THE ORCHID SCHOOL

AUDIT REPORT FINANCIAL YEAR 2022-23



PRADNYA NIKETAN EDUCATION SOCIETY'S

THE ORCHID SCHOOL

The Bombay Public Trust Act, 1950 Schedule IX [Vide Rule 17(1)]

INCOME & EXPENDITURE ACCOUNT FOR 01/04/2022 TO 31/03/2023

| EXPENDITURE | Sch. | Amount Rs | INCOME | Sch. | Amount Rs |
|---|------|--------------|---|------|--------------|
| To Expenditure in respect of Proper | ties | | By Rent (Accrued) / (realised) | | |
| Rates, Taxes, Insurance & Cesses | | | | | |
| Repairs and Maintenance | | | By Interest (accrued) | | |
| Salaries | | | On Securities | | |
| Depreciation | | | On Loans | | |
| (by way of Provisionor adjustments) | | | On Bank Deposits & Security Deposits | | 44,367 |
| To Establishment Expenses | 1 | 4,76,380 | By Dividend | | |
| To Remuneration to Trustees | | | By Donations in cash or kind | | |
| To Remuneration (In the case of a math) to the head of the math including his household expenditure, if any | | | By Grants | | |
| To Legal Expenses | | | By Income from other Sources | 4 | 15,67,87,221 |
| To Audit Fees | | | | | |
| To Contribution & Fees | | | | | |
| To Amount written off | | | | | |
| Bad Debts | | | | | |
| Loan Scholarships | | | | | |
| Irrecoverable Rents | | | | | |
| Other Items | | | | | |
| To Depreciations & Amortization | 2 | 23,33,663 | | | |
| To Amounts transferred to Reserve | or | | | | |
| Specific Funds | | | | | |
| To Expenditure on Objects of the Tr | ust | | | | |
| Religious | | | | | |
| Educational | 3 | 14,37,70,215 | | | |
| Medical Relief | | | | | |
| Other Charitable Objects | | | | | |
| To Surplus Transferred to B/S | | 1,02,51,332 | | | |
| | | | | | |
| Total | | 15,68,31,590 | Total | | 15,68,31,590 |

Notes forming part of the Accounts: Attached herewith As per our report of even date FOR: K K BHAGWAT & Co.

Chartered Accountants

FRN:101116W

CA KISHOR K BHAGWAT Proprietor (M. No. 39608)

Date: 0 2 AUG 2023 Place: Pune

UDIN: 23039608BGUTDQ7535

The above Income & Expenditure to the best of our belief contains a trust account of the Expenditure and

Income of the Trust

For PRADNYA NIKETAN EDUCATION SOCIETY

MR. ANKUSH SHESHRAO CHAVAN PRESIDENT

MR. VILAS BALARAM PATIL SECRETARY

Baner

Pune-4



PRADNYA NIKETAN EDUCATION SOCIETY'S

THE ORCHID SCHOOL

The Bombay Public Trust Act, 1950 Schedule VIII [Vide Rule 17(1)] Registration No. F-19257/PUNE Dated: 05.02.2004.

BALANCE SHEET 01/04/2022 TO 31/03/2023

| FUNDS AND LIBILITIES | Sch | Amount Rs | PROPERTY AND ASSEST | Sch | Amount Rs |
|-------------------------------------|-----|--------------|-------------------------------------|-----|--------------|
| TRUST FUNDS OR CORPUS BALANCE | | 0 | PROPERTIES | 9 | |
| | | | IMMOVABLE PROPERTIES | | |
| OTHER EARMARKED FUNDS | | | Opening Balance Last Balances Sheet | | 0 |
| Deprecation Fund | | o | Additions During the year | | 0 |
| Infra Development utilization Funds | ' | О | Deductions During the year | | 0 |
| Reserve Fund | | О | Closing Balance for the year | | 0 |
| Other Earmarked Funds | | o | MOVABLE PROPERTIES | | |
| | | | Opening Balance Last Balances Sheet | | 97,72,689 |
| LOANS | | | Additions During the year | | 38,18,803 |
| From Trustees | | 0 | Deductions During the year | | 23,33,663 |
| From Others | | О | Closing Balance for the year | | 1,12,57,829 |
| | | | | | |
| LIABILITIES | | | INVESTMENTS & DEPOSITS | 10 | 7,51,474 |
| For Expenses and Provisions | 5 | 1,47,03,330 | | | |
| For Advance | 6 | 3,09,76,827 | ADVANCES | 11 | |
| For Rent and Other Deposits | 7 | 19,29,655 | Advances To Trustees | | |
| For Sundry Credit Balance | 8 | 5,99,155 | Advances To Employees | а | 25,518 |
| | | | Advances To Others | | 16,21,465 |
| INCOME AND EXPENDITURE A/C | | | Prepaid Expenses | | |
| Balance as per last Balance sheet | | 19,87,74,612 | | | |
| Add: Surplus as per Income and | | 1,02,51,332 | INCOME OUTSTANDING | 12 | |
| Expenditure Account | | | Fees Receivable | a | 62,42,278 |
| | | | Other Receivable | | 0 |
| | | | | | |
| | | | Branch Division | | |
| | | | Pradnya Niketan Education Society | | 23,27,28,983 |
| | | | | | |
| | | | CASH & BANK BALANCES | 13 | |
| | | | Bank Balance Cash in hand | a | 45,55,970 |
| | | | Casii iii nand | b | 51,389 |
| TOTAL | | 05 70 04 010 | MOC 1.7 | | |
| TOTAL | | 25,72,34,910 | TOTAL | | 25,72,34,910 |

Notes forming part of the Accounts: Schedule No. 10

As per our report of even date FOR: K K BHAGWAT & Co. **Chartered Accountants** FRN:101116W

CA KISHOR K BHAGWAT Proprietor (M. No. 39608)

Date: 0 2 AUG 2023

The above Balance Sheet to the best of our belief contains a true account of the fund & liabilit the property & assets of the Trust. For PRADNYA NIKETAN EDUCATION SOCIETY

MR. ANKUSH SHESHRAO CHAVAN MR. VILAS BALARAM PATIL PRESIDENT

SECRETARY

Baner

Pune-

PRADNYA NIKETAN EDUCATION SOCIETY'S

THE ORCHID SCHOOL

The Bombay Public Trust Act, 1950

RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2022

| Receipts | SCHE | Amount Rs | Payment | | Amount Rs |
|-----------------------------|------|--------------|------------------------------|----|--------------|
| To Opening Balance | 14 | | | | |
| : Bank | a | 3,19,00,404 | By Establishment\Salary Cost | 19 | 5,75,92,656 |
| : Cash | b | 19,588 | By Administrative Expenses | 20 | 5,47,998 |
| To Fees Receipts | 15 | 15,27,82,259 | By TDS & Taxes Paid | 21 | 1,11,10,010 |
| To Advances for Expenditure | 16 | 3,19,529 | By Educational Expenses Paid | 22 | 3,46,85,876 |
| To Other Income Receipts. | 17 | 14,02,100 | By Capital Expenditure | 23 | 36,03,283 |
| To Provision for Receipt | 18 | 96,27,354 | By Provision for Payment | 24 | 11,56,050 |
| | | | By Pradnya Niketan Society | | 8,27,48,000 |
| | | | | | |
| | | | Bank Closing Balance | 25 | |
| | | | Bank | а | 45,55,972 |
| | | | Cash | b | 51,389 |
| | | | | | |
| TOTAL | | 19,60,51,235 | TOTAL | | 19,60,51,235 |

etan Educat

Baner, Pune-45

Notes forming part of the Accounts: Attached herewith

As per our report of even date

FOR: K K BHAGWAT & Co. Chartered Accountants FRN:101116W

CA KISHOR K BHAGWAT Proprietor (M. No. 39608)

Date: 02/08/2023 Place: Pune The above Receipts and Payments to the best of our belief contains a trust account of the Receipts and Payment of the Trust

For PRADNYA NIKETAN EDUCATION SOCIETY

MR. ANKUSH SHESHRAO CHAVAN PRESIDENT

MR. VILAS BALARAM PATIL SECRETARY

SCHEDULE NO: 1 ESTABLISHMENT EXPENSES

| Particular | AMOUNT (RS.) | AMOUNT (RS.) |
|-------------------------------------|--------------|--------------|
| Advertisement and Publicity | 0 | 0 |
| Interest On: | | 0 |
| Term Loan | 0 | |
| Working Capital | 0 | |
| Bank Charges and Commission | 5,172 | 5,172 |
| Audit Fees | 2,27,200 | 2,27,200 |
| Vehicle Expenses Vehicle Insurance | 43,320 | 43,320 |
| Administrative & General Expenses | | 2,00,688 |
| Office Expenses | 15,000 | , , |
| Postage & Telephone Expenses | 1,10,205 | |
| Affiliation & AICTE Processing Fee | 75,483 | |
| TOTAL | 4,76,380 | 4,76,380 |

| CHEDULE NO: 3 EDUCATIONAL EXPENSES | T 43505555 | |
|--|--------------|---|
| Particular | AMOUNT (RS.) | AMOUNT (RS.) |
| Employee Costs | | 6,98,67,057 |
| Staff Salary | 5,83,47,295 | , |
| Employer's Provident Fund Contribution | 27,11,841 | |
| Remuneration to Outsource Staff | 29,24,790 | |
| Employee Welfare Expenses | 33,48,426 | |
| Gratuity Expenses | 25,34,705 | |
| Other then Employee Cost Expenses | | 7,39,03,158 |
| Internet Charges | 7,08,000 | |
| Property Taxes | 20,61,180 | |
| Int. on TDS and EPF | 22,843 | |
| Seminars, Conference & Project Exhibition Exp. | 10,84,156 | |
| Electricity Expenses | 21,58,819 | |
| Laboratory Exp. | 2,90,937 | |
| Newspapers, Periodicals & Jour. | 3,70,679 | |
| Legal and Professional Fees Baner, | 15,17,276 | |
| Printings & Stationery | 5,02,696 | |
| Prior Period Expenses Rent Equivalent Premises | 1,68,646 | |
| resite Equivalent i remises | 4,48,03,250 | |
| Repairs and Maintenance | 36,75,468 | |
| Computer Consumable and Software Expenses | 13,44,736 | |
| Housekeeping Expenses | 40,25,590 | |
| Teaching and Learning | 60,89,092 | |
| Student Development and Activities | 88,410 | |
| Sports and Games | 29,37,563 | |
| Training & Placement Expenses | 12,91,637 | |
| Remuneration to Visiting Faculty | 6,800 | |
| Travelling, Conveyance and Education Tour | 7,55,380 | |
| TOTAL | 14,37,70,215 | 14,37,70,215 |

SCHEDULE NO: 4 INCOME FROM OTHER SOURCES

| Particular | | AMOUNT (RS.) | AMOUNT (RS.) |
|--|------|--------------|---|
| Educational Expenses | | | |
| Admission Fee | | 1,37,37,500 | 15,52,52,930 |
| Term Fee | | 91,70,740 | 10,02,02,00 |
| Tuition Fee | | 12,88,68,360 | |
| Development Fee | | 0 | |
| RTE Fee | | 31,62,930 | |
| Admission form fee | | 3,13,400 | |
| Other Charges Received from Students | | | 9,04,483 |
| Late Fine | | 7,98,000 | , |
| ID Card | | 32,790 | |
| Fine, Breakage, Penalty | | 42,709 | |
| Library Book Bank charges | | 30,984 | |
| Library Membership / E Service Charges | | | |
| Other Income | | | 6,29,808 |
| Sale of Scrap | | 7,024 | -,,000 |
| Other Miscellaneous Receipt | | 6,22,784 | |
| 7 | OTAL | 15,67,87,221 | 15,67,87,221 |

SCHEDULE NO: 5 LIABILITIES FOR EXPENSES AND PROVISIONS

| PARTICULARS | | AMOUNT (RS.) | AMOUNT (RS.) |
|--|-------|--|--------------|
| Salary and Wages Payable Salary & Wages Payable Provident Fund Payable Profession Tax Payable Provision for Gratuity | | 63,876 2,30,836 0 1,30,04,224 | 1,32,98,936 |
| Other Provisions Educational Trips and Excursion Provision for March Expenses Provision for Electricity Bill Scholarship / Prizes payable | | 7,76,261 6,28,133 0 | 14,04,394 |
| | TOTAL | 1,47,03,330 | 1,47,03,330 |

SCHEDULE NO: 6 LIABILITIES FOR ADVANCES

FRN-101116W

| PARTICULARS | | AMOUNT (RS.) | AMOUNT (RS.) |
|--|------|--------------|--------------|
| Fees Received for Next Academic Year TOS: Advance Fees | | , | 3,07,38,877 |
| Advance Fee against New Admission | | 1,55,44,900 | _,,, |
| Its In. Received for Next AY Exist Students | | 1,51,93,977 | |
| NKOCET: Advance Tuition Fees Provision | | 0 | |
| Other Advances | | | 2,37,950 |
| Dassault Systems Project | | 47,500 | |
| ATL Grant Baner, | | 1,90,450 | |
| 1112 Pune-45 O | OTAL | 3,09,76,827 | 3,09,76,827 |

SCHEDULE NO: 7 LIABILITIES FOR RENT AND OTHER DEPOSITS

| PARTICULARS | | AMOUNT (RS.) | AMOUNT (RS.) |
|---|-------|--------------|--------------|
| Students Deposits Caution Money Deposit | | 19,29,655 | 19,29,655 |
| | TOTAL | 19,29,655 | 19,29,655 |

SCHEDULE NO: 8 LIABILITIES FOR SUNDRY CREDIT BALANCES

| PARTICULARS | | AMOUNT (RS.) | AMOUNT (RS.) |
|--|-------|----------------------|--------------|
| SUNDRY CREDITORS The Orchid School | | 5,80,584 | 5,80,584 |
| TDS of Professional 94J TDS on Contractor 94C TDS on Salary 192B | | 14,485 4,086 0 | 18,571 |
| | TOTAL | 5,99,155 | 5,99,155 |

SCHEDULE NO: 10 INVESTMENTS & DEPOSITS

| PARTICULARS | AMOUNT (RS.) | AMOUNT (RS.) |
|--|--------------|--------------|
| Fixed Deposits with Banks State Bank of India | 5,05,165 | 5,05,165 |
| Deposits with others | 2,46,309 | 2,46,309 |
| TOTAL | 7,51,474 | 7,51,474 |

SCHEDULE NO: 11 ADVANCES\CURRENT ASSETS

| PARTICULARS | AMOUNT (RS.) | AMOUNT (RS.) |
|--|--------------|---------------------|
| a. Advances Advances To Employees b. Advances To Others | 25,518 | 25,518 16,21,465 |
| Party Advance, CBSE, Medi, Prepaid-TOS | 16,21,465 | 10,21,100 |
| TOTAL | 16,46,983 | 16,46,983 |

SCHEDULE NO: 12 INCOME OUTSTANDING

| PARTICULARS | | AMOUNT (RS.) | AMOUNT (RS.) |
|--|-------|-----------------------|--------------|
| a. Fee Receivable RTE Fees Receivable from Governments Fee Receivable from Students | | 55,81,268 6,61,010 | 62,42,278 |
| WATE O | TOTAL | 62,42,278 | 62,42,278 |

SCHEDULE NO: 13 CASH AND BANK BALANCES

| Particular Particular | | AMOUNT (RS.) | AMOUNT (RS.) |
|----------------------------------|-------|--------------|--------------|
| a. Bank Balance Bank Accounts | | 45,55,970 | 45,55,970 |
| b. Cash in Hand | | 51,389 | 51,389 |
| | TOTAL | 46,07,359 | 46,07,359 |

SCHEDULE NO: 14 OPENING BANK AND CASH BALANCE

| Particular Particular | AMOUNT (RS.) | AMOUNT (RS.) |
|-------------------------------|--------------|--------------|
| a. Bank Balance Bank Accounts | 3,19,00,404 | 3,19,00,404 |
| b. Cash Balance | 19,588 | 19,588 |
| TOTAL | 3,19,19,992 | 3,19,19,992 |

SCHEDULE NO: 15 FEES RECEIPTS

| Particular | AMOUNT (RS.) | AMOUNT (RS.) |
|-------------------------------------|-----------------------------|--------------|
| Receipts from Fees Fees for 2021-22 | 12 71 56 077 | 15,27,00,977 |
| Fees for 2023-24 | 13,71,56,077 1,55,44,900 | |
| MAHADBT/RTE | 81,282 | 81,282 |
| TOTAL | 15,27,82,259 | 15,27,82,259 |

SCHEDULE NO: 16 ADVANCES RECEIVED FOR EXPENDITURE

| Particular | | AMOUNT (RS.) | AMOUNT (RS.) |
|---|-------|------------------------------|--------------|
| Advance Received Amount Received for Various Exams Dassault Systems Foundation ATL Grant | | 91,547 27,982 2,00,000 | 3,19,529 |
| | TOTAL | 3,19,529 | 3,19,529 |

SCHEDULE NO: 17 OTHER INCOME RECEIPTS

| Particular | | AMOUNT (RS.) | AMOUNT (RS.) |
|-----------------------------|-------|--------------|--------------|
| Other Income Receipts | | | 14,02,100 |
| Interest Received from Bank | | 24,168 | |
| Admission Forms | | 2,63,200 | |
| Other Misc Expenses | | 11,14,732 | |
| Pune-45 | TOTAL | 14,02,100 | 14,02,100 |

SCHEDULE NO: 18 PROVISIONS FOR RECEIPT

| Particular Particular | | AMOUNT (RS.) | AMOUNT (RS.) |
|--|-----|-----------------------|--------------|
| Provsions for Receipts Education Study Trip Deposit for sport ground | | 94,90,693 1,36,661 | 96,27,354 |
| TO | TAL | 96,27,354 | 96,27,354 |

SCHEDULE NO: 19 ESTABLISHMENT\SALARY COST

| Particular Particular | AMOUNT (RS.) | AMOUNT (RS.) |
|--|---|--------------|
| Establishment \Salary Expenses Salary Employee Welfare Expenses Security Charges Gratutity | 5,24,80,397 8,70,952 15,08,102 27,33,205 | |
| TOT | AL 5,75,92,656 | 5,75,92,656 |

SCHEDULE NO: 20 ADMINISTRATIVE EXPENSES

| Particular Particular | | AMOUNT (RS.) | AMOUNT (RS.) |
|--|-------|--------------------|--------------|
| Administrative Expenses Admin Charges Bank & Loan Processing Charges TDS, EPF Delay Payments | | 63,524 5,181 | 4,31,334 |
| Legal/Professional Charges | | 22,643 3,39,986 | |
| Office Expenses Miscellaneous Expenses Postage and courier Expenses | | 6,459 1,10,205 | 1,16,664 |
| | TOTAL | 5,47,998 | 5,47,998 |

SCHEDULE NO: 21 TDS & TAXES

| Particular Particular | | AMOUNT (RS.) | AMOUNT (RS.) |
|---|-------------------|---|--------------|
| TDS and Taxes Payments TDS on Salary Provident Fund Profession Tax TDS on Contractor | Baner, Pune-45 Co | 22,14,820 75,78,383 2,93,775 10,23,032 | 1,11,10,010 |
| Sh. 1112 91 | TOTAL | 1,11,10,010 | 1,11,10,010 |

SCHEDULE NO: 22 EDUCATIONAL EXPENSES

| Particular Particular | AMOUNT (RS.) | AMOUNT (RS.) |
|---------------------------------------|--------------|--------------|
| Educational Expenses | | 3,46,85,876 |
| By Learning Materials Exps | 54,64,056 | |
| By Traveling Expenses | 9,62,694 | |
| By Housekeeping | 38,13,273 | |
| By Lab & Library Expenses | 3,73,778 | |
| By MSEB / Electricity Charges | 37,64,781 | |
| By Concerts and Evenest | 16,18,361 | |
| By Printing and Stationery | 6,17,971 | |
| By Science Lab Materials / Consumable | 2,35,229 | |
| By Sports and Game | 25,37,477 | |
| By Training and Workshop Exps | 14,78,545 | |
| By Advance Given to staff | 1,61,083 | |
| By Computer Consumable & Software | 15,17,580 | |
| By Internet Expenses | 7,08,000 | |
| By Repairs and Maintenance | 28,48,965 | |
| By Student Development and Activities | 79,68,536 | |
| By Medical Exp | 53,815 | |
| By Membership Fee | 21,500 | |
| By Insurance | 18,162 | |
| By CBSE Expenses | 5,22,070 | |
| TOTAL | 3,46,85,876 | 3,46,85,876 |

SCHEDULE NO: 23 CAPITAL EXPENSES

| Particular Particular | AMOUNT (RS.) | AMOUNT (RS.) |
|--------------------------|--------------|--------------|
| Capital Expenses | | 36,03,283 |
| By Laptop and Computers | 29,97,597 | |
| By Electrical | 46,980 | |
| By Furniture and Fixture | 30,350 | |
| By Kitchen Equipment | 2,690 | a . |
| By Lab Equipment | 86,990 | |
| By CCTV | 4,38,676 | |
| | | |
| TOTAL | 36,03,283 | 36,03,283 |

SCHEDULE NO: 24 PROVISIONS FOR PAYMENTS

| Particular Particular | | AMOUNT (RS.) | AMOUNT (RS.) |
|---|-------|----------------------|--------------|
| Provisions for Payments Student Refund Education Study Trip | | 3,52,479 8,03,571 | 11,56,050 |
| | TOTAL | 11,56,050 | 11,56,050 |

SCHEDULE NO: 25 CLOSING BANK AND CASH BALANCE

| Particul | lar | AMOUNT (RS.) | AMOUNT (RS.) |
|-----------------|---------|--------------|---|
| a. Bank Balance | | | 45,55,972 |
| Bank Accounts | ean Edu | 45,55,972 | , |
| b. Cash Balance | Baner | 51,389 | 51,389 |
| AGWAS | TOTAL | 46,07,361 | 46,07,361 |

SCHEDULE NO: 2 DEPRECIATION

SCHEDULE NO: 9 ASSEST ADDITION AND DEPRECIATION DURING THE YEAR

| | | | | Add | Addition | Total Addition | A cont Dalation | Depreciation | ation | | |
|----------|-------------------------|-----------------|------|--------------|----------------|----------------|-----------------|-----------------|-------------------|--------------|-----------------|
| # | Particulars | Opening Balance | Rate | Before 30/09 | After 01/10 | for the year | during the Year | Before 180 days | After 180 days | Depreciation | Closing Balance |
| A | IMMOVABLE ASSETS | | | | | | | | | | |
| - | Land at Solapur S.No.16 | 0 | %0 | 1 | 1 | 1 | 1 | 1 | ı | 1 | 0 |
| 2 | Building | 0 | 10% | 0 | 0 | 0 | ı | 0 | 0 | 0 | 0 |
| 3 | Building (WIP) | 1 | %0 | 1 | 0 | 0 | 1 | 1 | t | ı | 0 |
| | Total | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | * | | | | | | | | |
| <u>В</u> | MOVABLE ASSETS | | | | | | | | | | |
| | Furniture & Fixture | 35,14,370 | 10% | Ţ | 0 | 0 | 5,563 | 3,50,881 | 0 | 3,56,444 | 31,57,926 |
| 7 | Office Equipment | 2,43,875 | 15% | 0 | 45,170 | 45,170 | 0 | 36,581 | 3,388 | 39,969 | 2,49,076 |
| 8 | Plant and Machinary | 41,99,644 | 15% | 3,06,141 | 621,569 | 9,27,710 | 16,721 | 6,73,360 | 46,618 | 7,36,698 | 43,90,655 |
| 5 | Laboratory | 2,42,783 | 15% | ı | 336,990 | 336,990 | 7,055 | 35,359 | 25,274 | 62,689 | 5,12,085 |
| 9 | Computer & Peripherals | 15,72,017 | 40% | 0 | 25,08,933 | 25,08,933 | 3,783 | 6,27,294 | 5,01,787 | 11,32,863 | 29,48,087 |
| | Total | 97,72,689 | | 3,06,141 | 35,12,662 | 38,18,803 | 33,122 | 17,23,474 | 5,77,066 | 23,33,663 | 1,12,57,829 |
| | GRAND TOTAL | 97,72,689 | | 3,06,141 | 35,12,662 | 38,18,803 | 33,122 | 17,23,474 | 5,77,066 | 23,33,663 | 1,12,57,829 |

For PRADNYA NIKETAN EDUCATION SOCIETY Baner, Dune-45 no. 1908

Pune-411002. M.No. 039608 FRM-101116W

CA K.K. Bhagwat, B.Com., IL.B., F.C.A. Chartered Accountant M. No. 39608

For K. K. BHAGWAT & CO. Chartered Accountants FRN-101116W

PRESIDENT

SECRETARY

Page 10