

CHIPUNGA PRIMARY

School Improvement Grant Activity Verification Checklist

Section 1: Background Information

District: N/BAY Zone: CHIKWINA EMIS Number: \_\_\_\_\_

Name of School: CHIPUNGA School Address: BOX 87 N/BAY

Telephone and Cell Number: 0888 185 172

TA: MUNYALUNWANGA GVH: CHIMOJIMOJI

Section 2: School Improvement Grant Activity

Documentation to review: (check each document reviewed)

- School Improvement Plan ✓
- School Grant Agreement ✓
- A4 Hardcover and Binder of Receipts with documentation of SIG expenditures (incl. cash book and stockbook)

- What activities were conducted with grant funding?

Construction of two houses at Chipunga Primary

- Were activities part of the School Improvement Plan and approved for grant funding?

Yes

- If the answer is no, explain why the activity was conducted?

- Show evidence that the activity was conducted and completed. Document the evidence.

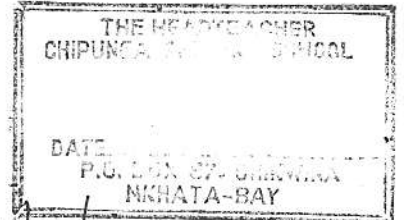
School Improvement Plan was given to Chipungu Grace Chair.

- Are there any concerns about the financial documentation (e.g. missing or inaccurate payment vouchers, receipts, etc.)

Yes, the funds were less due to the planning, need additional money K134,030.00

- General observations/comments on activity's impact.

It was discovered that some materials were not included in the budget and request some funds.



**Section 3: Verified by:**

Signed by Head Teacher: *E. Singwira*

Date 10/03/12

Signed by SMC Chair: *Austin Thindwa*

Date 10/03/12

Signed by PTA Chair: *Msiska Mzonda*

Date 10/03/12

District Education Official: \_\_\_\_\_ (signature) \_\_\_\_\_ (title)

Date \_\_\_\_\_

**Termly SIG Financial Report for CHIPUNGA Primary School**

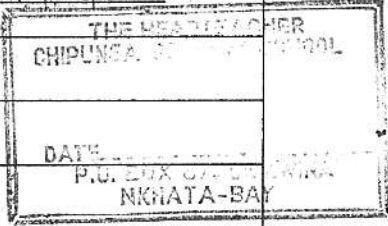
Balance at the beginning of the Term 3 : 90 310 MK

Income		Actual Expenditure	
Description	Amount (MK)	Description	Amount (MK)
Cash in hand	675,000.00		
		All materials	636 780.00
<b>Total</b>	<b>675,000 MK</b>	<b>Total</b>	<b>636780 MK</b>

Add original balance and the income and then subtract expenditures to get the end of term balance.

Balance at the end of the Term 2 : 38,220.00 MK

Prepared by: <u>Austin Thindwa</u> (SMC Treasurer) Date: <u>10/03/12</u>
Checked by: <u>Zolungwa</u> (Head Teacher)
Approved by: <u>Mosister Munde</u> (PTA Chair)
Approved by: <u>Austin Thindwa</u> (SMC Chair)
Checked by: _____ (PEA) Date: _____



From: The SMC  
 Chipunga Primary School  
 P.O. Box 87  
 Chilwina

To: The Grace Chairperson  
 P.O. Box 611  
 Mzuzu

MATERIALS NEEDED FOR TWO TEACHERS' HOUSES

I write and request the following materials for the two houses which are being constructed due to the shortage when we were planning for. This happened as we were in hurry, hearing that it was needed to due date. The materials are:

<u>Item</u>	<u>Quantity</u>	<u>Amount.</u>
Iron sheet 8ft	1	K 3 080.00
Iron sheets 10ft	11	K 4 2350.00
Anti poison concentrate 2l	2	K 2000.00
Ridgers for roof 1,20m	14	<del>K 18 000.00</del> <sup>27000</sup> <del>K 4 200.00</del>
Nails 4 inches	2 @ 4kg <sup>2 strings</sup>	<del>K 18 000.00</del> <sup>K 18 000.00</sup> <del>K 3 600.00</del> <sup>K 3 600.00</sup>
Nails 2 inches	3kg	K 2700.00
Screw 2½ inch door	2 boxes	K 1000.00
Door frame planks doors 2"x6"	30	K 18000.00
Door hinges	20	K 1000.00
Transport	1	K 5000.00
Labour Carpenter for doors	10	K 25000.00
Distance iron for windows motorcycle	16	K 6400.00
Window handle (to open)	16	K 6400.00
Port for glasses	5kg	K 4000.00

Sand paper 2  
oil paint red or black 1  
glue for wood 2  
oil paint window 2

K 500.00  
K 6000.00  
K 800.00  
K 2000.00

MK ~~146~~,030.00  
MK 146,030.00

*Handwritten signature*

Austin Thindwa



*Handwritten signature*  
H/T