

KOSHIKA FOUNDATION**MINUTES OF THE MEETING OF TRUSTEES****HELD via VIDEO CONFERENCING****On 12th JUNE, 2022**

Present:	Sunil Tandon, Chairman	
	Somesh Sehgal, Trustee	
	Vipin Raheja, Trustee	
	Tarun Seth, Trustee	
	Ravindra Kumar Gupta, Trustee	
	Anil Sachdev, Trustee	
Apologies:	Harish Agarwal, Trustee	

2022-23/01 CHAIRMAN

It was unanimously resolved that Shri Sunil Tandon be and is hereby appointed Chairman of the Board of Trustees, for this Meeting.

2022-23/02 MINUTES OF LAST MEETING

Minutes of the Last Meeting held on 13th March, 2022 were circulated earlier. These Minutes were noted and taken on record.

2022-23/03 APPROVING AND SIGNING OF ANNUAL ACCOUNTS

The annual accounts for the year ended March 31, 2022 were tabled and discussed. After discussion, the unaudited accounts of the Foundation were approved by the Board. The Trustees were also informed that the Accounts had been reviewed by the CA - Mr Rakesh Agarwal of Singh K.V. Gupta & Co. After vetting these Accounts, the CA has advised that there is no adverse observation, and that they will be issuing a clean Audit Report, without any qualification. Accordingly, the following resolution was passed:

"RESOLVED UNANIMOUSLY THAT the Balance Sheet as on March 31, 2022 and the Income and Expenditure Account for the year ended on that date together with Schedules & Notes to the Annual Accounts, and Auditor's report thereon, be and are hereby approved.

RESOLVED FURTHER THAT Sh. Sunil Tandon – Managing Trustee and Sh. Somesh Sehgal, Trustee are authorised to sign the Balance Sheet and Income and Expenditure Account, together with Schedules and Notes to the Annual Accounts, for and on behalf of the Foundation for FY 2021-22, under due authority of the Board.

2022-23/04 TRUST ACTIVITIES

The unaudited numbers pertaining to work done in April, 2021 to January/February, 2022, are:

Head	April'22 to May'22
Total Child Heart Surgeries/Procedures	7
Total Cataract surgeries	431
Total Major eye surgeries	1
Total people served in Vision Centres	620

2022-23/05 AUGMENTING DONATIONS

The pace of receipt of donations in the period April'22 to 11th June, 2022 has been very slow. Need to augment donations was discussed. All trustees felt that Koshika was maintaining a very high level of accountability to its donors and all work was conducted with utmost sincerity and integrity – features which should help us attract more donors. It was decided to identify and pursue prospective CSR donors; there was unanimity amongst all Trustees to contribute efforts



in this direction. Sh. Somesh Sehgal was requested and he agreed to co-ordinate these efforts. It was also proposed to create a video for introducing Koshika, and highlighting its background/work/impact and its unique assurances for transparency and credibility. This will be co-ordinated by Sh. Tarun Seth and Sh. Sunil Tandon.

2022-23/06 DEVELOPING A NEW WEBSITE

The existing website of Koshika was designed in separate modules that were added progressively over the past 8 years. The admin/backend sections of the website are in 2 parts, making it difficult to upload data. Development by different developers over last many years has rendered the inter-relation of different modules, a difficult task. Functionality suffers. The experience of donors who visit the website, is not very smooth, and often complaints are received. To set right these problems and given the importance of website in showcasing data and offering ease of use to donors, it is proposed to develop a new website. The matter was discussed and all trustees agreed to go ahead with exploring this. After discussions with prospective developers, their estimates for the work will be shared with all Trustees, for going ahead with the development of a new website. This will be co-ordinated by Sh. Tarun Seth and Sh. Sunil Tandon.

2022-23/07 NEW LAPTOP

It was brought to the notice of all, that the entire work pertaining to data analysis, management, storage and uploading on the website was being done with the help of an old laptop which was being used previously at the Chhaprauli Vision Centre. Unfortunately, the battery of this laptop is not working now and replacement is expensive and unreliable. Also the track-pad of the old laptop is not working. In view of this, it is proposed to get a new laptop. It was agreed to by all and Sh. Tarun Seth was requested to help with this.

2022-23/08 FILING OF FORM 10BD

The Government has mandated a new requirement for filing details in Form 10BD (containing donors' names, addresses, PAN etc - for all donations received, irrespective of amount). This is to be filed with the Income Tax Deptt. Each year by 31st May. Based on this filing, receipts for individual donors can then be downloaded from the Income Tax website, and sent to each donor; these receipts will form the basis for the donors availing the 80G Income Tax benefit. Koshika has filed Form 10BD before 31st May, 2022, receipts were downloaded and sent to all donors.

2022-23/09 CONTRIBUTIONS BY TRUSTEES FOR ADMIN EXPENSES

The matter was discussed. It was decided that Trustees will contribute Rs 3000 or more, per month, towards meeting the admin expenses, including the cost of development of new website etc.

2022-23/10 TRUST LEGAL MATTERS

All compliances were completed in time.

2022-23/11 DATE OF NEXT MEETING

It was decided that the next meeting will be scheduled after issuance of due notice.

VOTE OF THANKS

There being no other business, the meeting terminated with a vote of thanks to the Chair.

PLACE: New Delhi
DATE: 12th JUNE, 2022


CHAIRMAN