



Annual
Report

2010-11



Message from the Founder



Sangeeta Banginwar

Sroat is my dream to serve various NGOs and contribute towards building good governance in the development sector.

Many years I worked as a volunteer with various NGOs. For any organization to be scalable and sustainable having processes in place is very important. I always found a gap in this area among these organizations. Reasons for these gaps are not just the reluctance or ignorance by organization but mainly it's a lack of professional practices and knowledge how to implement it. I also noticed the openness at most of NGOs to accept inputs from external sources but the cost by professional agencies is not affordable and when it comes to voluntary contribution there is a big question mark on sustained efforts. I decided to start the organization where NGOs will get affordable solutions to their pain areas as well as focus on the capacity building so that there is effective implementation of solutions provided.

Vision

Our vision is to be the *social change-agent* that helps social organizations working at grass-roots, adopt professional best-practices.

Mission

Our mission is to empower social organizations working at grass-roots to realize their full potential.

About Us

SROAT is a synergist, working with the Non-Government Organizations, to bring in a positive, sustainable change for the organizations.

SROAT is conceived from an idea to create a team of mentors & volunteers who are willing to work with the NGO team exclusively on the support functions. We shall help create & implement a plan to ensure a sustained increase in efficiency & effectiveness of the support functions through various initiatives like staff-training, defining / reviewing / modifying processes & policies, creating suitable media for the NGO to reach-out to the outside world, like presentations, web-sites, newsletters, etc.

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Activities

For NGOs

- Design Fund-raising strategies
- Design Promotional Material
- Design and conduct Training
- Office Administration processes
- Finance Management practices
- Human Resources

For Corporate

- Developing end-to-end CSR
- Guidance in mapping NGOs
- Interfacing & liaison with NGOs
- Monitoring Agency for CSRs
- Helping create proposals

Enlisting - Sroat has come up with an idea of enlisting NGOs at Sroat. Enlisted NGOs will get the soft benefits as "Presence on Sroat website, Referral to corporate houses, concession in trainings conducted by Sroat, Networking opportunity" etc. This idea is designed for reaching out to many more NGOs who are working at the grassroots level.

Projects

The ultimate aim of Sroat is to empower the NGOs working for a cause by providing them all possible support and guidance. We believe in training them initially by hand holding and later on leaving them on their own once they are independent. The different kinds of supports that we provide are –

- ❖ **Task based**
- ❖ **Organization Development**
- ❖ **Consulting**

Task Based projects are projects where we complete a specific task for the organization based on its requirement. In 2010-11 Sroat helped following NGOs in specific area.

- **Dnyanadevi** - Website development (Launch Date: 16th May 2010)
- **Snehdeep Jankalyan Foundation** – Proposal writing for all programs, helping audits, staff trainings
- **Vanasthali** – Proposal writing for the mobile library project
- **Bapu trust** – RaR for organization and project staff involved in the community mental health project
- **Dada Jagtap Pratishthan** – Basic HR documents as organization chart, HR policies, PR activities like organization presentation, accreditations.

Organization Development (OD) is the process of improving organizations. The process is carefully planned and implemented to benefit the organization, its employees and its stakeholders. In 2010-11 Sroat worked with 3 NGOs on OD assignments

SOFOSH-"Society of friends of the Sassoon hospitals"-- (Start Date: 2nd June 2010)

- Standard proposals writing for every program
- Fund raising activities
- Training SOFOSH staff for effective report writing
- Applying for accreditations at various forums
- Designing newsletter
- IT support
- Annual report writing

Navkshitij – (Start Date: 3rd Aug 2010)

- Fund raising activities
 - Designing Fund Raising strategies
 - Identifying potential funding resources as Corporate/individuals
 - Writing proposals
- Training the resource at the organization in the areas like
 - Effective Communication
 - Computer Usage
 - Report writing
- Setting up communication medium with IT companies and individuals
 - For product sales
 - Various types of donations
 - Volunteers
- Applying for Accreditations on various forums

Bhagini Nivedita Pratishthan – (Start Date: 5th Dec 2010)

- Assessment of organization
 - Study of existing processes and structure
 - Understanding organization's culture and vision, mission
- Defining new strategies, setting goals and revising objectives and vision/mission
- Realistic budgets and improved documentation e.g. proposals
Revamping HR and finance policies

Consulting is helping organizations improve their performance primarily through the analysis of existing problems and development of plans for improvement. We are providing consulting services to:

- Bapu Trust – Partnership Formulation with SJF (Launch Date: 22nd Jan 2011)
- Volunteer orientation program at Bhagini Nivedita Pratishthan

Training is a need at NGOs in various areas like “Effective Documentation”, “HR”, “Using IT effectively”, “Finance”, “Proposal and report writing” etc and hence we have developed various trainings like “Effective Documentation”, “HR”, “Connect-IT” and so on.

In Feb 2011 we have conducted training on “Effective Documentation” and more than 15 NGOs were benefited by this training.



Experience sharing by the intern

Sroat is a preferred organization for academic internships for students of many reputed colleges. Uday Nanakar from IRMA was at Sroat for his internship (MTS) project. He was with Sroat for 8 weeks in the month of October and November 2010. Uday is currently working with BAIF and is posted in Pune. Below is his experience with Sroat.

“I came to know about SROAT for the first time when my father showed me an article published in सकाळ about conception of SROAT. I was happy to know about this initiative because I was also feeling the need of such initiative and because I knew संगिता ताई since last many years. I decided to know more about SROAT and see if I could contribute in some way. At that time, I was a student at IRMA (Institute of Rural Management, Anand) doing PGDRM (Post Graduate Diploma in Rural Management). As a part of this course, we need to undergo three traineeships out of which one is Management Traineeship Segment (MTS) wherein we are supposed to appreciate the applications of the subjects we have learned through a project. Here I had a choice to choose an organization where I wish to do my MTS from a wide range of organizations and their projects and I decided to undergo my MTS at SROAT. After discussing with संगिता ताई we decided my project as “Development of tools and techniques for Organizational Development” and got the approval from IRMA. The idea behind this project was in tune with the broad objectives of SROAT of building sustainable and scalable model at NGOs by improving functions like HR, PR (Fund raising), Finance and using IT effectively along with staff empowerment.



Uday Nanakar

It was an interesting topic and enabled me to learn many new things and develop better understanding about many of the previously known things. Working at SROAT was fun and an enriching experience for me and helped me in many ways, I enjoyed it, and I particularly enjoyed the long talks I had with संगिता ताई about many topics. The outcome of the project was appreciated at my college (I got good grade 😊) and I hope that my work at SROAT was and will be useful for SROAT and other associated organizations. After completion of my course, I am working with BAIF Development Research Foundation in Pune. I am still associated with SROAT through various ways and I hope this association will continue...”

Events

Celebration of joy of giving week at Sroat

This year, India's largest philanthropic campaign 'Joy of Giving' was held from 26th September to 2nd October 2010 in Pune



People Enjoying "Joy of giving"

Connecting NGOs with corporate houses

Sroat organized putting stalls for Poveda, navkshitij, Bhagini Nivedita, Pune Blind School, Snehadeep, RSQ, Maher, Bapu Trust, Balkalyan Sanstha, and Hope at IT companies like 3 DPLM, Symantec, Bitwise, KPIT and Geometric Ltd



People visiting stalls by NGOs

Orientation for Effective Volunteer Program

Bhagini Nivedita Pratishthan arranged session for their volunteers during Joy of giving week on 2nd October 2010



Sangeeta Conducting a Volunteer Orientation Program at BNP

SROAT IN WE-MEET

“SHAKTI” a national movement for women and College of Engineering organized professional women conference WE-MEET from 24th Sep through 26th Sep 2010



Sangeeta Speaking at WE-MEET

Financial Reports

Balance Sheet as at 31st March, 2011

FUNDS AND LIABILITIES	Rupees	Rupees	PROPERTY AND ASSETS	Rupees	Rupees
Trust Fund or Corpus :			Immovable Properties (at cost) :		
Balance as per last Balance Sheet			Investments :		
Add: Additions	1,000.00	1,000.00	FD with Banks		
			Moveable Properties : Computer		
			Balance as per Last Balance sheet		
			Add : Additions during the year	5000	
			Less : Disposals during the year		
			Less : Depreciation during the year	1500	3,500.00
			Furniture & Fixtures :		
Other Earmarked Funds :			Balance as per Last Balance sheet		
Depreciation Fund			Add : Additions during the year	2000.00	
Sinking Fund			Less : Disposals during the year		
Reserve Fund			Less : Depreciation during the year	100.00	1,900.00
Liabilities :			Advances :		
For Audit Fees			To Trustees		
For Provision			To Employees		
For Rent and other deposits			To Contractors		
For Sundry credit balances			To Lawyers		
Income and Expenditure Account :			Income Outstanding :		
Balance as per last Balance Sheet	0.00		Rent		
Less : Appropriation, if any			Interest		
Add/(Less) : Surplus/(Deficit) as per			Other Income		
Income and Expenditure Account	18,340.00	18,340.00	Cash & Bank Balances :		
			(a) In savings account with Bank		12,940.00
			(b) With the Trustees		
			(c) With the Manager		
			Cash In Hand		1,000.00
		19,340.00			19,340.00

Income and Expenditure Account for the year ended 31st March, 2011

EXPENDITURE	Rupees	Rupees	INCOME	Rupees	Rupees
To <u>Expenditure in respect of properties</u> Rates, Taxes, Cesses Depreciation (by way of provision or adjustment) Other expenses			By Contribution from members By Interest (accrued / realized) By Dividend By Donations in cash or kind By Grants		9,945.00
To <u>Establishment Expenses</u> IT Expenses Printing & Stationery Telephone & Broadband Remuneration (in the case of a math) to the head of the math including his household expenditure, if any.		10,605.00 298.00 6,236.00	By Income from other sources		108,500.00
To Legal & Professional Expenses To Audit Fees To Contribution and Fees To Miscellaneous Expenses					
To Depreciation		1,600.00			
To Amounts transferred to Reserve or Specific Funds Trust Fund/Corpus					
To <u>Expenditure on objects of the Trust</u> a) Remuneration to trustees b) Training c) Salaries d) Travelling e) Conveyance Surplus transferred to Balance		45,500.00 3,131.00 24,000.00 3,935.00 4,800.00			
To Sheet		18,340.00			
Total		118,445.00	Total		118,445.00

REPORT OF AN AUDITOR RELATING TO ACCOUNTS AUDITED UNDER SUB OF SECTION 2 SECTION 33 AND 34 AND RULE 19 OF THE BOMBAY PUBLIC TRUSTS ACT.

a)	Whether accounts are maintained regularly and in accordance with the provisions of the Act and the rules;	Yes
b)	Whether receipts and disbursements are properly and correctly shown in the accounts;	Yes
c)	Whether the cash balance and the vouchers in the custody of the manager or trustee on the date of audit were in agreement with the accounts;	Yes
d)	Whether all books, deeds, accounts, vouchers or other documents or records required by the auditor were produced before him;	Yes
e)	Whether a register of movable and immovable properties is properly maintained, the changes therein are communicated from time to time to the regional office and the defects and inaccuracies mentioned in the audit report have been duly complied with;	Yes
f)	Whether the manager or trustee or any other person required by the auditor to appear before him did so and furnished the necessary information required by him;	Yes
g)	Whether any property or funds of the Trust were applied for any object or purpose other than the object or purpose of the Trust;	No
h)	The amount of outstanding for more than one year and the amounts written off, if any;	NIL
i)	Whether tenders were invited for repairs or construction involving expenditure exceeding Rs.5,000/-;	NA
j)	Whether any money of the public trust has been invested contrary to the provisions of section 35;	No
k)	Alienation, if any of the immovable property contrary to the provisions of section 36 which have come to the notice of the auditor;	NA
l)	All cases of irregular, illegal or improper expenditure or failure or omission to recover monies or other properties belonging to the public trust or of loss or waste of money or other property thereof and whether such expenditure, failure, omission, loss or waste was caused in consequence of breach of trust or misapplication or any other misconduct on the part of the trustees or any other person while in the management of the trust;	NA
m)	Whether the budget has been filed in the form provided by rule 16A;	No
n)	Whether the maximum and minimum number of the trustees is maintained;	Yes
o)	Whether the meetings are held regularly as provided in such instrument;	Yes
p)	Whether the minutes book of the proceedings of the meeting is maintained;	Yes
q)	Whether any of the trustees has any interest in the investment of the trust;	No
r)	Whether any of the trustee is a debtor or creditor of the trust;	No
s)	Whether the irregularities pointed out by the auditors in the accounts of the previous year have been duly complied with by the trustees during the period of audit;	NA
t)	Any special matter which the auditor may think fit or necessary to bring to the notice of the Deputy or Assistant Charity Commissioner;	Nil

THE BOMBAY PUBLIC TRUST ACT, 1950

Schedule IX C [Vide Rule 32]

	Rupees	Rupees
I] Income as shown in the Income and Expenditure Account (Schedule IX)		18,340.00
II] Items of not chargeable to contribution under section 58 or Rule 32 :		NIL
1) Donations received from other public trusts and dharmadas		NIL
2) Grants by Government and Local Authorities Interest on Sinking or		NIL
3) Depreciation Fund		NIL
4) Amounts spent for the purpose of secular education		NIL
5) Amount spent for the purpose of medical relief		NIL
6) Amount spent for the purpose of veterinary treatment of animals		NIL
7) Expenditure incurred from the donations for relief of distress caused by scarcity, draught, flood, fire or other natural calamity		NIL
8) Deductions out of income from lands used for agricultural purposes		
a) Land Revenue and Local Fund Cess		
b) Rent payable to superior landlord		
c) Cost of production, if lands are cultivated by trust		NIL
9) Deductions out of income from land used for non-agricultural purposes		
a) Assessment, Cesses and other Government or Municipal taxes		
b) Ground rent payable to the superior landlord		
c) Insurance premium		
d) Repairs at 10 per cent of gross rent of building		
e) Cost of collection at 4 per cent of gross rent of buildings let out		NIL
10) Cost of collection of income or receipts from securities, stocks, etc. at 1 per cent of such income		NIL
11) Deductions on account of repairs in respect of buildings not rented and yielding no income, at 10 per cent of the estimated gross annual rent		NIL
Gross Annual Income chargeable to contribution Rs.		18,340.00

Team Members



Gargi Sharma

Education: Diploma from National Institute of Design Ahmedabad (1990)

Work Ex : 20 Yrs in Creative Design, marketing and communication. Founder of “Changing Sky” and Cofounder of “Elephant Design Pvt Ltd”



Kaustubh Godbole

Education: BE (Mech), MS (Mech) (Auburn univ.)

Work Ex: Total work experience of almost 10 Yrs, 2 Yrs as Research Asst. and 8 Yrs Software Development.



Sandeep Kulkarni

Education: BE (Mech.), M.Tech (Comp.) (IIT Kanpur), PGDBM (IIM Kolkata)

Work Ex: over 20 years in the IT industry, currently heads ‘Miracles’ (an organization focusing on management training and consultancy)



Manish Sathaye

Education: B. Com, PGDBM (1996)

Work Ex: 16 Yrs of work Experience in IT infrastructure (Hardware, Networking), Consulting in Software Development and Implementation.



Mrudula Prabhudesai

Education: B.com, PGPBA, MPM

Work Ex: Over 8 years in HR and Admin. Worked on different aspects of HR in IT sector. Successfully handled entire gamut of HR and admin and came up with various HR initiatives.