

# **Orchard 126 Association of Apartment Owners**

**(Registration No: 003272022 of 2022)**

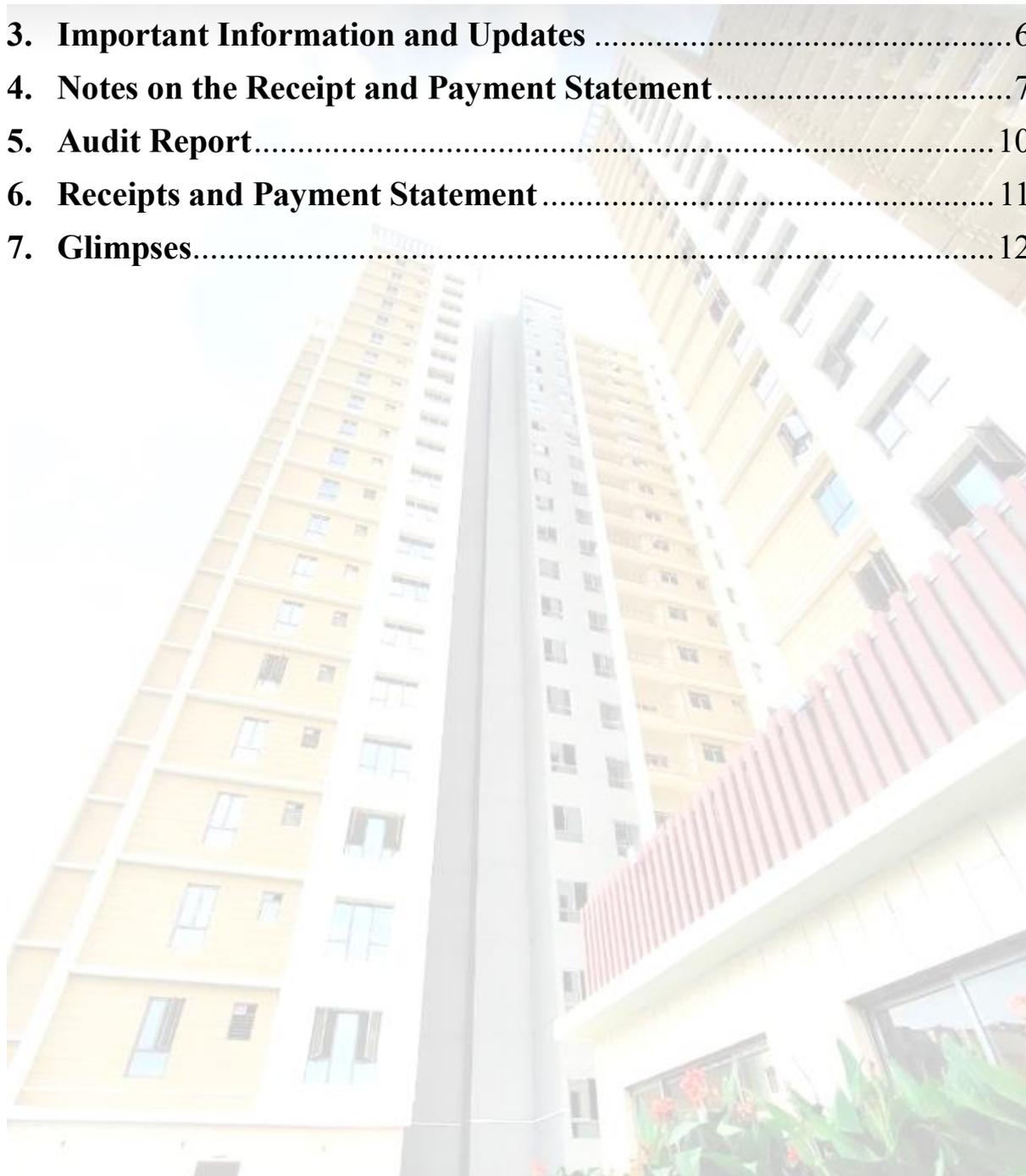
**126F B T Road, Agarpara, Kolkata - 700109**

## **1<sup>st</sup> Annual Report: FY 23-24**



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## **1. Introduction – Message from the President**

On behalf of the Board of Managers, I extend my greetings and warm wishes to all residents of Orchard 126. I also welcome you all to attend the 1<sup>st</sup> Annual General Meeting to be held to present the society budget for FY 2024-25.

My sincere thanks to all the residents of Orchard 126 for the support they have extended and the cooperation they have given to the board for its day-to-day functioning. This has really given encouragement to the board to play an active role in society's development and make the residential blocks a home for all.

I really appreciate the constructive suggestions given by the residents all through the year, which have helped the board make the right decisions. I thank all the support staff of Orchard 126 and share my best wishes for all of them and their families. I also thank all the Board of Managers for their cooperation in implementing the decisions of the board.

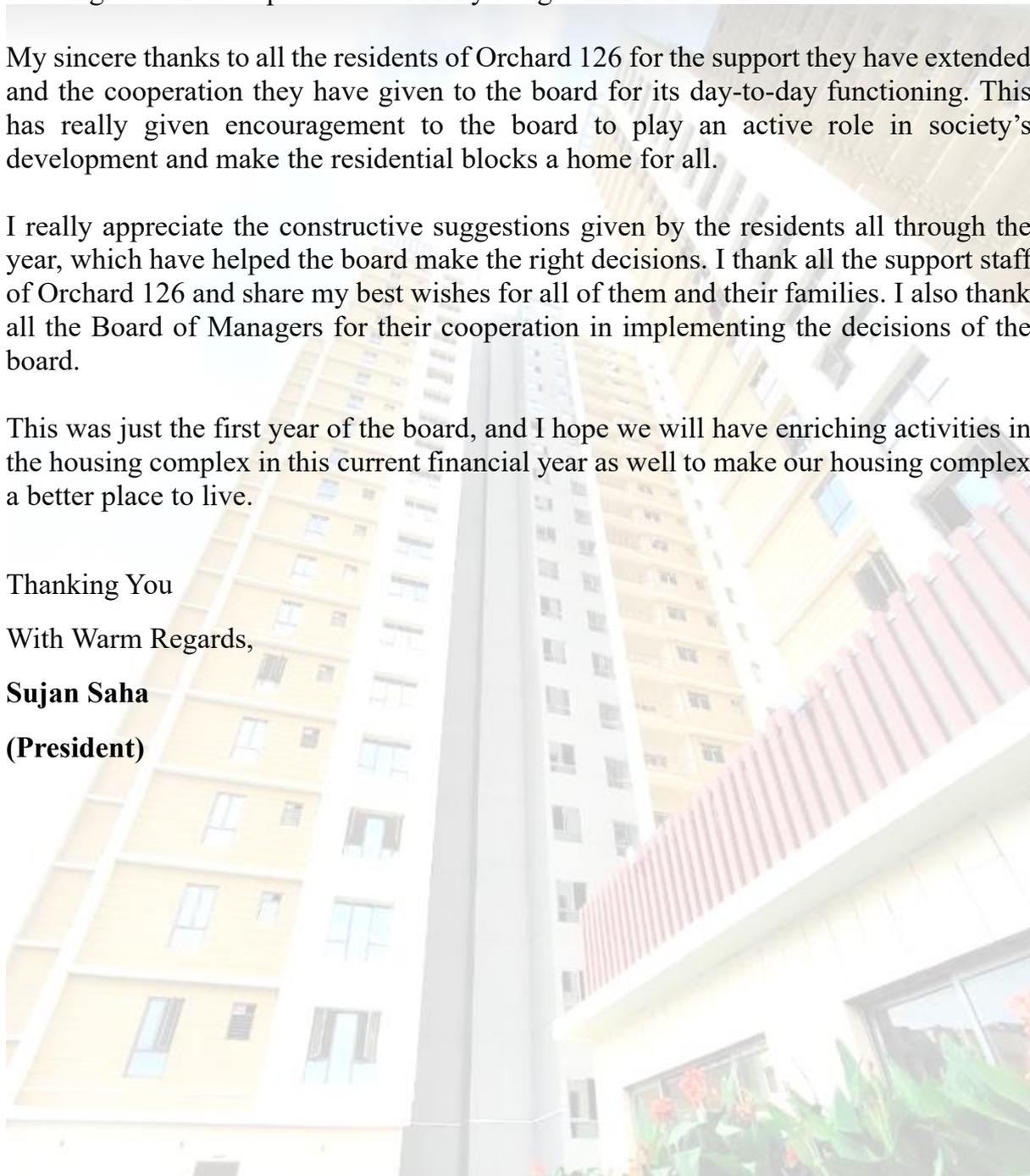
This was just the first year of the board, and I hope we will have enriching activities in the housing complex in this current financial year as well to make our housing complex a better place to live.

Thanking You

With Warm Regards,

**Sujan Saha**

**(President)**



## **2. Report from Secretary**

At the outset of the first AGM, I would like to extend my greetings to all the residents of Orchard 126. I would like to express my heartfelt thanks to all the residents for keeping faith in the Board of Managers and extending their full support to serve you better. I would also like to express my gratitude to our Board of Managers for extending their supporting hands.

Here are some of the details of the work carried out during the financial year 2023-24.

### **1. Facility Management**

- Restructuring housekeeping service to improve quality of service and “Keep the Society Clean”.
- Review the daily attendance of facility management members and release their salaries on time.
- Effective inventory management of housekeeping items.
- Streamline garbage collection by contract people.
- Cleaning of underground and roof-top water reservoir.
- Common area AC servicing.
- Pest control treatment.
- DG checkup activity.
- Complaints book to register any society operations-related complaints to track and act accordingly.
- PAN card and bank account creation of society, CAM A/c, and Cultural A/c.
- Biometric fingerprint device setup (NoBrokerhood app): FM staff attendance.
- Glass fitting work at the Gym and Yoga room.
- Door and window locks, sliding panel locks, and rollers were replaced.
- Water tap relocation: Underground drainage system for water taps in the two buildings to avoid water clogging in the pathway.
- CCTV installation in lifts.
- CCTV fault repairing.
- Speed breaker installation on the service road (Near IN and OUT gate).
- Gym equipment maintenance.
- Swimming Pool maintenance work.
- Swimming pool reserve tank repairing work.
- Fire valve repairing activity.
- Pump repairing and maintenance work.
- Cigarette standing ashtray procurement.
- Table tennis bat and ball set procurement.
- Standing fan arrangement for the lift room.
- Painting of car parking number for open car parking.

## **2. Treasury**

- Streamlining of CAM collection, receipt generation.
- Streamlining of fund management processes.
- Periodic review of the cash flow.

## **3. Beautification**

- Plantation of new plants in our society and rebranding beautifications.
- Procurement of a grass cutting machine and gardening equipment set and proper use of the same to keep our society clean and maintain aesthetic looks.
- Painting of sculptures in front of each tower to maintain aesthetic looks.

## **4. Legal & Advisory**

- Publication of Orchard 126 Occupancy Guidelines Version 1.0 (standard operating procedure of society operations).
- Drafted the agreement with Oswal and reviewed by all owners.
- Review of all contractual agreements (AC, Pest Control, Swimming Pool, Elevator, Manpower Vendor, CCTV, Fire, Intercom).
- Streamlining the community hall booking process.
- Streamlining the tenancy KYC information.

## **5. Communication**

- Effective communication handling with Oswal on multiple important matters (e.g., pending issue list tracking, license renewal, project handover).
- Create and maintain an official communication WhatsApp group and email to share society-related updates with all owners.
- Create and maintain the official Facebook group of Orchard 126.
- Communication handling with third-party vendors.

## **6. Health & Wellness Committee**

- Health Bulletin publication to cover important topics like 'Know the signs: Heat Stroke' and 'Heat Exhaustion Symptoms' for all Orchardians.
- Organizing multiple health camps.

Thanking You,

With Warm Regards,

**Tapash Kumar Mukherjee**

**(Secretary)**

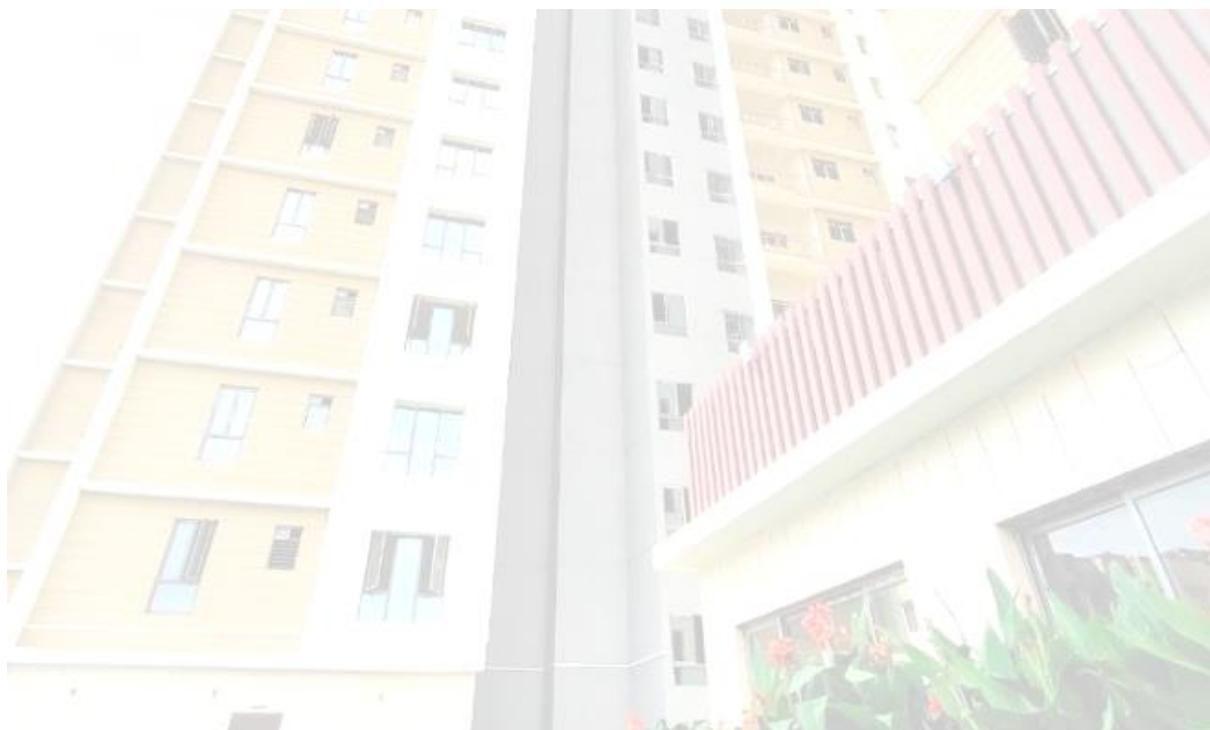
### **3. Important Information and Updates**

<b>Bank Account Details</b>	
Bank Name	Punjab National Bank
Account Name	Orchard 126 Association of Apartment Owners
Account Number (Current A/c)	0919202100000316
RTGS/NEFT - IFS Code	PUNB0091920

<b>PAN Card</b>	<b>AACAO1239N</b>
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<b>Email Id</b>	
<b>CAM Payment Confirmation</b>	<a href="mailto:orchard126.payment@gmail.com">orchard126.payment@gmail.com</a>
<b>Other Communication</b>	<a href="mailto:orchard.managers@gmail.com">orchard.managers@gmail.com</a>

<b>Facebook Page</b>
Orchard 126 Community (Orchadians)



## **4. Notes on the Receipt and Payment Statement**

<b><u>No</u></b>	<b><u>Expense Head</u></b>	<b><u>Details</u></b>	<b><u>Remarks</u></b>
1	Manpower Service	M/S Global Service Composite GSTIN: 19DNSPS9788B1ZV PAN No: DNSPS9788B	Manpower Service payment: Payment as per actuals (based on the number of days worked in the month)
2	Electricity Bill	CESC Customer ID: 85000073451 51000986824 51000986833 51000986806 51000986815	Electricity Bill Payment: As per actuals
3	LIFT AMC	OTIS AMC Service	Jul'23 to Sep'23: Bronze Package (₹78,568 +18% GST = ₹ 92,710/Qtr.)  Oct'24 Onwards: Gold Package (₹1,42,850 +18% GST= ₹168,563/Qtr.) ** Advance payment for Apr'24 – Jun'24 done in Mar'24
4	CCTV Installation & Monitor	CCTV Installation in Lifts and Monitor Replacement	CCTV Camera Installation in the 4 Lifts 2 CC TV monitor purchases (1 for the 4 new CCTV Camera +1 replacement of the faulty monitor)
5	Swimming Pool	Swimming Pool AMC	Service from Sai Waterworks till Feb'24 Fitness Mantra from Mar'24 Mar-Oct: ₹ 14,000 Nov-Feb: ₹ 5,500/-
6	Road Speed Breaker	Safety Speed Breaker – Installed 2, Plan 4	Speed Breaker installation near IN and Out gates
7	House Keeping Material	House Keeping Material	As per actuals
8	NoBroker Hood App Charge	Visitor Entry Exit and CAM Payment and Receipt Generation App	Annual Charge: ₹ 28,320/-
9	Pump Repairing	Repair of faulty pump	As per actual
10	Hardware	Multiple Hardware Items – Repair and Replacement	As per actual

11	Plumbing Material	Plumbing Materials: Repair and Replacements – Multiple Items	As per actual
12	Garbage Cleaning	Garbage cleaning (Out from the complex)	Monthly charge of ₹ 2,500/-
13	Electrical Fittings	Electrical Fittings of the Common Area: Faulty fittings Replacements	As per actual
14	Diesel, Petrol, Mobil	DG Set Grass Cutting Machine	As per actual
15	Door Lock /Window Lock	Door and window locks, sliding panel locks, and roller replacement	As per actual
16	Gardening Material	Plants, Tubs, Scissors, Medicine, Grass Cutting Machine Repair, Mati, Khol, Khurpi etc.	As per actual
17	AC Repairing & Service	Spark Enterprise: AMC Split AC Cassette AC Central AC	As per full year contracted for multiple service
18	Stationary Material	Receipt Voucher Printing, Receipt, Book, Pin Board (3) Letter Pad, White Board Market, Register, Pan card (2), Printer Page, Stamp Pad, Ledger Book, etc.	As per actual
19	Grass Cutting Machine Purchase	New Grass Cutting Machine	₹ 11,300/-
20	FM Expense	Multiple small office items (Fan repairing, Mosquito Repellent, Battery, Music system battery, Striker, Boric, First Aid Box, Astray Stand (2))	As per actual
21	FM Tools	Drill and Electrical Material	As per actual
22	Water Tap Relocation	Mason, Cement, Sand	As per actual
23	Dustbin Purchase	Dustbin for Garbage Cleaning	As per actual

24	Water Tank Cleaning	Underground and Overhead Tank Cleaning	As per actual
25	Glass Fittings	Glass fitting work at the Gym and Yoga room	As per actual
26	Fire Line Servicing	Servicing of faulty fire line	As per actual
27	Conveyance	Taxi Fare, Bus Fare, Metro Fare, Van Fare, Toto Fare, Rikshaw Fare, Auto Fare	FM and FM team travel expense for procuring materials/ service - As per actual
28	Pest Control	Preventive Pest Control – Mosquito Control (Fogging & Spray Service). Cockroach control (Manhole spray)	Payment based on number of services availed
29	Bank Charges	Cheque Rejection Charge Cheque Book Bank Charges	As per actual <i>Cheque Rejection charge by Owners (Net impact on expense = Zero)</i>
30	SGM Expense	Tea, Chair, Table, Snacks	As per actual
31	Miscellaneous	Sweets for MLA & Councilor, Tiffin/Tea for mechanics, Mason	As per actual

## 5. Audit Report

JADAB RAY & CO.  
CHARTERED ACCOUNTANTS

BURIRBAGAN ROAD,RANISAYER(N)  
P.O+DIST-BURDWAN

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### AUDITOR'S REPORT

I have audited the Receipts & Payments Accounts of ORCHARD 126 ASSOCIATION OF APARTMENT OWENERS,ORCHARD 126,126 F B.T.ROAD,AGARPARA,KOLKATA-700109 for the year ended 31.03.2024 with Books of account and relevant document.. I have obtained all the information and explanations, which to the best of my knowledge and belief were necessary for the purpose of my audit.

In my opinion and to the best of my information and according to explanations given to me, the said accounts give a true and fair view

BURDWAN  
The 23<sup>rd</sup> day of May,2024 .  
UDIN:-24053411BKBNEX4904



FOR JADAB RAY & CO.  
CHARTERED ACCOUNTANTS  
*J Ray*  
PROPRIETOR  
MEMBERSHIP NO:-053411

## 6. Receipts and Payment Statement

JADAB RAY & CO.  
CHARTERED ACCOUNTANTS.

JADAB KUMAR RAY  
M.COM.,F.C.A.,C.A.,I.I.B

ORCHARD 126 ASSOCIATION OF APARTMENT OWNERS  
ORCHARD 126, 126F B T ROAD, AGARPARA, KOLKATA - 700109  
Registration No: 003272022 OF 2022

Receipts and Payments Account for the year ended 31st March, 2024.

Receipts:		Payments:	
	Amount (₹)		Amount (₹)
To, CAM Charges Payment	5,238,523.60	By, Manpower Service	2,667,158.00
" Community Hall (Balance Transfer from Oswal)	246,000.00	" Electricity Bill	1,314,000.00
" Community Hall Booking	80,000.00	" Lift AMC	598,499.36
" Amount from BOM for Office Set Up Expenses	7,812.00	" CC TV Installation & Monitor	90,583.20
" Cheque Rejection Charges Payment (from Owner)	885.00	" Swimming Pool Maintenance	77,310.00
" Misc. Receive	2.00	" Road Speed Breaker	44,390.00
		" House Keeping Material	41,612.00
		" AC Repairing & Servicing	36,152.00
		" No Broker Hood App	28,320.00
		" Hardware Materials	25,412.00
		" Pump Repairing	25,162.00
		" Plumbing Materials	23,074.00
		" Garbage Cleaning	22,900.00
		" Electrical Fittings	21,042.00
		" Diesel/Petrol	18,490.00
		" Door Lock/Window Lock	16,750.00
		" Gardening Material & Machine Repair	15,604.00
		" Office Stationery Material	13,370.00
		" Grass Cutting Machine (Purchase)	11,300.00
		" Miscellaneous	840.00
		" FM Expenses	9,849.40
		" FM Tools	9,282.00
		" Water Tap Relocation	8,680.00
		" Dustbin	8,260.00
		" Water Tank Cleaning	7,164.00
		" Glass Fitting	5,200.00
		" Fire Line Expense	4,670.00
		" Conveyance	4,477.00
		" SGM Expense	966.00
		" Pest Control	3,416.00
		" Bank Charges	1,540.79
		" <u>Cash at Bank :</u>	
		Cash in Bank (CAM A/c)	91,748.85
		Cash in Bank (Community Hall)	326,000.00
	<u>5,573,222.60</u>		<u>5,573,222.60</u>

In terms of Separate report of even date

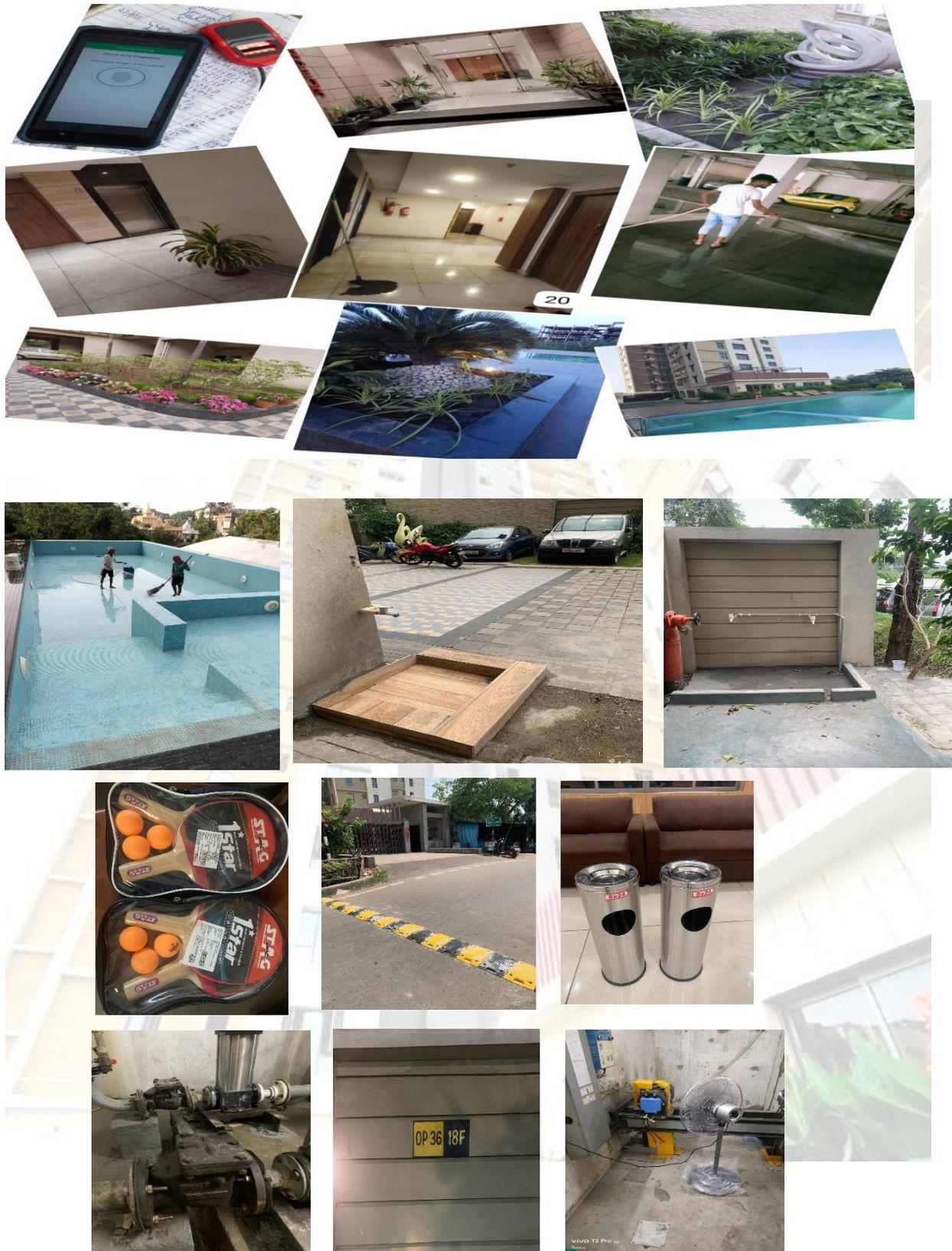
FOR JADAB RAY & CO.  
CHARTERED ACCOUNTANTS



*J. Ray*  
(JADAB KUMAR RAY)  
PROPRIETOR.  
MEMBERSHIP NO:-53411

BURDWAN  
The 23rd day of May, 2024.  
UDIN 24053411BKBNEX4904

## 7. Glimpses





**Thank You**

