



Chartered Accountants

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**AUDITORS REPORT TO THE GOVERNING MEMBER OF PROJECT
TERRA FIRMA**

Details:

Sl. No.	Particulars	Remarks
1.	Audit Team	Shyam S
2.	Audit Date	25.11.2015
3.	Schools Visited	- HPS Mangala - HPS Mangalli - HPS Bandalli - HPS Kannur

We have visited the above schools and conducted the audit as per the engagement. Detailed observations have been annexed to this report.

Key Feedbacks:

1. We recommend that a register be maintained giving a brief calculation of the receipts and payments along with the supporting bills attached to the same for every month.
2. We suggest that a material stock register be maintained by Mr. Harish and at each individual school. Any material issued to the school should be acknowledged by the librarians and recorded at both registers.
3. New books issued to library have not been updated in the inventory records of books maintained by the library in some school. We suggest above method can be adopted for better control.
4. We suggest that an approved document enlisting the experiments under each module be given to the Science program faculty. This will enable us to track the status of the science program much efficiently.
5. We suggest that an approved document enlisting the expected art under each module be given to the Art program faculty. This will enable us to track the status of the science program much efficiently.

Date: 30.11.2015

Place: Bangalore

For Shyam S & Co,

Chartered Accountants

Firm No. 015813S

Shyam S

Shyam .S

Proprietor

Mem No. 236134



Audit Date	25.11.2015
School(s) Visited	HPS Mangala

Program	Activities	Audit Done (Y/N)	Satisfaction Rating on Scale of 0 to 10 (0 - Poorest, 10 - Highest)	Comments in Free Text
General	Cleanliness of library premises	Y	8	Library premises was kept clean. Compared to our last visit, areas around the library were also maintained well.
	Arrangement and quality of books on shelves	Y	8	Generally condition of the books were good.
	Record keeping of books inventory	Y	7	New books issued to the library have to be updated in the inventory of books register. We could not verify the "stock registers" as they were not made available to us for verification.
	Library check out record maintenance	Y	8	Records are maintained and were presented for verification during our visit.
	Attitude and engagement level of librarian	Y	9	Librarian was active, all the documents maintained were presented to us on request and were well arranged.
	Attitude and engagement level of project coordinator	Y	9	Was helpful
	Feedback from students	Y	8	Students are satisfied with the activities conducted.
	Financial reconciliation of receipts and purchased materials	Y	-	All the bills were presented for our verification. We suggest that the bills be chronologically numbered file in a designated file. We could not verify all the materials purchased as they were already distributed among the schools
	Review and approval of future expenditure requirements			
	Administer GROWBY Tests and Select Challenges and Stars	Y	8	We were provided with the GROWBY test scores of each students. We checked the reliability of the scores given my selecting samples of students from 5th, 6th and 7th grade students. The reading levels were in line with the scores indicated in test reports.
Library	Board Games	Y	8	We were requested to add more board games, as the students tend to fight among themselves during these activities. Board Games are maintained well.
	Newspaper Reading Competition	Y	5	News papers are kept in the library and are access able. Questions prepared for conducting the News paper quiz were very vague. On sample verification the response from the students were not satisfactory
Science Club	Book of the Month Club for Stars	Y	8	We interacted with sample students and received satisfactory response.
	Module 1: Air	Y	7	We have verified sample record books and found the experiments were written by the students. The same were not verified by the teacher. We suggest a list of experiments under each module be shared with us to enable us to check the
	Module 2: Matter	Y	-	
Art Program	Sketching with Pencils	Y	7	We have verified sample drawing books and found that students have done fairly well. We suggest that only drawing taught under the art program be done in the drawing books and all other practice drawings be done in loose sheets.
	Shading with Pencils	Y	-	
	Landscape Painting	Y	-	



Audit Date 25.11.2015
School(s) Visited HPS Kannur

Program	Activities	Audit Done (Y/N)	Satisfaction Rating on Scale of 0 to 10 (0 - Poorest, 10 - Highest)	Comments in Free Text
General	Cleanliness of library premises	Y	9	Library premises was kept clean.
	Arrangement and quality of books on shelves	Y	8	Generally condition of the books were good. Since the school receives books from the government as well, racks provided are not sufficient to accommodate all the books.
	Record keeping of books inventory	Y	7	New books issued to the library have to be updated in the inventory of books register. We could not verify the "stock registers" as they were not made available to us for verification.
	Library check out record maintenance	Y	8	Records are maintained and were presented for verification during our visit.
	Attitude and engagement level of librarian	Y	9	Librarian was active, all the documents maintained were presented to us on request and were well arranged.
	Attitude and engagement level of project coordinator	Y	9	Was helpful
	Feedback from students	Y	8	Students are satisfied with the activities conducted.
Library	Review and approval of future expenditure requirements			
	Administer GROWBY Tests and Select Challengers and Stars	Y	8	We were provided with the GROWBY test scores of each students. We checked the reliability of the scores given my selecting samples of students from 5th and 6th grade students. The reading levels were in line with the scores indicated in test reports.
	Board Games	Y	8	We observed that there are many chess games set, and are maintained satisfactorily.
	Newspaper Reading Competition	Y	3	News papers are kept in the library and are access able. Questions prepared for conducting the News paper quiz were very vague. On sample verification the response from the students were not satisfactory
	Book of the Month Club for Stars	Y	1	We interacted with sample students and did not receive satisfactory response.
Science Club	Module 1: Air	Y	8	We have verified sample record books and found the experiments were written by the students. The same were verified by the teacher. We suggest a list of experiments under each module be shared with us to enable us to check the exact status
	Module 2: Matter	Y	-	
Art Program	Sketching with Pencils	Y	8	We have verified sample drawing books and found that students have done fairly well. We suggest that only drawing taught under the art program be done in the drawing books and all other practice drawings be done in loose sheets.
	Shading with Pencils	Y	-	
	Landscape Painting	Y	-	



Audit Date	25.11.2015
School(s) Visited	HPS Mangalli

Program	Activities	Audit Done (Y/N)	Satisfaction Rating on Scale of 0 to 10 (0 - Poorest, 10 - Highest)	Comments in Free Text
General	Cleanliness of library premises	Y	8	Library premises was kept clean.
	Arrangement and quality of books on shelves	Y	8	Arrangements and quality of books were satisfactory.
	Record keeping of books inventory	Y	8	List of books were presented and we have verified books for their presence.
	Library check out record maintenance	Y	7	The registers were presented for verification and we found that only the time of entry into the library have been updated. We recommend to update exit time so that we can determine the time spent in library.
	Attitude and engagement level of librarian	Y	8	Librarian has performed the given roles satisfactorily.
	Attitude and engagement level of project coordinator	Y	9	Was helpful
	Feedback from students	Y	8	We interacted with the students of 4th and 5th grade and they have requested us to conduct science and art club activities in their school as well.
	Review and approval of future expenditure requirements			
	Administer GROWBY Tests and Select Challengers and Stars	Y	8	We were provided with the GROWBY test scores of each students. We checked the reliability of the scores given my selecting samples of students from 4th and 5th grade students. The reading levels were in line with the scores indicated in test reports. Some students need remedial training.
	Board Games	Y	8	Board Games are maintained satisfactorily
Library	Newspaper Reading Competition	Y	0	On interacting with the students, we found that the program was not conducted. But the records for the same have been presented to Mr. Harish.
	Book of the Month Club for Stars	Y	2	On interacting with the students, we found that the program was conducted but the reading materials were not given in advance as required by the program. Two students were asked to share the same material, due to which the purpose of the program is not served.



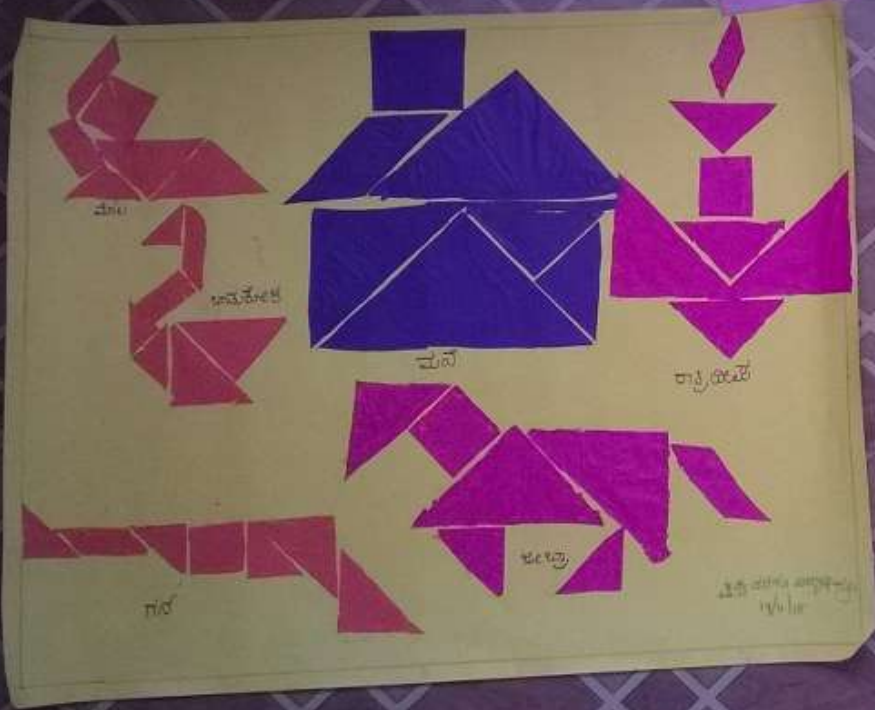
Audit Date
25.11.2015
School(s) Visited
HPS Bandalli

Program	Activities	Audit Done (Y/N)	Satisfaction Rating on Scale of 0 to 10 (0 - Poorest, 10 - Highest)	Comments in Free Text
General	Cleanliness of library premises	Y	8	Library premises was kept clean.
	Arrangement and quality of books on shelves	Y	8	Generally condition of the books were good.
	Record keeping of books inventory	Y	9	List of books were presented and we have verified books for their presence.
	Library check out record maintenance	Y	9	We were presented with the appropriate records.
	Attitude and engagement level of librarian	Y	8	Librarian was active, all the documents maintained were presented to us on request and were well arranged. Inventory register were not presented for verification.
	Attitude and engagement level of project coordinator	Y	9	Was helpful
	Feedback from students	Y	8	We interacted with the students of 4th and 5th grade and they have requested us to conduct science club activities in their school as well.
Library	Review and approval of future expenditure requirements			
	Administer GROWBY Tests and Select Challengers and Stars	Y	8	We were provided with the GROWBY test scores of each students. We checked the reliability of the scores given my selecting samples of students from 5th and 6th grade students. The reading levels were in line with the scores indicated in test reports.
	Board Games	Y	8	We were requested to add more board games, as the students tend to fight among themselves during these activities
	Newspaper Reading Competition	Y		
	Book of the Month Club for Stars	Y	2	On interacting with the students, we found that the program was conducted but the reading materials were not given in advance as required by the program. Two students were asked to share the same material, due to which the purpose of the program is not served.
Art Program	Sketching with Pencils	Y	9	We have verified sample drawing books and found that students have done fairly well. We suggest that only drawing
	Shading with Pencils	Y	8	taught under the art program be done in the drawing books and all other practice drawings be done in loose sheets.
	Landscape Painting	Y	8	









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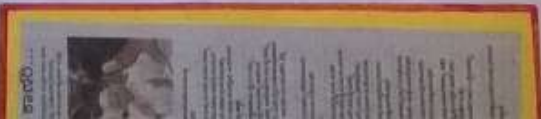
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Shyam S & Co

Chartered Accountants

#89, 8th Main, 8th Cross, Sector - 1, Nobonagar, Bannerghatta Road, Bangalore - 560076

Invoice

To:

ASHRAYA

D1004 Laburnum Block

JP Nagar 7th Phase

Bangalore 560078

Date: 30.11.2015

Invoice #S/13/2015-16

Sl No.	Description	Amount (Rs)
1.	Social Audit of ASHRAYA [Project Terra Firma]	5,000
2	Reimbursement of Expenses [As per bills attached]	426
Total		5,426
[Five thousand four hundred and twenty six only]		

Make all cheques payable to Shyam S & Co

Bank Transfer Details:

Account Name	SHYAM S & CO
Account Number	000205024967
Bank and Branch	ICICI, M.G road Branch
Account Type	Current
IFS Code:	ICIC0000002
PAN:	CDKPS6167B

Sd/-

[Authorized Signatory]

Shyam. S