	500
(c) Doubtful for more than 3 years (No security)	300

**Question 4**

Statement of interest on advances in respect of Performing assets and Non-Performing Assets of Omega Bank is as follows:- (₹in lakhs)

	Performing Assets		Non-Performing Assets	
	Interest earned	Interest received	Interest earned	Interest received
Cash credits and overdrafts	1800	1060	450	70
Term Loan	480	320	300	40
Bills purchased and discounted	700	550	350	36

Find out the income to be recognized for the year ended 31st March, 20X1.

**Question 5**

State with reason whether the following cash credit accounts are NPA or not:

	Case-1	Case-2
Sanctioned limit	60,00,000	45,00,000
Drawing power	56,00,000	42,00,000
Amount outstanding continuously 01-01-X1 to 31-03-X1	48,00,000	30,00,000
Total interest debited for the above period	3,84,000	2,40,000
Total credits for the above period	Nil	3,20,000

**Question 6**

For a banking company, bills for collection was ₹ 21 lakhs as on 1st April, 20X1. During 20X1-X2, bills received for collection amounted to ₹ 193.50 lakhs. Bills collected were ₹ 141 lakhs. Bills dishonoured was ₹ 16.50 lakhs. Prepare Bills for Collection (Assets) and Bills for Collection (Liabilities) Account.

**Question 7**

ABC bank Ltd. has a balance of ₹ 40 crores in "Rebate on bills discounted" account as on 31<sup>st</sup> March, 20X1. The Bank provides you the following information:

- (i) During the financial year ending 31<sup>st</sup> March, 20X2 ABC Bank Ltd. discounted bills of exchange of ₹ 5,000 crores charging interest @ 14% and the average period of discount being 146 days.
- (ii) Bills of exchange of ₹ 500 crores were due for realization from the acceptors/customers after 31<sup>st</sup> March, 20X2. The average period of outstanding after 31<sup>st</sup> March, 20X2 being 73 days. These bills of exchange of ₹ 500 crores were discounted charging interest@ 14% p.a.

You are requested to pass necessary Journal Entries in the books of ABC Bank Ltd. for the above transactions.

**Question 8**

The following figures are extracted from the books of KLM Bank Ltd. as on 31-03-20X2:

	₹
Interest and discount received	38,00,160
Interest paid on deposits	22,95,360
Issued and subscribed capital	10,00,000
Salaries and allowances	2,50,000
Directors Fees and allowances	35,000
Rent and taxes paid	1,00,000
Postage and telegrams	65,340
Statutory reserve fund	8,00,000
Commission, exchange and brokerage	1,90,000
Rent received	72,000
Profit on sale of investment	2,25,800
Depreciation on assets	40,000
Statutory expenses	38,000
Preliminary expenses	30,000
Auditor's fee	12,000

The following further information is given:

- (1) A customer to whom a sum of ₹ 10 lakhs was advanced has become insolvent and it is expected only 55% can be recovered from his estate.



- (2) There was also other debts for which a provisions of ₹ 2,00,000 was found necessary.
- (3) Rebate on bill discounted on 31-03-20X1 was ₹ 15,000 and on 31-03-20X2 was ₹ 20,000.
- (4) Income tax of ₹ 2,00,000 is to be provided.

The directors desire to declare 5% dividend and transfer 25% of its profit to the reserve fund.

Prepare the Profit and Loss account of KLM Bank Ltd. for the year ended 31-03-20X2 and also show, how the Profit and Loss account will appear in the Balance Sheet if the Profit and Loss account opening balance was NIL as on 31-03-20X1. Assume that the preliminary expenses had been fully written off during the year.

## ANSWERS/ HINTS

### MCQs

1. (a), 2. (a), 3. (b), 4. (d), 5. (c), 6. (a),  
7. (d), 8. (c), 9. (b), 10. (b), 11. (c)

### Theoretical Questions

#### Answer 1

**Slip system of posting:** Under this system used in banking companies, entries in the personal ledgers are made directly from vouchers instead of being posted from the day book. Pay-in-slips (used by the customers at the time of making deposits) and the cheques are used as slips which form the basis of most of the transactions directly recorded in the accounts of customers. As the slips are mostly filled by the customers themselves, this system saves a lot of time and labour of the bank staff. The vouchers entered into different personal ledgers are summarised on summary sheets every day, totals of which are posted to the different control accounts which are maintained in the general ledger.

**Double voucher system:** In a bank, two vouchers are prepared for every transaction not involving cash—one debit voucher and another credit voucher. This system is called double voucher system. The vouchers are sent to different clerks who make entries in books under their charge. This is designed to increase the quality of internal check.

**Answer 2**

Refer para 1.3 of unit 1.

**Answer 3**

Refer para 4.4 of unit 4.

**Answer 4**

Refer para 4.2 of unit 4.

**Answer 5**

Refer para 4.2 of unit 4.

**Practical Problems****Answer 1**

(i)

**Packing Credit**

	<i>(₹ in lakhs)</i>	
Amount outstanding (packing credit)	60	
Less: Realisable value of securities	<u>(15)</u>	
	45	
Less: ECGC cover (40%)	<u>(18)</u>	
Balance being unsecured portion of packing credits	<u>27</u>	
Required provision :		
Provision for unsecured portion (100%)		27.0
Provision for secured portion (100%)		<u>15.0</u>
		<u>42.0</u>

(ii) **Other advances:**

<i>(₹ in lakhs)</i>			
<b>Assets</b>	<b>Amount</b>	<b>% of provision</b>	<b>Provision</b>
Standard	3,000	0.40	12
Sub-standard	2,200	15	330
Doubtful :			
For one year	900	25	225
For two years	600	40	240
For three years	400	40	160

For more than three years	300	100	300
Loss	600	100	<u>600</u>
Required provision			1,867

**Note:** Sub-standard and Doubtful advances have been assumed as fully secured. However, in case it is assumed that no security cover is available for these advances, provision will be made for @ 25% for sub-standard and 100% for doubtful advances.

### Answer 2

Computation of provision in the Profit & Loss Account of the Commercial Bank:

<b>Assets</b>	<b>Amount (₹ in lakhs)</b>	<b>% of Provision</b>	<b>Provision (₹ in lakhs)</b>
Standard	4,000	0.40	16
Sub-standard*	2,000	15	300
Doubtful upto one year*	900	25	225
Doubtful upto three years*	400	40	160
Doubtful more than three years*	300	100	300
Loss	500	100	<u>500</u>
			1,501

\* Sub-standard and doubtful assets are assumed as fully secured.

### Answer 3

#### Statement showing Provisions on various performing and non-performing assets

	<b>Amount ₹ in lakhs</b>	<b>% of provision</b>	<b>Provision ₹ in lakhs</b>
Standard	7,000	0.40	28
Sub-standard	3,000	15	450
Doubtful (less than one year)			
On secured portion	500	25	125
On unsecured portion	500	100	500
Doubtful (more than one year but less than three years)			
On secured portion	300	40	120

On unsecured portion	200	100	200
Doubtful Unsecured (more than three years)	300	100	<u>300</u>
Total provision			<u>1,723</u>

**Answer 4**

Interest on performing assets should be recognised on accrual basis, but interest on NPA should be recognised on cash basis.

	₹ in lakhs
Interest on cash credits and overdraft	(1800+70)= 1,870
Interest on Term Loan	(480+40) = 520
Income from bills purchased and discounted	(700+36) = <u>736</u>
	<u>3,126</u>

**Answer 5**

	Case 1	Case 2
	₹	₹
Sanctioned limit	60,00,000	45,00,000
Drawing power	56,00,000	42,00,000
Amount outstanding continuously from 1.01.20X1 to 31.03.20X1	48,00,000	30,00,000
Total interest debited	3,84,000	2,40,000
Total credits	-	320,000
Is credit in the account is sufficient to cover the interest debited during the period	No	Yes
	NPA	NOT NPA

**Answer 6****Bills for Collection (Assets) Account**

	₹ in lacs		₹ in lacs
To Balance b/d	21	By Bills for collection	141
To Bills for collection	193.5	By Bills dishonoured	16.5
		By Balance c/d	57
	<u>214.5</u>		<u>214.5</u>

**Bills for Collection (Liabilities) Account**

	₹ in lacs		₹ in lacs
To Bills for collection	141	By Balance b/d	21
To Bills dishonoured	16.5	By Bills for collection	193.5
To Balance c/d	57		
	214.5		214.5

**Answer 7**

**In the books of ABC Bank Ltd.  
Journal Entries**

₹ in crores

<b>Particulars</b>		<b>Debit</b>	<b>Credit</b>
Rebate on bills discounted A/c	Dr.	40	
To Discount on bills A/c			40
(Being the transfer of opening balance in 'Rebate on bills discounted A/c' to 'Discount on bills A/c')			
Bills purchased and discounted A/c	Dr.	5,000	
To Discount on bills A/c			280
To Clients A/c			4,720
(Being the discounting of bills of exchange during the year)			
Discount on bills A/c	Dr.	14	
To Rebate on bills discounted A/c			14
(Being the unexpired portion of discount in respect of the discounted bills of exchange carried forward)			
Discount on bills A/c	Dr.	306	
To Profit and Loss A/c			306
(Being the amount of income for the year from discounting of bills of exchange transferred to Profit and loss A/c)			

**Working Notes:****1. Discount received on the bills discounted during the year**

$$₹ 5,000 \text{ crores} \times 14/100 \times 146/365 = ₹ 280 \text{ crores}$$

**2. Calculation of rebate on bill discounted**

$$₹ 500 \text{ crores} \times 14/100 \times 73/365 = ₹ 14 \text{ crores}$$

3. Income from bills discounted transferred to Profit and Loss A/c would be calculated by preparing Discount on bills A/c.

**Discount on bills A/c****₹ in crores**

<i>Date</i>	<i>Particulars</i>	<i>Amount</i>	<i>Date</i>	<i>Particulars</i>	<i>Amount</i>
31.3.20X2	To Rebate on bills discounted	14	1.4.20X1	By Rebate on bills discounted b/d	40
"	To Profit and Loss A/c(Bal. Fig.)	<u>306</u>	20X1-x2	By Bills purchased and discounted	<u>280</u>
		<u>320</u>			<u>320</u>

**Answer 8****KLM Bank Limited****Profit and Loss Account for the year ended 31<sup>st</sup> March, 20X2**

		<i>Schedule</i>	<i>Year ended 31.03.20X2</i>
			₹
I.	Income:		
	Interest earned	13	37,95,160
	Other income	14	<u>4,87,800</u>
	Total		<u>42,82,960</u>
II.	Expenditure		
	Interest expended	15	22,95,360
	Operating expenses	16	5,70,340
	Provisions and contingencies (4,50,000+2,00,000+2,00,000)		<u>8,50,000</u>
	Total		<u>37,15,700</u>
III.	Profits/Losses		
	Net profit for the year		5,67,260
	Profit brought forward		<u>Nil</u>
			<u>5,67,260</u>
IV.	Appropriations		
	Transfer to statutory reserve (25% of 5,67,260)		1,41,815
	Proposed dividend		50,000
	Balance carried over to balance sheet		<u>3,75,445</u>
			<u>5,67,260</u>

Profit & Loss Account balance of ₹ 3,75,445 will appear under the head 'Reserves and Surplus' in Schedule 2 of the Balance Sheet.

<b>Year ended 31.3.20X2 (₹)</b>		
<b>Schedule 13 – Interest Earned</b>		
I.	Interest/discount on advances/bills (Refer W.N.)	<u>37,95,160</u>
		<u>37,95,160</u>
<b>Schedule 14 – Other Income</b>		
I.	Commission, exchange and brokerage	1,90,000
II.	Profit on sale of investment	2,25,800
III.	Rent received	<u>72,000</u>
		<u>4,87,800</u>
<b>Schedule 15 – Interest Expended</b>		
I.	Interests paid on deposits	<u>22,95,360</u>
		<u>22,95,360</u>
<b>Schedule 16 – Operating Expenses</b>		
I.	Payment to and provisions for employees (salaries & allowances)	2,50,000
II.	Rent, taxes paid	1,00,000
III.	Depreciation on assets	40,000
IV.	Director's fee, allowances and expenses	35,000
V.	Auditor's fee	12,000
VI.	Statutory (law) expenses	38,000
VII.	Postage and telegrams	65,340
VIII.	Preliminary expenses	<u>30,000</u>
		<u>5,70,340</u>

**Working Note:**

	₹
Interest and discount received	38,00,160
<i>Add:</i> Rebate on bills discounted on 31.3. 20X1	15,000
<i>Less:</i> Rebate on bills discounted on 31.3. 20X2	<u>(20,000)</u>
	<u>37,95,160</u>