2. FUND REQUISITION FORM

County

Sub County

Ward…………………………………………………………….

Village

Sub-Project Title……………………………………………………..

Contract Reference No:………………………………….

Date…………………………………………………………………………………

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity/ies | Approved Budgeted  Amount | Amount Received | Balance | Bank/Branch | Account No. | Remarks |
|  |  |  |  |  |  |  |

We the undersigned request that you transfer the sum of Ksh………………(Amount in Words)…………………. to the account No ……………..( as above).

Treasurer.......................................................Sign………………………………………….Date

Secretary………………………………….Sign………………..Date………………………

Chairperson……………………………Sign………………………………….Date……………….

CIPIU Approval……………………… Sign………………………………….Date……………….

3. PAYMENT VOUCHER

PV No:

Payee…………………………………………………………………………………………

Contacts/Address

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Particulars | LSO/LPO No | Receipt No | Invoice No | Delivery Note No | Amount (Kshs) |
|  |  |  |  |  |  |

Amount in Words (Kshs)………………………………………………………………………………………………………

Prepared By………………………………………..Signature………………….Date…………………….

Checked By………………………………………..Signature……………………Date………………

Approved By …………………………………Signature…………………….Date………………..

4. PETTY CASH\*\*

Name of Sub Project…………………………………………………

|  |  |  |
| --- | --- | --- |
| S/No. | Particulars | Amount |
|  |  |  |

Amount in Words ……………………………………………………..

Requested By…………………………………………….Sign……………………………….Date………

Checked By Secretary…………………………..Sign…………………………………Date……………..

Approved By Chairperson……………………Sign……………………………………Date………………..

5.VILLAGE ANNUAL WORK PLAN AND BUDGET

Community Sub-Project Title………………………………………………………

Period……..

|  |  |  |  |
| --- | --- | --- | --- |
| Activities | Responsibilities | Budget (Kshs) | Estimated Time/Completion Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Note:**

**Detailed Budget as an Annex**

Prepared By………………………………Sign……………………………………Date…………………

Treasurer…………………………………Sign……………………………………Date…………

Chairperson……………………………Sign………………………………….Date………………………..

6. STANDARD CHECK LIST FOR OPENING A BANK ACCOUNT

i. Registration certificate of the community group

Ii. Group constitution and by laws

Iii. Community group signatories including their identification documents

Iv. Minutes of the community group meetings approving opening of the bank accounts and approving the signatories to the account.

V. Approved group business /approved plan

Vi. Introduction letter to the Bank from the Project Coordinator

7. MINIMUM REQUIREMENTS FOR PAYMENTS (CASH/CHEQUE)

|  |  |
| --- | --- |
| **Cash Payments** | **Cheque Payment** |
| Payment voucher | Payment voucher |
| Cash sale receipt | LPO/LSO |
| Cash requisition | Invoice |
| Minutes from group | Delivery note |
| Goods received note/acknowledgement | Minutes from group |
|  | Inspection and acceptance report |
|  | Goods received note/acknowledgement |

8. FUND ACKNOWLEDGEMENT FORM

Community Group Title……………………………………………………

Sub-Project/Activity…………………………………………………………….

Amount Received In Figures Kshs……………………………………………………………..

Amount in Words………………………………………………………………………………

We acknowledge receipt of the above funds as per approved request, annual work plans and budget from the CIPIU

Treasurer……………………………………Sign……………………Date…………………………

Secretary………………………………… Sign………………………Date………………………..

Chairperson…………………………………Sign……………………Date…………………………..

9. CASHBOOK

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RECEIPT | | | | | | | PAYMENTS | | | | | | |
| Date | Received From | Purpose | Receipt No | Cheque No | Cash | Bank | Date | Payee | Purpose | PV No. | Cheque No | Cash | Bank |
|  |  |  |  |  |  | |  |  |  |  |  |  | |
|  |  |  |  |  |  | |  |  |  |  |  |  | |

Prepared by……………………………..sign……………………………..date…………………

Treasurer…………………………………..sign…………………………………….date……………

Chairperson………………………………….sign……………………………………date…………….

10. BANK RECONCILIATION

Adapted F.O. 30

Bank Reconciliation Form

Period………………………Sub-Project Name…………………………………….A/C No………………………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bank balance as per Bank statement |  |  |  |  | Xx |
| Less: Unpresented Cheques | X |  |  |  |  |
| Less: Receipts in Bank Not in Cash Book | X | XX |  |  |  |
| Add: Payments in Bank Not Cash Book | X |  |  |  |  |
| Add: Receipts in Cashbook Not In Bank | X | XX |  |  |  |
| Balance As Per Cashbook (Reconciling Figure) |  |  |  |  | Xx |

Prepared By…………………………………………………………………..Date……………………….

Checked By………………………………………………………………….Date……………………………

11. RECORDS MOVEMENT REGISTER.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Item/Particulars | Units | Delivered By | | Received By | | Remarks |
|  |  |  | Name | Sign | Name | Sign |  |
|  |  |  |  |  |  |  |  |

12. COMMUNITY CASH CONTRIBUTION

Name And Address Of Community Group…………………………………………………..

Project Name…………………………………………….

Month Of Reporting………………………………………..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Contributors Name | ID No. | Amount | Contributors Sign |
|  |  |  |  |  |

Prepared By…………………………………………………………………….Date……………..

Reviewed By……………………………………………………………Date…………………………

Authorized By………………………………………………………….Date……………………………

13. BUDGET CONTROL FORM

Name and Address of The Community Group………………………………….

Month Of Reporting………………………………………..

Sub-Project Name…………………………………………..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Budget Line/Activity | Original Budget Amount Kshs(A) | Amount Spent by End Of Previous Month Kshs (B) | Expenditure This Month Kshs © | Total Expenditure End of Month Kshs  D=B+C | Balance End of This Month Kshs (E=A-D) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

Prepared By……………………………………………..Date………………………..

Treasurer………………………………………………….Date………………………….

Chairperson…………………………………………………Date…………………………..

14. ASSET REGISTER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/No | Asset Description | Location | Date of Acquisition | Cost | Remarks |
|  |  |  |  |  |  |

15. CHEQUE REGISTER

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Cheque No | Payee | Amount | Signatory 1 | Signatory 2 | Collected By | Phone No | ID No. | Sign |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

16 PAYMENT VOUCHER REGISTER

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Payee | PV No. | Details | Amount | Prepared By | Approved By | Remarks |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

17. INSPECTION AND ACCEPTANCE FORM (PROCUREMENT)

Sub-Project Title ……………………………………………………………..

Contract No…………………………………………..

Amount…………………………………………………….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | ID No. | Title | Sign | Remarks |
|  |  |  |  |  |
|  |  |  |  |

Chairman of the Respective Sub-Committee ……………………………Sign………...Date…………….

Relevant PISTS (Secretary) ……………………Sign………….Date…………….

Treasurer…………………………………..Sign………………..Date…………………..

Secretary……………………………………Sign………………..Date…………………

Chairman…………………………………Sign……………………..Date………………………

|  |
| --- |
| 18. LIPW ATTENDANCE REGISTER (Community Level) |
| DATE: |
| SUB-PROJECTS: |
| SUB-LOCATION: |
| SUB-PROJECT TEAM LEADER: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | NAMES | TELEPHONE NO. | ID NO. | HOUSEHOLD NAME | TIME IN | TIME OUT | SIGNATURE/THUMB PRINT |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |

19. BENEFICIARY PAYMENT REGISTER(PAYROLL) – Community Level

Sub-Project Title……………………………………..

Period……………………………………………..

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S/No | Name of Payee | ID No | Phone No: | Days | Rate | Total Amount | Sign | Remarks |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Prepared By………………………………………. Sign…………………………Date……………………

Checked By……………………………………….Sign………………………….Date………………………

Approved By…………………………………….Sign…………………..Date……………….

**Note: Attach Attendance List**

20. MONTHLY FINANCIAL REPORT.

Sub-Project Title………………………………………………………………………………………

Components :

1.Social Economic and Infrastructure (Health, Education, Road, Water, Sanitation)

2. Environment and Natural Resources (Environment, Energy, etc)

3. Livelihood (Traditional, Nontraditional, Existing, New groups)

Reporting period………………………………………………………………………………………

RECEIPTS AND PAYMENT SCHEDULE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RECEIPTS** | | | **PAYMENTS** | | |
| S/NO | PARTICULARS | KSHS | S/NO | PARTICULARS | KSHS |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Total Receipts (Kshs)………………………………………………………………….

Total Payments (Kshs)……………………………………………………………….

Closing Balance (Kshs)……………………………………………………………….

Challenges Encountered;

1………………………………………………………………………………………………………

2……………………………………………………………………………………………………

Compiled By;…………………… Signature……………………………….Date…………….

Treasurer;…………………………..Signature……………………………..Date………………

Chairperson;………………………Signature………………………………Date……………….

21.BANK CHEQUE CONFIRMATION SCHEDULE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Cheque No | Payee | Amount | Purpose |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Prepared By;…………………………………Signature…………………………………Date…………………

Treasurer……………………………. Signature………………………………Date………………….

Chairperson…………………………..Signature……………………………. Date…………………

CIPIU Approval……….………………Signature……………………………Date………………….

22.REFUND/CLAIM SCHEDULE

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Name | No of Days | Accommodation | Transport | Total | ID No | Phone No | Signature | Remarks |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Prepared By;……………………………Signature……………………………Date……………………………

Treasurer……………………… Signature…………………………Date…………………………

Chairperson;……………………Signature……………………….Date……………………………..

Note; Accommodation rate xxxxx

Transport xxxxx

**Note: Attach Completed Budget Control Form.**

23. ACCOUNT OPENING INTRODUCTION LETTER

Date:………………………

The Branch Manager

Bank Name ……………………………..

County / Sub County

RE: SUB PROJECT NAME: …………………………………………………………………………

The above-named sub project group has met all the conditions for opening the bank account as per the attached requirements.

The signatories to the bank account are; The Chairperson, Treasurer and Secretary. All to sign.

The CIPIU will not be signatory to account but shall have powers to access information on accounts operation and suspend the use of the accounts in case of abuse by the community.

Kindly facilitate the community group in opening the bank account.

County Project Coordinator

Notes

Government reports based on chart of accts, The bank (world bank) reports as per components.

Capturing community banks will be done at the field level

Add a feature to filter banks by county and community groups

Add a S/No(document number reference for each transaction

Disbursement schedules is created for each project. Maximum of 2 tranches

Study annual workplan – Share copy

Rename Employee to Custodian

Add a field to specify if an asset is for national level and county level

CPMC are in charge of community assets

Add a feature for creating CPMCs – Done

Add a feature for scanned uploads

Reporting order National > County > Community

For each invoice, provide a feature for uploading inspection Certificate for Civil works from government

Rename Payment ID to Payment Voucher Number on Payments