Structure of Submission

QUARTER 3 Performance Report

Summary of Vote Performance

Cumulative Progress Report for Projects and Programme

Quarterly Progress Report for Projects and Programmes

QUARTER 4: Workplans for Projects and Programmes

Submission Checklist

QUARTER 3: 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)

(i) Excluding A	Arrears, Taxes	Approved Budget	Cashlimits by End	Released by End	Spent by End Mar	% Budget Released	% Budget Spent	% Releases Spent
	Wage	1.119	0.839	0.839	0.837	75.0%	74.8%	99.7%
Recurrent	Non Wage	3.493	2.122	2.110	2.072	60.4%	59.3%	98.2%
Development	GoU	0.572	0.306	0.228	0.205	39.8%	35.9%	90.2%
	Ext Fin.	0.000	N/A	0.000	0.000	N/A	N/A	N/A
	GoU Total	5.183	3.267	3.177	3.114	61.3%	60.1%	98.0%
otal GoU+Ext I	Fin. (MTEF)	5.183	N/A	3.177	3.114	61.3%	60.1%	98.0%
(ii) Arrears	Arrears	0.000	N/A	0.000	0.000	N/A	N/A	N/A
and Taxes	Taxes**	0.100	N/A	0.066	0.064	66.5%	64.0%	96.3%
7	Total Budget	5.283	3.267	3.243	3.178	61.4%	60.1%	98.0%

^{*} Donor expenditure information available

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: 1353 Coordination of Local Government Financing	5.18	3.18	3.11	61.3%	60.1%	98.0%
Total For Vote	5.18	3.18	3.11	61.3%	60.1%	98.0%

^{*} Excluding Taxes and Arrears

(ii) Matters to note in budget execution

Some of the activities were rescheduled to the 4th quarter because of less release for both 2nd and 3rd quarters

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

(i) Major unpsent balances (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 impelemented 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

^{**} Non VAT on capital expenditure

QUARTER 3: Highlights of Vote Performance

Vote, Vote Function Key Output	Approved Budget and Planned outputs	Cumulative Expenditure and Performance	Status and Reasons for any Variation from Plans
	nation of Local Government Find	ncing	
	LGs Budget Analysis	100 I G D 1	ATT
Description of Performance:	133 LGs Budgets analysed for compliance with legal requirements	102 LGs Budgets were analyzed for compliance with legal requirements	Nil
	Feedback on the findings from the analysis of the LG Budgets to 133 LGs provided	Provided Feedback to 75 LGs on their approved budgets for FY 2015/16	
	Data Validation, Verification and Collection in 20 LGs conducted for the fiscal database	Data was processed and captured in the fiscal data bank from LGs approved final Accounts	
	Technical Support in identified areas of weaknesses in the process of budget formulation in 40 LGs provided	Technical support in budget formulation was provided to eleven (12) district local governments of Ibanda,	
	Four (4) Quarterly analysis Reports of Budgeted and Actual Grant Releases to LGs Produced	Rukungiri, Moyo, Amuria, Manafwa Ntoroko Mitooma, Rakai, Koboko, Dokolo, Butaleja and Kyenjojo districts	
		Technical officers in LGs were trained on the guidelines for budget process/ cycle to LGs, guidelines to members of the budget desk regarding their roles and responsibilities in the budget cycle, how to utilize the manuals provided as guidance through the various steps of the planning and budgeting cycle.	
		Technical staffs were also equipped with skills that would help them to accommodate their expenditures in available resources according to National priorities, the National Development Plan and Sustainable Development Goals.	
		Conducted Field Visits to verify, validate and collect data in 5 LGs: Nebbi, Masaka, Arua,Ntungamo, and Rukungiri DLGs	
Performance Indicators:			
No. of Local Governments provided with skills in Budget Formulation	40	30	
No. of Local Governments complying with budgeting	133	102	

QUARTER 3: Highlights of Vote Performance

Vote, Vote Function Key Output	Approved Budget and Planned outputs	Cumulative Expenditure and Performance	Status and Reasons for any Variation from Plans
egal requirement			
Average length of time taken to provide feedback on analyzed budgets (Days)	30	24	
Output Cost:	UShs Bn: 0.198	UShs Bn: 0.052	% Budget Spent: 26.3%
Output: 135303 E	nhancement of LG Revenue Mo	bilisation and Generation	
Description of Performance:	60 local governments provided with skills and approaches to establish local revenue databases. 40 local governments supported	Provided skills and Approaches to establish Local Revenue Data Bases to 21 LGs namely Iganga, Tororo, Wakiso, Mpigi, Masaka, Nebbi, Arua, Kabarole, Runkungiri, Ntungamo,	
	to improve methods of collecting property rates	Kayunga, Jinja, Mbale, Kumi, Lira, Gulu, Ngora District, Ngora Town Council, Nakaseke	
	2 Regional meetings on local revenue mobilization held.	District, Butalango &Ngoma Town Councils.	
	2 Operations of Local Revenue Enhancement Coordinating Committee supported.	Supported 5 local governments namely Kyotera Town Council, Lukaya Town Council, Butunduzi Town Council	
	One computer procured for Principal Revenue Officer	Masulita T/C and Hamurwa Town Council to improve methods of collecting property rates	
Performance Indicators:			
Percentage change in annual ocal revenue performance (MC)	0	0	
Percentage change in annual ocal revenue performance (Districts)	0	0	
No. of LGs provided with skills to establish local revenue databases	60	21	
No. of LGs provided with skills in the collection of	40	5	
oroperty rates No. of LGs applying Best Practices in Local revenue collection	0	26	
Output Cost:	UShs Bn: 0.663	UShs Bn: 0.350	% Budget Spent: 52.7%
	quitable Distribution of Grants		
Description of Performance:	_	All the seven (7) sectors (Agriculture, Health, Education, Water, Works, Trade and Gender) negotiations were	Due to insufficient funds the budget meetings will be held in fourth quarter
	Local governments budgets analyzed and feedback provided	successfully facilitated effective	
	2 Local government budget committee meetings held	Consultations were carried out on some issues that were raised	

QUARTER 3: Highlights of Vote Performance

Vote, Vote Function Key Output	Approved Budget and Planned outputs	Cumulative Expendence	diture	Status and Reasons fo any Variation from P	
		2016/17 and these in Kalangala, Gulu MC Luuka Districts			
		All the sector agreer prepared and endors parties			
Performance Indicators:					
Proportion of unconditional grant compared to total transfers to LGs	4.5		3.8		
Number of negotiation forums held	7		7		
Number of agreements between UNAT and Sectors implemented	7		7		
Output Cost	: UShs Bn:	0.520 UShs Bn:	0.354	4 % Budget Spent:	68.0%
Vote Function Cost	UShs Bn:	5.183 UShs Bn:	3.114	4 % Budget Spent:	60.1%
Cost of Vote Services:	UShs Bn:	5.183 <i>UShs Bn:</i>	3.114	\$ % Budget Spent:	60.1%

^{*} Excluding Taxes and Arrears

.

Table V2.2: Implementing Actions to Improve Vote Performance

Planned Actions:	Actual Actions:	Reasons for Variation
Vote: 147 Local Government Finance Con	mm	
Vote Function: 13 53 Coordination of Loca	Government Financing	
Advise President on the share of National budget going to LGs.	A concept note was written to the President advising on the share of National budget going to LGs.	Due to insufficient funds the LGBC will be carried out in quarter 4
2 LGBC meetings held to discuss budget issues for LGs and make recommendations		
Support LGs on Local Economic Development		
Vote: 147 Local Government Finance Con	mm	
Vote Function: 13 53 Coordination of Local	l Government Financing	
60 local governments provided with skills and approaches to establish and consolidate local revenue databases. 40 local governments supported to improve methods of collecting property rates	Provided skills and Approaches to establish Local Revenue Data Bases to 21 LGs namely Iganga, Tororo, Wakiso, Mpigi, Masaka, Nebbi, Arua, Kabarole, Runkungiri, Ntungamo, Kayunga, Jinja, Mbale, Kumi, Lira, Gulu, Ngora District, Ngora Town Council, Nakaseke District, Butalango &Ngoma Town Councils.	NIL
	Supported 5 local governments namely Kyotera Town Council, Lukaya Town Council, Butunduzi Town Council Masulita T/C and Hamurwa Town Council to improve methods of collecting property rates	

QUARTER 3: Highlights of Vote Performance

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	Released	Spent	% GoU	% GoU	%~GoU
Simon o Sanda Simon Si	Budget			Budget	Budget	Releases
				Released	Spent	Spent
VF:1353 Coordination of Local Government Financing	5.18	3.18	3.11	61.3%	60.1%	98.0%
Class: Outputs Provided	4.61	2.95	2.91	64.0%	63.1%	98.6%
135301 Human Resource Management	1.40	0.97	0.97	69.0%	69.3%	100.4%
135302 LGs Budget Analysis	0.20	0.07	0.05	34.7%	26.3%	76.0%
135303 Enhancement of LG Revenue Mobilisation and Generation	0.66	0.36	0.35	53.9%	52.7%	97.9%
135304 Equitable Distribution of Grants to LGs	0.52	0.42	0.35	80.2%	68.0%	<i>84.8%</i>
135305 Institutional Capacity Maintenance and Enhancement	1.83	1.14	1.18	62.3%	64.6%	<i>103.7%</i>
Class: Capital Purchases	0.57	0.23	0.21	39.8%	35.9%	90.2%
135375 Purchase of Motor Vehicles and Other Transport Equipment	0.51	0.20	0.09	38.7%	17.1%	44.3%
135376 Purchase of Office and ICT Equipment, including Software	0.06	0.03	0.12	50.0%	196.3%	<i>392.6%</i>
Total For Vote	5.18	3.18	3.11	61.3%	60.1%	98.0%

^{*} Excluding Taxes and Arrears

Table V3.2: 2016/17 GoU Expenditure by Item

Billion Uganda Shillings	Approved Budget	Releases	Expend- iture	% Budged Released	% Budget Spent	%Releases Spent
Output Class: Outputs Provided	4.61	2.95	2.91	64.0%	63.1%	98.6%
211101 General Staff Salaries	0.00	0.28	0.00	N/A	N/A	0.0%
211102 Contract Staff Salaries (Incl. Casuals, Temporary)	1.12	0.56	0.84	50.0%	74.8%	149.6%
211103 Allowances	0.42	0.33	0.33	77.4%	77.4%	100.0%
212101 Social Security Contributions	0.09	0.08	0.07	85.5%	77.6%	90.7%
213001 Medical expenses (To employees)	0.01	0.00	0.00	35.0%	28.0%	80.0%
213002 Incapacity, death benefits and funeral expenses	0.01	0.00	0.00	29.2%	23.3%	79.8%
213004 Gratuity Expenses	0.32	0.23	0.23	71.9%	69.8%	97.1%
221001 Advertising and Public Relations	0.04	0.01	0.01	25.0%	25.0%	99.9%
221002 Workshops and Seminars	0.28	0.12	0.12	43.8%	43.0%	98.3%
221003 Staff Training	0.06	0.02	0.02	33.3%	33.3%	100.0%
221004 Recruitment Expenses	0.00	0.00	0.00	22.3%	22.3%	100.0%
221006 Commissions and related charges	0.34	0.23	0.23	66.1%	66.1%	99.9%
221007 Books, Periodicals & Newspapers	0.02	0.01	0.01	69.7%	58.0%	83.2%
221009 Welfare and Entertainment	0.04	0.03	0.03	75.0%	74.6%	99.4%
221011 Printing, Stationery, Photocopying and Binding	0.06	0.05	0.04	75.0%	74.4%	99.3%
221012 Small Office Equipment	0.00	0.00	0.00	14.9%	14.9%	100.0%
221016 IFMS Recurrent costs	0.00	0.00	0.00	64.5%	58.5%	90.8%
221017 Subscriptions	0.00	0.00	0.00	25.0%	25.0%	100.0%
222001 Telecommunications	0.04	0.03	0.03	75.0%	75.0%	100.0%
223003 Rent – (Produced Assets) to private entities	0.40	0.30	0.30	75.2%	75.2%	100.0%
223005 Electricity	0.05	0.01	0.02	21.3%	44.8%	210.7%
224004 Cleaning and Sanitation	0.04	0.01	0.01	38.9%	38.2%	98.3%
225001 Consultancy Services- Short term	0.35	0.15	0.13	43.7%	38.7%	88.5%
227001 Travel inland	0.62	0.33	0.32	52.7%	51.3%	97.4%
227002 Travel abroad	0.04	0.03	0.03	62.6%	61.3%	97.9%
227004 Fuel, Lubricants and Oils	0.05	0.05	0.05	83.5%	83.5%	100.0%
228002 Maintenance - Vehicles	0.19	0.08	0.08	45.8%	44.4%	97.1%
Output Class: Capital Purchases	0.67	0.29	0.27	43.8%	40.1%	91.5%

QUARTER 3: Highlights of Vote Performance

Billion Uganda Shillings	Approved Budget	Releases	Expend- iture	% Budged Released	% Budget Spent	%Releases Spent
312201 Transport Equipment	0.51	0.20	0.20	38.7%	38.6%	99.9%
312202 Machinery and Equipment	0.06	0.03	0.01	50.0%	13.0%	26.0%
312204 Taxes on Machinery, Furniture & Vehicles	0.10	0.07	0.06	66.5%	64.0%	96.3%
Grand Total:	5.28	3.24	3.18	61.4%	60.1%	98.0%
Total Excluding Taxes and Arrears:	5.18	3.18	3.11	61.3%	60.1%	98.0%

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

24510 (Cic Co C 210104505 4114 211p01141141 0 2						
Billion Uganda Shillings	Approved	Released	Spent	%~GoU	% GoU	% GoU
Builon Ogundu Shirings	Budget			Budget	Budget	Releases
				Released	Spent	Spent
VF:1353 Coordination of Local Government Financing	5.18	3.18	3.11	61.3%	60.1%	98.0%
Recurrent Programmes						
01 Headquarters	4.61	2.95	2.91	64.0%	63.1%	98.6%
Development Projects						
0389 Support LGFC	0.57	0.23	0.21	39.8%	35.9%	90.2%
Total For Vote	5.18	3.18	3.11	61.3%	60.1%	98.0%

^{*} Excluding Taxes and Arrears

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

QUARTER 3: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs	Cumulative Outputs Achieved by End	Cumulative Expenditures made by the End of the Quarter to				
	of Quarter	Deliver Cumulative Outputs	UShs Thousand			

Vote Function: 1353 Coordination of Local Government Financing

Recurrent Programmes

Programme 01 Headquarters

Outputs Provided

Output: 13 53 01 Human Resource Management

Staff salaries paid in time	Held 1 staff team building retreat	Item	Spent
	Carried out LGFC organizational	211102 Contract Staff Salaries (Incl. Casuals,	836,611
Annual staff appraisal undertaken and	analysis for effectiveness and efficiency	Temporary)	
report submitted to top management	Develop a proposal for an e-based staff	211103 Allowances	20,613
Conduct staff training in areas of fundable project proposals,	appraisal	212101 Social Security Contributions	18,999
development of TORs, and report	Reviewed and developed a new	213001 Medical expenses (To employees)	2,800
writing	Commission structure with reporting lines and responsibilities	213002 Incapacity, death benefits and funeral expenses	2,792
Train 2 staff in policy formulation		221003 Staff Training	19,991
implementation and evaluation	Carried out job evaluations and	221009 Welfare and Entertainment	1,142
Train 1 staff in Strategic Management	determined the relative worth of the jobs	227002 Travel abroad	22,623
Hold 1 staff team building retreat	Jous		
Carry out LGFC organizational analysis for effectiveness and efficiency	Developed a salary structure and job grading		
Develop a proposal for an e-based staff appraisal	Finalizing Job description and Persons Specification for all jobs in the		
	structure		
	A Consultants from Law Reform Commission was engaged to develop		
	Regulation for local government Act 2003		

Reasons for Variation in performance

Due to insufficient funds some of the activities had to be phased

		Total	970,404
		Wage Recurrent	836,611
		Non Wage Recurrent	133,793
		NTR	0
Output: 13 53 02 LGs Budget Analysis	S		
133 LG budget analyzed for	102 LG budget were analyzed for	Item	Spent
compliance with legal requirements	compliance with legal requirements	211103 Allowances	2,250
Food hook on findings from analysis of	Provided Feedback to 75 LGs on their	212101 Social Security Contributions	7,343
Feed back on findings from analysis of the LG budgets to 133 LGs provided	approved budgets for FY 2015/16	221009 Welfare and Entertainment	2,992
the Ed budgets to 133 Eds provided	approved budgets for 1 1 2013/10	221011 Printing, Stationery, Photocopying and	2,934
Data validation, verification and	Data was processed and captured in	Binding	
collection in 20 LGs conducted	the fiscal data bank from LGs	222001 Telecommunications	6,000
T 1	approved final Accounts	227004 Fuel, Lubricants and Oils	6,059
Technical support in indentified areas of weaknesses in the process of budget formulation in 20 LGs provided for FY 2014/15	5 Task force meeting were conducted to discuss the budgets for local governments and strategy to be used in analyzing them.	228002 Maintenance - Vehicles	9,624
Collection, processing, capturing of			

QUARTER 3: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs

Cumulative Outputs Achieved by End of Quarter

Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs

UShs Thousand

Vote Function: 1353 Coordination of Local Government Financing

Recurrent Programmes

Programme 01 Headquarters

data in the fiscal data bank from LGs approved final Accounts done

Four (4) quarterly analysis reports on budgeted and actual grant releases to LGs produced.

Timely quarterly activity progress reports prepared and submitted to senior management Hiring of two data entry clerks done Technical officers in LGs were given training regarding the guidelines on the steps involved in the budget process/ cycle to LGs, guidelines to members of the budget desk regarding their roles and responsibilities in the budget cycle, how to utilize the manuals provided as guidance through the various steps of the planning and budgeting cycle.

Technical staffs were also equipped with skills that would help them to accommodate their expenditures in available resources according to National priorities, the National Development Plan and Sustainable Development Goals.

Conduct Field Visits to verify, validate and collect data in 5 LGs: Nebbi, Masaka, Arua,Ntungamo, and Rukungiri DLGs

Reasons for Variation in performance

NIL

 Total
 52,092

 Wage Recurrent
 0

 Non Wage Recurrent
 52,092

 NTR
 0

Output: 13 53 03 Enhancement of LG Revenue Mobilisation and Generation

60 local governments; 30 districts and 30 urban councils provided with skills and approaches to establish local revenue databases.

40 local governments supported to improve methods of collecting property rates

- 2 Regional meetings on local revenue mobilization held.
- 2 Operations of Local Revenue Enhancement Coordinating Committee supported.

One computer procured for Principal Revenue Officer

Hands on and follow up support on existing data bases in 24 local

Provided skills and Approaches to establish Local Revenue Data Bases to 21 LGs. - namely Iganga, Tororo, Wakiso, Mpigi, Masaka, Nebbi, Arua, Kabarole, Runkungiri, Ntungamo, Kayunga, Jinja, Mbale, Kumi, Lira, Gulu, Ngora District, Ngora Town Council, Nakaseke District, Butalango &Ngoma Town Councils.

Supported 5 local governments namely Kyotera Town Council, Lukaya Town Council, Butunduzi Town Council Masulita T/C and Hamurwa Town Council to improve methods of collecting property rates

Item	Spent
211103 Allowances	35,531
212101 Social Security Contributions	11,000
213004 Gratuity Expenses	25,611
221001 Advertising and Public Relations	1,500
221007 Books, Periodicals & Newspapers	491
221009 Welfare and Entertainment	2,207
221011 Printing, Stationery, Photocopying and Binding	3,654
222001 Telecommunications	15,523
227001 Travel inland	184,360
227004 Fuel, Lubricants and Oils	7,500
228002 Maintenance - Vehicles	6,908

QUARTER 3: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs

Cumulative Outputs Achieved by End of Quarter

Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs

UShs Thousand

Vote Function: 1353 Coordination of Local Government Financing

Recurrent Programmes

Programme 01 Headquarters

governments and their town councils and Consultancy on local revenues work done

Reasons for Variation in performance

The required funds was allocated for the activity and the budget was scaled down to accommodated two more local governments and the Coordinating meetings will be held in fourth quarter

Total	349,614
Wage Recurrent	0
Non Wage Recurrent	349,614
NTR	0

Output: 13 53 04 Equitable Distribution of Grants to LGs

Organise and facilitate negotiations between LGs and Sector ministries and disseminate the agreements on conditions for utilization of conditional grants and implement relevant recommendations

Organise and facilitate midterm review on the implementation of recommendations from negotiation meetings

Organise and facilitate 2 LGBC meetings on policy matter related to budget formulation in LGs

Follow up on work done on the extent of implementation of grants to LLGs and disseminate finds to key stakeholders

Facilitate 4 taskforce meetings to prepare and support the studies on financing of LGs by FINMAP

Conduct Field Visits on Technical Support in identified areas of weaknesses in the process of budget formulation in 20LGs

Stakeholder consultations to develop consensus on the recommendations of the three studies by FINMAP

One computer procured Senior Revenue Officer

All the seven (7) sectors (Agriculture, Health, Education, Water, Works, Trade and Gender) negotiations were successfully facilitated effective 12th to 16th October 2015.

Consultations were carried in selected LGS on some issues that were raised during the negotiations for FY 2016/17

All the subsequent sector agreements have been prepared. Some have already been endorsed while others are being signed by the parties

The procurement of the consultancy to provide Quality Assurance to the two studies on Design of FDA and Determining LG transfer shares out of national budget is being concluded.

The Reviewed Allocation (New) Formulae was approved and The subsequent Indicative Planning Figures (IPFs) have been applied for FY2016/17.

Technical support carried out in Budget Formulation in 11 local governments: Mitooma, Rakai, Koboko, Dokolo, Butaleja, Kyenjojo, Ibanda, Rukungiri, Moyo, Amuria, Manafwa and Ntoroko.

Item	Spent
211103 Allowances	39,000
212101 Social Security Contributions	9,431
213004 Gratuity Expenses	27,410
221002 Workshops and Seminars	80,985
221007 Books, Periodicals & Newspapers	375
221009 Welfare and Entertainment	3,973
222001 Telecommunications	9,000
225001 Consultancy Services- Short term	71,914
227001 Travel inland	104,882
227004 Fuel, Lubricants and Oils	3,485
228002 Maintenance - Vehicles	3,271

Reasons for Variation in performance

NIL

QUARTER 3: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs

Cumulative Outputs Achieved by End of Quarter

Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs

UShs Thousand

Vote Function: 1353 Coordination of Local Government Financing

Recurrent Programmes

Programme 01 Headquarters

Total	354,010
Wage Recurrent	0
Non Wage Recurrent	354,010
NTR	0

Output: 13 5305 Institutional Capacity Maintenance and Enhancement

Organize and facilitate 1 foreign tour for 7 Members of the Commission to benchmark international best practices in the financing of LGs

4 Quarterly Commission reports and 4 Committee meetings

Organize and facilitate 2 policy dialogues meeting on LED initiatives in 8 LGs

Hold 4 staff technical meetings

Hold 2 general staff meetings

Provide Commission utilities, consumables, transport facilities and other planned logistical operations

Pay monthly office accommodation/rent

Prepare quarterly financial statements and submit to management

Prepare cash and fund management reports and submit to Finance Committee for review and submit to management

Develop a new Strategic Plan for LGFC aligned to NDP 11 and PSM Sector

Prepare LGFC annual report for 2015

Organize and hold 2 planning staff retreats to prepare annual work plan and ministerial policy statement for FY2016/17

Prepare and submit to OPM/MOFPED Vote quarter progress reports in OBT

Hold 4 Finance Budget allocation Committee meetings

Preparations to facilitate 1 foreign tour for 7 Members of the Commission to benchmark international best practices in the financing of LGs were started with MoFA and Danish Embassy

1 Commission Committee meetings held and discussed efficient resource utilization at the Commission and recommended measures to reduce administration costs. Half year performance assessment an restructuring was discussed and it was agreed to;
-restructure the commission

-develop regulation for local government Act 2003.

And another meeting held on how to reduce administrative costs and improve efficiency in performance by the Commission among others

Utilities, consumables, transport facilities and other planned logistical operations were provided

TOR for review of the Strategic Plan for LGFC aligned to NDP 11 and PSM Sector discussed and approved procuring a consultant is underway

One Budget allocation Committee meeting held to discuss the cash limits

ICT equipment and software updated and maintained

Engraving of equipments and other assets and assets of LGFC carried out

Terms of Reference for an assets management policy discussed and partly developed

Public relation activities for the Commission carried out with press and

Item	Spent
211103 Allowances	229,854
213004 Gratuity Expenses	135,443
221001 Advertising and Public Relations	8,245
221002 Workshops and Seminars	19,311
221006 Commissions and related charges	226,548
221007 Books, Periodicals & Newspapers	9,579
221009 Welfare and Entertainment	21,010
221011 Printing, Stationery, Photocopying and	38,077
Binding	
221016 IFMS Recurrent costs	2,723
223003 Rent – (Produced Assets) to private entities	303,800
223005 Electricity	21,491
224004 Cleaning and Sanitation	13,755
227002 Travel abroad	3,450
227004 Fuel, Lubricants and Oils	28,055
228002 Maintenance - Vehicles	62,547

QUARTER 3: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs

Cumulative Outputs Achieved by End of Quarter

Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs

UShs Thousand

Vote Function: 1353 Coordination of Local Government Financing

Recurrent Programmes

Programme 01 Headquarters

Conduct monitoring visit to at least 20 urban councils and 20 districts supported during FY2014/15

Prepare LGFC half year performance report and submit to OPM/MOFPED

Purchase 40 antivirus licensing UCT equipment and software updated and maintained

Engraving equipments and assets of LGFC

Establish an assets management policy

Printing of activity reports

Enhance public relation component of the Commission

Value for money

4 internal Audit Reports

Quarterly Procurement reports produced

Prepare 2 policy briefs from negotiations LGBC and LRECC meetings

Procure a consultant to carry out evaluation of the strategic plan ending FY 2015/16

Procure a consultant to provide support in developing a strategic plan for FY 2016/17- FY 2021/22 print media to publicize what the Commission is doing and what it has achieved and its future plans

The Commission produced the annual Report 2013/14 highlighting its past performance an future plans and presented it to the Speaker of Parliament and copies were sent to the Hon Minister Responsible for Local Governments.

Terms of Reference to procure a consultant to carry out evaluation of the performance of the strategic plan ending FY 2015/16 and to design a new one for FY 2016- 21 were discussed and approved

Monitoring of Q3/Q4 implemented programmes during FY 2014/15 in 3 Local governments of Busia, Kiboga and Jinja was done.

Q4 OBT performance report in FY2014/15 was prepared and submitted to OPM for the annual cabinet retreat and to Budget monitoring and accountability unit in MOFPED

Participation in the PSM -TWG meeting was done and ideas on how the sector can develop strategic outcomes that impact all the votes in the sector were discussed.

One retreat to discuss annual performance in FY2014/15. Plans FY 2016-17 and projections for FY 2016-17 was held at city royal hotel Bugolobi.

The Ministerial Policy statement was prepared with the approved budget estimates and submitted to MOFPED

The process to review the Strategic plan was delayed due to procurement of the consultant but now the activity is on track

Participation in the PSM -TWG meeting was done and ideas on sector indicators were discussed by the technical working group.

Q2 OBT performance report was prepared and submitted to OPM.

QUARTER 3: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs	Cumulative Outputs Achieved by End	Cumulative Expenditures made by the End of the	e Quarter to
	of Quarter	Deliver Cumulative Outputs	UShs Thousand

Vote Function: 1353 Coordination of Local Government Financing

Recurrent Programmes

Programme 01 Headquarters

1 technical staff meeting was held to discuss and recommendations implemented.

Car repairs and vehicles maintenance was carried out

Servicing of equipment by edge technology was done

Advertisement for prequalification for comprehensive restructuring was done

Reasons for Variation in performance

NIL

Total	1,182,018
Wage Recurrent	0
Non Wage Recurrent	1,182,018
NTR	0

Development Projects

Project 0389 Support LGFC

Capital Purchases

Output: 13 5375 Purchase of Motor Vehicles and Other Transport Equipment

Purchase of two 4WD Vehicles Two 4WD Vehicles were purchased Item Spent
312204 Taxes on Machinery, Furniture & Vehicles

Reasons for Variation in performance

NIL

Total	87,589
GoU Development	87,589
External Financing	0
NTR	0

Output: 13 5376 Purchase of Office and ICT Equipment, including Software

Good Email flow in and out of the Commission Servicing to be done after every three months

Updating to be done at least once every quarter if information is availed to the department

3 Computers purchased

Good Email flow in and out of the Commission

Servicing of the equipment was done to be done after every three

Updating of the website was done 1 Computer was purchased 3 Printers were purchased

Done-Central battery was purchased

ItemSpent312201 Transport Equipment109,980

QUARTER 3: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs	Cumulative Outputs Achieved by End	Cumulative Expenditures made by the End of the Quarter to	
	of Quarter	Deliver Cumulative Outputs	UShs Thousand

Vote Function: 1353 Coordination of Local Government Financing

Development Projects

Project 0389 Support LGFC

3 laptops purchased

Purchased 1 Computer and Toner Cartridges

Tracking of Laptops software installed on 10 Laptop

1 Scanners purchased

4 Printer purchased and installed Binding of Monthly News papers 1 overhead projector

Purchase the Scanner And upgrading the server

Reasons for Variation in performance

NII

Total	117,777
GoU Development	117,777
External Financing	0
NTR	0
GRAND TOTAL	3,113,502
Wage Recurrent	836,611
Non Wage Recurrent	2,071,526
GoU Development	205,366
External Financing	0
NTR	0

QUARTER 3: Outputs and Expenditure in Quarter

Outputs Planned in Quarter	Actual Outputs Achieved in Quarter	Expenditures incurred in the Quarter to deliver outputs
		UShs Thousand

Vote Function: 1353 Coordination of Local Government Financing

Recurrent Programmes

Programme 01 Headquarters

Outputs Provided

Output: 13 53 01 Human Resource Management

Staff salaries paid	Reviewed and developed a new	Item	Spent
Commission restructured	Commission structure with reporting lines and responsibilities	211102 Contract Staff Salaries (Incl. Casuals, Temporary)	278,774
		211103 Allowances	6,871
Regulation for local government Act	Carried out job evaluations and	212101 Social Security Contributions	12,999
2003 developed	determined the relative worth of the jobs	213001 Medical expenses (To employees)	300
	J003	213002 Incapacity, death benefits and funeral	792
	Developed a salary structure and job	expenses	
	grading	221003 Staff Training	7,491
		221009 Welfare and Entertainment	381
	Finalizing Job description and Persons Specification for all jobs in the structure A Consultants from Law Reform Commission was engaged to develop Regulation for local government Act 2003	227002 Travel abroad	19,034

Reasons for Variation in performance

Due to insufficient funds some of the activities had to be phased

Total	326,642
Wage Recurrent	278,774
Non Wage Recurrent	47,868
NTR	0

Output: 13 53 02 LGs Budget Analysis

Conduct one Taskforce meeting to discuss approved accounts

The three taskforce Meetings were conducted to discuss approved accounts

counts

Provided Feedback to 75 LGs on their approved budgets for FY 2015/16

Conduct Field Visits to verify, validate and collect data in 5 LGs: Nebbi, Masaka, Arua,Ntungamo, and Rukungiri DLGs

Item	Spent
211103 Allowances	750
212101 Social Security Contributions	1,343
221009 Welfare and Entertainment	992
221011 Printing, Stationery, Photocopying and	1,000
Binding	
222001 Telecommunications	2,000
227004 Fuel, Lubricants and Oils	2,020
228002 Maintenance - Vehicles	3,251

Reasons for Variation in performance

NIL

Total 11,356

	s and Expenditure in C		autmuta
Outputs Planned in Quarter	Actual Outputs Achieved in Quarter	Expenditures incurred in the Quarter to deliver outputs UShs Thousand	
Vote Function: 1353 Coordina	tion of Local Government Finan	cing	
Recurrent Programmes			
Programme 01 Headquarters			
		Wage Recurrent	0
		Non Wage Recurrent	11,356
		NTR	0
Output: 13 53 03 Enhancement of LO	G Revenue Mobilisation and Generation		
Hands on and follow up support on	Eight (16) local governments of	Item	Spent
existing data bases in 6 local	Tororo, Wakiso, Mpigi, Masaka,	211103 Allowances	11,845
governments and their town councils	Nebbi, Arua, Kabarole, Runkungiri,	212101 Social Security Contributions	5,000
councils and consultancy on local revenues work done	Ntungamo, Kayunga, Jinja, Mbale, Kumi, Lira, Gulu, were provided with	213004 Gratuity Expenses	4,554
revenues work done	Hands on	221001 Advertising and Public Relations	1,340
	support and followed up on the	221007 Books, Periodicals & Newspapers	1
	establishing local revenue registers.	221009 Welfare and Entertainment	736
Reasons for Variation in performance		221011 Printing, Stationery, Photocopying and Binding	1,250
The required funds was allocated for the activity and the budget was scaled		222001 Telecommunications	5,174
down to accommodated two more local		227001 Travel inland	113,986
meetings will be held in fourth quarter	-	227004 Fuel, Lubricants and Oils	2,500
		228002 Maintenance - Vehicles	2,501
		Total	148,886
		Wage Recurrent	0
		Non Wage Recurrent	148,886
		NTR	0
Output: 13 5304 Equitable Distribut	ion of Grants to LGs		
Technical support carried out in	Technical support carried out in	Item	Spent
Budget Formulation in 5 local	Budget Formulation in 5 local	211103 Allowances	13,009
governments	governments: Mitooma, Rakai, Koboko, Dokolo, Butaleja, Kyenjojo districts	212101 Social Security Contributions	2,116
		213004 Gratuity Expenses	4,000
	Butaicja, Rychjojo districts	221002 Workshops and Seminars	50,985
Reasons for Variation in performance		221007 Books, Periodicals & Newspapers	C
NIL		221009 Welfare and Entertainment	1,250
		222001 Telecommunications	3,000
		225001 Consultancy Services- Short term	47,534
		227001 Travel inland	65,045
		227004 Fuel, Lubricants and Oils	1,128
		228002 Maintenance - Vehicles	1,636
		Total	189,703
		Wage Recurrent	0
		Non Wage Recurrent	189,703

Output: 13 53 05 Institutional Capacity Maintenance and Enhancement

Spent

73.285

35,871 1.795

540

77,376

4.058

6,965

515

12,717

101 000

Vote: 147 Local Government Finance Comm

QUARTER 3	Outputs and	Expenditure in	Quarter
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Outputs Planned in Quarter	Actual Outputs Achieved in Quarter	Expenditures incurred in the Quarter to deliver outputs
		UShs Thousand

Vote Function: 1353 Coordination of Local Government Financing

Recurrent Programmes

Programme 01 Headquarters

1 F&A committee meeting held

1 R&P committee meeting held

1 technical staff meeting held and recommendations implemented.

Q2 OBT performance report prepared and submitted to OPM.
Rent for office accommodation paid.

Prepare a submit the Ministerial Policy statement to MOFPED

Strategic plan reviewed

The Ministerial Policy statement was prepared with the approved budget estimates and submitted to MOFPED

The process to review the Strategic plan was delayed due to procurement of the consultant but now the activity is on track

Participation in the PSM -TWG meeting was done and ideas on sector indicators were discussed by the technical working group.

Q2 OBT performance report was prepared and submitted to OPM.

1 technical staff meeting was held to discuss and recommendations implemented.

Car repairs and vehicles maintenance was carried out

Servicing of equipment by edge technology was done

Advertisement for prequalification for comprehensive restructuring was done

Item
211103 Allowances
213004 Gratuity Expenses
221001 Advertising and Public Relations
221002 Workshops and Seminars
221006 Commissions and related charges
221007 Books, Periodicals & Newspapers
221009 Welfare and Entertainment
221011 Printing, Stationery, Photocopying and Binding
221016 IFMS Recurrent costs

223003 Rent - (Produced Assets) to private entities

 223005 Electricity
 4,991

 224004 Cleaning and Sanitation
 2,505

 227002 Travel abroad
 3,450

 227004 Fuel, Lubricants and Oils
 3,352

 228002 Maintenance - Vehicles
 10,236

Reasons for Variation in performance

NIL

Total	338,655
Wage Recurrent	0
Non Wage Recurrent	338,655
NTR	0

Development Projects

Project 0389 Support LGFC

Capital Purchases

Output: 13 5375 Purchase of Motor Vehicles and Other Transport Equipment

Continue procurement of two 4WD

/ehicles

Two 4WD Vehicles were purchased

Item 312204 Taxes on Machinery, Furniture & Vehicles

Spent 0

Reasons for Variation in performance

NII.

QUARTER 3: Outputs	and Expenditure in Qu	uarter
Outputs Planned in Quarter	Actual Outputs Achieved in Quarter	Expenditures incurred in the Quarter to deliver ou

Outputs Planned in Quarter	Actual Outputs Achieved in Quarter	Expenditures incurred in the Quarter to deliver outputs
		UShs Thousand

Vote Function: 1353 Coordination of Local Government Financing

Development Projects

Project 0389 Support LGFC

Total	0
GoU Development	0
External Financing	0
NTR	0

Output: 13 5376 Purchase of Office and ICT Equipment, including Software

Purchase 1 Computer and small office equipments

Purchased 1 Computer and Toner Cartridges

ItemSpent312201 Transport Equipment109,980

Servicing of the equipment was done

Reasons for Variation in performance

NIL

109,980	Total
109,980	GoU Development
C	External Financing
C	NTR
1,125,222	GRAND TOTAL
278,774	Wage Recurrent
736,467	Non Wage Recurrent
109,980	GoU Development
0	External Financing
0	NTR

2 awareness on Local revenue issues created

Hands on and follow up support on existing

data bases in 6 local governments and their

town councils councils and consultancy on

local revenues work done

Vote: 147 Local Government Finance Comm

QUARTER	4:	Revised	Workplan
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Planned Outputs for the Quarter (Quantity and Location)	Estimated Funds Available in Quarter (from balance brought forward and actual/expected releaes)		UShs Thousand	
Vote Function: 1353 Coordination of L	ocal Government Financing			
Recurrent Programmes				
Programme 01 Headquarters				
Outputs Provided				
Output: 13 5301 Human Resource Manageme	ent			
•	Item	Balance b/f	New Funds	Tota
Staff salaries paid	211101 General Staff Salaries	279,705	0	279,705
Finalise the restructuring of the Commission	211103 Allowances	1	6,872	6,873
Presentation of the final restructuring report to	212101 Social Security Contributions	1	7,412	7,413
the Commission and Stakeholders	213001 Medical expenses (To employees)	700	2,000	2,700
Finaliza the Deceletion for lead accomment	213004 Gratuity Expenses	5,002	32,033	37,035
Finalize the Regulation for local government Act 2003	221003 Staff Training	9	10,000	10,009
1 Kt 2003	221009 Welfare and Entertainment	1	381	381
	Total	-4,198	338,297	334,100
	Wage Recurrent	2,503	279,600	282,103
	Non Wage Recurrent	-6,701	58,697	51,996
	NTR	0	0	0
0 4 4 4 12 5202 F.G. B. L. 4 A. J				
Output: 13 5302 LGs Budget Analysis	Item	Balance b/f	New Funds	Tota
	211103 Allowances	<i>Baiance 0/j</i>	750	750
Update the Fiscal Databank with the FY	212101 Social Security Contributions	3,657	1,132	4,789
2014/15 Final Accounts for 50 LGs	221009 Welfare and Entertainment	3,037	1,000	1,008
Provide Feedback on the results of the 2015/16	221011 Printing, Stationery, Photocopying and Binding	66	1,000	1,066
LG Budget Analysis to 10 LGs	221016 IFMS Recurrent costs	3,000	1,651	4,651
	222001 Telecommunications	0	2,000	2,000
Collect and analyse Q4 Releases to the 133 LGs	227001 Travel inland	0	25,000	25,000
Finalise the analysis of the FY 2015/16 LG Budgets for the 133 LGs	227002 Travel abroad	9,625	0	9,625
Budgets for the 188 Bes	227002 Fravor abroad 227004 Fuel, Lubricants and Oils	0	2,020	2,020
	228002 Maintenance - Vehicles	126	0	126
	Total	16,482	34,552	51,034
	Wage Recurrent	0	0	0
	Non Wage Recurrent	16,482	34,552	51,034
	NTR	0	0	0
		<u> </u>		<u> </u>
Output: 13 5303 Enhancement of LG Revenu		Dalar L/C	Now E 1	Tr. 1
	Item	Balance b/f	New Funds	Tota
15 local governments provided with skills and	211103 Allowances	0	11,844	11,844
approaches to establish local revenue databases.	212101 Social Security Contributions	0	2,885	2,885
10 local governments supported to improve	213004 Gratuity Expenses	446	16,058	16,504
methods of collecting property rates	221001 Advertising and Public Relations	0	4,500	4,500
	221007 Books, Periodicals & Newspapers	0	1,472	1,472
1 Local Revenue Enhancement Coordinating	221009 Welfare and Entertainment	0	736	736
Committee supported.	221011 Printing, Stationery, Photocopying and Binding	96	1,250	1,346

222001 Telecommunications

227004 Fuel, Lubricants and Oils

228002 Maintenance - Vehicles

227001 Travel inland

225001 Consultancy Services- Short term

1

0 6,398

0

592

0

7,532

7,532

Total

Wage Recurrent

Non Wage Recurrent

5,175

110,000

25,000

2,500

181,419

181,419

5,176

110,000

31,398

2,500

188,951

188,951

592

0

QUARTER 4: Revised Wor	rkplan			
Planned Outputs for the Quarter (Quantity and Location) Estimated Funds Available in Quarter (from balance brought forward and actual/expected releaes)				ousand
Vote Function: 1353 Coordination of	Local Government Financing			
Recurrent Programmes				
Programme 01 Headquarters				
1	NTR	0	0	0
Output: 13 5304 Equitable Distribution of	Grants to LGs			
•	Item	Balance b/f	New Funds	Total
Organise and facilitate 1 LGBC meetings on	211103 Allowances	0	13,000	13,000
policy matter related to budget formulation in	212101 Social Security Contributions	1,384	1,317	2,701
LGs.	213004 Gratuity Expenses	1,000	18,410	19,410
	221007 Books, Periodicals & Newspapers	0	1,126	1,126
Midterm review on negotiations carried out	221009 Welfare and Entertainment	111	1,362	1,473
No. of Local Governments provided with skills	221011 Printing, Stationery, Photocopying and Binding	38,250	12,750	51,000
in Budget (6Lgs : Isingiro, Ntungamo MC,	221012 Small Office Equipment	0	1,500	1,500
Budaka, Kiryandongo, Kole, Apac)	222001 Telecommunications	0	3,000	3,000
	227001 Travel inland	2,286	25,000	27,286
	227004 Fuel, Lubricants and Oils	0	1,028	1,028
	228002 Maintenance - Vehicles	1,636	0	1,636
	Total	63,538	78,492	142,030
	Wage Recurrent	0	0	0
	Non Wage Recurrent	63,538	78,492	142,030
	NTR	0	0	0
Output: 13 53 05 Institutional Capacity Ma	intenance and Enhancement			
Output. 13 33 03 Institutional Capacity Ma	Item	Balance b/f	New Funds	Total
1 F0 A 1 11 1	211103 Allowances	0	63,285	63,285
1 F&A committee meeting held and recommendations submitted to the Commission	212101 Social Security Contributions	2,021	68	2,089
for approval.	213002 Incapacity, death benefits and funeral expenses	3,500	2,500	6,000
	213004 Gratuity Expenses	282	24,275	24,557
1 technical staff meeting held and	221001 Advertising and Public Relations	5	24,750	24,755
recommendations implemented.	221002 Workshops and Seminars	689	54,979	55,668
1 general staff meeting held and	221006 Commissions and related charges	174	116,262	116,436
recommendations implemented.	221007 Books, Periodicals & Newspapers	2,110	2,848	4,958
	221009 Welfare and Entertainment	57	7,022	7,080
Q4 financial performance report prepared and	221017 Subscriptions	0	1,750	1,750
submitted to management.	223003 Rent - (Produced Assets) to private entities	0	100,200	100,200
Q4 procurement and disposal performance	223005 Electricity	-11,291	25,800	14,509
report prepared and submitted to management.	224004 Cleaning and Sanitation	245	22,000	22,245
04:4 1 124	227001 Travel inland	0	25,000	25,000
Q4 internal audit report on usage of resources prepared and submitted to the audit committee.	227004 Fuel, Lubricants and Oils	0	3,353	3,353
prepared and submitted to the addit committee.	228002 Maintenance - Vehicles	144	75,582	75,726
Q3 OBT performance report prepared and	Total	-42,313	549,674	507,360
submitted to OPM.	Wage Recurrent	0	0	0
1 outreach policy consultative dialogue undertaken.				
Q3 performnace report prepared and submitted to OPM				
Outreach activities to selected LGs for members of the commission conducted.				
1 Commission meeting; 1 R&P Committee meeting and 1 F&A Committee meeting held.	Non Wage Recurrent	-42,313	549,674	507,360
	tion wage kecurrent	-42,313	247,074	307,300

0

Vote: 147 Local Government Finance Comm

QUARTER 4: Revised Workplan					
Planned Outputs for the Quarter (Quantity and Location)	Estimated Funds Available in Quarter (from balance brought forward and actual/expected a	UShs Thousand			
Vote Function: 1353 Coordination of I	Local Government Financing				
Recurrent Programmes					
Programme 01 Headquarters					
	NTR	0	0	0	
Development Projects					
Project 0389 Support LGFC					
Capital Purchases					
Output: 13 5375 Purchase of Motor Vehicles	s and Other Transport Equipment				
	Item	Balance b/f	New Funds	Total	
	312201 Transport Equipment	110,211	287,196	397,407	
	312204 Taxes on Machinery, Furniture & Vehicles	0	0	0	
	Total	110,211	287,196	397,407	
	GoU Development	110,211	287,196	397,407	
	External Financing	0	0	0	
	NTR	0	0	0	
	GRAND TOTAL	151,253	1,469,630	2,446,951	
	Wage Recurrent	2,503	279,600	282,103	
	Non Wage Recurrent	38,538	902,834	941,373	
	GoU Development	110,211	287,196	282,103	
	External Financing	0	0	941,373	

Checklist for OBT Submissions made during QUARTER 4

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	Q3 Q4
	Report Workplan
1353 Coordination of Local Government Financing	
Recurrent Programmes	
- 01 Headquarters	Data In Data In
Development Projects	
- 0389 Support LGFC	Data In Data In

Donor Releases and Expenditure

NTR Releases and Expenditure

The table below shows whether data has been entered in the fields for key variances in budget execution under step 2.2 and 2.3:

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
1353 Coordination of Local Government Financing	Data In	Data In	Data In

The table below shows whether data has been entered into the vote narrative fields under step 3.2:

	Narrative
Narrative	Data In