

Jan 08 Proposed Budget Discussion

Date: Tue, 25 Mar 2008 03:57:02 -0700 (PDT)

From:

"Ashwini Gillen" <ashwini@yaho.com>  [Add Mobile Alert](#)

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Subject:

Re: six monthly report

To:

"Augustine D'Mello" <augustine.shirpur@gmail.com>

CC:

janseva@sancharnet.in

Hello Father Augustine,
Your Six-monthly report for July to Dec 07, shows total expenditures of INR 99,789.00. Since INR 1,60,282 was transferred - we have a delta of approx INR 60,000.

Please give us a proposed budget that includes this INR 60,000 and the next installment of approx. INR1.5L.

Regards
Ashwini

Dear Ms. Ashwini,

To begin with let me apologize for the delay in sending the proposed budget for the coming months. Please find below a brief summary of our accounts and the estimated expenditure from January to December 2008.

Total Amount received in the 1st installment = Rs. 1,60,282.00

Total amount spent from July to December = Rs. 99789.00 (Cfr. Earlier report)

Please note:

Palas's contribution towards the salary of driver was inadvertently overlooked by our accountant:

= Rs. 2725 per month × 6 months = Rs. 16350.00

Hence the actual amount spent from July to December is = Rs. 1,16,139.00

Therefore the balance amount from first installment Rs. 44,143.00

SUMMARY OF INCOME AND EXPENDITURE:

Amt. Received in 1 st Installment	160282.00
Spent from July - December	116139.00
Balance Amt. from 1 st Installment	44143.00

The Proposed Budget of Palas Classes From Jan 2008 to June 2008

1. Salaries of

Teachers + Project co-ordinator + Driver =

Jan. - 16680 + 2500 (26 classes) + 2725 =	Rs. 21,905.00
Feb. - 16680 + 2500(26 classes) + 2725 =	Rs. 21,905.00
Mar. - 22130 + 2500 (34 classes) + 2725=	Rs. 27,355.00
Apr. - 22130 + 2500 (34 classes) + 2725 =	Rs. 27,355.00
May - 22130 + 2500 (34 classes) + 2725=	Rs. 27,355.00
June*- 4900 + 2725	= Rs. 7,625.00

**TOTAL EXPENDITURE ON SALARY
FROM JANUARY TO JUNE 2008 = Rs. 1,33,500.00**

(Rupees one lakh, thirty three thousand, five hundred only.)

*only supervisors and drivers salary (survey work)

2. Travel for Supervision of the Palas Classes

Travel of Two Supervisors + Co-ordinator of Project
(apprx. 4800.00 per month× 6 months) = Rs. 28,800. 00

(Rupees twenty eight thousand eight hundred only.)

3. Stationery + Teaching aids

Marathi charts = 1500.00
English charts = 3000.00 = Rs. 4,500.00

(Rupees four thousand five hundred only.)

4. Trainings

One day Training every month :
Total no. of trainings that will be held = 5

Travel of teachers @ Rs. 1270
per month × 5 months = Rs. 6350.00
Boarding and lodging @ 65 per person
per day × 25 teachers × 5 days = Rs. 8125.00

Service charges for A.V.equipments and
hall charges @ Rs. 750.00 per
day × 5 days = Rs.3750.00

TOTAL = Rs. 18225.00
(Rupees eighteen thousand two hundred and twenty five only)

5. Contribution towards Administrative charges
Contribution towards expenses incurred
on telephone, electricity charges,
Accountant cum clerk's salary @ 1000 per month = Rs. 5000.00

(Rupees five thousand only)

6. Unforeseen Expenses: = Rs. 5000. 00

(Rupees five thousand only)

Summary of total estimated expenditure from January to June 2008:

1. Salaries of Teachers
+ Project co-ordinator + Driver = Rs. 1,33,500.00
2. Travel for Supervision of the Palas Classes = Rs 28,800. 00
3. Stationery + Teaching aids = Rs. 4,500.00
4. Trainings = Rs.18,225.00

5. Contribution towards Administrative charges
Contribution towards expenses incurred
on telephone, electricity charges,
Accountant cum clerk's salary
@ 1000 per month = Rs. 5000.00

6. Unforeseen Expenses: = Rs. 5000. 00

TOTAL = Rs. 1,95,025.00

In case you have any further queries regarding any of the above, I shall be happy to oblige. Thanking you once again for all your support and partnership in this important work.

With warmest regards.

Fr. Augustine

Date: Thursday, April 17, 2008
From: Ashwini Gillen
TO: Asha Zurich Committee Members

Hello,

As requested here is a comparison of how money was spent previously and the proposed budget.

I will remind the team AGAIN, that we did not get a proposed budget with the last annual report (six months ago). That was because we did not request it. If we need the information every time then I suggest that we create a template for a six-monthly and annual reports so we get consistent information making it easy to review and evaluate projects. AND makes it easier for Project Managers to do their work.

This breakdown is from the six-monthly report received over a year ago and is the closest information I could find.

PAST REPORT

ITEM I – Teachers Stipends
Approx 20K/month
Total – INR 1,22K

ITEM II – Teacher's Inservice Training
Varies between 500 to 1250 monthly
Total – INR 4K

ITEM III – Coordinator's Stipend
2000/month – Total INR 12K

ITEM IV – Teaching Aids
INR 15K

PRESENT REPORT

ITEM I – Teacher's + Driver's + Project Coordinator's Salaries
Approx 20 – 25k per month
INR 1,33K

ITEM II – Travel of Supervisor + 2 Project Coordinators for project supervision
INR 28K

ITEM III Teaching Aids
INR 4.5K

ITEM IV – Teacher's Training
INR 18K (includes travel and lodging+Boarding).

ITEM V – Admin costs
Approx 10K

Total 1,95K

NOTES:

1. The proposed budget sent by Father Augustus is much more detailed than anything we have received from Father Godfrey before.
2. Combining all the salaries from the early report (teacher's and coordinator's)- we see both budgets spending the same on Salaries.
3. The items on training and teaching aids are exactly reversed. I think that is because the two people added different things to them – Father A is adding travel and B+L to training, while Father Godfrey added a lot of things into the general category of "Teaching Aids" since INR 15K is clearly a lot!
4. The general topics of item expenditure remain same – teacher's salaries, teaching aids, training, coordinator's stipends.

I also looked at the Financial Statement sent in by Father Godfrey with the last annual report. I don't have any breakdowns for comparison but for FYI here it is (remember it is for the year so the amounts are double)

1. Extension Program – INR 10K
 2. Health and Development Expenses – INR 3K
 3. Learning Material – INR 10K
 4. Maintenance Production – INR 12K
 5. Postage and Stationery – INR 0.7K
 6. Production Material – INR 2.8K
 - 7 Supervision and Animation – INR 32K
 8. Supervision Center – INR 13K
 9. Teacher's Stipend – INR 2,33K
 10. Training Camps – INR 3.5K
 11. Travel and Transport – INR 30K
- TOTAL – 3,55K

I hope this answers all remaining questions. Unfortunately we are already late by a month to send the money – so please inform me quickly if we can release the next lot of funds.

Regards
Ashwini
