Dear Arvindji,

Good morning. Regarding submission of utilization certificate I don’t know in which form you need it. If the certificate from Chartered Accountant is required please inform us we will submit it very soon. If the account is required I am submitting the details of expenditure with the amount we have received upto now.

We have received a sum of Rs. 4, 16, 576/- as the Grant from Asha Stanford on dated 19-11-2012. Out of that we have utilized that money as per the following heads:

1. Training to teachers for 10 days Rs. 06,000
2. Orientation to parents for 4 days Rs. 24,000
3. Honorarium for teachers & Project Coordinator Rs. 1,50,000
4. Lunch Rs. 1,71,840
5. Transportation charge  Rs. 40,500
6. Raw materials for vocational training Rs. 45,000
7. Teaching learning materials for student Rs. 09,000
8. Educational Assets for Education & Vocational Center Rs. 07,500
9. Health Awareness Camps Rs. 20,000
10. Medicine Cost Rs. 12,000
11. Educational Kits Rs. 04,500
12. School Bags Rs. 04,500
13. Dress Materials Rs. 24,000
14. Raw materials for vocational training Rs. 45,000
15. Excursion Trip Rs. 17,000
16. Office Establishment Rs. 07,000
17. Stationary Rs. 05,000

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 Grand Total Rs. **5, 92,840**

Upto now we have received Rs. 4, 16,576/-

Upto now we have utilized Rs. 5, 92,840/-

**Hence we have to repay the loan amount Rs. 1, 76,264/-**

Apart from this above amount we have to spend a sum of Rs. 4,500/- towards fuel, Rs. 1,000/- towards stationary expense, Rs. 35,000/- towards Aids & Appliances, Rs. 19,500/- towards lunch, Rs. 2,10,000/- towards 7 months’ salary of the staff and Rs. 10,000/- towards audit fees in the month of July which is amounted to Rs. 2,80,000/-.

Like this the loan amount of association account Rs. 1, 76,264/- and the other expenses Rs. 2, 80,000/- = **Rs. 4, 56,264/- is the minimum expenses for this year project**. Sir in our previous letter we have wrongly mentioned the loan amount as Rs. 1,32,264/- which is actually Rs. 1,76,264/-.

Regarding your second question we have changed any part of the original budget only the lunch part is utilizing as per the actual needs.

Sir, at any time you can talk with me. Please give me a ring whenever you fill free for talking.

I hope you got all your points as per your requirements. Again I beg pardon for my wrong information which I have mentioned in my previous letter as loan of Rs. 1,32,264/- instead of Rs. 1,76,264/-.

This is for your kind information.

With warm regards

Yours faithfully

K. ANANDA

General Secretary

Ganjam District Orthopaedically Handicapped Welfare Association, Chatrapur.