

## 別添 2: Manual on Making Monthly Report (Sample)

# Manual on Making a Monthly Report

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## 1. Outline of Monthly Report Formats

In the context of management of piped facilities in Uganda, there are two types of contracts: Management Contracts and Service Contracts. In addition to the different types of contracts, there are also two ways of collecting fees: “pay-as-you-fetch” and “monthly tariffs”. Based on these differences, three monthly formats (Format 1, and 2 and 3) are prepared in this manual (Table 1). Table 2 and Table 3 represent the outline of the contracts and the methods of collecting fees, respectively. Figure 1 on the next page illustrates the management structure among stakeholders under a management contract.

Table1: Monthly Formats under the contract and fee collection

Monthly Format	Type of Contract	Fee collection
Format 1 (Annex 1 and Table2)	Management Contract	Pay-as-you-fetch
Format 2 (Annex 2 and Table3)	Management Contract	Monthly tariffs
Format 3 (Annex 3)	Service Contract	Monty tariffs

Table 2: Outline of the contracts

Type of contract	Outline
Management Contract	A Management contract, in addition to the services to be contracted out, includes some or all of the management and operation of the service. Generally, daily management control is assigned to the Scheme Operator (SO). The SO will receive a fixed proportion of the total revenue.
Service Contract	Under a service contract, the Water Supply and Sanitation Board (WSSB) hires a person to carry out one or more specified tasks for a period such as the operator and the guard. The WSSB pays a fixed fee per month.

Table 3: Outline of the methods of collecting fees

The method of collecting fees	Outline
Pay-as-you-fetch	<b>Pay-as-you-fetch</b> systems require a public tap attendant to be present at the public tap to collect water tariffs from users. The user pays a fixed amount per container such as UGX 50, UGX 100 per jerry-can.
Monthly tariffs	<b>Monthly tariffs</b> where each household in the community is expected to contribute a given amount each month, UGX 2,000 per household, for example. Those who have paid tariffs can fetch water as many times in a month as they want.

Table 4 and Table 5 represent an example of the completed monthly report in a specific month of a scheme (for example, January 2017) under a management contract. The former is for a scheme where the pay-as-you-fetch method is being applied, and the latter is for a scheme where the monthly tariffs method is being applied. The difference between these formats is only the item “4. Revenue”. Therefore, this manual basically describes how to make a monthly report by using the format of Table 4 as an

example. Additionally, this manual covers composing the item of “4. Revenue” for a scheme which applies the monthly tariffs method.

This manual focuses on the explanation of making monthly reports by using Format 1 and Format 2 for a monthly report. In some cases, A WSSB directly signs a contract with an SO and a Guard (Service Contract). Thus, a monthly format for this case (Format 3) is attached to Annex 3. For making this monthly format, the method of collecting fees is the same as in a management contract.

The details on how to make a monthly report are explained in section 2 on page 7.

## 2. Outline of the Structure under the Management Contract

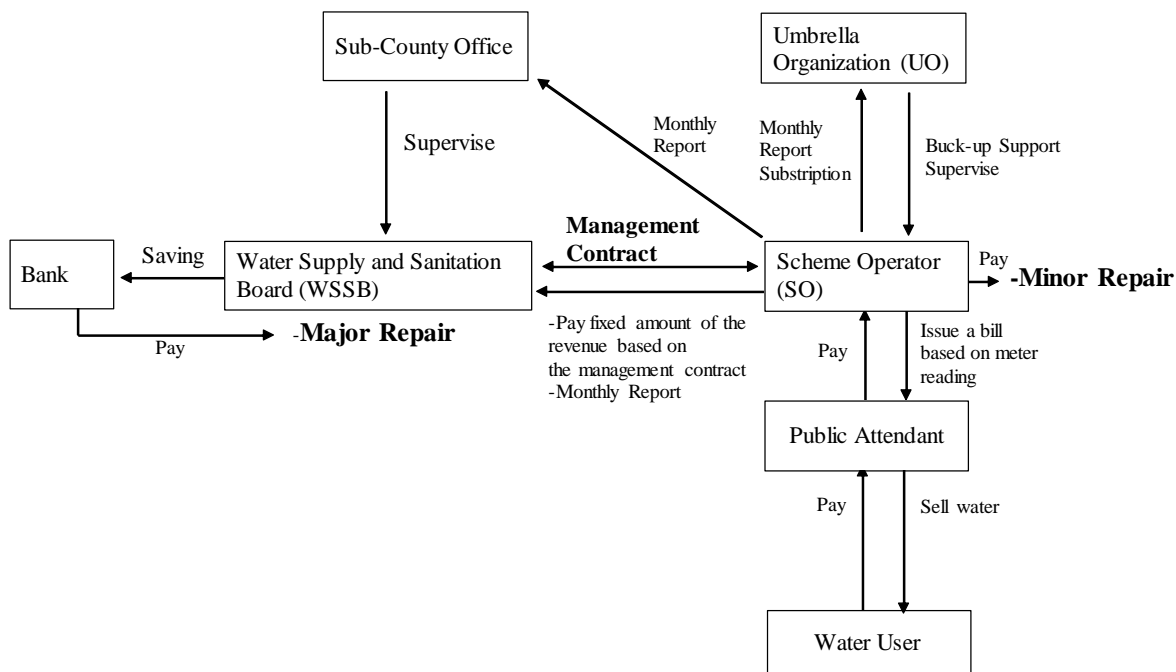


Figure 1: Structure of the management contract

**Table 4: Example of a monthly format for a scheme applying the pay-as-you-fetch method**

Monthly Report for the pay as you fetch			
Nbr	Items	UNIT	
<b>1</b>	<b>Revenue and Revenue Allocation</b>		
1.1	The Revenue collected (the Net Income) (4.2.3)	Ush	
1.2	Management fee for the SO ( % of the Revenue collected)	Ush	
1.3	Administrative fee for the WSSB ( % of the Revenue collected)	Ush	
1.4	Savings at a bank account ( % of the Revenue collected)	Ush	
<b>2</b>	<b>Water Volume Data</b>		
2.1	Water pumped to the tank ( <i>by using Format 1</i> )	m <sup>3</sup>	
2.2	Water supplied to distribution network ( <i>by using Format 2</i> )	m <sup>3</sup>	
2.3	Water consumed at the public taps/kiosks and yard connections ( <i>by using Format 3 and 4</i> )	m <sup>3</sup>	
<b>3</b>	<b>Customer Data</b>		
3.1	Total No.of public taps/kiosks	Nr	
3.2	Total No.of yard (private) connections	Nr	
<b>4</b>	<b>Revenue</b>		
4.2.1	Total amount billed at public Taps ( <i>by using Format 5</i> )	Ush	
4.2.2	Total amount billed at yard connections ( <i>by using Format 6</i> )	Ush	
4.2.3	Total amount billed at the end of the month (4.2.1+4.2.2)	Ush	
4.2.4	Amount collected from public taps ( <i>by using Format 5</i> )	Ush	
4.2.5	Amount collected from yard connections ( <i>by using Format 6</i> )	Ush	
4.2.6	Total Revenue (4.2.4 + 4.2.5)	Ush	
<b>5</b>	<b>Expenses from Savings for major repairs and others</b>		
5.1	Major repair	Ush	
5.2	Other expenditure from savings	Ush	
5.3	Total expenditure (5.1+5.2)	Ush	
<b>6</b>	<b>Bank Statement</b>		
6.1	Expenditure from the savings (5.3)	Ush	
6.2	Bank charges	Ush	
6.3	Savings in this month (1.4)	Ush	
6.4	Net surplus or deficit (6.3-6.1-6.2)	Ush	
6.5	The balance of the last month	Ush	
6.6	Current balance on the bank statement (6.4+6.5)	Ush	

**Table 5: Example of a monthly format for a scheme applying the monthly tariffs method**

Monthly Report			
Nbr	Items	UNIT	
<b>1</b>	<b>Revenue and Revenue Allocation</b>		
1.1	The Revenue collected (the Net Income) (4.2.3)	Ush	
1.2	Management fee for the SO ( % of the Revenue collected)	Ush	
1.3	Administrative fee for the WSSB ( % of the Revenue collected)	Ush	
1.4	Savings at a bank account ( % of the Revenue collected)	Ush	
<b>2</b>	<b>Water Volume Data</b>		
2.1	Water pumped to the tank ( <i>by using Format 1</i> )	m <sup>3</sup>	
2.2	Water supplied to distribution network ( <i>by using Format 2</i> )	m <sup>3</sup>	
2.3	Water consumed at the public taps/kiosks and yard connections ( <i>by using Format 3 and 4</i> )	m <sup>3</sup>	
<b>3</b>	<b>Customer Data</b>		
3.1	Total No.of public taps/kiosks	Nr	
3.2	Total No.of yard (private) connections	Nr	
<b>4</b>	<b>Revenue</b>		
4.2.1	Total amount collected from households ( <i>by using Format 7-1 and 7-2</i> )	Ush	
4.2.2	Total amount collected from yard connections ( <i>by using Format 6</i> )	Ush	
4.2.3	Total revenue (4.2.1 + 4.2.2)	Ush	
<b>5</b>	<b>Expenses from Savings for major repairs and others</b>		
5.1	Major repair	Ush	
5.2	Other expenditure from savings	Ush	
5.3	Total expenditure (5.1+5.2)	Ush	
<b>6</b>	<b>Bank Statement</b>		
6.1	Expenditure from the savings (5.3)	Ush	
6.2	Bank charges	Ush	
6.3	Savings in this month (1.4)	Ush	
6.4	Net surplus or deficit (6.3-6.1-6.2)	Ush	
6.5	The balance of the last month	Ush	
6.6	Current balance on the bank statement (6.4+6.5)	Ush	

### 3. Manual on Making a Monthly Report

#### 1. Revenue and Revenue Allocation

**“1.1 the revenue collected from 4.2.6”** shows the total revenue collected by the SO from Public Attendants and Owners of yard (private) connections. The amount of 1.1 should come from the 4.2.6 of “Total Revenue” of the monthly report. For example, if the SO collected a total revenue of UGX 948,000 per month, this amount should be filled in this column. Calculating the figure UGX 948,000 is explained in the section “4. Revenue” in this manual.

**“1.2 to 1.4”** are an allocation of the revenue based on the management contract. For example, if the allocation of the management fee for SO, the administrative fee for WSSB and the savings in a bank are 40%, 10%, 50% respectively, each amount is UGX 379,200 ( $948,000 * 0.40$ ), UGX 94,800 ( $948,000 * 0.10$ ), UGX 474,000( $948,000 * 0.50$ ) respectively, as shown in the table below.

1	Revenue and Revenue Allocation		
1.1	The Revenue collected (the Net Income) (4.2.3)	Ush	948,000
1.2	Management fee for the SO ( % of the Revenue collected)	Ush	379,200
1.3	Administrative fee for the WSSB ( % of the Revenue collected)	Ush	94,800
1.4	Savings at a bank account ( % of the Revenue collected)	Ush	474,000

The allocation of the revenue to the management fee, administrative fee, and savings shall be discussed with concerned parties. However, it is recommended to set the following ratios (table 6) for the solar and the national grid piped scheme. The management fee for the Scheme operator (40%) is relatively low compared with that for national grid scheme (80-85%). This is because the SO of the solar piped scheme does not need to pay an electricity bill, which is required for the national grid scheme.

Table 6: Recommended Revenue Allocation for Solar and National grid schemes

	Solar piped scheme	National grid scheme
Management fee for the SO	40 %	80 % ~ 85 %
Administrative fee the WSSB	10 ~ 20 %	5 ~ 10 %
Savings in a bank	40% ~ 50 %	10 ~ 15 %
Total	100 %	100 %

## 2. Water Volume Data

Water volume data is important as 1) it shows how much water is consumed per month and 2) makes it possible to do an audit for the amount of water fees collected. With regard to the former, the SO needs to check all water meters at least once a month (at the end of each month, for example) so that the amount of water consumed per month can be measured. However, it is strongly recommended that bulk meters at boreholes and a tank are checked every day, while water meters at public taps and yard taps should be checked every two weeks.

### "2.1 water pumped to the tank during the month"

*Please use Format 1*

The SO should check all water meters at the boreholes to establish the total volume of water pumped from each borehole, and from all boreholes in total. For example, if a scheme has four boreholes, the water meter reading is recorded as follows (in this example, the SO reads water meters at the end of the month);

	Unit	31st December	31st January
No.1 Borehole	m3	1,123	1,300
No.2 Borehole	m3	2,222	2,333
No.3 Borehole	m3	1,561	1,712
No.4 Borehole	m3	1,125	1,489

The amount of water pumped in a month can be calculated by subtracting the reading of the former month (Dec) from the following month (Jan); the differences are calculated as No.1 is 177 m<sup>3</sup>, No.2 is 111 m<sup>3</sup>, No.3 is 151 m<sup>3</sup> and No.4 is 364m<sup>3</sup>, as follows:

	Unit	31st December	31st January	Difference
No.1 Borehole	m3	1,123	1,300	177
No.2 Borehole	m3	2,222	2,333	111
No.3 Borehole	m3	1,561	1,712	151
No.4 Borehole	m3	1,125	1,489	364

Finally, the total amount of water pumped is calculated by adding up the difference of each borehole which, in this case, is 803 m<sup>3</sup> (as shown in the table below):

	Unit	31st December	31st January	Difference
No.1 Borehole	m3	1,123	1,300	177
No.2 Borehole	m3	2,222	2,333	111
No.3 Borehole	m3	1,561	1,712	151
No.4 Borehole	m3	1,125	1,489	364
			Total	803

## **“2.2 water supplied to distribution network during the month”**

*Please use Format 2*

The calculation of this amount is simple. Read a water meter of the tank at the end of the month, then calculate the difference in readings. The table below shows an example.

	Unit	31st December	31st January	Difference
Water meter at the tank	m <sup>3</sup>	2553	3266	713
			Total	713

## **“2.3. Water consumed at the public taps/kiosks and yard (private) connections”**

*Please use Format 3 and Format 4*

The calculation of “2.3 Water consumed” is similar to that of 2.2.

The SO should read the water meters of public taps and yard taps at least once a month. The table below shows an example of the calculation of public taps (In this example, there are five public taps in the scheme). The figure of 2.3 Water Sold is 673 m<sup>3</sup>.

	Unit	31st December	31st January	Difference
No.1 Public tap	m <sup>3</sup>	233	300	67
No.2 Public tap	m <sup>3</sup>	156	452	296
No.3 Public tap	m <sup>3</sup>	76	150	74
No.4 Public tap	m <sup>3</sup>	555	791	236
No.5 Public tap	m <sup>3</sup>	386	405	19
			Total	673

In addition to public taps, if the scheme already has yard connections, the amount of water abstracted from yard taps needs to be included. For example, the scheme has 5 public taps and 2 yard taps. The water meter reading of yard taps is recorded as shown in the following table.

	Unit	31st December	31st January	Difference
Yard taps 1	m <sup>3</sup>	333	346	13
Yard taps 2	m <sup>3</sup>	792	809	17
			Total	30

The total amount of water consumed is the water consumed from public taps plus the water consumed from yard taps. Therefore, the total water consumed is  $673+30= 703\text{m}^3$ .

Following the above calculation, “2. Water volume” of the monthly report is completed as follows;

<b>2</b>	<b>Water Volume Data</b>		
2.1	Water pumped to the tank during the Month	m <sup>3</sup>	803
2.2	Water supplied to distribution network during the Month	m <sup>3</sup>	713
2.3	Water consumed at the public taps/kiosks and yard (private)	m <sup>3</sup>	703



### **3. Customer Data**

This is simple, just fill in the number of public taps and yard connections of the current scheme.

For example, if the scheme has 5 public taps and 2 yard connections at the end of the month, these figures shall be filled in as below:

<b>3</b>	<b>Customer Data</b>		
3.1	Total No.of public taps/kiosks	Nr	5
3.2	Total No.of private connections	Nr	2

#### 4. Revenue (Pay as you fetch)

Revenue is essential in ensuring that a scheme operates on a self-sustaining basis.

*Please use Format 5 and Format 6*

“4.2. 1. Amount billed at Public taps” and “4.2.2 Amount billed at yard connections” are generally calculated in the same way, but it is important to know that the public tap attendant usually collects fees at the public tap from users, so the public tap attendant needs to receive some money as his/her payment for the task.

Here, water tariffs are assumed to be as in Table 7. It is important to note that the billed tariff at the public tap and at the yard connections are not the same. At the public tap, the SO issues a bill to the public tap attendant. The difference between water tariff and billed tariff at a public tap should be the income for the public tap attendant.

Table 7: Recommended Water Tariffs for the Solar piped scheme

	Water Tariffs (Water users pay)	Billed Tariffs (the SO issue the bill)
Public Tap	UGX 50 to 100 per jerry can (almost UGX 2,500 per m <sup>3</sup> in case UGX 50)	UGX 1,500 per m <sup>3</sup>
Yard Connection	UGX 2,000 per m <sup>3</sup>	UGX 2,000 per m <sup>3</sup>

##### 4.2. 1 Total Amount billed at Public taps

To determine the amount to be billed, one must check the water meter of a public tap periodically, every two weeks for example, then issue a bill to the public tap attendant. For example,

1. Assume that the Water Fee is UGX 50 per jerry-can (for example)
2. Assume that one jerry can is almost 20 liters
3. The SO checks the water meter at each public tap on a regular basis
4. For example, 2 m<sup>3</sup> is sold every two weeks (this could be found by reading a water meter)
5. 2 m<sup>3</sup> is 2,000 liters. This means 100 jerry cans were sold (by dividing 2,000 liters by 20 liters)
6. The Public tap attendant would have collected UGX5,000 (A) (UGX50 \* 100 jerry cans)
7. SO collects a fee from the attendant based on a calculation of UGX 1,500 per m<sup>3</sup> of billed tariff as shown in the Table 7.
8. This means that 2 m<sup>3</sup> multiplied by UGX 1,500/ m<sup>3</sup> = UGX3,000 (B)
9. The SO issues a bill for UGX 3,000 to Public tap attendant.
10. UGX 2,000, which is the difference between UGX 5,000 (A) and UGX 3,000 (B) , is the wage for the Public tap attendant

The SO will do the above work at all public taps, then issue a bill to each public tap attendant. As a sample, it is billed as follows:

	Unit	31st December	31st January	Difference (A)	Billed Tariff (B)	Billed amount A*B
No.1 Public tap	m3	233	300	67	1,500	100,500
No.2 Public tap	m3	156	452	296	1,500	444,000
No.3 Public tap	m3	76	150	74	1,500	111,000
No.4 Public tap	m3	555	791	236	1,500	354,000
No.5 Public tap	m3	386	405	19	1,500	28,500
			Total	673		1,038,000

Thus, here 4.2.1 Total amount billed at public taps is UGX 1,038,000.

4	Revenue		
4.2.1	Total Amount billed at Public Taps	000Ush	1,038,000

#### “4.2. 2 Total amount billed at yard connections”

For yard connections, the SO directly issues a bill to the owner of the yard connections. Here, the water tariff of yard connection is assumed to be UGX 2,000 per m<sup>3</sup>, as an example. So each bill is prepared as follows:

1. Assume that water tariff is UGX 2,000 per m<sup>3</sup>
2. SO checks a water meter at yard connection on a regular basis
3. For example, 13 m<sup>3</sup> and 17 m<sup>3</sup> of water is sold at two yard connections in a month (this could be found by reading a water meter)
4. SO issues bill of UGX 26,000 and UGX 34,000 on the basis of multiplying 13 m<sup>3</sup> of water sold by the water tariff rate of UGX 2,000 per m<sup>3</sup>, and multiplying 17 m<sup>3</sup> by UGX 2,000 per m<sup>3</sup>, as follows:

	Unit	31st December	31st January	Difference	Billed Tariff	Billed amount
Yard taps 1	m3	333	346	13	2,000	26,000
Yard taps 2	m3	792	809	17	2,000	34,000
			Total	30		60,000

Thus, here 4.2.2 Total amount billed at yard connections is UGX 60,000

4	Revenue		
4.2.2	Total Amount billed at yard connections	000Ush	60,000

#### “4.2. 3 Total amount billed at the end of month”

As a result, total amount billed is calculated to be UGX 1,098,000 as follows:

4	Revenue		
4.2.1	Total Amount billed at Public Taps	000Ush	1,038,000
4.2.2	Total Amount billed at yard connections	000Ush	60,000
4.2.3	Total amount billed at the end of the Month (4.2.1+4.2.2)	000Ush	1,098,000

#### “4.2. 4 Amount collected from Public taps”

The bill is issued to each public attendant, and the SO collects this amount. The total collected amount shall be UGX 1,038,000. However, sometimes, the SO cannot collect the billed amount because the public tap attendant fails to collect the water fee properly. For example, assume the tap attendant of the No.2 public tap failed to pay the bill of UGX 444,000 and paid 300,000 instead. Then 4.2.4 was calculated UGX 894,000 as follows;

	Unit	31st December	31st January	Difference	Billed Tariff	Billed amount	Collected amount
No.1 Public tap	m3	233	300	67	1,500	100,500	100,500
No.2 Public tap	m3	156	452	296	1,500	444,000	300,000
No.3 Public tap	m3	76	150	74	1,500	111,000	111,000
No.4 Public tap	m3	555	791	236	1,500	354,000	354,000
No.5 Public tap	m3	386	405	19	1,500	28,500	28,500
			Total	673		1,038,000	894,000

As a result, in the monthly report, this is recorded as follows:

4.2.4	Amount collected from Public Taps	000Ush	894,000
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#### “4.2. 5 Amount collected from yard connections”

This bill is issued to the each owner of a yard connection, and the SO collects this amount. The total collected amount is the UGX 60,000. However, like with public taps, sometimes, the owner of a yard connection does not pay the water fee. For example, assume that No.1 of yard tap did not pay the bill of UGX 26,000 and paid 20,000 instead. Then 4.2.4 was calculated to be UGX 54,000 as follows;

	Unit	31st December	31st January	Difference	Billed Tariff	Billed amount	Collected amount
Yard taps 1	m3	333	346	13	2,000	26,000	20,000
Yard taps 2	m3	792	809	17	2,000	34,000	34,000
			Total	30		60,000	54,000

In the monthly report, this is recorded as follows:

4.2.5	Amount collected from private connections	000Ush	54,000
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#### 4.2. 6 Total Revenue (4.2.4 plus 4.2.5)

The Total Income UGX 948,000 is calculated by adding 4.2.4 to 4.2.5. Then “4. Revenue” is completed as follows;

4	Revenue		
4.2.1	Total amount billed at public Taps (by using Format 5)	000Ush	1,038,000
4.2.2	Total amount billed at yard connections (by using Format 6)	000Ush	60,000
4.2.3	Total amount billed at the end of the month (4.2.1+4.2.2)	000Ush	1,098,000
4.2.4	Amount collected from public taps (by using Format 5)	000Ush	894,000
4.2.5	Amount collected from yard connections (by using Format 6)	000Ush	54,000
4.2.6	Total Revenue (4.2.4 + 4.2.5)	000Ush	948,000

#### 4. Revenue (Monthly tariffs)

Please use Format 7-1 and 7-2

Here explain how to make the item of “4. Revenue” for a scheme which is applying the monthly tariffs.

Firstly, the SO needs to make a list of households for each public tap for fee collection. For example, the SO made a list of the public tap 1 as follows. In this example, five households are using public tap No.1. The Water tariff is UGX 3,000 per household per month. The total fee at public tap 1 is UGX 15,000. The SO pays UGX 3,000 to a public attendant for his /her work in fee collection. The amount to pay the public tap attendant depends on the scheme. However, in the case that the SO collects fees from each household themselves, the SO does not need to hire a public tap attendant, so there is no need to pay some amount of money to the public tap attendant.

Public tap for No.1		Year and Month						
Name of House holds		January 2017						
1	A	3,000						
2	B	3,000						
3	C	3,000						
4	D	3,000						
5	E	3,000						
Sub total		15,000						
Payment for the Tap attendant		3,000						
Total of the revenue of Public tap		12,000						

After payment of UGX 3,000 to the public tap attendant of No.1, the total revenue of the public tap No.1 is UGX 12,000. Here, to make the case simple, it is assumed that the SO collected UGX 12,000 from other public taps also. The total revenue was calculated as shown below, giving UGX 60,000 as the total amount collected from the households.

		Year and Month						
No.of Public taps		January 2017						
1	Tap1	12,000						
2	Tap2	12,000						
3	Tap3	12,000						
4	Tap4	12,000						
5	Tap5	12,000						
Total of the revenue of Public tap		60,000						

In this case, there are no yard connections, thus 4.2.2. is 0. As a result, 4.2.3 of total revenue is UGX 60,000.

4	Revenue		
4.2.1	Total amount collected from households (by using Format 7-1 and 7-2)	000Ush	60,000
4.2.2	Total amount collected from yard connections (by using Format 6)	000Ush	0
4.2.3	Total revenue (4.2.1 + 4.2.2)	000Ush	60,000

## 5 Expenses from Savings for Major Repairs and Others

This item is used for expenditure from savings. Note that the savings basically shall be managed by the WSSB.

If the WSSB spent UGX 200,000 for major repair. And the WSSB spent UGX 50,000 for example as payment to the UO. Then the table below shows the each expenditure and total expenditure.

5	Expenses from Savings for major repairs and others		
5.1	Major repair	000Ush	200,000
5.2	Other expenditure from savings	000Ush	50,000
5.3	Total expenditure (5.1+5.2)	000Ush	250,000

## 6 Bank Statement

This item is important to show how much savings are in a bank.

“6.1” shall come from the previous column of “5.3”. In this case, UGX 250,000.

In “6.2”, the SO needs to fill in how much the bank charges. For example, if the bank charges UGX10,000 in a month the SO need to fill in this amount into this column.

“6.3” needs to show the savings from the monthly income that is already shown in the 1.4.

“6.4” can be obtained by subtracting 6.1 and 6.2 from 6.3. As shown above, the amount of “6.1”, “6.2” and “6.3” is UGX 250,000, UGX 10,000 and UGX 474,000 respectively. Thus, 6.4 is UGX 214,000 (474,000-250,000-10,000).

Then the balance of the last month in the bank is assumed as UGX 500,000 in this case. So the current balance of “6.6” is UGX 714,000 (500,000+214,000). This amount is the savings that could pay for future major repair. “6.6” will be the balance of the last month (“6.5”) for the next month’s monthly report.

6	Bank Statement		
6.1	Expenditure from the savings (5.3)	000Ush	250,000
6.2	Bank charges	000Ush	10,000
6.3	Savings in this month (1.4)	000Ush	474,000
6.4	Net surplus or deficit (6.3-6.1-6.2)	000Ush	214,000
6.5	The balance of the last month	000Ush	500,000
6.6	Current balance on the bank statement (6.4+6.5)	000Ush	714,000

After completion, submit it to the Sub County office and post it on the notice board in the sub county office to ensure transparency and accountability.

**End**

## Annex 1: Monthly Report Format for pay-as-you-fetch under a Management Contract

Monthly Report for the pay as you fetch			
Nbr	Items	UNIT	
<b>1</b>	<b>Revenue and Revenue Allocation</b>		
1.1	The Revenue collected (the Net Income) (4.2.3)	Ush	
1.2	Management fee for the SO ( % of the Revenue collected)	Ush	
1.3	Administrative fee for the WSSB ( % of the Revenue collected)	Ush	
1.4	Savings at a bank account ( % of the Revenue collected)	Ush	
<b>2</b>	<b>Water Volume Data</b>		
2.1	Water pumped to the tank ( <i>by using Format 1</i> )	m <sup>3</sup>	
2.2	Water supplied to distribution network ( <i>by using Format 2</i> )	m <sup>3</sup>	
2.3	Water consumed at the public taps/kiosks and yard connections ( <i>by using Format 3 and 4</i> )	m <sup>3</sup>	
<b>3</b>	<b>Customer Data</b>		
3.1	Total No.of public taps/kiosks	Nr	
3.2	Total No.of yard (private) connections	Nr	
<b>4</b>	<b>Revenue</b>		
4.2.1	Total amount billed at public Taps ( <i>by using Format 5</i> )	Ush	
4.2.2	Total amount billed at yard connections ( <i>by using Format 6</i> )	Ush	
4.2.3	Total amount billed at the end of the month (4.2.1+4.2.2)	Ush	
4.2.4	Amount collected from public taps ( <i>by using Format 5</i> )	Ush	
4.2.5	Amount collected from yard connections ( <i>by using Format 6</i> )	Ush	
4.2.6	Total Revenue (4.2.4 + 4.2.5)	Ush	
<b>5</b>	<b>Expenses from Savings for major repairs and others</b>		
5.1	Major repair	Ush	
5.2	Other expenditure from savings	Ush	
5.3	Total expenditure (5.1+5.2)	Ush	
<b>6</b>	<b>Bank Statement</b>		
6.1	Expenditure from the savings (5.3)	Ush	
6.2	Bank charges	Ush	
6.3	Savings in this month (1.4)	Ush	
6.4	Net surplus or deficit (6.3-6.1-6.2)	Ush	
6.5	The balance of the last month	Ush	
6.6	Current balance on the bank statement (6.4+6.5)	Ush	

## Annex 2: Monthly Report Format for fixed water tariffs for households under a Management Contract

Monthly Report			
Nbr	Items	UNIT	
<b>1</b>	<b>Revenue and Revenue Allocation</b>		
1.1	The Revenue collected (the Net Income) (4.2.3)	Ush	
1.2	Management fee for the SO ( % of the Revenue collected)	Ush	
1.3	Administrative fee for the WSSB ( % of the Revenue collected)	Ush	
1.4	Savings at a bank account ( % of the Revenue collected)	Ush	
<b>2</b>	<b>Water Volume Data</b>		
2.1	Water pumped to the tank ( <i>by using Format 1</i> )	m <sup>3</sup>	
2.2	Water supplied to distribution network ( <i>by using Format 2</i> )	m <sup>3</sup>	
2.3	Water consumed at the public taps/kiosks and yard connections ( <i>by using Format 3 and 4</i> )	m <sup>3</sup>	
<b>3</b>	<b>Customer Data</b>		
3.1	Total No.of public taps/kiosks	Nr	
3.2	Total No.of yard (private) connections	Nr	
<b>4</b>	<b>Revenue</b>		
4.2.1	Total amount collected from households ( <i>by using Format 7-1 and 7-2</i> )	Ush	
4.2.2	Total amount collected from yard connections ( <i>by using Format 6</i> )	Ush	
4.2.3	Total revenue (4.2.1 + 4.2.2)	Ush	
<b>5</b>	<b>Expenses from Savings for major repairs and others</b>		
5.1	Major repair	Ush	
5.2	Other expenditure from savings	Ush	
5.3	Total expenditure (5.1+5.2)	Ush	
<b>6</b>	<b>Bank Statement</b>		
6.1	Expenditure from the savings (5.3)	Ush	
6.2	Bank charges	Ush	
6.3	Savings in this month (1.4)	Ush	
6.4	Net surplus or deficit (6.3-6.1-6.2)	Ush	
6.5	The balance of the last month	Ush	
6.6	Current balance on the bank statement (6.4+6.5)	Ush	



### Annex 3: Monthly Report Format for fixed water tariffs for household under a Service Contract

Nbr	Items	UNIT		
<b>1</b>	<b>Water Volume Data</b>			
1.1	Water pumped to the tank <i>(by using Format1)</i>	m <sup>3</sup>		
1.2	Water supplied to distribution network <i>(by using Format 2)</i>	m <sup>3</sup>		
1.3	Water consumed at the public taps/kiosks and yard connections <i>(by using Format 3 and 4)</i>	m <sup>3</sup>		
<b>2</b>	<b>Customer Data</b>			
2.1	Total No.of public taps/kiosks	Nr		
2.2	Total No.of yard (private) connections	Nr		
<b>3</b>	<b>Revenue</b>			
3.1	Amount collected from public taps	Ush		
3.2	Amount collected from yard connections	Ush		
3.3	Water tank	Ush		
3.4	Other income	Ush		
3.5	Total Revenue (3.1+3.2+3.3+3.4)	Ush		
<b>4</b>	<b>Expenditure</b>			
4.1	Wage for the SO	Ush		
4.2	Wage for the Guard	Ush		
4.3	Allowance for the Water Board	Ush		
4.4	Other expenditure from the revenue in this month	Ush		
4.5	Savings	Ush		
4.6	Total expenditure (4.1+4.2+4.3+4.4+4.5)	Ush		
<b>5</b>	<b>Expenses from savings for major repairs and others</b>			
5.1	Major repair from savings	Ush		
5.2	Other expenditure from savings	Ush		
5.3	Total expenditure from savings (5.1+5.2)	Ush		
<b>6</b>	<b>Bank Statement</b>			
6.1	Expenditure from the savings (from 5.3)	Ush		
6.2	Bank charges	Ush		
6.3	Savings in this month (from 4.5)	Ush		
6.4	Net surplus or deficit (6.3-6.1-6.2)	Ush		
6.5	The balance of the last month	Ush		
6.6	Current balance on the bank statement at the end of month (6.4+6.5)	Ush		
Note: Total Revenue (3.5) and Total Expenditure (4.6) must be the same amount				