

Annual REPORT

(2018 - 19)

LIFE TREE FOUNDATION

School Site, Opposite Community Centre, Block C-2, Palam Vihar, Gurgaon 122017, Haryana, India www.lifetreefoundation.org

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From the Founder & Managing Trustee

Dear Friends,

Year 1, Report 1, Note 1 – Wooh! What a memorable and precious moment! Writing this note itself is a milestone!

Life Tree Foundation got registered as an educational and charitable Trust on 5th September 2018 with an aim to contribute towards the social sector development of our great country by the primary medium of education, backed by other social initiatives. It is a small step, and our contribution might be small, but we believe it will make an lasting impact on the lives of people we serve!

After registration, until the end of the financial year, much of our time was spent in the set-up and planning and rolling out our first program in the education sector. Kudos to our founding team that we were able to execute what we envisioned and are all set to launch into the first full financial year ahead – 2019-20!

The contribution of our first Trustees, staff and volunteers will remain ever so precious in the history pages of Life Tree Foundation. I want to take this moment to not only welcome them formally, but also congratulate and appreciate them for their enthusiasm, commitment, and skillset that they bring on board!

Here's to a wonderful year ahead, even as we reflect on the year that went by!

Enjoy going through this short annual report for 2018–19.

In the service of the underprivileged people of India.

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Christopher Joseph (Joy)Founder & Managing Trustee



VISION

A just and poverty-free India!



To nurture, educate and empower the underprivileged, oppressed and marginalized people of India by providing them the environment and resources that propel their allround development and growth, for their total well-being, resulting in nation building.

2022 GOALS

- ✓ NIOS Accreditation for The Schoolbag Project
- ✓ NIOS Study Centre for working class youth
- √ Youth Development Centre





2025 GOALS

- ✓ Start 50 Basic Literacy Centres (BLCs) and 10
 Adult Literacy Centres (ALCs)
- √ Community Health Clinic and Diagnostic Centre

THE TEAM



Christopher Joseph (Joy) Founder & Managing Trustee



Dr. Sapna JosephTrustee



Prashant Kuttickal Trustee



Deepa George Trustee



Reena Kuttickal School Head



Rebecca Jamir Asst Project Coordinator



Abhishek Masih
Executive Administration



Shreya Kuttickal
Communications &
Co-Curriculum Activities



Snehlata Gupta Teacher - Class I



Charllote Silas Teacher - UKG



Shalini Tyagi Teacher - LKG



ShinmilaTeacher - Nursery



Mary Das Activity



Nirmala Devi Child Care Staff



Amit Kumar Pandey Security Guard



ORGANIZATION PROFILE



Founded by Christopher Joseph (Joy Gill) in September 2018, Life Tree Foundation was born out of a deep desire to serve the underprivileged people of India. The prevailing poverty and injustice move us from within to radically respond to the needs of the poor, the forgotten and the marginalized people of India. In other words, simply put, Life Tree Foundation is 'Love in Action!'

Under THE SCHOOLBAG PROJECT, LTF runs a high-quality, English medium school for children from the underprivileged and lower income group community in the city of Gurgaon, National Capital Region of Delhi, India.

Life Tree Foundation also plans to provide National Institute of Open Schooling (NIOS) coaching to working class youth from lower income group (like pantry boys, security guards, housekeeping staff, etc) so that they can pass grades 10 and 12 and move towards better careers.

Over time, Life Tree Foundation would also like to start other educational institutions, such as high-quality schools across various towns in North India as well as well-equipped and adequately-staffed Basic Literacy Centers (BLCs) and Adult Literacy Centers (ALCs) in various communities and villages.

We would also like to impart training in basic computer skills, spoken English, personality development, career counseling, music, and dance classes for the grooming and all-round development of underprivileged youth build their confidence and help them establish themselves in relevant career options.

LTF also plans to initiate activities in the distribution of necessary items such as clothes, food, shoes, stationery, blankets, bags etc.

OBJECTIVES



- 1. To open schools in Gurgaon for the underprivileged children that provides highquality education in a Christian environment.
- 2. To start other educational institutions, such as high-quality schools across various towns in North India as well as well-equipped and adequately staffed basic literacy centres and adult literacy centres in villages.
- 3. Locate unschooled children and enrolling them in school.
- 4. Open Coaching centres for students/working youth from economically weak backgrounds to pass grades 10 and 12 through National Institute of Open Schooling (NIOS).
- 5. To grant scholarships, stipends or subsidy to needy students for higher (post-secondary) education.
- 6. Tuition centres for children who need extra help in their studies.
- 7. Basic literacy centres for children aged 6 to 13. Children (who would otherwise remain illiterate) will be taught reading, writing and basic mathematics along with other basic life skills such as health, hygiene, and awareness about how to stay safe from traffickers.
- 8. Adult literacy centres for those above 14 years. People who have remained illiterate will be taught reading, writing and basic mathematics, along with other basic life skills such as health and hygiene.
- 9. Vocational training / skill development centres. Once the adults are given basic literacy, they will also be provided support to enrol in vocational courses in order to improve their career prospects. For this, we plan to tie up and be a part of the Indian Government's policy on Skills Mission for building skill capability.

CARE FOR CHILDREN

- 1. A day-care centre for children from families where both parents are working. Several young mothers need to work to make ends meet, but are unable to do so because of the unavailability of affordable and secure day-care for their children. We would like to start a day-care to meet this need.
- 2. Health and nutrition programs for children. Our city has several pockets of slum communities spread all over the city, where the children are deprived of basic health and nutrition needs. Our field workers will go into these localities and ensure that no child is deprived of these basic needs.





CARE FOR YOUTHS

- 1. Spoken English classes.
- 2. Computer education centre.
- 3. Career counselling.
- 4. Music classes.
- 5. Dance classes.
- 6. Personality development.
- 7. Counselling centre.

Care for the aged and dying 1. An old-age home which will render services for people from all over India, regardless of caste, colour or creed 2. Caring for those in the last days of life, especially those suffering from terminal illnesses and are beyond treatment, seeking to give all such people the dignity, compassion, care, and love that they deserve. Care for the hungry Programs for feeding the hungry. Care for women 1. Health and hygiene awareness camps and other events for women. 2. Tailoring classes. 3. Beauty culture classes. 4. Care for widows - providing basic food needs, finding

in emergencies.

employment for them, giving general financial assistance





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SING & DEDICATION



The facts mentioned above were observed by the Founder and his team as a reality even in a city like Gurgaon, which hosts 70% of the total annual economic investments in Haryana state! The contrast between the rich and the poor is evident with hundreds of slums found right behind the many high-rises the city boasts of!

, Palam Vihar, Gurg



Before the formation of the Trust, the founders had been working informally with children for over 8 years, during which many of their attempts (and humble accomplishments) at education of underprivileged children and other social initiatives inspired them to start a formal structure so that many more children can be benefitted across the city and the nation!

Hence, the facts available for all to see and the personal experiences of the founding team became the inspiration behind the genesis of Life Tree Foundation.

Inception

Moved the above facts and the need to do more in the development of India, Life Tree Foundation was founded by Christopher Joseph (Joy Gill) as an educational and charitable Trust on 5th September 2018. The founding Trustees view it as a calling to respond to & address the needs of the poor, the forgotten, the marginalized and underprivileged people of India.



EDUCATION:The Schoolbag Project



After registration, the organization immediately initiated immense thinktank dialogues and active research and community engagement to plan the structure and commence the functioning of its first project, 'The Schoolbag Project' also known as 'The LTF School Project'. This project solely focuses on experiential learning of basic education to excel amongst the school goer age groups specifically for the underprivileged children in Gurugram, with a vision to multiply its multi-site project initiatives over the years.

Development & Strategy Team

The Chief Dreamers i.e., the Founders met individuals across various networks who weigh their expertise in various diverse avenues, especially from the fields of education and social work. The founder and his team conducted active-research survey analysis, which led to the aligning of the proposal for the 'The Schoolbag Project' and further curated a volunteer team for development & strategy team to recognize the realistic initiatives towards building this project.

Identifying School Building

We hired a school premises on lease w.e.f. 15th Jan 2019 at a monthly rent of INR 50,000 + 18% GST. The building premises

was undertaken at a lease of 11 months, which will be renewed annually every 11 months with mutual understanding. The premises have 4 classrooms, with an open hall at the entrance, along with ample ground area for children to play and have several other educational as well as recreational activities. The respective rented property is a government-approved School Site









Infrastructural Development

In regards with the infrastructural remodeling of the LTF School building, there were couple of initiatives undertaken to improve the infrastructural cohesiveness for better functioning.

Installation of Electricity meter connection An 8KVA electricity meter connection was applied with DHBVN Board, which was successfully installed.

Cleaning & Sanitation

The playground which is an open area surrounding the LTF School building needed a lot of cleaning work along with leveling the ground which was ensured to get the place ready to be used by children as playground area for Children's open area activity. An installation of additional water-tank was ensured to avoid shortage of storage water at the LTF School.

Office-room partition & recreation

The LTF School building required more work to enable its full functioning as operational. Office partitions as well as partition for additional classroom were pending. All the internal walls of the classroom and corridor have been colorfully decorated to ensure its ambience is invitational for the children.



Safety & Security Enhancements

The boundary wall height was raised along with installing a separate gate for individual entry & exit for children to ensure safety of children during the school hours. This was ensured to undertake the minimum measures for the safety and security of the children.



Premises repairs & enhancements

The repairs for the boundary wall as well as the main gate were fixed along with completing the interior work on the main walls. All the classrooms were re-painted with different colors; the outside walls of the LTF School were painted with different colors and together this gave a complete facelift to the school site. At the entrance of the LTF School, a huge hall existed. We created two rooms out of the hall. One of the rooms became the Activity Room for the children and other partition was dedicated as the office space.



Ground Work

Resource Material Handbooks

The Founder & Managing Trustee, Mr. Christopher Joseph conducted his detailed analysis on the rules and regulations of the National Institute of Open Schooling (NIOS), to which the LTF School has obtained its accreditation. An academic manual of NIOS and an administrative handbook were printed as according to the guidelines of NIOS pattern of education, its rules and regulation.

Mission 100

The Executive Team kept a baseline target of Mission 100, which primarily focuses to ensure 100 underprivilege children to be enrolled onto the admission of the school from the surrounding cluster communities.



On-Site Surveys

Mr. Duke Thomas conducted on-site field surveys of the target beneficiary villages and marginalized economical weaker communities to ascertain various education needs of the respective communities, along with understanding their concerns and encouraging parents from low-income groups to ensure sending their children for education at LTF School. In the survey, it was realized that most of the beneficiaries of the LTF School Program are from the migrant laborer's & informal sector individuals belonging from the Indian states of Bengal, Bihar, Orissa, Chhattisgarh, Jharkhand & Uttarakhand.

Record Keeping

Mr. Prashant Kuttickal, one of LTF's active trustees, developed an online platform for seamless and synchronized record-keeping of all student-related information.

Staff Selection

Mr. Duke Thomas was appointed as the Project Coordinator, as he came on board with diverse experience of professional workplace for 20 years. Equally, Mrs. Reena Kuttickal was appointed by the Trustees of the Board for Life Tree Foundation to be Academic Head of the LTF School.

Keeping in accord with the academic rush and with a vision to navigate seamless interaction with parents and provide a smooth admission procedure, the LTF School team felt the requirement to recruit a staff, who would assist in Project Execution. Ms. Rebecca Jamir got onboard as an immediate staff who would deal with parents, admission form processing, data gathering, admission charges collection, parent's contribution collection, follow-ups and other miscellaneous tasks.

The Schoolbag Project team finalized four teaching staff as per its expectations to work full-time and along with one part-time instructor for learner's lab activity for students. All the faculty instructors are NTT certified and/or hold a university degree on Bachelor of Education.

To precursor on above recruitment, Mrs. Snehlata Gupta had initially joined the organization as a volunteer to assist in decoration, educational boards and notice boards for announcements. Based on the evaluation of her performance, she was recruited as a full-time mentor/teacher who holds a university degree on Bachelor of Education and continues to be committed towards her tasks. Equally, Ms. Mary Das, the part-time staff, has been incredibly creative and passionate about her work along with our regular fulltime teachers.





Volunteer Development

Initiatives undertaken by several volunteers resulted for creative ideas towards networking for raising funds as well as pitching the word about the project across various strategic stakeholders.

School Start Up Team:

The Life Tree Foundation formed a School Start-Up Team comprising of the following members along with their responsibilities and duties. Most of the team members are volunteers.

S.No	Name	Designation	Responsibility Areas
1	Christopher Joseph	Founder & Managing Trustee	Overall management
2	Prashant Kuttickal	Trustee & Volunteer	Planning & Oversight
3	Deepa George	Trustee & Volunteer	Communications
4	Dr. Sapna Joseph	Trustee & Volunteer	Child Nutrition
5	Reena Kuttickal	School Head (Staff)	Academics & Discipline
6	Duke Thomas	Project Coordinator (Staff)	Coordination
7	Rebecca Jamir	Asst Mgr - Project Execution (Staff)	Office Management
8	Shweta Masih	Volunteer	Communications
9	Prakhar Siddharth	Volunteer	Data Analysis
10	Sheryl Kuttickal	Volunteer	Child Psychology
11	Shreya Kuttickal	Volunteer	Co-curricular Activities
12	Manovah P	Volunteer	Media

Creative Painting of the School premises:

Volunteers took great interest in ensuring that the ambience of the school looked more appealing, attractive and connecting to the students. A team of womenfolk volunteers took initiatives to paint the inside walls of the corridor with artistic and colorful paintings about the themes of flora and fauna; with the focus to align the academic sections for students more inviting, friendly and child centric.

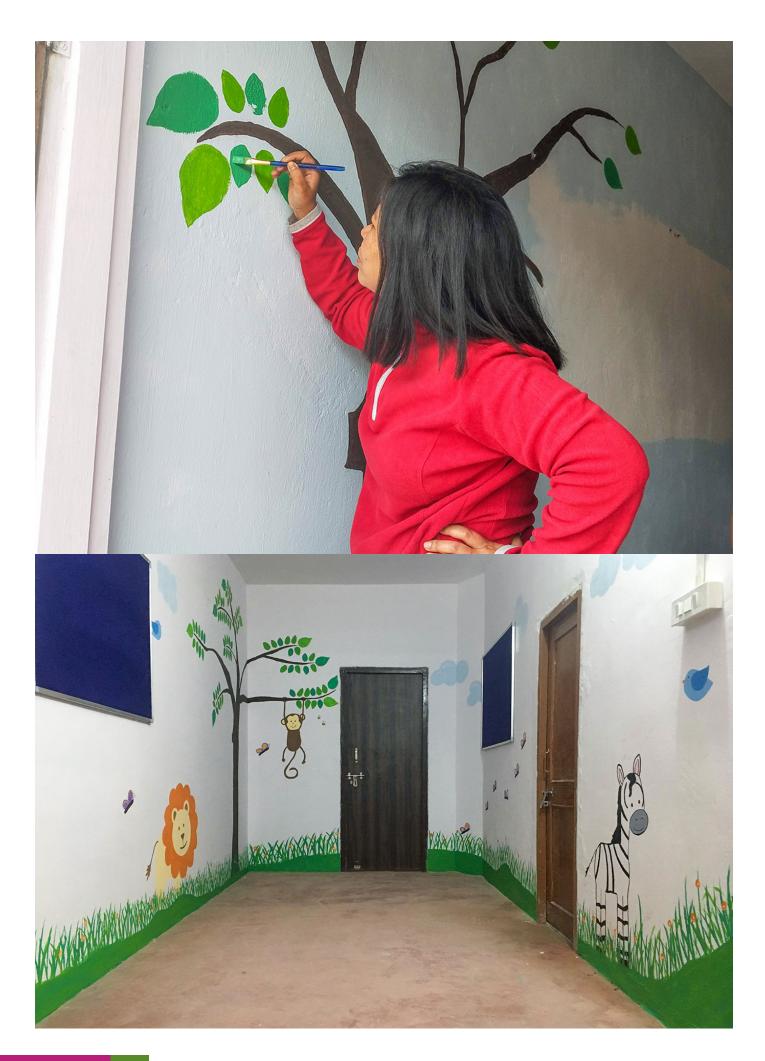
A prime example, Ms. Snehlatha Gupta, was amongst the womenfolk from the neighborhood community, who would spend time and volunteer in decorating educational and notice boards for the LTF school.

Not only the women though, but the men were also equally involved in painting the outside walls of the school. The otherwise white barren walls now looked so much more attractive.









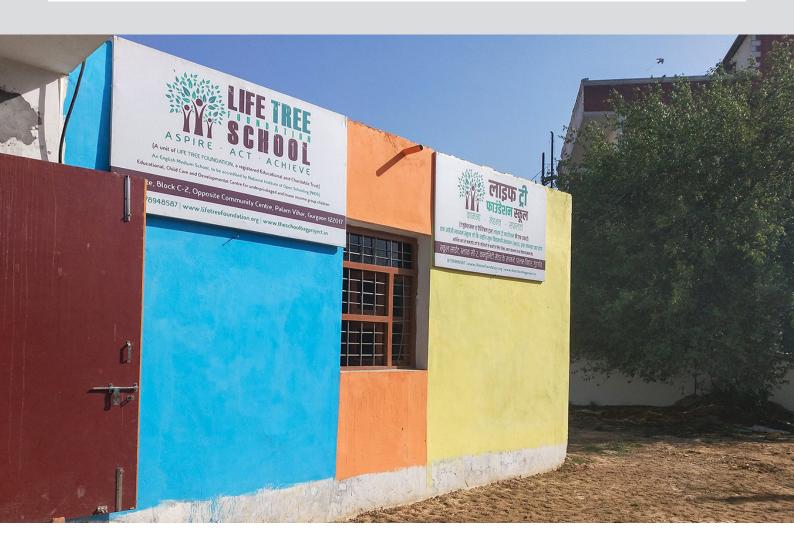
Project Promotion



Initiatives for project promotion were undertaken such as pamphlets, informative website as well as Poster/Sign Boards. Around 10,000 pamphlets about LTF School were distributed around the nearby towns and communities via flyers on the newspapers. Pamphlet distribution was effective in enrolling few admissions, as it projected to be a great tool in spreading the word around the area. A dedicated and fully updated *informative website* for 'The Schoolbag Project' was made live at www.schoolbagproject.in (which has now been merged with the organizational website).

Moreover, two *sign boards* were installed at the front wall of the LTF School building, both in bilingual languages, English & Hindi in order to enable the generic public connect with the project locally.

As Life Tree Foundation, looks forward to creating impact of its presence to the nearby communities, we organized various contact programs and field visits, which proved to be fruitful.



Admissions

The LTF School admissions were initiated from 1st Feb 2019, and 51 students were enrolled in 'The Schoolbag Project' by the end of the financial year. Many more children from Economically Weaker Sections (EWS) were still in the process of getting enrolled in the admission procedure by the end of the year. The able parents deposited their token registration fee along with their monthly contribution as well as children's admission forms.



On later note, it was observed that several admissions were predominantly from the DLF Phase III area, as the families were known to the Founders & Trustees. It was a chain-reaction to the previously gained goodwill and respect in this community over the years prior to the formation of the Trust. This resulted in procuring ample admissions from this zone.







Launch of the LTF School (The School Bag Project)

Our First project, 'The Schoolbag Project' was "formally" launched with a Dedication Ceremony held on the 30th of March. It was a great blessing! A lot of groundwork was done on various fronts. We were so encouraged to see Life Tree Foundation School already buzzing with activity!







Other Project-Centric Accomplishments

A great deal of time was spent in inviting quotations for classroom seating for 100 children across four classrooms.

The School Head, Ms. Reena Kuttickal, met all the families of the students admitted.

Applied for 80G and 12A through the CA firm, Koshi & George.

The Founder & Managing Trustee, Mr. Christopher Joseph, continued his relentless pursuit in raising sponsors and donors.

We even set up a sponsorship table at community gathering at DBF Gurgaon and were able to sign up several sponsors.

We finalized the books and the curriculum. We selected Manoj Publications for Pre- Primary and NCERT & Arya Publications for Class 1 onwards. We placed orders for textbooks (for all classes) and the books arrived on 30th of March.





Office Habitation

The Life Tree Foundation for its office habitation the necessary equipment's meant for day-to-day functioning of 'The Schoolbag Project'.

Furniture

LTF School brought basic office furniture (10 chairs) & two cupboards for document filing and preservation.

Landline & Internet

A landline telephone connection along with WiFi was procured and installed in the office location.

Donations in kind

Some items were donated to LTF, as follows:

- 3 office / computer tables
- 1 ink-jet printer
- Glass round table and 4 chairs
- A pre-used water purifier RO System.
- A laptop (HP), which needed some basic repair.
- A desktop, which needed some basic repair.



Our audited statement of accounts for FY 2018-19

ASSESSMENT YEAR : 2019-20

NAME AND ADDRESS OF THE ASSESSEE : LIFE TREE FOUNDATION

Block C-2, Palam Vihar, Gurugram

STATUS : TRUST

PAN : AABTL7520P DOI : 05/09/2018

STATEMENT SHOWING APPLICATION OF INCOME FOR CHARITABLE PURPOSES

	amounts are in INR	
Gross receipts as per Receipts and Payments A/c	5,22,500	
Amount required to be applied to charitable purpose at 85% of	×	4,44,125
gross receipts	1 *0	4,44,125
Amount actually applied to charitable and religious purposes during the year:		
Expenditure as per Receipts and Payments a/c	4,59,060	
add : Capital item expense	79,015	5,38,075
Current Year Excess in application of income to charitable and religious purpose		-93,950
Tax refundable		NIL

School site, Block C-2, Palam Vihar, Gurugram Balance sheet as on 31 March 2019

(all amounts are in INR)

Liabilities		amount	Assets		amount
Genral fund : add: excess of income	5,001 56,279	61,280	Fixed assets:	Schedule B	71,854
			Loans and advances		1,27,681
Corpus fund		2,74,020	Security deposit		1,00,000
			Closing balances :		
			Cash in hand	11,405	
,			Cash at bank	24,360	35,765
	1.00	3,35,300			3,35,300

in terms of our report of even date attached.

Note: Book of accounts is maintain on cash basis.

& GE

for Koshi & George

Chartered Accountants

Reg.No.003926N

George Koshi

Partner

M.No.082961

New Delhi

29 May 2019

for Life Tree Foundation

Christopher Joseph Managing Trustee

School site, Block C-2, Palam Vihar, Gurugram

Income and Expenditure Accounts for the year ended 31 March 2019

(all amounts are in INR)

Expenditure		amount	Income		amount
The Schoolbag programme expenses Administrative expenses Depreciation	Schedule - A Schedule - A	1,06,974	Admission fees Parents' contribution Voluntary donation : - Child sponsorships	82000	31,500 58,800
Excess of income over expenditure		56,279	- General Fund	350200	4,32,200
*					
	· .	5,22,500	200 (00)		5,22,500

in terms of our report of even date attached.

for Koshi & George

Chartered Accountants

Reg.No.003926N

George Koshi

Partner

M.No.082961

New Delhi 29 May 2019 for Life Tree Foundation

Christopher Joseph Managing Trustee

School site, Block C-2, Palam Vihar, Gurugram Receipts and Payments Account for the year ended 31 March 2019 (all amounts are in INR)

Receipts		amount	Payments		amount
Admission fees		21 500	The Sebesibes was as		
			The Schoolbag programme expenses	Schedule - A	3,52,086
Parents' contribution		58,800	Administrative expenses	Schedule - A	1,06,974
Voluntary donation :					
 Child sponsorships 	82,000		Capital items :		
- General Fund	3,50,200	4,32,200	Aluminium	2,296	
			Boards	3,960	
Corpus fund		2,74,020	Fans	20,160	
Trust fund		5,001	Furniture and fixture	35,600	
			Printers	16,999	79,015
			Advances and loans		1,27,681
			Security deposit	27	1,00,000
			Clasing belonger	2 2	
			Closing balances:		
			Cash in hand	11,405	
			Cash at bank	24,360	35,765
		8,01,521			8,01,521

New Delhi

for Koshi & George

Chartered Accountants

Reg.No.003926N

George Koshi Partner

M.No.082961

New Delhi 29 May 2019 for Life Tree Foundation

Christopher Joseph

School site, Block C-2, Palam Vihar, Gurugram

Schedule of expenses for the year ended 31 March 2019

(all amounts are in INR)

Particulars	Schedule A	amount
The Schoolbag programme expenses :		
- Promotion expenses		20.011
- Function and celebration expenses		20,811
- LPG connection expense		7,100
- Printing and stationery		6,050
- Rent		4,214
- Repair and maintenance		1,47,500
- Salaries expenses	- No. 1	40,442
- Books and stationeries		87,601
- Travelling expenses		35,497
Travelling expenses	}	2,871
		3,52,086
Administrative expenses :		
- Accountancy charges		15,000
- Bank charges		24
- Honorariums		14,500
- Hospitality expense	× .	6,676
 Legal and professional expenses 		10,000
- Postage and courier		110
- Printing and stationery		11,229
- Registration expenses		5,550
- Repair and maintenace	- 1	5,089
- Staff welfare		2,282
- Telephone and internet		6,712
 Travelling and conveyance 		2,570
- Trust website expenses		27,232
		1,06,974
		4,59,060



School site, Block C-2, Palam Vihar, Gurugram Fixed Assets Schedule as on 31 March 2019

(all amounts are in INR)

Schedule 3

		1	,		0011001010
					closing balance
	opening	addition after	Depreciation	Depreciation	as on
Particulars	balance	30 Sept '19	rate	for the year	31 March 2019
Alumunium ladders		2,296	15%	172	2,124
Boards		3,960	15%	297	3,663
Fans		20,160	15%	1,512	18,648
Furniture and fixtures	- g	35,600	10%	1,780	33,820
Printers		16,999	40%	3,400	13,599
Total		79,015		7,161	71,854











School Site, Opposite Community Centre, Block C-2, Palam Vihar, Gurgaon 122017, Haryana, India www.lifetreefoundation.org





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