

# UCU

## QUICKBOOKS- illustrative Questions

### Question 1---Accounting for profit making businesses

- Setting up inventory and inventory groups, Setting price levels and Stock adjustments
- Purchases on credit, Cash purchases, purchase & sales discounts, additional costs (e.g. Taxes, Carriages inwards, return outwards, labor charges, etc)
- Using multi-currency bank accounts, loans,

Birasha had the following information for the financial period ended 31<sup>st</sup> December 2020.

a. Fixed assets	Old Pickup vehicle	UGX	5,000,000
b. Bank Accounts:	Barclays Bank	USD	25,000\$
	Stanbic	UGX	20,000,000
c. Stock/Inventory:	(See items in the table 1 below)		

**Table 1.1 Inventory stock**

<b>Hardware</b>				
Item	Unit	Cost price	Selling price	Quantity
1. Roofing Nails	Kg	4,000	8,000	1,000
2. Iron Sheets	Each	35,000	43,000	600
3. Hammers	Each	4,000	6,500	250
4. Cement	Bag	50,000	85,000	400
5. Bricks	Piece	500	800	5,000
6. Iron bars	Meters	12,000	18,000	200
7. Hoes	Each	7000	12000	1200
8. Slashers	Each	8000	9500	5500
<b>Food Items</b>				
Item	Unit	Cost price	Selling price	Quantity
1. Sugar	Kg	3,500	6,000	1,200
2. Salt	Packet	2,500	3,800	600

3. Cooking oil	Tins	40,000	58,000	450
4. Soda	Bottle	750	1,500	3,000
5. Wheat flour	Packet	12,000	21,000	1,800
6. Maize flour	Packet	8,000	18,000	1,400
<b>Stationery</b>				
Item	Unit	Cost price	Selling price	Quantity
1. Foolscaps	Realm	8,000	13,000	5,000
2. Exercise books	Dozen	9,500	12,000	2,000
3. Chalk	Dozen	6,000	8,000	2,000
4. Biro pens	Each	500	800	5,000
5. Makers	Each	800	1,400	4,000
6. Pencils	Each	300	1,000	1,000

**Note:** VAT is charged at the rate of 18% on all items Sold.

Exchange rate: (1US\$ = 3600 UGX)

## Transactions

- 1) **7-Feb-21** Purchased 500 kg of roofing nails, 200 iron sheets and 300 bags of cement from Bk Hardware and paid by cheque issued from Stanbic Bank bank after transferring USD 10,000 from Barclays to stanbic bank.
  
- 2) **9-Feb-21** Purchased 500 tins of cooking oil and 100 crates of Soda on credit from Jaipur Traders with a 2% purchase discount.
  
- 3) **10-Feb-21** Returned 200 tins of cooking oil to Jaipur Traders due to wrong specifications.
  
- 4) **12-Feb-21** Sold the following goods to Sahel Traders on credit
  - 200 kg Roofing nails
  - 600 Iron sheets
  - 20 Hammers
  - 85 bags of Cement
  - 2000 Bricks
  
- 5) **4-April-21** The following Goods were sold to Ahmed for cash for cash
  - 1,000 Biro pens
  - 200 Dozens of chalk

- 500 pencils
  - 60 crates of soda
- 6) **5-April-21** Received cheque on the stanbic account from Sahel Traders in settlement of all his dues
- 7) **6-April-21** Paid Jaipur Traders his funds due by cheque from Stanbic Bank all the dues for the goods purchased on credit
- 8) **9-April-21** Wheat flour 45 packets, 69 packets of Maize flour, 70 Realms of Foolscaps and 14 Dozens of exercise books were destroyed in a fire outbreak at the store

**Required:**

- Create a company for the above company file (18 Marks).
- Create the necessary ledger accounts(5 Marks).
- Create the necessary inventory details(20 Marks).
- Post the above information into the respective vouchers(60 Marks)
- Generate a company snapshot reports
- Generate the system Trial balance
- Generate audit trail report

## **Question 2---Accounting for profit making businesses**

School Stationers are regional representatives of international book stores. They are situated on Plot 45 Kampala Road; P.O. Box 14501 Kampala; Tel. No. 0414 454500; Their E-mail address is [info@schoolstationers.co.ug](mailto:info@schoolstationers.co.ug); Website: [www.schoolstationers.co.ug](http://www.schoolstationers.co.ug). They had the following balances as at 1<sup>st</sup> January 2020:

- a) Premises UGX 50,000,000/=; Furniture UGX 5,000,000/=; Computers UGX 12,000,000/=; Motor vehicles UGX 40,000,000/=; Citi Bank USD 20,000.00\$. Centenary Bank UGX 30,000,000/=.
- b) Vendors: Akright Projects UGX 2,000,000/=; MK Publishers 3,000,000/=; Kampala Publishers USD 2,000.00
- c) Customers: Aristoc Booklex UGX 15,000,000/=; Uganda Bookshop UGX 12,000,000/=; Angelina Bookshop UGX 400,000/=; Jinja Bookshop 350,000/=.
- d) Other: Equity/Shareholders funds UGX 90,000,000/=; Retained earnings UGX 121,050,000/=
- e) Exchange rates: USD 1\$ = UGX 3,650=.
- f) VAT is charged at a rate of 18% on all books purchased and sold.

- 2/03/2020 Secured a 5% p.a interest loan from Citi Bank amounting to USD 3,000.00, depositing it in Citi Bank.
- 2/03/2020 Transferred USD 2,000.00 from Citi Bank to Centenary Bank and withdrew UGX 1,500,000/= from Centenary Bank for petty cash.
- 3/03/2020 Purchased 30 Taxation Text Books at USD 40.00 each, 20 Auditing Text Books at USD 42.00 each and 15 Finance Text Books at 36.00 each from Kampala Publishers.
- 5/03/2020 Issued a cheque from Citi Bank to Kampala Publishers in lieu of all the Taxation Text Books.
- 8/03/2020 Sold 15 Auditing Text Books at UGX 150,000/= each, 10 Finance Text Books at UGX 130,000/= each to Aristoc Booklex.
- 9/03/2020 Aristoc Booklex returned 5 Auditing Text Books.
- 12/03/2020 Advanced UGX 500,000/= by cheque (centenary) to one of the directors for personal use.
- 12/03/2020 Purchased 500 Reams of Paper at UGX 15,000/= each, 1,000 Mathematical Sets at 4,500/= each from Longman International.

- 15/03/2020 Sold 100 Reams of Paper at UGX 17,000/= each, 50 Mathematical Sets at 5,000/= each to Jinja Bookshop. Payment was received immediately.
- 18/03/2020 Aristoc Booklex paid all its financial obligations to school Stationers less 5% discount.
- 27/03/2020 Purchased 10 dozens of English Oxford Dictionaries from Oxford Publishers at USD 50.00.
- 28/03/2020 Purchased 2 Computers from Dell Corp. at USD 1,000.00 each office use by cheque.
- 28/03/2020 Uganda Bookshop bought 2 dozens of English Oxford Dictionaries at UGX 150,000/=.
- 29/03/2020 Sold 5 dozens of English Oxford Dictionaries to Aristoc Booklex at 150,000/=. Payment was received immediately.
- 29/03/2020 Uganda Bookshop sent a cheque of UGX 300,000/= in lieu of the dictionaries.
- 30/03/2020 Received Electricity bill from Umeme Limited worth UGX 500,000/=. The bill was cleared using a cheque from Centenary Bank.
- 30/03/2020 Paid Akright Projects monthly Rent of UGX 1,000,000/= and the outstanding amount with a cheque from Centenary Bank.
- 30/03/2020 Issued a cheque of USD 12.50 Citi Bank as interest on loan for the month.
- 30/03/2020 Paid by cheque:
- |                |                 |
|----------------|-----------------|
| Water Bill     | UGX 70,000/=    |
| Salaries       | UGX 1,000,000/= |
| Telephone Bill | UGX 80,000/=    |

**Required:**

You have been appointed as an Accountant for School Stationers. The Directors seem not to know anything regarding using Quick Books to computerize their accounting systems. They ask you to do the following:

- a) Create a company for School Stationers.
- b) Set the necessary preferences
- c) Create the necessary Chart of accounts, Vendors, Customers and Item lists
- d) Post the above information using the General Journal, Bank, Vendor and Customer centres
- e) Generate bank registers
- f) Export your data to excel and extract the following reports
  - i) Trial balance
  - ii) Statement of profit/loss & other comprehensive income
  - iii) Statement of financial position

### **Question 3---Accounting for profit making businesses**

Kampala Cement Stores is a leading dealer in Cement. They buy cement from both Uganda and Kenya. They commenced their financial year on 1<sup>st</sup> January 2015. The stores are located on Rwenzori Towers, Plot 12 Nakasero Hill in Kampala. Their e-mail address is [kcs@ugandaonline.co.ug](mailto:kcs@ugandaonline.co.ug). The current exchange rate is 1Kshs = 30 UGX. The company had the following balances for the period ended 31<sup>st</sup> December 2019.

Bank:	Cairo Bank A/c UGX 50,000,000; Kenya Commercial Bank Kshs 1,000,000.
Creditors:	Bamburi Cement Ltd Kshs 750,000; Hima Cement Ltd 3,000,000 and Tororo Cement Ltd UGX 7,000,000.
Customers:	Multitech Business School UGX 4,500,000; Kezimbira Estates UGX 3,000,000.
Others:	Buildings UGX10,000,000; Motor Vehicle UGX 35,000,000; Loading Machines UGX 7,500,000; Weighing Machine UGX 8,500,000.
Stock:	Bamburi cement: 800 bags each at UGX12,000; Hima cement 500 bags each UGX 10,000; and Tororo cement: 1,000 bags each UGX 15,000.
Capital & Reserves:	Share Capital UGX 100,000,000; Retained Earnings UGX 45,600,000

**The Company had the following transactions for the 1<sup>st</sup> Quarter of the year 2020;**

- Jan 2 The directors obtained a loan from Orient Bank UGX 10,000,000 depositing it in Cairo Bank. This loan carried an interest of UGX 200,000 payable on 30<sup>th</sup> March 2020.
- Jan 30 Acquired a piece of land for the stores by cheque at UGX 8,500,000.
- Feb 4 Purchased 1,000 bags of Bamburi cement at Kshs 500 each; 800 bags of Hima cement at UGX 11,000 each and 700 bags of Tororo cement at UGX17,000 each.
- Feb 24 Transferred UGX 9,000,000 from Cairo Bank to Cash.
- Feb 25 Withdrew UGX 250,000 cash for personal use by one of the directors.
- Feb 27 Sold 200 bags of Tororo cement to businessmen from upcountry whom they did not know, at UGX 20,000 each.

Mar 10 Sold 400 bags of Bamburi cement to Multitech Business School each at UGX 18,000.

Mar 16 Multitech Business School returned 15 Bamburi cement bags due to being under weight.  
On the same day, they issued a cheque for the whole opening balance figure.

Mar 18 Paid Bamburi Cement Ltd Kshs 500,000 and Tororo Cement Ltd UGX 5,000,000. Each payment was made from the bank with the most convenience to the supplier.

Mar 30 Repaid part of the loan at UGX 9,000,000 and the full interest on loan with a cheque from Cairo Bank.

Mar 30 Paid for the following expenses by cheque:

- Insurance UGX 250,000
- Trading Licence UGX 1,200,000
- Environment fine UGX 500,000

Mar 30 Donated a cheque of UGX 800,000 to Good Life Children's Village.

Mar 30 Paid UGX 80,000 cash as school administration fees for the children of Hussein, a director.

**Required:**

The directors of Kampala Cement Stores have been referred to you as a competent person who can help them use QuickBooks to computerise their accounting systems. They have appointed you and instructed you to do the following;

- a) Create a company for Kampala Cement Stores
- b) Set the necessary preferences
- c) Create the necessary Chart of accounts, Vendors, Customers and Item lists
- d) Post the above information using the General Journal, Vender and Customer Centre
- e) Export your data to excel and extract the following reports
  - iv) Trial balance
  - v) Statement of profit/loss & other comprehensive income
  - vi) Statement of financial position

## **Question 4---Accounting for Non-profit Organizations**

Seeta Junior P/s School decided to install QuickBooks to manage its accounting system at the start of first term Jan 2019.

The school's enrollment was 33 students from Nursery to P.7. The school's fees bill is as follows

Class	Day	Boarding
Nursery	55,000	150,000
P.1-P.3	60,000	150,000
P.4-P.5	65,000	150,000
P.6	70,0000	200,000
P.7	100,000	250,000

**Fixed Assets:** Motor van Shs 10,000,000/=  
Bank: Centenary bank Shs 500,000,000/=  
Cash Shs 10,500,000/=  
UPE government Grants in Stanbic bank Shs 20,000,000/=

### **Sample school enrollment list**

Penzi Emily	Baby	Day
Abaho Noah	Middle	Boarding
Agaba Racheal	Top	Day
Isabella Ariso	P.1	Boarding
Atim Ruth	P.2	Day
Kaddu Benjamine	P.3	Day
Otim Godwin	P.5	Boarding
Maate Raymond	P.6	Day
Mohamed Kalumba	P.7	Boarding

### **The following students had fees balance from last year 2018**

Atim Ruth 15,000/=  
Maate Raymond 25,000/=

### **Transactions**

### **This is how the pupils paid school fees**

Date	Name	Amount
Jan 3rd 2019	Penzi Emily	55,000
Feb 01 2019	Agaba Racheal	50,000

March 4 <sup>th</sup> 2019	Isabella Ariso	150,000
April 2 <sup>nd</sup> 2019	Otim Godwin	70,000

Government grant was spent as follows in Jan 2019

Date	Expense	Amount
Jan 14 <sup>th</sup>	Allowances	500,000
Jan 20 <sup>th</sup>	Latrine construction	9,000,000
Jan 25 <sup>th</sup>	Staff houses	10,000,000

The following salary expenses were also paid using the centenary bank account

Date	Name	Amount
Jan 30 <sup>th</sup>	Onesmus Ariho	250,000
Jan 30 <sup>th</sup>	Oketch Albert	250,000
Jan 30 <sup>th</sup>	Peter Amanyia	250,000

On the 4<sup>th</sup> of Feb paid electricity & water bills 450,000 & 400,000 Ugx respectively using centenary bank

On the 4<sup>th</sup> of April 2019 the school participated in the community event where they spent 200,000/=

On the 10<sup>th</sup> of April 2019 one of the students lost a parent and 50,000/= was spent on fuel to travel and 100,000/= as condolence to the family

### Required

Extract Seeta Junior P/s' statement of Income and expenditure and the statement of financial position at the end of first term May 2019 (**25 marks**)

**Note: Your reports should be exported to excel and saved in your names.**

## **Question 5---Accounting for Non-profit Organizations**

Helping Hand is an international nongovernmental, non-profit and nonpolitical organization. Its mission is to improve the position of children within society. All activities of Helping Hand International are based on the principles stated in the Convention on the Rights of a Child, therefore promoting this Convention as a fundamental document on child rights. Activists of the NGO are pedagogues, psychologists, teachers, professors, sociologists, physicians, lawyers and children. (Forex Rates: **1\$=3,500 UGX, 1€=4,000 UGX, 1KSH=35UGX**)

The NGO had the following financial information as at 31<sup>st</sup> December 2017

### **1) Assets**

• Mini Bus	UGX 52,000,000
• Cash:	UGX 1,500,000
• Citi Bank\$ A/C	US\$ 12,000,000
• City Bank€ A/C	EUR € 50,000
• Equity Bank A/C	KESH 200,000
• Barclays Bank A/C	UGX 74,500,000

**The following transactions were made in 2018:**

- i. **9.2.2018:** - Transferred \$ 50,000 from CitiBank to Barclays Bank
- ii. **1.3.2018:** - Changed KSH 100,000 into local currency cash as petty cash
- iii. **26.1.2018:** - Bought a new Fiat UNO car for directors and managers travelling at \$ 4,700 from UK. Import Tax of 20% was charged, sea freight charges (\$2,300).
- iv. **26.1.2018:** - Received 2,000,000 UGX from Child Fund International for hiring of its premises, chairs
- v. **27.1.2018:** - Received a grant worth 10,000 € for promoting child rights from World Children International (WCI) which was deposited in to Citi Bank A/C.
- vi. **28.1.2018:** - The grant from World Children International (WCI) was implemented as follows;

Budget Items	Budget (In EUR €)
1) Facilitators network meeting	1,050
2) Lunch and refreshment	500
3) Accommodation for trainees	1,600
4) Accommodation facilitators	1500
5) Travel costs	2,000
6) Training material	500
<b>Total</b>	

## **ACCOUNTS FOR- NOT FOR-PROFIT ORGANISATIONS (NFPS)**

# **Uganda Child Rights Center**

Uganda Child Rights Center is an international nongovernmental, non-profit and nonpolitical organization. Its mission is to improve the position of children within society. All activities of the Uganda Child Rights Center are based on the principles stated in the Convention on the Rights of a Child, therefore promoting this Convention as a fundamental document on child rights. Activists of the NGO are pedagogues, psychologists, teachers, professors, sociologists, physicians, lawyers and children. (**Forex Rates: 1\$=3,700 UGX, 1€=3,800 UGX, 1KESK=35UGX**)

The NGO had the following financial information as at 31<sup>st</sup> December 2015

### **2) Assets**

• Pick up Motor Vehicle	UGX 6,000,000
• Mini Bus	UGX 52,000,000
• Cash:	UGX 1,500,000
• Citi Bank\$ A/C	US\$ 12,000,000
• City Bank€ A/C	EUR € 50,000
• Equity Bank A/C	KESH 200,000
• Barclays Bank A/C	UGX 74,500,000
• Furniture& Equipment	UGX 8,000,000
• Land	UGX 35,000,000
• Buildings	UGX 140,000,000

**The following transactions were made in 2016:**

- 3) 4.1.2016:** - A budget of UGX 14 million was presented for promoting child rights. This budget item consists of the honorariums and payments charged for ten trainers for promotion of child rights in Western, Eastern, Northern and Central parts of the country and were exhausted within the given time frame of three weeks.
- 4) 6.1.2016:** - Bought a laptop (\$1,000) and a projector (UGX 1,200,000) for use in seminars and received a discount (5% on the laptop and 2% on the projector).
- 5) 7.1.2016:** - 4 facilitators held two-day life-skills training with street children in Mbale costing \$ 2,000 per day
- 6) 9.1.2016:** - Transferred \$ 50,000 from CitiBank to Barclays Bank

- 7) **14.1.2016:** - Sold the old pick-up vehicle for 4,500,000 UGX and the proceeds deposited in Barclays Bank A/C
- 8) **15.1.2016:** - The NGO's three bank accounts are interest bearing one. In the period January 1<sup>st</sup> - December 31<sup>st</sup>
- 9) In 2015, the NGO reported interest earned on Bank Accounts amounting to \$US 900, KESH 4,800 and UGX 56,000. In the same period, NGO was charged for bank provisions on donated funds in the total amount of US\$ 21, KSH 1,850 and UGX, 37,400.
- 10) **18.1.2016:** - Changed KESH 100,000 into local currency cash as petty cash
- 11) **20.1.2016:** - Paid salaries for six staff worth 4,900,000 UGX, Electricity (350,000 UGX), Water (120,000 UGX) and 400,000 UGX insurance costs.
- 12) **23.1.2016:** - Bought office stationery worth 5,400,000 UGX
- 13) **25.1.2016:** - Received a bill worth 400,000 UGX for staff restaurant meals and it was paid immediately by cash
- 14) **26.1.2016:** - Bought a new Fiat UNO car for directors and managers travelling at \$ 4,700 from UK. Import Tax of 20% was charged, sea freight charges (\$2,300) and customs clearance fee (UGX 500,000).
- 15) **26.1.2016:** - Received 2,000,000 UGX from Child Fund International for hiring of its premises, chairs and facilities.
- 16) **26.1.2016:** - Purchased Sugar (60 Kgs @ 3,800 UGX each), Tea leaves (10 packets @ 3,000 UGX each), Nescafe (8 tins @ 12,500 UGX each), pastries (300,000 UGX) and cutlery set worth 130,000 UGX for daily staff refreshments.
- 17) **27.1.2016:** - Received a grant worth 16,000 € for promoting child rights in Karamoja and Sebei regions from the Alof Palme Foundation (Sweden) which was deposited in to Citi Bank A/C.
- 18) **28.1.2016:** - The grant from Alof Palme Foundation was budgeted for and implemented as below

Budget Items	Budget (In EUR €)
7) Venue hire	200
8) Facilitators allowances	540
9) Trainers fees peer education	1200
10) School coordinators	800
11) Facilitators network meeting	250
12) Lunch and refreshment	320
13) Accommodation for trainees	1,600
14) Accommodation facilitators	600
15) Teaching materials	650
16) Printing of edu and promo mater.	750
17) Travel costs	1,000
18) Office costs	4000
19) Accountant fee	1600
<b>Total</b>	<b>€ 13,510</b>

The unspent amount at the end of the Karamoja/Sebei Project was EUR 2,490

**19) 29.1.2016:** 50 kgs of sugar were contaminated due to bad storage and discarded

**Required:**

*Using quick books accounting software post the above transaction of Uganda Child rights Centre and extract all the relevant end of year financial reports of Uganda Child rights Centre.*

## **NON-PROFIT ACCOUNTING - EXERCISE II**

*Note: Remember to select the appropriate industry on company set up so that quick books can create for you some of the accounts that are suitable for Not for profit organizations. For this case the industry would be not- for Profit organizations.*

ERSD is a NEW non-governmental, non-profitable and independent Ugandan organization which provides humanitarian aid to IDPs, Refugees and host communities, by assisting and supporting their efforts to make a difference to their lives; developing their capacity to respond to emergencies with the support of different partnership agencies. ERSD provides various services to meet the needs of vulnerable by providing foods, NFI (Non-Food Items), Hygiene, kerosene distribution amongst other services. In the period from January 2016 to June 2016, it undertook several activities which are itemized in the description below:

**Transactions:**

- 1) 1-1-2016: - Opened 4 Bank accounts: (StanChart Bank \$, Citi Bank €, Citi Bank £, and Equity Bank UGX)
  - Rates: 1\$=3,800 UGX    1€=3,700 UGX    1£= 4,900 UGX
- 2) 3-1-2016: - Received a grant of USD 400,000 from GTZ to establish a branch in Kampala, Uganda. The amount was deposited in the NGO's StanChart Bank Account budgeted for and used as follows:
  - Rent of office space for one year \$ 12,000 - *On 5-1-2016*
  - Office Furniture \$ 4,500 - *On 7-1-2016*
  - 5 Office Computers \$ 4,400 - *On 9-1-2016*
  - 2 printers \$ 1,200 - *On 9-1-2016*
  - Stationery \$ 2,000 - *On 10-1-2016*
  - Costs of hiring new staff \$ 700 - *On 10-1-2016*
  - Licenses and fees for a year's \$ 550 - *On 15-1-2016*
  - Labor costs \$ 460 - *On 18-1-2016*
  - New Motor vehicle for Directors \$ 7,000 - *On 20-1-2016*
- 3) 10-1-2016: - ERSD received a second grant of 520,000 € from EU for food distribution, kerosene distribution to both IDPs and Refugees in Northern Uganda. The funds were deposited on the NGO's Citi Bank Account. € 150,000 was transferred to Equity Bank and subsequently spent on the following items:
  - *12-1-2016:* - Purchase of maize locally (600 Bags @ 400,000 UGX each)

- 12-1-2016: - Purchase of soya beans (250 bags @ 300,000 UGX each)
  - 12-1-2016: - Salt (800 packets @ 1,200 UGX each)
  - 12-1-2016: - Sugar (350 Bags @ 350,000 UGX each)
  - 15-1-2016: - Logistics, transportation & items storage from Kampala to Gulu - 3,000,000 UGX
  - 19-1-2016: - Distribution costs – 900,000 UGX
  - 30-1-2016: Paid Staff Field Allowances – 1,200,000 UGX
- 4) 30-1-2016: - Transferred \$ 5,000 from StanChart Bank to Equity Bank which was partly used to pay January staff salary + allowances for 5 NGO employees – 4,800,000 UGX.
- 5) 30-1-2016: - Converted € 2,000 into petty cash for future miscellaneous expenses.
- 6) 3-4-2016: - Received a third grant of UGX 700,000,000 from the Office of the Prime Minister, Government of Uganda in the Equity Bank Account to implement community health and sanitation projects in rural areas of Moroto, Kotido, Kitgum and Gulu. The expenditure items were as detailed below. All sanitation and hygiene equipment were procured from Mukwano Industries Ltd.
- 1) SCHOOL SANITATION AND HYGIENE**
- 8-4-2016: - Provided 300 garbage bins for 60 primary schools in Kitgum and Gulu district (5 garbage bins were provided for each school @ 25,000 UGX each)
  - 15-4-2016: - Provided basic health education on impacts of waste disposal, importance access to clean water, sanitation and hygiene at 12 selected schools in the Kitgum and Gulu districts for 2 days @ 1,800,000 UGX per day.
- 2) HOUSEHOLD HYGIENE AND SANITATION**
- 5-5-2016: - Provided 2000-liter water jerry cans to 40 selected poor households in Kotido district in order to enable them storage of rainwater for drinking - @ 1,800,000 UGX each.
  - 18-5-2016: - Installed dry latrines to selected 40 poor families in Moroto district @ 450,000 UGX each.
  - 24-6-2016: - Provided 40 water filters for 40 poor families in Moroto district - @ 55,000 UGX each.
  - 26-6-2016: - Held a sensitization workshop for three days with community parents about the importance of access to clean water, sanitation and hygiene and other health issues related to preventable diseases - @ 2,400,000 UGX per day.
- 3) 26-6-2016:- Transferred \$ 60,000 and € 80,000 to Equity bank**

- 4) 27-6-2016: - Obtained a loan from Stanbic Bank worth 45 UGX million for the construction of office and acquisition of a plot of land. The loan was payable in one year and carried an interest rate of 12% payable annually.
- 5) 29-6-2016: - Paid by cheque the following items:
- Paid salary arrears + allowances for 5 employees for 5 months from February to June 2016 – 24,000,000 UGX
  - Water – 600,0000 UGX
  - Electricity – 1,400,000 UGX
  - Telephone Bills – 120,000/=
  - Donated € 250 towards a bursary scheme for orphaned children in Kampala slums

**Required:**

*Use QuickBooks to prepare the following NGO Reports for the period January – June 2016*

- 1) *Statement of income and expenditure*
- 2) *Statement of financial position*