

COMMUNITY CONTRIBUTION AND COLLECTION GUIDE



822-NP97-19299

INTRODUCTION

RUWASA during Phase II 1996 - 2001 is going to use the demand driven approach for all its activities. This means that the communities through the district staff will express demand for project assistance through registration with the Sub-county for participation in the project.

The community will also be expected to contribute towards the construction of their water source. This will aim at enhancing the feeling of ownership among the users and therefore also have a positive effect on the sustained functioning of the installations.

The cost of a borehole for instance is about 9,000,000 /= and the community members will pay 180,000 /=. That is 2% of the total cost of a borehole.

This guide therefore is to help sub-county staff guide the Water User Committees and community in collection of Community Contribution for the water sources and accountability for the funds collected.

STEPS ON HOW TO COLLECT COMMUNITY CONTRIBUTION.

STEP 1

AMOUNT OF CONTRIBUTION

Introduce the topic of community contribution. Each community must contribute to the construction of their water source.

The amount varies according to the type of water source i.e.,

- Spring - 45,000/=
- Rehabilitation of borehole - 45,000/=
- Hand dug well - 45,000 /=-
- Augured well and deep borehole - 180,000/=
- Gravity scheme - 5000/= per household

The community must therefore commit itself by writing to the sub-county agreeing to pay this money.

They must then collect this money and deposit it either with their respective Sub-County Cashier, or direct in the District Community Contribution Bank Account, before siting and construction can be carried out. The collection of Community contribution funds should be one month before construction.

STEP 2

PRELIMINARY IDENTIFICATION OF SITE

After allocation of water sources to the LCIs, the Social Mobiliser will request the Chairman LCI to call a meeting of the LCI Council. At this meeting the Social Mobiliser will facilitate a mapping exercise from which a preliminary identification of a site and of potential would be users of the source may be made. These can then be registered.



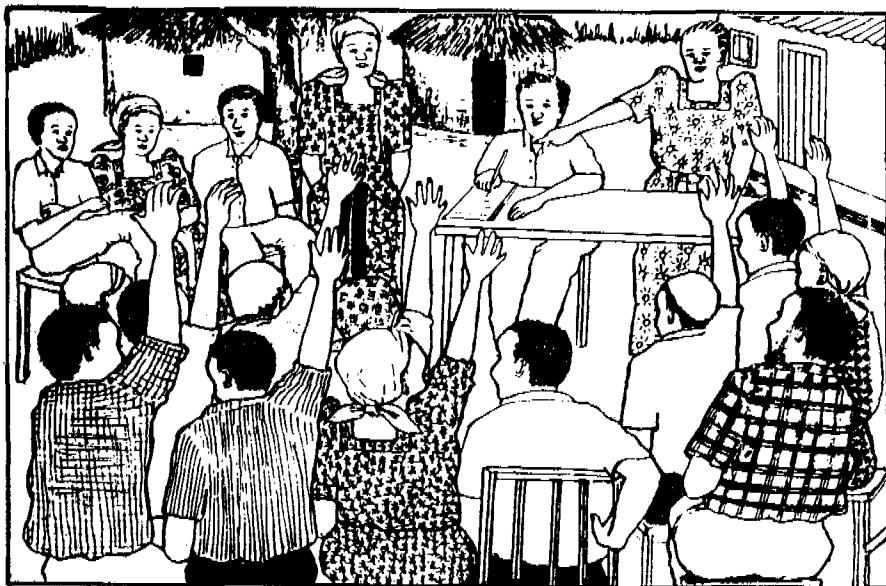
Mapping exercise

STEP 3

SELECTION OF THE WATER USER COMMITTEE

The Social Mobiliser will introduce the LCI Councillors to the "Gender Task Analysis" as a preliminary to gender balance electing women to at least half of the WUC positions from among the registered potential / would be users.

The LCI will then facilitate the election of the WUC from among the potential users. The WUC will have 6 people at least 3 of whom must be women.



Selection of the Water User Committee

The WUC will thereafter be responsible for collecting the community contribution. Within this first meeting a date for WUC training can be set and a meeting by users to decide on how they should collect the individual contributions.

STEP 4

WUC RESPONSIBILITIES

The WUC will be responsible for collecting individual community contributions or otherwise raising the necessary total contribution from the community in the first instance, and thereafter for operation and maintenance once the source is fully functioning.

The Community of users through their WUC should commit themselves to implement the following provisions by writing to the Sub-county LC III:

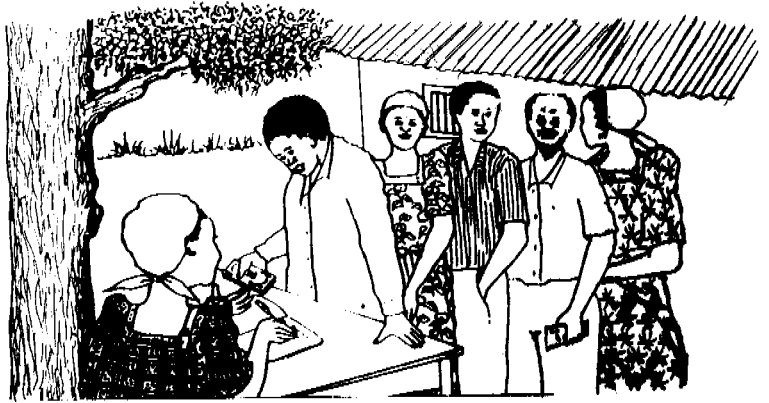
- To select a WUC of 6 people at least 3 of whom must be women. The committee should have a responsible treasurer preferably a woman.
Billboard with communities that have paid.
- To pay a capital contribution for water source construction and decide on strategy of collection.
- To select 2 caretakers for each water source one of whom should be a woman.
- To take full responsibility for Operation and Maintenance of the water source.
- To make an agreement with the hand-pump mechanic to carry out preventive maintenance.
- To promote construction of hygienic household latrines or improve the existing ones.
- To promote good personal and environmental hygiene.

STEP 5

COLLECTION OF FUNDS

1. The committee and the potential or would be users, sit and agree on the amount of money to be paid per household, depending on the number of users and in relation to the type water source.
2. The mechanism of collection is left to the discretion of the WUC and the would be users. However, it is important to inform the committee that a clear system of collection should be established because in the event of the source failing, money will be returned / refunded to those who contributed. Receipts must be given for all money or other items in lieu of money collected. The WUC will be in charge of collection and accountability of these funds.
3. The Community should select one member of the WUC, preferably a woman, to be the treasurer. Together with potential / would be users they will decide the best method of raising the required contribution.
4. The money can be collected in the following ways:
 - House to house
 - At community meetings
 - Individual payments to the treasurer
 - In kind (*items collected should be sold to obtain cash*)
 - Through organising fundraising

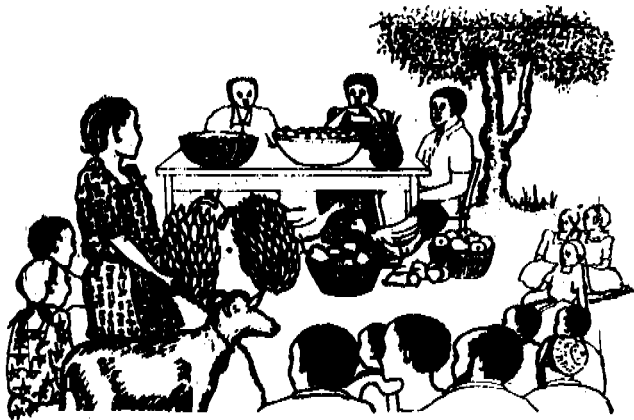
Note: It is recommended that community contribution should be completed within ONE MONTH



Cash paid in by individuals



Payment in kind



Fundraising

STEP 6

ACCOUNTABILITY - WUC LEVEL

To ensure accountability, the WUC should carry out the following:

- **REGISTER** all potential users and indicate all those who have paid.
- Give **RECEIPTS** to the people who have paid.

Register Book

District:

Subcounty:

Parish:

Date	Name	Village	Amount

Community Contribution Receipt

Receipt

Water User Committee

Receipt No. Date:

District: Subcounty:

Parish: Village:

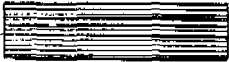
Water Source: *Nakalama*

Received from:

The sum of Shillings:

being payment of:

SHS



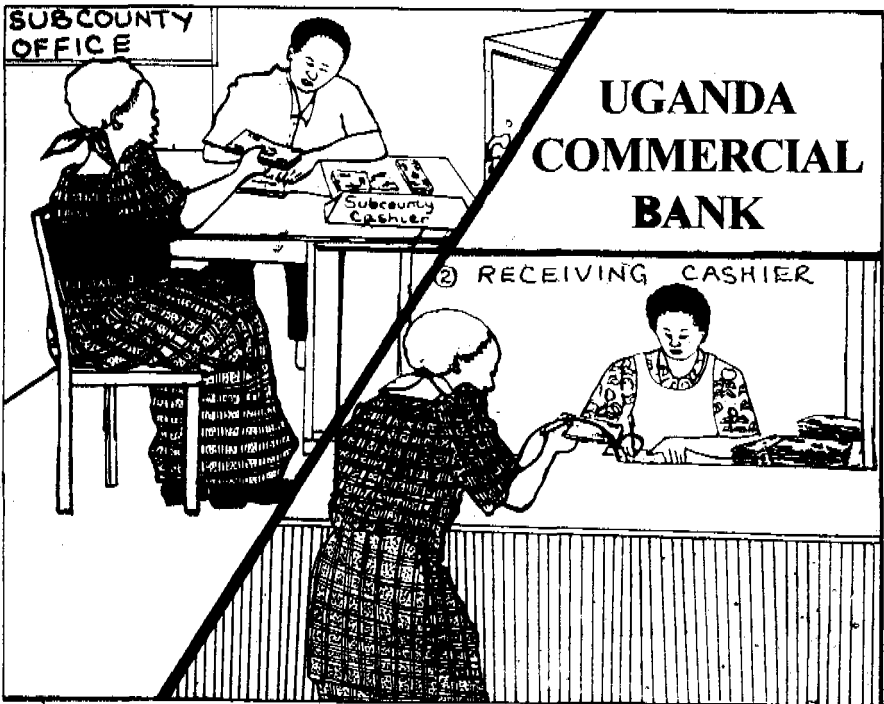
Received by: _____
WUC treasurer's signature and stamp

STEP 7

ACCOUNTABILITY


SUB - COUNTY LEVEL

In order to ensure safe custody and to avoid misappropriation of the money collected from the community, it should be taken to the sub-county and paid to the Sub-County Cashier or directly to the District Community Contribution bank account.



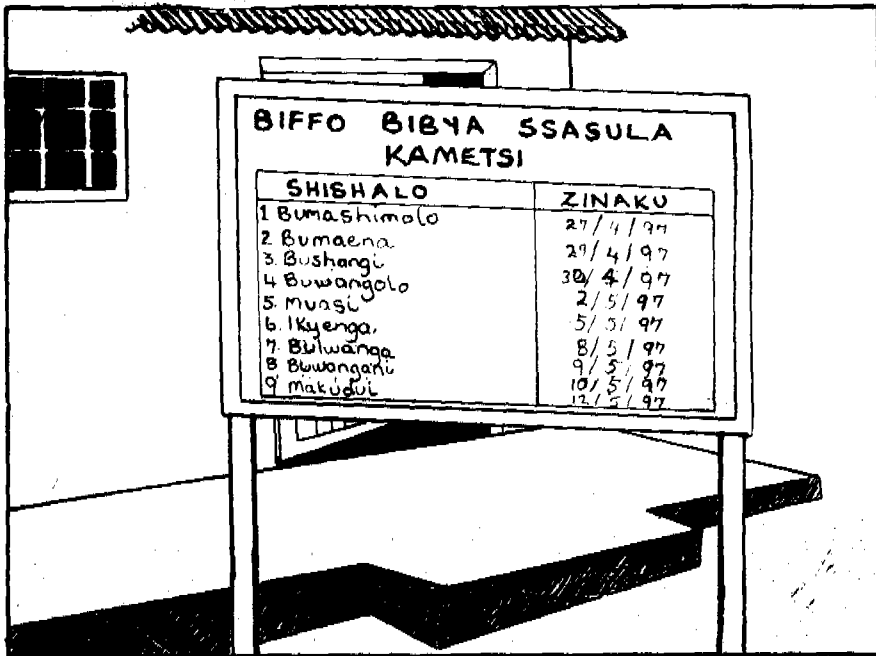
Payment through the sub-county or directly to the Community Contribution bank account.

Receipts must be issued to the WUC treasurers who take the money to the Sub - county indicating the amount given and date.

<h1>Receipt</h1>	
Receipt No.	Date:
Subcounty	
<i>Received from:</i>	
<i>The sum of Shillings:</i>	
<i>being payment of:</i>	
Shs 	Received by: _____ <small>Sub-county cashier's signature and stamp</small>

In cases where the money is taken in instalments, receipts should be issued for each instalment given to the Sub-County Cashier.

Payment to the Bank by the WUC will be made with bank slips provided by the Districts.



Billboard with communities that have paid.

Receipt

Receipt No.

Date:

District:

Received from:

The sum of Shillings:

being payment of:

SHS



Received by: _____

District cashier's signature and stamp

STEP 8

ACCOUNTABILITY

District Level

When the Community Contribution is paid through the Sub-county, the Sub-county cashier should take all the money collected from all the WUCs, to the District and BANK it on the Community Contribution funds account.

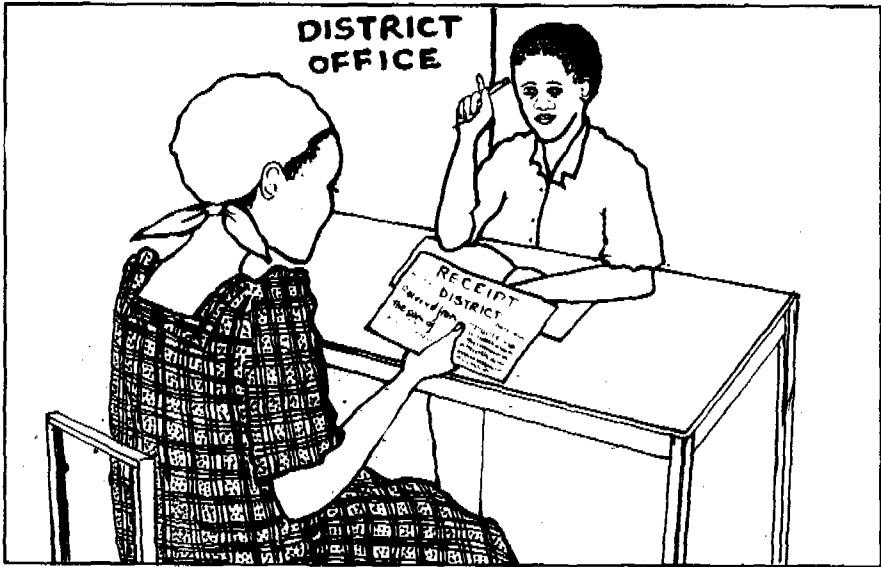
The District will make bank slips in quadruplicate and will supply them to the WUCs or the Sub - counties. The slips (similar to those used for school fees) will then be filled in by the WUC treasurer or the Sub - county cashier presented to the Bank amount of money being deposited.

UGANDA COMMERCIAL BANK (MBALE BRANCH)	
Bank Slip	
District Copy	
District:	Date:
A / C No.	
Village Name (s)	
NOTES: 10,000 /=-	
5,000 /=-	
1,000 /=-	
500 /=-	
200 /=-	
100 /=-	
50 /=-	
	TOTAL CASH
Total amount in words:	
Paid in by:	Cashier:

At the bank, money will be received and the slip copies distributed as below:

- One copy - Bank
- One copy - District
- One copy - Sub-county
- Original copy - WUC Treasurer

The district copy will have to be taken to the district water development department and a receipt will have to be issued.



The District treasurer issues a receipt after getting a copy of the bank slip.

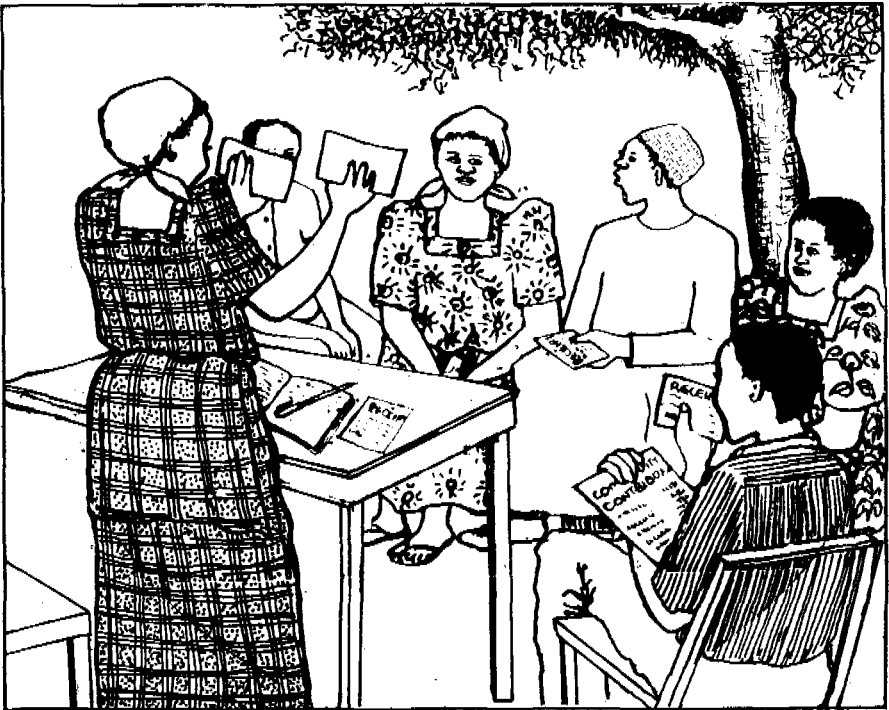
Both the receipt from the District and /or Sub-county and the bank slip (treasurer's original) will be used for accountability purposes to the community.

STEP 9

TRANSPARENCY

A **BILLBOARD** or a **CHART** showing names of villages and communities which have paid for their water source should be displayed at the sub-county headquarters.

WUCs should hold **ACCOUNTABILITY MEETINGS** with their respective communities during which they will show receipts from the Sub-County or Bank.



Accountability Meeting

STEP 10

PLANNING FOR CONSTRUCTION

When all the money from the WUCs, has been collected and taken to the District and banked on the District Community Contribution funds account, planning with the communities for siting and construction will commence.

The money from the account for a particular community is only withdrawn and banked on the district project account after the successful completion of the source. This money is part of the construction costs of the water source.

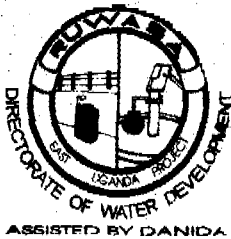
The money collected will be used to construct more water sources as per the current need.

If the source is not successful, the money will be returned to the community.

The District RUWASA Coordinator, Chief Administration Officer and the Chief Finance Officer are the only signatories to the District RUWASA account.

REMEMBER: ALWAYS KEEP PROPER RECORDS FOR YOU ARE ACCOUNTABLE TO THE COMMUNITY MEMBERS.

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