
Vote: 122 Kampala Capital City Authority

Structure of Submission

QUARTER 4 Performance Report

Summary of Vote Performance

Cumulative Progress Report for Projects and Programme

Quarterly Progress Report for Projects and Programmes

Submission Checklist

Vote: 122 Kampala Capital City Authority

QUARTER 4: Highlights of Vote Performance

V1: Summary of Issues in Budget Execution

This section provides an overview of Vote expenditure

(i) Snapshot of Vote Releases and Expenditures

Table V1.1 below summarises cumulative releases and expenditures by the end of the quarter:

Table V1.1: Overview of Vote Expenditures (US\$ Billion)

		Approved Budget	Cashlimits by End	Released by End	Spent by End Jun	% Budget Released	% Budget Spent	% Releases Spent
<i>(i) Excluding Arrears, Taxes</i>								
Recurrent	Wage	0.000	N/A	0.000	0.000	N/A	N/A	N/A
	Non Wage	0.237	33.666	0.273	0.103	114.8%	43.5%	37.9%
Development	GoU	0.000	27.709	0.000	0.000	N/A	N/A	N/A
	Donor*	0.000	N/A	0.689	0.689	N/A	N/A	100.0%
GoU Total		0.237	61.375	0.273	0.103	114.8%	43.5%	37.9%
Total GoU+Donor (MTEF)		0.237	N/A	0.961	0.792	405.0%	333.7%	82.4%
<i>(ii) Arrears and Taxes</i>	Arrears	0.000	N/A	0.000	0.000	N/A	N/A	N/A
	Taxes**	0.000	N/A	0.000	0.000	N/A	N/A	N/A
Total Budget		0.237	61.375209	0.961	0.792	405.0%	333.7%	82.4%
<i>(iii) Non Tax Revenue</i>		5.070	N/A	0.689	0.689	13.6%	13.6%	100.0%
Grand Total		5.307	61.375209	1.650	1.481	31.1%	27.9%	89.7%
Excluding Taxes, Arrears		5.307	61.375209	1.650	1.481	31.1%	27.9%	89.7%

* Donor expenditure information available

** Non VAT taxes on capital expenditure

The table below shows cumulative releases and expenditures to the Vote by Vote Function :

Table V1.2: Releases and Expenditure by Vote Function*

Billion Uganda Shillings	Approved Budget	Released	Spent	% Budget Released	% Budget Spent	% Releases Spent
VF: 1409 Revenue collection and mobilisation	5.31	1.65	1.48	31.1%	27.9%	89.7%
Total For Vote	5.31	1.65	1.48	31.1%	27.9%	89.7%

* Excluding Taxes and Arrears

(ii) Matters to note in budget execution

Insufficient band width to support the revenue systems being implemented at the Divisions

Low staff numbers coupled with inadequate transport which has greatly hindered enforcement operations

Political Interferences by some of the Authority politicians

Table V1.3: High Unspent Balances and Over-Expenditure in the Domestic Budget (Ushs Bn)

<i>(i) Major unspent balances</i>	
Programs and Projects	
6.24Bn Shs	Programme/Project: 01 Administration and Human Resource
Reason: low collections of NTR caused revision of Budget	

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QUARTER 4: Highlights of Vote Performance

2.34Bn Shs	Programme/Project: 1214 Kampala Road Rehabilitation Reason: All funds were used up by 4th quarter
2.19Bn Shs	Programme/Project: 0423 Schools' Facilities Grant Reason:
1.37Bn Shs	Programme/Project: 11 Education and Social Services Reason: Staff salaries were delayed but later paid by late June
0.66Bn Shs	Programme/Project: 1253 Kampala Road Rehabilitation Reason: All funds were used up by 4th quarter
0.59Bn Shs	Programme/Project: 0100 NAADS Reason: These were spent in 4th quarter
0.53Bn Shs	Programme/Project: 0115 LGMSD (former LGDP) Reason: Funds are attached to specific projects and letters of credit were issued
(ii) Expenditures in excess of the original approved budget	
* Excluding Taxes and Arrears	

V2: Performance Highlights

This section provides highlights of output performance, focusing on key outputs and actions implemented to improve section performance.

Table V2.1: Key Vote Output Indicators and Expenditures*

<i>Vote, Vote Function Key Output</i>	Approved Budget and Planned outputs	Cumulative Expenditure and Performance	Status and Reasons for any Variation from Plans
Vote Function: 1409 Revenue collection and mobilisation			
Output: 140902	Local Revenue Collections		
<i>Description of Performance:</i>	75.69 bn mobilised and collected as local revenue: Revalued 2 rating zones in the CBD: procured a revenue software:	In the FY 2012/13 KCCA collected UGX. 55.21Bn out of the projected UGX. 75.69, a performance of 72.9%. The growth from 2011/12 was 30.79% There is only one contract for collecting street parking fees that is , Multiplex Ltd., all the others were discontinued due expiry or non performance	Revaluation of properties, expected to enhance revenue from property rates has not been carried out as the procurement of the Consultant is ongoing The quarterly target of UGX 566 million as change of use fines was not collected as the legal instrument to support the collection of this revenue is not in place. Lower than projected revenue from Street Parking. Multiplex, the company contracted to collect street parking fees remitted UGX 375.34 million during the quarter which is UGX 45.4 million less than UGX 420.81 million (VAT incl) that it was contracted to remit due to alleged loss of 394 parking slots to construction sites, parking of bodabodas and stoppage of parking by Police and KCCA. Sale of scrap was envisaged to yield UGX 14.86 million but no such scrap was sold in the 4th quarter.

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QUARTER 4: Highlights of Vote Performance

<i>Vote, Vote Function Key Output</i>	Approved Budget and Planned outputs	Cumulative Expenditure and Performance	Status and Reasons for any Variation from Plans
			UGX 9.57 million was expected from Public Conveniences, and at the same time, the Authority made a resolution that no such fees would be collected from Toilets, hence no collections. Taxi parks vehicles (Pioneer Buses) was expected to generate UGX 120.86 million in the 4th quarter of FY 2012/13 but none was remitted. The Legal framework for collection of taxes from buses and lorries not yet in place hence no revenue collected from this revenue line. The legal instrument to support the collection of revenue from transiting vehicle charges (for those carrying merchandise with in the city) and buildings, whose parking spaces were turned into shops is not in place hence no revenue has been collected.
<i>Performance Indicators:</i>			
Number of revenue generating contracts reviewed	0	1	
<i>Output Cost:</i>	UShs Bn: 3.007	UShs Bn: 0.022	% Budget Spent: 0.7%
Vote Function Cost	UShs Bn: 5.307	UShs Bn: 1.481	% Budget Spent: 27.9%
Cost of Vote Services:	UShs Bn: 5.307	UShs Bn: 1.481	% Budget Spent: 27.9%

* Excluding Taxes and Arrears

UGX. 14.24Bn was collected out of the projected 20.23Bn, a performance of 70.4% . Revenue modules and Revenue Management Systems have been developed and revenue sources management procedural guidelines documented so as to streamline and increase revenue collection

Revenue Management module for Public Transport, the The Contract has been signed.

Revenue Management System has been developed with the following additional modules, Ground rent module, Receipting function, Trading licensing module, Local service tax module and RMS has been intergrated with sms.

The following databases have built; Properties in the CBD through updating ledgers and handling property rate complaints, Taxis in the city through the ongoing tax registration proces, Business license tax payers, Hotel tax payers and Local services tax payers

Documented processes of the following revenue lines so as to formulate their management procedural guidelines: Revenue from markets, Property rates, Arrears management, Advertising rates, Trade licenses (incorporating requirements from Education, Physical Planning and Health Directorates, Hotel Tax, Local Service Tax, Taxi park fees, Impounded vehicles (Taxi), M/v (Taxi) registration, Taxis exempted from paying taxi fees

Table V2.2: Implementing Actions to Improve Vote Performance

Planned Actions:	Actual Actions:	Reasons for Variation
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QUARTER 4: Highlights of Vote Performance

Planned Actions:	Actual Actions:	Reasons for Variation
Vote Function: 14 09 Revenue collection and mobilisation		
Development of software for 5 major sources of revenue	e payments module; the Testing has been done successfully and a Memorandum of understanding (MOU) signed between AIRTEL and KCCA for Taxi Operators/Owners to easily access airtel services necessary for enabling payments(less than UGX 1,000,000) through this taxpayer registration module.	Insufficient band width to support the revenue systems being implemented at the Divisions
Submit for revision of existing regulations	<ul style="list-style-type: none"> •Taxpayer registration module •Taxi stickers module oTaxi registration; This is ongoing and 7,537 taxis so far have been registered. oTaxi stickers module ; 6,300 taxi stickers procured of which 1000 were distributed. oProperty rates module; Data cleaning has been done and 7,000 demand notes produced and dispatched. oPublic Transport; the Contract signed. oRMS developed with the following additional modules; Ground rent module, Receipting function, Trading licensing module and Local service tax module 	Low staff numbers coupled with inadequate transport which has greatly hindered enforcement operations Political Interferences by some of the Authority politicians
	RMS has been intergrated with SMS	

V3: Details of Releases and Expenditure

This section provides a comprehensive summary of the outputs delivered by the Vote and further details of Vote expenditures by Vote Function and Expenditure Item.

Table V3.1: GoU Releases and Expenditure by Output*

Billion Uganda Shillings	Approved Budget	Released	Spent	% GoU Budget Released	% GoU Budget Spent	% GoU Releases Spent
VF:1409 Revenue collection and mobilisation	0.24	0.27	0.10	114.8%	43.5%	37.9%
<i>Class: Outputs Provided</i>	0.24	0.27	0.10	114.8%	43.5%	37.9%
140901 Registers for various revenue sources developed	0.00	0.06	0.08	N/A	N/A	136.9%
140902 Revenue generating contracts reviewed	0.24	0.21	0.02	89.8%	9.2%	10.3%
Total For Vote	0.24	0.27	0.10	114.8%	43.5%	37.9%

* Excluding Taxes and Arrears

Table V3.2: 2012/13 GoU Expenditure by Item

Billion Uganda Shillings	Approved Budget	Releases	Expenditure	% Budget Released	% Budget Spent	% Releases Spent
<i>Output Class: Outputs Provided</i>	0.24	0.27	0.10	114.8%	43.5%	37.9%
221011 Printing, Stationery, Photocopying and Binding	0.24	0.21	0.02	89.8%	9.2%	10.3%
224002 General Supply of Goods and Services	0.00	0.06	0.08	N/A	N/A	136.9%
Grand Total:	0.24	0.27	0.10	114.8%	43.5%	37.9%
Total Excluding Taxes and Arrears:	0.24	0.27	0.10	114.8%	43.5%	37.9%

Table V3.3: GoU Releases and Expenditure by Project and Programme*

Billion Uganda Shillings	Approved Budget	Released	Spent	% GoU Budget Released	% GoU Budget Spent	% GoU Releases Spent
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QUARTER 4: Highlights of Vote Performance

VF:1409	Revenue collection and mobilisation	0.24	0.27	0.10	114.8%	43.5%	37.9%
<i>Recurrent Programmes</i>							
06	Revenue Management	0.24	0.27	0.10	114.8%	43.5%	37.9%
Total For Vote		0.24	0.27	0.10	114.8%	43.5%	37.9%

* Excluding Taxes and Arrears

Table V3.4: Donor Releases and Expenditure by Project and Programme*

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QUARTER 4: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs and Cumulative Outputs Achieved by End of Quarter (Quantity and Location)	Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs	US\$ Thousands
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Vote Function: 1409 Revenue collection and mobilisation

Recurrent Programmes

Programme 06 Revenue Management

Outputs Provided

Output: 14 0901 Registers for various revenue sources developed

	Item	Spent
Annual Planned Outputs:	211103 Allowances	96,830
Valued properties in 2 rating zones	221001 Advertising and Public Relations	115,789
Cumulative Outputs Achieved by the end of the Quarter:	221002 Workshops and Seminars	222,138
Building a database for; Properties in the CBD through updating ledgers and handling property rate complaints, Taxis in the city through the ongoing tax registration process, Business license tax payers, Hotel tax payers and Local services tax payers.	221008 Computer Supplies and IT Services	604,485
	221011 Printing, Stationery, Photocopying and Binding	59,034
	221012 Small Office Equipment	32,173
	224002 General Supply of Goods and Services	328,482
Bid evaluation for the consultant to revalue properties in the city is on going.		

Revenue Management System components were developed. These include:

• payments module; the Testing has been done successfully and a Memorandum of understanding (MOU) signed between AIRTEL and KCCA for Taxi Operators/Owners to easily access airtel services necessary for enabling payments (less than UGX 1,000,000) through this taxpayer registration module.

• Taxpayer registration module

• Taxi stickers module

o Taxi registration; This is ongoing and 7,537 taxis so far have been registered.

o Taxi stickers module ; 6,300 taxi stickers procured of which 1000 were distributed.

o Property rates module; Data cleaning has been done and 7,000 demand notes produced and dispatched.

o Public Transport; the Contract signed.

o RMS developed with the following additional modules; Ground rent module, Receipting function, Trading licensing module and Local service tax module

RMS has been integrated with SMS

o Documented processes of the following revenue lines so as to formulate their management procedural guidelines: Revenue from markets, Property rates, Arrears management, Advertising rates, Trade licenses (incorporating requirements from Education, Physical Planning and Health Directorates, Hotel Tax, Local Service Tax, Taxi park fees, Impounded vehicles (Taxi), M/v (Taxi) registration, Taxis exempted from paying taxi fees

Reasons for Variation in performance

Insufficient bandwidth to support the revenue systems being implemented at the Divisions

Low staff numbers coupled with inadequate transport which has greatly hindered enforcement operations

Political Interferences by some of the Authority politicians

Total	1,458,931
Wage Recurrent	0
Non Wage Recurrent	770,201
NTR	688,729

Output: 14 0902 Revenue generating contracts reviewed

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QUARTER 4: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs and Cumulative Outputs Achieved by End of Quarter (Quantity and Location)	Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs
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US\$ Thousand

Vote Function: 1409 Revenue collection and mobilisation

Recurrent Programmes

Programme 06 Revenue Management

	Item	Spent
Annual Planned Outputs:	221011 Printing, Stationery, Photocopying and Binding	21,887

UGX 75.7bn mobilised and collected

Cumulative Outputs Achieved by the end of the Quarter:

In the FY 2012/13 KCCA collected UGX. 54.53Bn out of the projected UGX. 75.69, a performance of 72.1% and a growth of 30.8% from 2011/12 .

The first draft of the Revenue guidelines has been reviewed

Carried out sensitization on critical issues regarding revenue through radio: 2 session on CBS FM, 5 sessions on Kabozi ku Biri, 6 sessions on Top radio, 1 Session on Simba FM, 5 sessions on Pearl FM, 1 session on Suubi FM, 2 Sessions on Dembe FM, 10 sessions on Kingdom FM, 2 session on Metro FM, Sessions on Star FM, 1 session on BILAL FM, and 1 session on Radio 1

Mobile public address system to mobilise vehicle registration and communicated reminders/warnings to taxpayers' timely payment of all revenue sources in all divisions.

Tax payer sensitizations carried out for Top management and staff of M/s Cameotechedge Ltd, Division Mayors and Deputy mayors, Members of the Finance and Internal Audit committee, Simba Telecom Ltd about Local Service Tax, Taxi Drivers on KCCA Revenue sources e payment mode of paying taxi operational fees, The community in the various parishes in Lubaga division on revenue matters, The Ward administrators on revenue sources, assessment, collection and enforcement including their role in revenue collection, The Councillors on their role in revenue mobilization.

Other sensitized include; Division Councilors on revenue collection guidelines, Private school Head Teachers on guidelines for the assessment, collection and payment of Local service tax and Trading License for schools, Local Leaders and Residents on their role in revenue mobilization, The Community in Kawempe-Kyebando on revenue collection guidelines, Women in Business of M/s TecnoServe Business solutions to poverty, Private school Head Teachers –Primary and Secondary (Kawempe and Lubaga) on Local service tax, Trade license and Property rates for schools

Produced materials for Brochures on Trading License, Property Rates, Ground Rent, Local Hotel Tax and Local Service tax and Refresher training on Customer Care and Revenue Sources for Revenue officers

Produced materials and translated Brochures, (Trading License, Property Rates, Ground Rent, Local Hotel Tax ,Local Service tax-to Luganda

The following office tools and equipment were provided: Orange simcards fully loaded with air time to ease communication, 42 Desktop computers, 15 phones procured to be used in the enforcement module, Seals for enforcement activities, Bank Payment Advice Forms, Chains and Tyre Cutters for taxi operations, Till books, Demand notes, Report forms, 5 phones procured to be used in the enforcement module.

•Demand notes for the outstanding collections for various revenue sources were issued

Reasons for Variation in performance

Revaluation of properties, expected to enhance revenue from property rates has not been carried out as the procurement of the Consultant is ongoing

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QUARTER 4: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs and Cumulative Outputs Achieved by End of Quarter (Quantity and Location)	Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs
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US\$ Thousand

Vote Function: 1409 Revenue collection and mobilisation

Recurrent Programmes

Programme 06 Revenue Management

The quarterly target of UGX 566 million as change of use fines was not collected as the legal instrument to support the collection of this revenue is not in place.

Lower than projected revenue from Street Parking. Multiplex, the company contracted to collect street parking fees remitted UGX 375.34 million during the quarter which is UGX 45.4 million less than UGX 420.81 million (VAT incl) that it was contracted to remit due to alleged loss of 394 parking slots to construction sites, parking of bodabodas and stoppage of parking by Police and KCCA.

Sale of scrap was envisaged to yield UGX 14.86 million but no such scrap was sold in the 4th quarter.

UGX 9.57 million was expected from Public Conveniences, and at the same time, the Authority made a resolution that no such fees would be collected from Toilets, hence no collections.

Taxi parks vehicles (Pioneer Buses) was expected to generate UGX 120.86 million in the 4th quarter of FY 2012/13 but none was remitted.

The Legal framework for collection of taxes from buses and lorries not yet in place hence no revenue collected from this revenue line.

The legal instrument to support the collection of revenue from transiting vehicle charges (for those carrying merchandise with in the city) and buildings, whose parking spaces were turned into shops is not in place hence no revenue has been collected.

Insufficient band width to support the revenue systems being implemented at the Divisions

Low staff numbers coupled with inadequate transport which has greatly hindered enforcement operations

Political Interferences by some of the Authority politicians

Total	21,887
<i>Wage Recurrent</i>	<i>0</i>
<i>Non Wage Recurrent</i>	<i>21,887</i>
<i>NTR</i>	<i>0</i>
GRAND TOTAL	1,480,818
<i>Wage Recurrent</i>	<i>0</i>
<i>Non Wage Recurrent</i>	<i>103,359</i>
<i>GoU Development</i>	<i>0</i>
<i>External Financing</i>	<i>688,729</i>
<i>NTR</i>	<i>688,729</i>

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QUARTER 4: Outputs and Expenditure in Quarter

Planned and Actual Outputs in Quarter (Quantity and Location)	Expenditures incurred in the Quarter to deliver outputs <i>US\$ Thousands</i>
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Vote Function: 1409 Revenue collection and mobilisation

Recurrent Programmes

Programme 06 Revenue Management

Outputs Provided

Output: 14 0901 Registers for various revenue sources developed

	<i>Item</i>	<i>Spent</i>
Outputs Planned in Quarter:	211103 Allowances	96,830
Valuing of properties in CBD	221001 Advertising and Public Relations	33,170
Preparing valuation rolls and presenting them to valuation court	221002 Workshops and Seminars	209,448
Actual Outputs Achieved in Quarter:	221008 Computer Supplies and IT Services	604,485
The contract for the hire of valuation consultant is on bid evaluation level.	221011 Printing, Stationery, Photocopying and Binding	22,292
Building a database for the following revenue sources has continued, they are; Properties in the CBD through updating ledgers and handling property rate complaints, Taxis in the city through the ongoing tax registration process, Business license tax payers, hotel tax payers and Local services tax payers.	221012 Small Office Equipment	32,173
•Draft review of Guidelines, Procedures, Policies and Regulations for Revenue management finalised and report produced.	224002 General Supply of Goods and Services	171,876
The Public Transport RMS Contract has been signed.		
•RMS has been developed with the following additional modules; Ground rent module, Receipting function, Trading licensing module and the Local service tax module		
RMS has been integrated with SMS		
Reasons for Variation in performance		
Insufficient band width to support the revenue systems being implemented at the Divisions		
Low staff numbers coupled with inadequate transport which has greatly hindered enforcement operations		
Political Interferences by some of the Authority politicians		
	Total	1,170,274
	Wage Recurrent	0
	Non Wage Recurrent	585,137
	NTR	585,137

Output: 14 0902 Revenue generating contracts reviewed

	<i>Item</i>	<i>Spent</i>
Outputs Planned in Quarter:	221011 Printing, Stationery, Photocopying and Binding	10,059
14 bn non tax revenue collected		
Actual Outputs Achieved in Quarter:		
UGX. 14.24Bn was collected out of the projected 20.23Bn, a performance of 70.4%		
•Carried out sensitization on critical issues regarding revenue through Radios: 1 Sessions on Metro FM, 1 Sessions on Kingdom FM, 1 session on Radio One FM, 1 session on Top radio FM		
•Carried out Mobile public awareness campaigns on revenue sources in all the divisions using the mobile public address system		
•Tax payer sensitizations to:		
The Community in Kawempe-Kyeabando on revenue collection guidelines.		

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QUARTER 4: Outputs and Expenditure in Quarter

Planned and Actual Outputs in Quarter (Quantity and Location)	Expenditures incurred in the Quarter to deliver outputs <i>US\$ Thousands</i>
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Vote Function: 1409 Revenue collection and mobilisation

Recurrent Programmes

Programme 06 Revenue Management

- Women in Business of M/s TecnoServe Business solutions to poverty
- Private school Head Teachers –Primary and Secondary (Kawempe and Lubaga) on Local service tax, Trade license and Property rates for schools
- Refresher training on Customer Care and Revenue Sources for Revenue officers
- Produced materials and translated Brochures (Trading License, Property Rates, Ground Rent, Local Hotel Tax, Local Service tax-to Luganda)

The following office tools and equipment were provided:

- Bank Payment Advice Forms, Chains and Tyre Cutters for taxi operations, Till books, Demand notes, Seals for enforcement activities and Report forms

Reasons for Variation in performance

Revaluation of properties, expected to enhance revenue from property rates has not been carried out as the procurement of the Consultant is ongoing. The quarterly target of UGX 566 million as change of use fines was not collected as the legal instrument to support the collection of this revenue is not in place.

Lower than projected revenue from Street Parking. Multiplex, the company contracted to collect street parking fees remitted UGX 375.34 million during the quarter which is UGX 45.4 million less than UGX 420.81 million (VAT incl) that it was contracted to remit due to alleged loss of 394 parking slots to construction sites, parking of bodabodas and stoppage of parking by Police and KCCA.

Sale of scrap was envisaged to yield UGX 14.86 million but no such scrap was sold in the 4th quarter.

UGX 9.57 million was expected from Public Conveniences, and at the same time, the Authority made a resolution that no such fees would be collected from Toilets, hence no collections.

Taxi parks vehicles (Pioneer Buses) was expected to generate UGX 120.86 million in the 4th quarter of FY 2012/13 but none was remitted.

The Legal framework for collection of taxes from buses and lorries not yet in place hence no revenue collected from this revenue line.

The legal instrument to support the collection of revenue from transiting vehicle charges (for those carrying merchandise with in the city) and buildings, whose parking spaces were turned into shops is not in place hence no revenue has been collected.

Insufficient band width to support the revenue systems being implemented at the Divisions

Low staff numbers coupled with inadequate transport which has greatly hindered enforcement operations

Political Interferences by some of the Authority politicians

Total	10,059
Wage Recurrent	0
Non Wage Recurrent	10,059
NTR	0

Vote: 122 Kampala Capital City Authority

QUARTER 4: Outputs and Expenditure in Quarter

Planned and Actual Outputs in Quarter (Quantity and Location)	Expenditures incurred in the Quarter to deliver outputs <i>US\$ Thousands</i>	
	GRAND TOTAL	1,180,333
	<i>Wage Recurrent</i>	0
	<i>Non Wage Recurrent</i>	10,059
	<i>GoU Development</i>	0
	<i>External Financing</i>	585,137
	<i>NTR</i>	585,137

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Checklist for OBT Submissions made during QUARTER 1 of following FY

This is an automated checklist which shows whether data has been entered into the areas which are required for a complete quarterly submission. It does not verify the quality of the data that has been entered. A complete checklist is therefore a necessary, but not sufficient condition for a satisfactory submission to MoFPED.

Project and Programme Quarterly Performance Reports and Workplans (Step 2)

The table below shows whether output information, and where relevant donor and ntr data has been entered into the required areas for the quarterly performance reports and quarterly workplans under step 2.

Output Information

Vote Function, Project and Program	Q4 Report
1409 Revenue collection and mobilisation	
○ Recurrent Programmes	
- 06 Revenue Management	Data In

Donor Releases and Expenditure

NTR Releases and Expenditure

Vote Function, Project and Program	Q4 Report
1409 Revenue collection and mobilisation	
○ Recurrent Programmes	
- 06 Revenue Management	Data In

Vote Performance Summary (Step 3)

The table below shows whether information has been entered into the required fields in the vote performance summary tables for each vote functions under step 3.1:

Vote Function	Perf. Indicators	Output Summary	Actions
1409 Revenue collection and mobilisation	Data In	Data In	Data In

The table below shows whether data has been entered in the fields for key variances in budget execution under step 3.2:

The table below shows whether data has been entered into the vote narrative fields under step 3.3:

Narrative
Narrative