

Vote: 175 Moroto Referral Hospital

Structure of Submission

QUARTER 2 Performance Report

Summary of Vote Performance

Cumulative Progress Report for Projects and Programme

Quarterly Progress Report for Projects and Programmes

QUARTER 3: Workplans for Projects and Programmes

QUARTER 4: Cash Request

Submission Checklist

Vote: 175 Moroto Referral Hospital

HALF-YEAR: 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 (UShs Billion)

	Approved Budget	Released by End	Spent by End Dec	% Budget Released	% Budget Spent	% Releases Spent
<i>(i) Excluding Arrears, Taxes</i>						
Recurrent Wage	1.349	0.337	0.337	25.0%	25.0%	100.0%
Recurrent Non Wage	0.640	0.325	0.323	50.8%	50.5%	99.5%
Development GoU	0.500	0.105	0.105	21.1%	21.1%	100.0%
Development Donor*	0.000	0.000	0.000	N/A	N/A	N/A
GoU Total	2.489	0.768	0.766	30.8%	30.8%	99.8%
Total GoU+Donor (MTEF)	2.489	0.768	0.766	30.8%	30.8%	99.8%
<i>(ii) Arrears and Taxes</i>						
Arrears	0.000	0.000	0.000	N/A	N/A	N/A
Taxes**	0.000	0.000	0.000	N/A	N/A	N/A
Total Budget	2.489	0.768	0.766	30.8%	30.8%	99.8%
<i>(iii) Non Tax Revenue</i>	0.000	0.000	0.000	N/A	N/A	N/A
Grand Total	2.489	0.768	0.766	30.8%	30.8%	99.8%
Excluding Taxes, Arrears	2.489	0.768	0.766	30.8%	30.8%	99.8%

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:0856 Regional Referral Hospital Services	2.49	0.77	0.77	30.8%	30.8%	99.8%
Total For Vote	2.49	0.77	0.77	30.8%	30.8%	99.8%

* Excluding Taxes and Arrears

(ii) Matters to note in budget execution

Staff accommodation is first priority and requires more funding. It was observed that more money needed to be allocated to staff housing construction. With advice from Ministry of Health a reallocation of 100 Million of the development budget was done from Medical equipment, ICT and furniture to staff house construction. A reallocation warrant was submitted to MOFPED.

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

<i>(i) Major unspent balances</i>
<i>(ii) Expenditures in excess of the original approved budget</i>

Vote: 175 Moroto Referral Hospital

HALF-YEAR: Highlights of Vote Performance

* 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*

Vote, Vote Function Key Output	Approved Budget and Planned outputs	Cumulative Expenditure and Performance	Status and Reasons for any Variation from Plans
Vote Function: 0856 Regional Referral Hospital Services			
Output: 085601	Inpatient services		
<i>Description of Performance:</i>	11,144 inpatients admissions; 98% bed occupancy rate and 5 day average stay for inpatients.	6431 general admissions done 6 days average length of stay 109% bed occupancy rate	There is increase in Average length of stay because the number of Medical Officers reduced from 4 to 2 when 2 of them left for further studies. The number of ward rounds reduced and hence the patients took a little longer time on the wards. There overperformance in general admissions at mid-year because facility utilization has been increasing over the medium term.
<i>Performance Indicators:</i>			
No. of in patients admitted	11144	6431	
Bed occupancy rate (inpatients)	98	109	
Average rate of stay for inpatients (no. days)	5	6	
<i>Output Cost:</i>	US\$ Bn: 0.766	US\$ Bn: 0.310	% Budget Spent: 40.4%
Output: 085602	Outpatient services		
<i>Description of Performance:</i>	48,650 outpatient's attendance, 4700 specialized clinic attendance,	28,898 patients attended to in general outpatient clinic 3,974 patients attended to in specialized outpatient clinic	There is an improvement in patients attended to in specialized outpatient clinic as a result of improvement in HIV activities due to increase interventions and support from partners. There over performance in patients attended to in the general and specialized outpatient clinics at mid-year because facility utilization has been increasing over the medium term.
<i>Performance Indicators:</i>			
No. of specialised outpatients attended to	4700	3974	
No. of general outpatients attended to	48650	28898	
<i>Output Cost:</i>	US\$ Bn: 0.307	US\$ Bn: 0.077	% Budget Spent: 25.0%
Output: 085604	Diagnostic services		

Vote: 175 Moroto Referral Hospital**HALF-YEAR: 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
<i>Description of Performance:</i>	10432 lab tests done 1000 xray (imaging) done	6810 Lab tests done 471 Xray done	There is over performance in lab tests because the range of lab tests has been increasing over time
<i>Performance Indicators:</i>			
Patient xrays (imaging)	1000	471	
No. of labs/tests	10432	6810	
<i>Output Cost:</i>	US\$ Bn: 0.164	US\$ Bn: 0.041	% Budget Spent: 25.0%
Output:085605	Hospital Management and support services		
<i>Description of Performance:</i>		2 Consultants and specialists outreaches to general and PNFP Hospitals and HC IV. 4 specialists and medical officers facilitated to do their duties Night allowances paid to staff for 108 nights. Disturbance/settlement allowance paid to 4 staff posted.	No variance
<i>Output Cost:</i>	US\$ Bn: 0.704	US\$ Bn: 0.176	% Budget Spent: 25.0%
Output:085606	Prevention and rehabilitation services		
<i>Description of Performance:</i>	1768 ANC Attendace, 6700 people immunised, 630 family planning contacts	5277 people immunised 401 people recieved family planning 1443 ANC attendance	There is over performance in preventive services at mid-year because of increasing utilization and support from partners
<i>Performance Indicators:</i>			
No. of people receiving family planning services	630	401	
No. of people immunised	6700	5277	
No. of antenatal cases	1768	1443	
<i>Output Cost:</i>	US\$ Bn: 0.048	US\$ Bn: 0.012	% Budget Spent: 25.0%
Output:085677	Purchase of Specialised Machinery & Equipment		
<i>Description of Performance:</i>		Procurement process ongoing	No variations
<i>Output Cost:</i>	US\$ Bn: 0.050	US\$ Bn: 0.011	% Budget Spent: 21.1%
Output:085681	Staff houses construction and rehabilitation		
<i>Description of Performance:</i>	Three houses each with two units of two bedrooms for staff accomodation constructed in Moroto Regional Referral Hospital.	Procurement process complete and works are due to start in February 2013	No variations
<i>Performance Indicators:</i>			
No. of staff houses constructed/rehabilitated	3	3	
<i>Output Cost:</i>	US\$ Bn: 0.350	US\$ Bn: 0.074	% Budget Spent: 21.1%
Vote Function Cost	US\$ Bn: 2.489	US\$ Bn: 0.766	% Budget Spent: 30.8%
Cost of Vote Services:	US\$ Bn: 2.489	US\$ Bn: 0.766	% Budget Spent: 30.8%

* Excluding Taxes and Arrears

Budget cuts may affect on going works. Lack of staff accomodation affects staff attraction and hence

Vote: 175 Moroto Referral Hospital

HALF-YEAR: Highlights of Vote Performance

performance. The hard to to reach allowance which other staff in the region get while the staff of Moroto RRH don not demotivates staff and affects service delivery. The hard to reach allowance also caused many staff to express interest to move from the hospital to the local government health facilities.

Table V2.2: Implementing Actions to Improve Vote Performance

Planned Actions:	Actual Actions:	Reasons for Variation
Vote: 175 Moroto Referral Hospital		
Vote Function: 08 56 Regional Referral Hospital Services		
63 staff recruited and deployed	Recruitment plan submitted to MOH and HSC. Request for unilateral recruitment for Moroto done. Recruitment expected in third quarter	No variations

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:0856 Regional Referral Hospital Services	2.49	0.77	0.77	30.8%	30.8%	99.8%
<i>Class: Outputs Provided</i>	<i>1.99</i>	<i>0.66</i>	<i>0.66</i>	<i>33.3%</i>	<i>33.2%</i>	<i>99.8%</i>
085601 Inpatient services	0.77	0.36	0.35	46.5%	46.3%	99.6%
085602 Outpatient services	0.31	0.08	0.08	25.0%	25.0%	100.0%
085604 Diagnostic services	0.16	0.04	0.04	25.0%	25.0%	100.0%
085605 Hospital Management and support services	0.70	0.18	0.18	25.0%	25.0%	100.0%
085606 Prevention and rehabilitation services	0.05	0.01	0.01	25.0%	25.0%	100.0%
<i>Class: Capital Purchases</i>	<i>0.50</i>	<i>0.11</i>	<i>0.11</i>	<i>21.1%</i>	<i>21.1%</i>	<i>100.0%</i>
085676 Purchase of Office and ICT Equipment, including Software	0.05	0.01	0.01	21.1%	21.1%	100.0%
085677 Purchase of Specialised Machinery & Equipment	0.05	0.01	0.01	21.1%	21.1%	100.0%
085678 Purchase of Office and Residential Furniture and Fittings	0.05	0.01	0.01	21.1%	21.1%	100.0%
085681 Staff houses construction and rehabilitation	0.35	0.07	0.07	21.1%	21.1%	100.0%
Total For Vote	2.49	0.77	0.77	30.8%	30.8%	99.8%

* 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
Output Class: Outputs Provided	1.99	0.66	0.66	33.3%	33.2%	99.8%
211101 General Staff Salaries	1.35	0.34	0.34	25.0%	25.0%	100.0%
211102 Contract Staff Salaries (Incl. Casuals, Temporary)	0.01	0.00	0.01	50.8%	84.2%	165.8%
211103 Allowances	0.06	0.03	0.03	50.8%	49.0%	96.6%
213001 Medical Expenses (To Employees)	0.01	0.00	0.00	50.8%	40.0%	78.8%
213002 Incapacity, death benefits and funeral expenses	0.00	0.00	0.00	50.8%	36.5%	71.9%
221001 Advertising and Public Relations	0.01	0.00	0.00	50.8%	26.7%	52.5%
221002 Workshops and Seminars	0.02	0.01	0.01	50.8%	30.6%	60.4%
221003 Staff Training	0.02	0.01	0.01	50.8%	33.3%	65.6%
221004 Recruitment Expenses	0.00	0.00	0.00	50.8%	25.0%	49.3%
221006 Commissions and Related Charges	0.01	0.01	0.00	50.8%	38.9%	76.6%
221007 Books, Periodicals and Newspapers	0.00	0.00	0.00	50.8%	25.0%	49.2%
221008 Computer Supplies and IT Services	0.01	0.01	0.00	50.8%	25.0%	49.2%
221009 Welfare and Entertainment	0.01	0.01	0.00	50.8%	49.1%	96.7%

Vote: 175 Moroto Referral Hospital

HALF-YEAR: Highlights of Vote Performance

<i>Billion Uganda Shillings</i>	Approved Budget	Releases	Expenditure	% Budget Released	% Budget Spent	% Releases Spent
221010 Special Meals and Drinks	0.01	0.01	0.01	50.8%	53.5%	105.4%
221011 Printing, Stationery, Photocopying and Binding	0.03	0.01	0.02	50.8%	75.6%	148.9%
221012 Small Office Equipment	0.00	0.00	0.00	50.8%	25.0%	49.2%
221014 Bank Charges and other Bank related costs	0.00	0.00	0.00	50.8%	25.0%	49.3%
221017 Subscriptions	0.00	0.00	0.00	50.8%	25.0%	49.3%
222001 Telecommunications	0.01	0.00	0.00	50.8%	38.8%	76.3%
222002 Postage and Courier	0.00	0.00	0.00	50.8%	25.0%	49.2%
223001 Property Expenses	0.03	0.01	0.01	50.8%	53.1%	104.6%
223003 Rent - Produced Assets to private entities	0.04	0.02	0.02	50.8%	58.2%	114.6%
223004 Guard and Security services	0.01	0.00	0.00	50.8%	25.0%	49.2%
223005 Electricity	0.01	0.01	0.00	50.8%	34.6%	68.2%
223006 Water	0.01	0.00	0.00	50.8%	25.0%	49.2%
223007 Other Utilities- (fuel, gas, f	0.01	0.00	0.00	50.8%	33.0%	65.0%
224002 General Supply of Goods and Services	0.10	0.05	0.05	50.8%	56.7%	111.8%
225001 Consultancy Services- Short-term	0.01	0.00	0.00	50.8%	25.0%	49.3%
227001 Travel Inland	0.12	0.06	0.06	50.8%	53.4%	105.1%
227002 Travel Abroad	0.00	0.00	0.00	50.8%	39.6%	78.0%
227004 Fuel, Lubricants and Oils	0.04	0.02	0.02	50.8%	56.4%	111.2%
228001 Maintenance - Civil	0.01	0.01	0.01	50.8%	70.3%	138.5%
228002 Maintenance - Vehicles	0.04	0.02	0.02	50.8%	45.2%	89.0%
228003 Maintenance Machinery, Equipment and Furniture	0.01	0.00	0.01	50.8%	119.8%	235.9%
228004 Maintenance Other	0.01	0.00	0.00	50.8%	29.0%	57.1%
Output Class: Capital Purchases	0.50	0.11	0.11	21.1%	21.1%	100.0%
231002 Residential Buildings	0.35	0.07	0.07	21.1%	21.1%	100.0%
231005 Machinery and Equipment	0.10	0.02	0.02	21.1%	21.1%	100.0%
231006 Furniture and Fixtures	0.05	0.01	0.01	21.1%	21.1%	100.0%
Grand Total:	2.49	0.77	0.77	30.8%	30.8%	99.8%
Total Excluding Taxes and Arrears:	2.49	0.77	0.77	30.8%	30.8%	99.8%

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

<i>Billion Uganda Shillings</i>	Approved Budget	Released	Spent	% GoU Budget Released	% GoU Budget Spent	% GoU Releases Spent
VF:0856 Regional Referral Hospital Services	2.49	0.77	0.77	30.8%	30.8%	99.8%
<i>Recurrent Programmes</i>						
01 Moroto Referral Hospital Services	1.98	0.66	0.66	33.3%	33.2%	99.8%
02 Moroto Referral Hospital Internal Audit	0.00	0.00	0.00	25.0%	25.0%	100.0%
03 Moroto Regional Maintenance	0.00	0.00	0.00	N/A	N/A	N/A
<i>Development Projects</i>						
1004 Moroto Rehabilitation Referral Hospital	0.50	0.11	0.11	21.1%	21.1%	100.0%
Total For Vote	2.49	0.77	0.77	30.8%	30.8%	99.8%

* Excluding Taxes and Arrears

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

Vote: 175 Moroto Referral Hospital

QUARTER 2: 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\$ Thousand
--	--	---------------

Vote Function: 0856 Regional Referral Hospital Services

Recurrent Programmes

Programme 01 Moroto Referral Hospital Services

Outputs Provided

Output: 08 5601 Inpatient services

	Item	Spent
Annual Planned Outputs:		
11,144 general admissions	211102 Contract Staff Salaries (Incl. Casuals, Temporary)	4,142
5 days average length of stay	211103 Allowances	20,330
98% bed occupancy rate	213001 Medical Expenses(To Employees)	1,900
Cumulative Outputs Achieved by the end of the Quarter:	213002 Incapacity, death benefits and funeral expenses	810
6431 general admissions done	221001 Advertising and Public Relations	100
6 days average length of stay	221002 Workshops and Seminars	2,535
119% bed occupancy rate	221003 Staff Training	3,416
302 maternity admissions done	221006 Commissions and Related Charges	1,666
2843 paediatric admissions done	221009 Welfare and Entertainment	3,283
761 surgical operations done	221010 Special Meals and Drinks	5,218
21805 In patient days	221011 Printing, Stationery, Photocopying and Binding	14,753
Reasons for Variation in performance	222001 Telecommunications	1,800
There is increase in Average length of stay because the number of Medical Officers reduced from 4 to 2 when 2 of them left for further studies. The number of ward rounds reduced and hence the patients took a little longer time on the wards. There overperformance in general admissions at mid-year because facility utilization has been increasing over the medium term.	223001 Property Expenses	10,316
	223003 Rent - Produced Assets to private entities	12,600
	223005 Electricity	962
	223007 Other Utilities- (fuel, gas, f	480
	224002 General Supply of Goods and Services	38,871
	227001 Travel Inland	45,576
	227002 Travel Abroad	585
	227004 Fuel, Lubricants and Oils	11,946
	228001 Maintenance - Civil	7,569
	228002 Maintenance - Vehicles	7,661
	228003 Maintenance Machinery, Equipment and Furniture	4,738
	228004 Maintenance Other	200
	Total	354,986
	Wage Recurrent	153,529
	Non Wage Recurrent	201,457
	NTR	0

Output: 08 5602 Outpatient services

Annual Planned Outputs:

-48,650 patients attended to in general out-patient clinic
4,700 patients attended to in specialized outpatient clinic

Cumulative Outputs Achieved by the end of the Quarter:

28,898 patients attended to in general outpatient clinic
- 3,974 patients attended to in specialized outpatient clinic

Reasons for Variation in performance

There is an improvement in patients attended to in specialized outpatient clinic as a result of improvement in HIV activities due to increase interventions and support from partners. There overperformance in

Vote: 175 Moroto Referral Hospital**QUARTER 2: 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	<i>US\$ Thousand</i>
--	--	----------------------

Vote Function: 0856 Regional Referral Hospital Services*Recurrent Programmes***Programme 01 Moroto Referral Hospital Services**

patients attended to in the general and specialized outpatient clinics at mid-year because facility utilization has been increasing over the medium term.

Total	76,755
<i>Wage Recurrent</i>	58,755
<i>Non Wage Recurrent</i>	18,000
<i>NTR</i>	0

Output: 08 5604 Diagnostic services**Annual Planned Outputs:**

10432 lab tests done
900 X-rays (imaging) done

Cumulative Outputs Achieved by the end of the Quarter:

6810 Lab tests done
471 X-ray imaging) done

Reasons for Variation in performance

There is over performance in lab tests because the range of lab tests has been increasing over time

Total	40,905
<i>Wage Recurrent</i>	30,655
<i>Non Wage Recurrent</i>	10,250
<i>NTR</i>	0

Output: 08 5605 Hospital Management and support services**Annual Planned Outputs:**

4 Consultants and specialists outreaches to general and PNFP Hospitals and HC IV.
5 specialists and medical officers facilitated to do their duties
Night allowances paid to staff for 432 nights.
Disturbance/settlement allowance paid to 20 staff posted.
Safari day allowance paid to 120 staff.
Special duty allowance (evening, night and weekend calls) paid on daily basis to senior staff.
Medical expenses paid to staff who require services not available in the hospital.
Funeral and burrial expenses made for staff and their immediate family members.
Adverts for procurement of goods and services made in the gazettes.
Four workshops conducted for staff.
Staff facilitated for short and long term training.
Facilities for workshops hired.
Five board meetings held .
Magazines and relevant books for management functions and service delivery procured.
Computers serviced, accessories and parts procured .
Medical and administrative forms printed, stationery procured and photocopying and binding services procured.
Small office equipment procured Bad debts paid.
Bank charges and bank related costs met.
Subscriptions made to some professional bodies to which staff belong.
Telecommunication services procured.
Expenses on hospital property made.

Vote: 175 Moroto Referral Hospital**QUARTER 2: 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 <i>US\$ Thousand</i>
--	--

Vote Function: 0856 Regional Referral Hospital Services*Recurrent Programmes***Programme 01 Moroto Referral Hospital Services**

Rental services for staff (doctors) accommodation procured from private entities.

Services of armed security guards procured.

Long and Short-term consultancy services procured.

Cumulative Outputs Achieved by the end of the Quarter:

2 Specialists outreaches to general and PNFP Hospitals and HC IV.

5 Doctors facilitated to do their duties

Night allowances paid to staff for 216 nights.

Disturbance/settlement allowance paid to 20 staff posted.

Safari day allowance paid to 60 staff.

Special duty allowance (evening, night and weekend calls) paid on daily basis to senior staff.

Medical expenses paid to staff who require services not available in the hospital.

Funeral and burrial expenses made for staff and their immediate family members.

Adverts for procurement of goods and services made in the gazettes.

Four workshops conducted for staff.

Staff facilitated for short and long term training.

Facilities for workshops hired.

Five board meetings held .

Magazines and relevant books for management functions and service delivery procured.

Computers serviced, accessories and parts procured .

Medical and administrative forms printed, stationery procured and photocopying and binding services procured.

Small office equipment procured Bad debts paid.

Bank charges and bank related costs met.

Subscriptions made to some professional bodies to which staff belong.

Telecommunication services procured.

Expenses on hospital property made.

Rental services for staff (doctors) accommodation procured from private entities.

Services of armed security guards procured.

Long and Short-term consultancy services procured.

Radio messages for community sensitization made

Reasons for Variation in performance

No variance

Total	174,905
<i>Wage Recurrent</i>	86,855
<i>Non Wage Recurrent</i>	88,050
<i>NTR</i>	0

Output: 08 5606 Prevention and rehabilitation services

Annual Planned Outputs:

-1766 people attended antenatal clinic

-8272 mothers and children immunized

-630 family planning contacts

Cumulative Outputs Achieved by the end of the Quarter:

1443 ANC attendance

5277 mothers and children immunised

401 family planning contacts

Reasons for Variation in performance

There is over performance in preventive services at mid-year because of

Vote: 175 Moroto Referral Hospital**QUARTER 2: 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\$ Thousand
--	--	---------------

Vote Function: 0856 Regional Referral Hospital Services*Recurrent Programmes***Programme 01 Moroto Referral Hospital Services**

increasing utilization and support from partners

Total	12,083
<i>Wage Recurrent</i>	7,408
<i>Non Wage Recurrent</i>	4,675
<i>NTR</i>	0

Programme 02 Moroto Referral Hospital Internal Audit*Outputs Provided***Output: 08 5605 Hospital Management and support services****Annual Planned Outputs:**

Prepare monthly, quarterly, half year and annual performance reports.

Verification and examination of financially related transactions

Cumulative Outputs Achieved by the end of the Quarter:**Prepare monthly and quarterly performance report for quarter one and two****Verification and examination of financially related transactions done for quarter one and two****Reasons for Variation in performance**

no variation

Total	1,000
<i>Wage Recurrent</i>	0
<i>Non Wage Recurrent</i>	1,000
<i>NTR</i>	0

*Development Projects***Project 1004 Moroto Rehabilitation Referral Hospital***Capital Purchases***Output: 08 5676 Purchase of Office and ICT Equipment, including Software****Annual Planned Outputs:**

5 desktop computers

4 Printers desk printers and one photocopier with finisher two way unit

Local Area Network (LAN) phase 1 connection

Cumulative Outputs Achieved by the end of the Quarter:**Procurement process on going****Reasons for Variation in performance**

no variation

Total	10,540
<i>GoU Development</i>	10,540
<i>Donor Development</i>	0
<i>NTR</i>	0

Output: 08 5677 Purchase of Specialised Machinery & Equipment

Vote: 175 Moroto Referral Hospital**QUARTER 2: 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	<i>US\$ Thousand</i>
--	--	----------------------

Vote Function: 0856 Regional Referral Hospital Services*Development Projects***Project 1004 Moroto Rehabilitation Referral Hospital****Annual Planned Outputs:**

-Procure assorted medical equipment for theatre, wards and units

Cumulative Outputs Achieved by the end of the Quarter:

Procurement process ongoing

Reasons for Variation in performance

no variance

Total	10,540
<i>GoU Development</i>	<i>10,540</i>
<i>Donor Development</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

Output: 08 5678 Purchase of Office and Residential Furniture and Fittings**Annual Planned Outputs:**

Procurement of furniture for offices, wards and units.

Cumulative Outputs Achieved by the end of the Quarter:

Procurement process ongoing

Reasons for Variation in performance

No variance

Total	10,540
<i>GoU Development</i>	<i>10,540</i>
<i>Donor Development</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

Output: 08 5681 Staff houses construction and rehabilitation**Annual Planned Outputs:**

Two 3 bedroomed staff houses constructed in Moroto Regional Referral Hospital.

Cumulative Outputs Achieved by the end of the Quarter:

Procurement process for staff housing completed. Works to start in February

Reasons for Variation in performance

No variance

Total	73,780
<i>GoU Development</i>	<i>73,780</i>
<i>Donor Development</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

GRAND TOTAL	766,034
<i>Wage Recurrent</i>	<i>337,202</i>
<i>Non Wage Recurrent</i>	<i>323,432</i>
<i>GoU Development</i>	<i>105,400</i>
<i>Donor Development</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

Vote: 175 Moroto Referral Hospital

QUARTER 2: Outputs and Expenditure in Quarter

Planned and Actual Outputs in Quarter (Quantity and Location)	Expenditures incurred in the Quarter to deliver outputs <i>US\$ Thousand</i>
--	---

Vote Function: 0856 Regional Referral Hospital Services

Recurrent Programmes

Programme 01 Moroto Referral Hospital Services

Outputs Provided

Output: 08 5601 Inpatient services

Outputs Planned in Quarter:

3250 general admissions done
5 days average length of stay
98% bed occupancy rate
In-patient days 15,500
276 maternity admissions done
1556 paediatric admissions done
256 surgical operations done

Actual Outputs Achieved in Quarter:

2981 general admissions done
6 days average length of stay
132% bed occupancy rate
302 maternity admissions done
1696 paediatric admissions done
382 surgical operations done

Reasons for Variation in performance

There is increase in Average length of stay because the number of Medical Officers reduced from 4 to 2 when 2 of them left for further studies. The number of ward rounds reduced and hence the patients took a little longer time on the wards. There overperformance in general admissions at mid-year because facility utilization has been increasing over the medium term.

Item	Spent
211102 Contract Staff Salaries (Incl. Casuals, Temporary)	4,142
211103 Allowances	14,905
213001 Medical Expenses (To Employees)	1,200
213002 Incapacity, death benefits and funeral expenses	460
221001 Advertising and Public Relations	100
221002 Workshops and Seminars	960
221003 Staff Training	1,666
221006 Commissions and Related Charges	1,666
221009 Welfare and Entertainment	2,408
221010 Special Meals and Drinks	3,993
221011 Printing, Stationery, Photocopying and Binding	12,653
222001 Telecommunications	1,100
223001 Property Expenses	7,866
223003 Rent - Produced Assets to private entities	12,600
223005 Electricity	962
223007 Other Utilities- (fuel, gas, f	480
224002 General Supply of Goods and Services	30,471
227001 Travel Inland	34,326
227002 Travel Abroad	585
227004 Fuel, Lubricants and Oils	11,946
228001 Maintenance - Civil	6,344
228002 Maintenance - Vehicles	7,661
228003 Maintenance Machinery, Equipment and Furniture	4,738
228004 Maintenance Other	200
Total	163,432
Wage Recurrent	0
Non Wage Recurrent	163,432
NTR	0

Output: 08 5602 Outpatient services

Outputs Planned in Quarter:

- 15150 patients attended to in general out-patient clinic
- 1175 patients attended to in specialized out-patient clinic
- 560 ANC attendances recorded
- 280 pregnant women tested for HIV
- 800 patients counselled for HIV
- 1675 mothers and children immunised
158 family planning contacts
- 1082 people (including children under 5) treated for HIV

Actual Outputs Achieved in Quarter:

12,707 patients attended to in general outpatient clinic
- 2,019 patients attended to in specialized outpatient clinic

Vote: 175 Moroto Referral Hospital**QUARTER 2: Outputs and Expenditure in Quarter**

Planned and Actual Outputs in Quarter (Quantity and Location)	Expenditures incurred in the Quarter to deliver outputs <i>UShs Thousand</i>
--	---

Vote Function: 0856 Regional Referral Hospital Services*Recurrent Programmes***Programme 01 Moroto Referral Hospital Services****Reasons for Variation in performance**

There is an improvement in patients attended to in specialized outpatient clinic as a result of improvement in HIV activities due to increase interventions and support from partners. There overperformance in patients attended to in the general and specialized outpatient clinics at mid-year because facility utilization has been increasing over the medium term.

Total	0
<i>Wage Recurrent</i>	<i>0</i>
<i>Non Wage Recurrent</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

Output: 08 5604 Diagnostic services**Outputs Planned in Quarter:**

3050 Lab tests done
250 x-ray (imaging) done

Actual Outputs Achieved in Quarter:

3561 Lab tests done
181 Xray done

Reasons for Variation in performance

There is over performance in lab tests because the range of lab tests has been increasing over time

Total	0
<i>Wage Recurrent</i>	<i>0</i>
<i>Non Wage Recurrent</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

Output: 08 5605 Hospital Management and support services**Outputs Planned in Quarter:**

1 Consultants and specialists outreaches to general and PNFH Hospitals and HC IV.
4 specialists and medical officers facilitated to do their duties
Night allowances paid to staff for 108 nights.
Disturbance/settlement allowance paid to 10 staff posted.
Safari day allowance paid to 50 staff.
Special duty allowance (evening, night and weekend calls) paid to senior staff.
Medical expenses paid to staff that require services not available in the hospital.
Funeral and burial expenses made for staff and their immediate family members.
Adverts for procurement of goods and services made in the gazettes.
Five workshops conducted for staff.
Staff facilitated for short and long term training.
Facilities for workshops hired.
One board meeting held .
Magazines and relevant books for management functions and service delivery procured.
Computers serviced accessories and parts procured.
Medical and administrative forms printed, stationery procured and photocopying and binding services procured.

Vote: 175 Moroto Referral Hospital**QUARTER 2: Outputs and Expenditure in Quarter**

Planned and Actual Outputs in Quarter (Quantity and Location)	Expenditures incurred in the Quarter to deliver outputs <i>US\$ Thousand</i>
--	---

Vote Function: 0856 Regional Referral Hospital Services*Recurrent Programmes***Programme 01 Moroto Referral Hospital Services**

Small office equipment procured
 Bank charges and bank related costs met.
 Subscriptions made to some professional bodies to which staffs belong.
 Telecommunication services procured.
 Expenses on hospital property made.
 Rental services for staff (doctors) accommodation procured from private entities.
 Services of armed security guards procured.
 Long and Short-term consultancy services procured.

Actual Outputs Achieved in Quarter:

1 Specialists outreaches to general and PNFP Hospitals and HC IV.
5 Doctors facilitated to do their duties
Night allowances paid to staff for 108 nights.
Disturbance/settlement allowance paid to 10 staff posted.
Safari day allowance paid to 30 staff.
Special duty allowance (evening, night and weekend calls) paid on daily basis to senior staff.
Medical expenses paid to staff who require services not available in the hospital.
Funeral and burrial expenses made for staff and their immediate family members.
Adverts for procurement of goods and services made in the gazettes.
Four workshops conducted for staff.
Staff facilitated for short and long term training.
Facilities for workshops hired.
Five board meetings held .
Magazines and relevant books for management functions and service delivery procured.
Computers serviced, accessories and parts procured .
Medical and administrative forms printed, stationery procured and photocopying and binding services procured.
Small office equipment procured Bad debts paid.
Bank charges and bank related costs met.
Subscriptions made to some professional bodies to which staff belong.
Telecommunication services procured.
Expenses on hospital property made.
Rental services for staff (doctors) accomodation procured from private entities.
Services of armed security guards procured.
Long and Short-term consultancy services procured.
Radio messages for community sensitization made

Reasons for Variation in performance

No variance

Total	0
<i>Wage Recurrent</i>	<i>0</i>
<i>Non Wage Recurrent</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

Output: 08 56 06 Prevention and rehabilitation services

Vote: 175 Moroto Referral Hospital**QUARTER 2: Outputs and Expenditure in Quarter**

Planned and Actual Outputs in Quarter (Quantity and Location)	Expenditures incurred in the Quarter to deliver outputs <i>US\$ Thousand</i>
--	---

Vote Function: 0856 Regional Referral Hospital Services*Recurrent Programmes***Programme 01 Moroto Referral Hospital Services****Outputs Planned in Quarter:**

350 people received family planning
 2550 people immunised
 750 people attend antenatal clinic

Actual Outputs Achieved in Quarter:

600 people attend antenatal clinic
2172 mothers and children immunised
149 people received family planning

Reasons for Variation in performance

There is over performance in preventive services at mid-year because of increasing utilization and support from partners

Total	0
<i>Wage Recurrent</i>	<i>0</i>
<i>Non Wage Recurrent</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

Programme 02 Moroto Referral Hospital Internal Audit*Outputs Provided***Output: 08 5605 Hospital Management and support services****Outputs Planned in Quarter:**

Prepare monthly and quarterly performance report for the second quarter

verification and examination of financially related transactions done for the second quarter

Actual Outputs Achieved in Quarter:

Prepare monthly and quarterly performance report for the second quarter
Verification and examination of financially related transactions done for the second quarter

Reasons for Variation in performance

no variation

Total	0
<i>Wage Recurrent</i>	<i>0</i>
<i>Non Wage Recurrent</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

*Development Projects***Project 1004 Moroto Rehabilitation Referral Hospital***Capital Purchases***Output: 08 5676 Purchase of Office and ICT Equipment, including Software****Outputs Planned in Quarter:**

Assorted ICT equipment procured

Actual Outputs Achieved in Quarter:

Procurement process on going

Reasons for Variation in performance

no variation

Vote: 175 Moroto Referral Hospital**QUARTER 2: Outputs and Expenditure in Quarter**

Planned and Actual Outputs in Quarter (Quantity and Location)	Expenditures incurred in the Quarter to deliver outputs <i>UShs Thousand</i>
--	---

Vote Function: 0856 Regional Referral Hospital Services*Development Projects***Project 1004 Moroto Rehabilitation Referral Hospital**

Total	0
<i>GoU Development</i>	<i>0</i>
<i>Donor Development</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

Output: 08 5677 Purchase of Specialised Machinery & Equipment**Outputs Planned in Quarter:**

The procurement process started

Actual Outputs Achieved in Quarter:**Procurement process ongoing****Reasons for Variation in performance**

no variance

Total	0
<i>GoU Development</i>	<i>0</i>
<i>Donor Development</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

Output: 08 5678 Purchase of Office and Residential Furniture and Fittings**Outputs Planned in Quarter:**

Procurement process ongoing

Actual Outputs Achieved in Quarter:**Procurement process ongoing****Reasons for Variation in performance**

No variance

Total	0
<i>GoU Development</i>	<i>0</i>
<i>Donor Development</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

Output: 08 5681 Staff houses construction and rehabilitation**Outputs Planned in Quarter:**

Site handed over to contractor and site work started.

Actual Outputs Achieved in Quarter:**Procurement process for staff housing completed. Works to start in February****Reasons for Variation in performance**

No variance

Total	0
<i>GoU Development</i>	<i>0</i>
<i>Donor Development</i>	<i>0</i>
<i>NTR</i>	<i>0</i>

Vote: 175 Moroto Referral Hosptial**QUARTER 2: Outputs and Expenditure in Quarter**

Planned and Actual Outputs in Quarter (Quantity and Location)	Expenditures incurred in the Quarter to deliver outputs <i>UShs Thousand</i>	
	GRAND TOTAL	163,432
	<i>Wage Recurrent</i>	0
	<i>Non Wage Recurrent</i>	163,432
	<i>GoU Development</i>	0
	<i>Donor Development</i>	0
	<i>NTR</i>	0

Vote: 175 Moroto Referral Hospital

QUARTER 3: Revised Workplan

Planned Outputs for the Quarter (Quantity and Location)	Estimated Funds Available in Quarter (from balance brought forward and actual/expected releases)	US\$ Thousand
--	---	---------------

Vote Function: 0856 Regional Referral Hospital Services

Recurrent Programmes

Programme 01 Moroto Referral Hospital Services

Outputs Provided

Output: 08 5601 Inpatient services

	Item	Balance b/f	New Funds	Total
2786 general admissions done	211103 Allowances	1,072	0	1,072
5 days average length of stay	213001 Medical Expenses (To Employees)	861	0	861
98% bed occupancy rate	213002 Incapacity, death benefits and funeral expenses	571	0	571
	221001 Advertising and Public Relations	1,446	0	1,446
	221002 Workshops and Seminars	3,421	0	3,421
	221003 Staff Training	3,488	0	3,488
	221004 Recruitment Expenses	515	0	515
	221006 Commissions and Related Charges	1,426	0	1,426
	221007 Books, Periodicals and Newspapers	1,031	0	1,031
	221008 Computer Supplies and IT Services	2,577	0	2,577
	221009 Welfare and Entertainment	169	0	169
	221012 Small Office Equipment	1,031	0	1,031
	221014 Bank Charges and other Bank related costs	644	0	644
	221017 Subscriptions	515	0	515
	222001 Telecommunications	961	0	961
	222002 Postage and Courier	129	0	129
	223004 Guard and Security services	1,546	0	1,546
	223005 Electricity	1,615	0	1,615
	223006 Water	2,062	0	2,062
	223007 Other Utilities- (fuel, gas, f	1,066	0	1,066
	225001 Consultancy Services- Short-term	1,288	0	1,288
	227002 Travel Abroad	446	0	446
	228002 Maintenance - Vehicles	2,131	0	2,131
	228004 Maintenance Other	1,088	0	1,088
	Total	1,490	0	1,490
	<i>Wage Recurrent</i>	<i>0</i>	<i>0</i>	<i>0</i>
	<i>Non Wage Recurrent</i>	<i>1,490</i>	<i>0</i>	<i>1,490</i>
	<i>NTR</i>	<i>0</i>	<i>0</i>	<i>0</i>

Output: 08 5602 Outpatient services

- 12,163 patients attended to in general out-patient clinic
- 1175 patients attended to in specialized out-patient clinic

Total	0	0	0
<i>Wage Recurrent</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Non Wage Recurrent</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>NTR</i>	<i>0</i>	<i>0</i>	<i>0</i>

Output: 08 5604 Diagnostic services

- 2608 Lab tests done
- 225 x-ray (imaging) done

Total	0	0	0
<i>Wage Recurrent</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Non Wage Recurrent</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>NTR</i>	<i>0</i>	<i>0</i>	<i>0</i>

Vote: 175 Moroto Referral Hospital**QUARTER 3: Revised Workplan**

Planned Outputs for the Quarter (Quantity and Location)	Estimated Funds Available in Quarter (from balance brought forward and actual/expected releases)	US\$ Thousand		
--	---	---------------	--	--

Vote Function: 0856 Regional Referral Hospital Services*Recurrent Programmes***Programme 01 Moroto Referral Hospital Services****Output: 08 5605 Hospital Management and support services**

1 Consultants and specialists outreaches to general and PNEP Hospitals and HC IV.				
4 specialists and medical officers facilitated to do their duties				
Night allowances paid to staff for 108 nights.				
Disturbance/settlement allowance paid to 5 staff posted.				
Safari day allowance paid to 7 staff.				
Special duty allowance (evening, night and weekend calls) paid on daily basis to paid to senior staff.				
Medical expenses paid to staff who require services not available in the hospital.				
Funeral and burrial expenses made for staff and their immediate family members.				
Adverts for procurement of goods and services made in the gazzetes.				
Four workshops conducted for staff.				
Staff facilitated for short and long term training.				
Facilities for workshops hired.				
Five board meetings held .				
Magazines and relevant books for management functions and service delivery procured.				
Computers serviced, accessories and parts procured .				
Medical and administrative forms printed, stationery procured and photocopying and binding services procured.				
Small office equipment procured Bad debts paid.				
Bank charges and bank related costs met.				
Subscriptions made to some professional bodies to which staff belong.				
Telecommunication services procured.				
Expenses on hospital property made.				
Rental services for staff (doctors) accomodation procured from private entities.				
Services of armed security guards procured.				
Long and Short-term consultancy services procured.				
	Total	0	0	0
	Wage Recurrent	0	0	0
	Non Wage Recurrent	0	0	0
	NTR	0	0	0

Output: 08 5606 Prevention and rehabilitation services

442 people attend antenatal clinic				
2068 mothers and children immunised				
157 people received family planning				
	Total	0	0	0
	Wage Recurrent	0	0	0
	Non Wage Recurrent	0	0	0
	NTR	0	0	0

Programme 02 Moroto Referral Hospital Internal Audit*Outputs Provided*

Vote: 175 Moroto Referral Hospital**QUARTER 3: Revised Workplan**

Planned Outputs for the Quarter (Quantity and Location)	Estimated Funds Available in Quarter (from balance brought forward and actual/expected releases)	<i>US\$ Thousands</i>		
--	---	-----------------------	--	--

Vote Function: 0856 Regional Referral Hospital Services*Recurrent Programmes***Programme 02 Moroto Referral Hospital Internal Audit****Output: 08 5605 Hospital Management and support services**

Prepare monthly and quarterly performance report for the third quarter

Total	0	0	0
<i>Wage Recurrent</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Non Wage Recurrent</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>NTR</i>	<i>0</i>	<i>0</i>	<i>0</i>

*Development Projects***Project 1004 Moroto Rehabilitation Referral Hospital***Capital Purchases***Output: 08 5676 Purchase of Office and ICT Equipment, including Software**

2 desktops
1 printer
1 photocopier
1 Scanner

Total	0	0	0
<i>GoU Development</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Donor Development</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>NTR</i>	<i>0</i>	<i>0</i>	<i>0</i>

Output: 08 5677 Purchase of Specialised Machinery & Equipment

Assorted medical equipment procured.

Total	0	0	0
<i>GoU Development</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Donor Development</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>NTR</i>	<i>0</i>	<i>0</i>	<i>0</i>

Output: 08 5678 Purchase of Office and Residential Furniture and Fittings

Assorted Office furniture procured

Total	0	0	0
<i>GoU Development</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Donor Development</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>NTR</i>	<i>0</i>	<i>0</i>	<i>0</i>

Output: 08 5681 Staff houses construction and rehabilitation

One third of works done

Total	0	0	0
<i>GoU Development</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Donor Development</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>NTR</i>	<i>0</i>	<i>0</i>	<i>0</i>

Vote: 175 Moroto Referral Hosptial**QUARTER 3: Revised Workplan**

Planned Outputs for the Quarter (Quantity and Location)	Estimated Funds Available in Quarter (from balance brought forward and actual/expected releaes)			<i>UShs Thousand</i>
	GRAND TOTAL	1,490	0	1,490
	<i>Wage Recurrent</i>	0	0	0
	<i>Non Wage Recurrent</i>	1,490	0	1,490
	<i>GoU Development</i>	0	0	0
	<i>Donor Development</i>	0	0	0
	<i>NTR</i>	0	0	0

Vote: 175 Moroto Referral Hospital

QUARTER 4: Revised Cashflow Plan

Non-Wage Recurrent

	Annual budget	Release to end of Q3	% Budget Released	Q4 Cash Requirement	
				Total	% Budget
PAF	0.64	0.190949997	29.8%	0.64	100.0%
Statutory	0	0	0.0%	0	0.0%
Other	0	0	0.0%	0	0.0%
Total	0.64	0.190949997	29.8%	0.64	100.0%

Reasons for cash requirement greater than 1/4 of the budget:

To be submitted in the third quarter report.

GoU Development

	Annual budget	Release to end of Q3	% Budget Released	Q4 Cash Requirement	
				Total	% Budget
PAF	0.4	0.04875	12.2%	0	0.0%
Other	0.1	0	0.0%	0	0.0%
Total	0.5	0.04875	9.8%	0	0.0%

Reasons for cash requirement greater than 1/4 of the budget:

More funds required as works progress.

Grand Total

	Annual budget	Release to end of Q3	% Budget Released	Q4 Cash Requirement	
				Total	% Budget
Grand Total	1.14	0.239699997	21.0%	0.64	56.1%

Vote: 175 Moroto Referral Hospital

Checklist for OBT Submissions made during QUARTER 3

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	Q2 Report	Q3 Workplan
0856 Regional Referral Hospital Services		
○ <i>Recurrent Programmes</i>		
- 01 Moroto Referral Hospital Services	Data In	Data In
- 02 Moroto Referral Hospital Internal Audit	Data In	Data In
○ <i>Development Projects</i>		
- 1004 Moroto Rehabilitation Referral Hospital	Data In	Data In

Donor Releases and Expenditure

NTR Releases and Expenditure

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
0856 Regional Referral Hospital Services	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	Data In

Quarterly Cash Requests (Step 4)

The table below shows whether data has been entered into the cash request under step 4:

	Cash Request
Cash Request	Data In