

School Accountant Questionnaire – SCH-ACC

(To be obtained from the School Accountant’s school records)

Questionnaire Identification

	Questions	Codes / Units	Responses
1	Name of enumerator	[Based on Regions]	
2	Date of interview	Day / Month / Year	/ / 2005
3	Starting time of interview		

A. Respondent Background

	Questions	Codes / Units	Responses
4	Name of School Accountant		
5	If respondent was not the school accountant, with whom did you speak?	1=Principal 2=Education Manager 3=Teacher 4=Bank Accountant 5=District Accountant 6=Other Please explain why the School Accountant was not present.	
6	Are you a full-time school accountant?	1=Yes, Please go to question 7 2=No	
6 a	If you are not a full-time school accountant, what other jobs do you do?	1=Accountant in another state institution 2=Work as a teacher 3=Work as an accountant in a private institution 4=Other (Please specify)	

B. School Budget Submission and Approval

	Questions	Codes / Units	Responses
7	Who prepares the school budget?	1=Principal 2=School accountant 3=Education manager 4=Principal and school accountant 5=Principal and education manager 6=Principal, school accountant & manager 7=Other (please specify)	
8	To whom do you have to submit the annual and monthly budgets? [Multiple response are possible]	1=Soum governor 2=Soum treasurer 3 =ECD at Aimag 4=Aimag treasurer 5=Ministry of Education, Finance Dept. 6=Ministry of Finance, Treasurer Office	

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9	How many revisions did you have to make on the submitted budget?	1=no revisions, was approved as submitted 2=1 revision 3=2 revisions 4=3 and more revisions 5=do not remember, no response	
10	After how many months was your budget approved?	Insert number of months	
11	When you submitted your school budget for approval, was the student number reduced?	1=Yes 2=No, Please go to question 12	
11 a	If yes, by whom?	1=Soum finance office 2=Aimag finance office 3=ECD, aimag level 4=Ministry of Education 5=Ministry of Finance 6=Other, please specify:	
11 b	If yes, by how many percent did they reduce the student number last year?	Please list percentage	...percent
12	When you submitted your school budget for approval, was the amount for fixed costs reduced?	1=Yes 2=No, Please go to question 13	
12 a	If yes, by whom?	1=Soum finance office 2=Aimag finance office 3=ECD, aimag level 4=Ministry of Education 5=Ministry of Finance 6=Other, please specify:	
12 b	If yes, by how many percent did they reduce your submitted fixed costs?	Please list percentage	... percent
13	Which budget lines were most seriously affected by the budget reduction?	1=staff expenses 2=teaching material (stationary, books, journals) 3=maintenance and repairs 4=purchase of new equipment 5=heating, electricity, water, sewage 6=other, please specify:	

C. Financial Flow

	Questions	Codes / Units	Responses
14	Who transfers the money to your bank?	1=Soum governor 2=Soum treasurer 3 =ECD at Aimag 4=Aimag treasurer	

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		5=Ministry of Education 6=Ministry of Finance	
15	For the month of January (last payment), did you receive it on time?	1=Yes 2=No, 2-3 days late 3=No, 1 week late 4=No, More than one week 0=Other (Please specify)	
16	How do you assess the current Single Treasury Fund system?	1=better than the previous system 2=neutral (go to question 17) 3=worse than the previous system	
16 a	Could you please explain why you think that the current system is better/worse than the previous one?	Please note response:	

D. Audit

	Questions	Codes / Units	Responses
17	Did the auditing office visit your school last year? [Gerle: please insert the long official name for that extra-governmental office]	1=yes 2=no	
18	How is your assessment of the current auditing system conducted by a government-independent agency?	1= better than the previous system 2= neutral (go to question 19) 3= worse than the previous system	
18 a	Could you please explain why you think that the current system is better/worse than the previous one?	Please note response:	

E. Salary Loans

	Questions	Codes / Units	Responses
19	What percentage of your school staff has taken salary loans in this school year?	Please insert percentage:	... percent
20	Does your school give salary loans?	1= Yes 2= No, Please go to question 21	
20 a	What is your interest rate for the salary loans?	Please insert monthly interest rate	... percent

F. Income Generation

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	Questions	Codes / Units	Responses
21	Does your school succeed in generating 10% of income of the total budget?	1=yes 2=no	
22	What percentage of income was the school able to generate in 2004?	Insert percentage [go to question 23, if answer is “0 percent”]	
22 a	Was your school able to keep the income separate from the overall budget?	1=yes, were able to keep it separate 2=no, was included in the overall budget (go to question 23)	
22 b	If yes, for what purposes did you spend the income that the school generates itself?	1= Professional development of teachers 2= Transportation 3= To purchase awards or prizes 4= Family emergencies 5= Social events for the school 6= Physical improvement to school or dormitory 7= Other, please specify:	

G. For the Enumerator

	Questions	Codes / Units	Responses
23	How would you rate the interview with the respondent?	1=cooperative 2=neutral 3=not cooperative	
24	Were you able to speak alone with the School Accountant for the entire interview?	1=Yes, Please go to question 25 2=No	
24 a	If no, who else was present during the interview? [Multiple responses possible]	1=Principal 2=Education manager 3=Teacher 4=Bank accountant 5=Soum official 6=Aimag/city official 7=Other (Please specify)	
24 b	If no, for how long were other people present during the interview?	Please list time present in minutes, by code	
25	Were there any other special conditions that may have affected the interview?	1=Yes (Please specify) 2=No	
26	How long did the interview take?	Please insert total time in minutes	...minutes