

## Municipality/Commune Questionnaire

### I. General Information on the Municipality/Commune

|                                       |                   |
|---------------------------------------|-------------------|
| I.1 Region:                           | I _ _ I           |
| I.2 District:                         | I _ I _ I         |
| I.3 Name of Municipality/Commune:     |                   |
| I.4 Municipality/Commune code number: | I _ I _ I         |
| I.5 M or C:                           | I _ I             |
| I.6 Population:                       | I _ I _ I _ I _ I |
| I.7 Area:                             | I _ I _ I _ I     |

## II. Education Institutions in the Municipality/Commune

| Institution                    | Number | Enrollments | Classes | Teaching Staff (TS) | Non-Teaching Staff (NTS) | Total TS Salaries | Total NTS Salaries |
|--------------------------------|--------|-------------|---------|---------------------|--------------------------|-------------------|--------------------|
| <b>Preschool</b>               |        |             |         |                     |                          |                   |                    |
| 2002/03                        |        |             |         |                     |                          |                   |                    |
| 2003/04                        |        |             |         |                     |                          |                   |                    |
| <b>Basic education schools</b> |        |             |         |                     |                          |                   |                    |
| 2002/03                        |        |             |         |                     |                          |                   |                    |
| 2003/04                        |        |             |         |                     |                          |                   |                    |
| <b>Secondary schools</b>       |        |             |         |                     |                          |                   |                    |
| 2002/03                        |        |             |         |                     |                          |                   |                    |
| 2003/04                        |        |             |         |                     |                          |                   |                    |
| <b>Complete schools</b>        |        |             |         |                     |                          |                   |                    |
| 2002/03                        |        |             |         |                     |                          |                   |                    |
| 2003/04                        |        |             |         |                     |                          |                   |                    |
| <b>Vocational schools</b>      |        |             |         |                     |                          |                   |                    |
| 2002/03                        |        |             |         |                     |                          |                   |                    |
| 2003/04                        |        |             |         |                     |                          |                   |                    |
| <b>Boarding institutions</b>   |        |             |         |                     |                          |                   |                    |
| 2002/03                        |        |             |         |                     |                          |                   |                    |
| 2003/04                        |        |             |         |                     |                          |                   |                    |

## III. Total Resources of the Municipality/Commune

|      | Block Grant |        | Local Resources |        | Total        |             |
|------|-------------|--------|-----------------|--------|--------------|-------------|
|      | Planned     | Actual | Planned         | Actual | Total Actual | Share of LR |
| 2002 |             |        |                 |        |              |             |
| 2003 |             |        |                 |        |              |             |
| 2004 |             |        |                 |        |              |             |

#### IV. MC Expenditure by Nature and Funding Source

| <b>Fiscal Year 2002</b>                     | <b>600 &amp; 601</b> | <b>602</b> | <b>231</b> | <b>Total</b> |
|---|----------------------|------------|------------|--------------|
| <b>MOF Block Grant</b>                      |                      |            |            |              |
| Education                                   |                      | X          | X          | X            |
| Total                                       |                      | X          | X          | X            |
| <b>Local Resources</b>                      |                      |            |            |              |
| Education                                   |                      | X          | X          | X            |
| Total                                       |                      | X          | X          | X            |
| <b>Central Government Conditional Grant</b> |                      |            |            |              |
| Education                                   | X                    |            |            |              |
| Total                                       | X                    |            |            |              |
| <b>All Funding Sources</b>                  |                      |            |            |              |
| Education                                   | X                    | X          | X          | X            |
| Total                                       | X                    | X          | X          | X            |

X indicates the cells which must be filled in

| <b>Fiscal Year 2003</b>                     | <b>600 &amp; 601</b> | <b>602</b> | <b>231</b> | <b>Total</b> |
|---|----------------------|------------|------------|--------------|
| <b>MOF Block Grant</b>                      |                      |            |            |              |
| Education                                   |                      |            |            |              |
| Total                                       |                      |            |            |              |
| <b>Local Resources</b>                      |                      |            |            |              |
| Education                                   |                      |            |            |              |
| Total                                       |                      |            |            |              |
| <b>Central Government Conditional Grant</b> |                      |            |            |              |
| Education                                   |                      |            |            |              |
| Total                                       |                      |            |            |              |
| <b>All Funding Sources</b>                  |                      |            |            |              |
| Education                                   |                      |            |            |              |
| Total                                       |                      |            |            |              |

## V. Municipality/Commune Arrears

|             | Total Arrears<br>incurred in 2003 | Total cumulated Arrears |
|-------------|-----------------------------------|-------------------------|
| Water       |                                   |                         |
| Electricity |                                   |                         |
| Phone       |                                   |                         |
| Etc.        |                                   |                         |
|             |                                   |                         |
|             |                                   |                         |
| Total       |                                   |                         |

**VI. Municipality/Commune Education Expenditure by Education Institution and Nature  
(funded from the Block Grant and Local Resources)**

| <b>2002</b>   | <b>Water</b> | <b>Electricity</b> | <b>Telephone</b> | <b>Supplies</b> | <b>Food</b> | <b>Other</b> | <b>Total<br/>602</b> | <b>Total<br/>231</b> | <b>Total<br/>602 &amp;<br/>231</b> |
|---|--------------|--------------------|------------------|-----------------|-------------|--------------|----------------------|----------------------|------------------------------------|
| Preschool:<br>PS1<br>PS2<br>PS3                     |              |                    |                  |                 |             |              |                      |                      |                                    |
| Basic<br>education<br>schools:<br>BE1<br>BE2<br>BE3 |              |                    |                  |                 |             |              |                      |                      |                                    |
| Secondary<br>schools:<br>SS1<br>SS2                 |              |                    |                  |                 |             |              |                      |                      |                                    |
| Complete<br>schools:<br>CS1<br>CS2                  |              |                    |                  |                 |             |              |                      |                      |                                    |
| Vocational<br>schools:<br>VS1<br>VS2                |              |                    |                  |                 |             |              |                      |                      |                                    |
| Boarding<br>institutions:<br>BI1<br>BI2             |              |                    |                  |                 |             |              |                      |                      |                                    |
| <b>TOTAL</b>  |              |                    |                  |                 |             |              |                      |                      |                                    |

| <b>2003</b>   | <b>Water</b> | <b>Electricity</b> | <b>Telephone</b> | <b>Supplies</b> | <b>Food</b> | <b>Other</b> | <b>Total<br/>602</b> | <b>Total<br/>231</b> | <b>Total<br/>602 &amp;<br/>231</b> |
|---|--------------|--------------------|------------------|-----------------|-------------|--------------|----------------------|----------------------|------------------------------------|
| Preschool:<br>PS1<br>PS2<br>PS3                     |              |                    |                  |                 |             |              |                      |                      |                                    |
| Basic<br>education<br>schools:<br>BE1<br>BE2<br>BE3 |              |                    |                  |                 |             |              |                      |                      |                                    |
| Secondary<br>schools:<br>SS1<br>SS2                 |              |                    |                  |                 |             |              |                      |                      |                                    |
| Complete<br>schools:<br>CS1<br>CS2                  |              |                    |                  |                 |             |              |                      |                      |                                    |
| Vocational<br>schools:<br>VS1<br>VS2                |              |                    |                  |                 |             |              |                      |                      |                                    |
| Boarding<br>institutions:<br>BI1<br>BI2             |              |                    |                  |                 |             |              |                      |                      |                                    |
| <b>TOTAL</b>  |              |                    |                  |                 |             |              |                      |                      |                                    |

## VII. List of MOES Staff Paid by the Municipality/Commune

### Teachers (2003)

| School            | Name | Degree | Monthly salary<br>(excluding contribution) |
|-------------------|------|--------|--|
| School 1          |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
| Total school 1    |      |        |  |
| School 2          |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
| Total school 2    |      |        |  |
| School 3          |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
|                   |      |        |  |
| Total school 3    |      |        |  |
| Total all schools |      |        |  |

### Non-Teaching Staff (2003)

| School            | Name                         | Position | Monthly salary<br>(excluding contribution) |
|-------------------|------------------------------|----------|--|
| School 1          |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
| Total school 1    | Number of non-teaching staff |          | Salaries                                   |
| School 2          |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
| Total school 2    | Number of non-teaching staff |          | Salaries                                   |
| School 3          |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
|                   |                              |          |  |
| Total school 3    | Number of non-teaching staff |          | Salaries                                   |
| Total all schools | Number of non-teaching staff |          | Salaries                                   |



## **VIII. Municipality/Commune Budgeting and Resource Allocation Process**

VIII.1 when are you informed of the amount of the block grant for the next fiscal year?

VIII.2 how do you assess next fiscal year local resources?

VIII.3 how frequently do you monitor your actual expenditure?

- Each month
- Each 3 months
- Each 6 months
- Each year

VIII.4 How early are you informed of your actual expenditure after the end of the period?

VIII.5 what are your 3 most important priorities?

-  
-  
-

VIII.6 what are the 3 specific activities for which you would spend more money if you had additional resources?

-  
-  
-

VIII.7 on what items would you spend more money for education institutions if you had additional resources?