

To  
The Co-ordinator,  
Asha For Education

Sub – Submission of budget for April 2010 to September 2010  
And contact form duly filled up for same period.

Dear Sir,

With due respect, I would like to intimate you about the budget and contact form for the period of April 2010 to September 2010.

360 students of 4 schools are reading well and they are being provided midday meal ie puffed rice,biscuit,banana,bread,cake and seasonal fruits.

Total expenses is Rs. 1,58,400.00(20 days a month x 6 months x 360 students @Rs.2/- for midday meals and salary of teacher ie Rs.1000.00 per month x 12 teachers x 6 months) for 6 months.(Detail attached below)

So you are requested kindly to approve the amount of Rs. 1,58,000.00 for 6 months with due sympathy.

Budget for April 2010 to September 2010

| Sl.No.    | Item                           | Quantity/Number                               | Rate(Rs.) | Amount(Rs.)            |
|-----------|--------------------------------|---|-----------|------------------------|
| 1.        | Food for Students of 4 schools | 360 Students for 20 Days (1 Month) x 6 Months | 2/-       | 360x20x2x6 = 86,400.00 |
| 2.        | Teacher's Salary               | 12 Teachers for 6 Months                      | 1000/-    | 12x6x1000 = 72,000     |
| Total Rs. |                                |   |           | = 1,58,400             |

(Rupees One Lakh Fifty Eight Thousand & four Hundred Only)

With Regards  
Yours Sincerely

Bimal Ch Mandal  
Secretary

Enclo: Duly filled up contact form.

Project: Kaorakhali Jana Sevashram  
Village + P.O. : Kaorakhali  
Via Nimpith Ashram, P.S. Kultali  
South 24 Parganas  
West Bengal 743338  
India

**Description: Funding for Kaorakhali Jana Sevashram**

1. Asha Minnesota has decided to support pre-primary school education administered by Kaorakhali Jana Sevashram for the period April 1st to 30th September 2010.

2. Funds provided by Asha Minnesota are to be used directly for the education, training or

support objectives described in the proposal. The following schools are supported by the funding:

- a. Kaorakhali North
- b. Purba Gabtola
- c. Kaorakhali South
- d. Jamtola

The total number of students to be covered by the funds is not to exceed 3460 individuals.

Teachers Salary Up to Indian Rs. 72,000.00.

Mid-day meal for students Up to Indian Rs 86,400.00

There must be 3 teachers in each school.

Each teacher is to be paid Rs 1000/month.

The cost of the midday meal should not to exceed Rs 2 per meal

One meal per day must be provided to the children for operational days of the school.

The school must operate for 20 days/ month, except for public/ state holidays.

3. Funds provided by Asha for Education should be used only for the items listed above. Any

change in this budget requires prior approval from Asha for Education.

4. The school system shall continue to collect Rs. 5/month from each student in tuition. The

funds collected from tuition shall be used to pay for school supplies and other school expenses. The tuition funds cannot be used for other Kaorakhali Jana Sevashram activities

without the written approval of Asha for Education.

5. Bank account for Asha project: Kaorakhali Jana Sevashram will maintain a separate bank

account for receiving funds from Asha for Education and for spending on expenses related

only to Asha for Education sponsored activities.

6. Reporting requirements by Kaorakhali Jana Sevashram

a. Monthly oral report over phone: discuss the developments in the project.

b. Written report in English every 3 months: provide accounts and attendance records.

All of the following items should be included in the report

i. Accounts should include: income statement that shows funds received from Asha for Education and funds spent for project expenses. Accounting shall also be provided for tuition fees collected from students.

ii. Bank statements from account maintained for Asha activities.

*Bijoy Chandra*

iii. Attendance records: every month, on 2 randomly chosen days, the teachers in each school should take a head count of the number of students attending class on that particular day. The following information should be recorded: the date the count was taken and the number of students counted. The students should not be given advance notice that headcount will be taken.

iv. Photographs of class in progress and meal service are to be provided.

v. The two quarterly report submission dates are June 2010 and September 2010.

c. Annual report in English: detailed project report with same items as monthly report is to be submitted by January 30<sup>th</sup> 2010. It should also include information on how Asha funding has created a change in the education of the children and also plans for future activities.

7. Any Asha volunteers or Asha appointed representatives may visit the project site at any time with or without notice.

8. Termination of contract

a. This contract terminates on September 30<sup>th</sup>, 2010.

b. If Asha Minnesota is not satisfied with the project progress, Asha Minnesota will provide Kaorakhali Jana Sevashram 3 months notice. At the end of the 3-month period, if the situation is not resolved to Asha Minnesota's satisfaction, Asha Minnesota will discontinue funding the Kaorakhali school project.

c. If fraudulent activity is detected, Asha Minnesota may terminate project funding immediately.

d. Upon termination of the contract, any remaining funds in the bank account designated for Asha activities shall be returned to Asha for Education or forwarded to parties designated by Asha for Education.

9. Renewal of contract

a. This contract may be renewed upon the mutual agreement of Asha for Education and Kaorakhali Jana Sevashram. Contract renewal will be based in large part on the report due on April to September 2010.

If these conditions are acceptable, please sign below and return this contract to Asha for Education, Minnesota.

For Kaorakhali Jana Sevashram (KJSA)

Name: Mr. Bimal Chandra Mondal Title: Secretary

Signature: Date: *Bimal Chandra Mondal 8.8.10*

Name: Mr. Dulal Chandra Naskar Title: President

Signature: Date: *Dulal Chandra Naskar 08/08/10*

For Asha for Education –Minnesota

Name: Dhara Purohit Title: Kaorakhali School Project

Coordinator

Signature: Date: