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# Danida/Maji

## Rural Water Supply Programme

### Iringa, Mbeya and Ruvuma Regions

Title: Managing the Village Water Fund

Target Group: Treasurers

Course Developers: Ms. A. Mjenqwa, Mr. A. Chambo  
Mr. A. Mahenge

**DANIDA WATER PROJECT  
LIBRARY**

No. \_\_\_\_\_

Date: 30/7/92

**DAR-ES-SALAAM**

Training of Trainers Workshop

Njombe, May 11 - 22, 1992



## FOREWORD

This Training Materials was developed during a Training Materials Development Workshop conducted at Njombe - Iringa from 11th - 22nd May, 1992.

The material is meant to serve as a guide to extension community development staff in training village water fund management to the fund treasurer at village level within the MAJI/DANIDA water supply project area.

The development of the document is based on the Project Plan (1991 - 1994).

It comprises of:-

- Learner's Profile
- Job/Task Analysis
- Objective Statements
- Lesson Plan (Example).

This learning material was developed by first learner's profile which among other things contain learner's age group, education background and work experience.

Job/Task analysis was performed to identify the learner's duties, thereby distinguishing between tasks and steps.

Objective statements were formulated based on job description. Emphasis was placed on the use of action verbs; including criteria and condition of execution as far as practicable.

A typical lesson plan was prepared, a class conducted and finally evaluated for efficacy.

The user is expected to have a basic knowledge in book-keeping. The user is advised to include demonstrations, exercises, illustrations and other Audio Visual Aids in order to make a lesson as practical and as participatory as possible.

Suggestions for improvement based on field experience are warmly welcome.

Names:

1. Anne Mjengwa
2. Apollinary Chambo
3. Asaph Mahenge

Njombe  
Date: 20-05-1992

BARCODE 11 842  
824 TZ1R92



Workshop I (May 11 - 22, 1992)

Trainer: ANNE MJENGWA  
 APOLLINARY CHAMBO  
 ASAPH MAHENGE

Region: MBEYA  
 MBEYA  
 IRINGA

No. : B8

Studying the Learner

Target Group: VILLAGE WATER COMMITTEE TREASURER

1. Age: 20 to 45 Average 33
2. Gender: Female/Male: BOTH
3. Workplace: VILLAGE Organization VILLAGE GOVERNMENT
4. Type of Work: MANAGING THE VILLAGE WATER FUND
5. Position: VILLAGER
6. Language, level: Very good/ good/ fair  
SWAHILI - GOOD
7. Education Background: STANDARD SEVEN

Educational background of the majority:

PRIMARY EDUCATION LEVEL

8. Training taken:

Type: NIL Duration: NIL

9. Work Experience:

1. THEY COLLECT FUNDS FROM V.W.C. CONTRIBUTION FROM VILLAGERS
2. THEY DEPOSIT AND WITHDRAW FUND TO AND FROM BANK
3. THEY MAKE PAYMENT FOR SCHEME EXPENDITURE



10. Position/work after this training:

VILLAGE WATER FUND TREASURER

11. Expected qualifications after this training:

TREASURER WILL BE ABLE TO MANAGE THE VILLEGE WATER FUND SAFELY AND EFFICIENTLY

12. Status in community: ORDINARY PEASANT

13. Socio-economic factors affecting this training:

1. MALE CHAUVINISM

2. FARM SEASONS

3. VILLAGE GOVERNMENT, FINANCIAL LIMITATIONS

4. GENERAL LOW INCOME LEVEL

14. Degree of motivation for training:

very good \_\_\_ good X fair \_\_\_

15. Cultural factors related to this training:

1. FAMILY PROBLEMS

2. LOCAL TABOOS





JOB ANALYSISNo.: B8

Names: Anne Mjengwa Mbeya  
 Apollinay Chambo Mbeya  
 Asaph Mahenge Iringa

Job Title: Village water committee TreasurerTask No. 1: RECEIVES WATER FUND FROM VWC MEMBER

Steps:

- 1.1. Receives prescribed form from VW member
- 1.2. Verifies rates and collected sums
- 1.3. Receives collected cash and tallies it with the form
- 1.4. Keeps the collected sums into safe custody

Task No. 2: ENTERS THE WATER FUND INTO BOOKS OF ACCOUNTS

Steps:

- 2.1. Writes receipt note to total amount cash received
- 2.2. Gives the receipt note to the VWC member
- 2.3. Enters the receipt note into the cash book in the debit side
- 2.4. Enters the cash book into the ledger in the credit side

Task No. 3: SENDING THE WATER FUND TO THE BANK

Steps:

- 3.1. Withdraws cash from safe custody
- 3.2. Travels to bank
- 3.3. Fills the deposit form



- 3.4. Hands over the filled bank form and VWC fund savings book to the appropriate bank clerk
- 3.5. Gives collected water fund to the bank teller after hearing a call of the village name from the savings bank counter
- 3.6. Receives back the village water fund savings book from the teller
- 3.7. Travels back to the village
- 3.8. Enters the banked sums and balances in to the books of accounts

Task No. 4: WITHDRAWS WATER FUND FROM THE BANK

- Steps:
- 4.1. Obtain a minute authorising the withdrawal
  - 4.2. Travels with two village water committee signatories to the bank
  - 4.3. Fills the withdraw form
  - 4.4. All three VWC signatories signs the withdrawal form
  - 4.5. Hands over the filled withdrawal form attached with the water fund savings book and safegurd minute authorising withdraw to the appropriate bank clerk
  - 4.6. Receives back the village water fund savings book from the appropriate bank clerk, waiting for the call from bank clerk
  - 4.7. After hearing a call from the bank Teller they all counter sign withdrawal form and return the same to the Teller
  - 4.8. Receives the correct amount of cash from the Teller
  - 4.9. Verifies received cash



- 4.10. Travels back to the village
- 4.11. Enters the collected sums and savings book balances into the village books of accounts
- 4.12. Keeps the collected sums in to the safe custody

Task No. 5: MAKES PAYMENTS FOR APPROVED WATER SCHEME EXPENDITURE

- Steps:
- 5.1. Receives and inspects order
  - 5.2. Places signature of the treasurer and that of the order on the payment voucher
  - 5.3. Withdraws the required amount of cash from custody
  - 5.4. Pays the order
  - 5.5. Makes corresponding entries in to the village books of accounts

Task No. 6: ATTENDS VILLAGE WATER COMMITTEE MEETINGS

- Steps:
- 6.1. Receives invitation to meeting
  - 6.2. Prepares a summary of books of accounts
  - 6.3. Attends meeting as scheduled
  - 6.4. Reports on financial position and disputes if any relating to the village water funds
  - 6.5. Advises committee on effective fund raising methods and ways to deal with fund irregularities and disputes



No.: B8

Name/s: 1. A. Chambo - Mbeya  
2. A. Mjenga - Mbeya  
3. A. Mahenge - Iringa

Title: MANAGING THE VILLAGE WATER FUND

Target Group: VILLAGE WATER FUND TREASURER

Objectives:

By the end of the learning session the treasurer will be able to do the following:

- Verify rates and collected sums. Given a filled in prescribed form and specified water fund rates.
- Receive collected cash from the village water committee member and tallies it with the forms.
- Keep the collected sums in safe custody.
- Enter the water fund into books of account.
- Write receipt note to total amount of cash received.
- Enter the cash book into the ledger in the credit side.
- Obtain and fill the deposit form of the bank.
- Enter the banked sums and balances into the books of accounts from the village water funds saving book.
- Obtain and safeguard a minute from a legitimate village water committee meeting authorising withdrawal.
- Fill the withdraw bank form.
- Sign the withdraw form (by all three signatories from the village).
- Hand over the filled withdrawal form attached with the water fund saving book and authorizing minute to the appropriate bank clerk.
- Counter-sign withdraw form after hiring a call from the bank teller, receiving the withdraw form (by three signatories from the village ) and return the same to the teller.





- Receive the correct amount of cash from the teller and verifies received cash and count it, they by exchanging the forty currency with the teller.
- Enter the collected sums and savings book balances into the village books of accounts.
- Make payments against approved orders.
- Receive and inspect orders.
- Place signature of the treasurer and that of the order on the payment voucher.
- Withdraw the required amount of cash from custody and pay the order.
- Make corresponding entries into the village books of accounts.
- Attend and participate in village water committee meetings.
- Report on matters relating to village water fund to the village water committee meeting.
- Advising village water committee on effective fund raising methods and ways to deal with fund irregularities and disputes relating to village water fund.



B8				
LESSON PLAN		TOPIC: MANAGING THE VILLAGE WATER FUND		
NAMES: 1. A. MJENGWA 2. A. CHAMBO 3. A. MAHENGE		OBJECTIVES:      DATE:  By the end of this session the V.W.C. Treasurer will be able to:  1. Receive collected cash from the village water committee 2. Banking the village water fund 3. Preparing financial statements		
M I N	SECTION	KEYWORDS	METHOD	A/V AIDS
5	INTRODUCTION	1. Water Policy 2. V. W. F. & Treasurer 3. Treasure duties 4. Presenting lesson objectives	Lecturing	Water Policy
10	FUND COLLECTION	1. Fund collection form 2. V.W.F. rates 3. Receiving funds 4. Safe Custody 5. VWF Receipt note	1. Lecturing 2. Demonstration 3. Illustration	Collection form Receipt note currency
15	BANKING VWF	1. Bank clerk 2. Account name 3. c/o VWF savings book 4. Teller 5. Authorising minute	1. Lecturing 2. Demonstration	Deposit form withdraw form VWF saving book Authorizing minute
15	PREPARE FINANCIAL STATEMENT	1. V. Books of accounts 2. Making entries 3. Financial summaries 4. Prepare the statement 5. Delivering the statement	1. Lecturing 2. Demonstration	Payment vouchers, Receipts note, cash book, Ledger, Passbook, Flipcharts



5	EVALUATION OF THE PRESENTATION	1. Correctness of the presentation 2. Validity of A/V Aids		
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FOMU YA KUKUSANYIA MICHANGO YA MFUKO WA MAJI

A:..1.....

JINA LA KIJIKI .....

SAHIHI YA MWENYEKITI WA KIJIKI NA MHURI WA KIJIKI

MWILENGA J. SAMSON

IGODIVAHA VILLAGE COUNCIL

DATE; 23-4-1992 NJOMBE

JINA LA MJUMBE V.W.C.

KENANI MPALALA

JINA LA BALOZI ASHA JUMA

SAHIHI ASHA

NA.	TAREHE	JINA LA MLIPAJI	KIASI		SAHIHI YA MLIPAJI
			SHS.	CT.	
1.	1-5-92	Asha Juma	200	00	Asha
2.	1-5-92	P. Mwilongo	200	00	Mwilongo
3.	1-5-92	Rebeka Jonh	200	00	Rebeka
4.	4-5-92	Isabela Msigwa	200	00	Isabela
5.	5-5-92	Tunsumege Gombe	200	00	Tunsumege
6.	5-5-92	A. Mwalokole	200	00	Atupele



7.	8-5-92	S. Mkimbilwa	200	00	Samwel
8.	9-5-92	P. Mwafengo	200	00	Mwafengo
9.	13-5-92	G. Mlima	200	00	Mlima
10.	13-5-92	M. Tuweneghe	200	00	Tuwen.
11.					
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J U M L A			2,000	00	

CASH BOOK

UKURASA WA ...1....

DR

CR

TAREHE	NO	MAELEZO	UK	SHS	C T B	BENKI	TAREHE	NO	MAELEZO	UK	SHS	C T B	BENKI	C T B
14-5-92	01	Village Water Fund Contribution	1	2000	=		16-5-92		Cash at Bank	C	6000	=		
15-5-92	02	Village Water Fund Contribution		4000	=		18-5-92		Cash from Bank	C		=	2000	=
16-5-92		Cash at Bank	C			6000	18-5-92	001	Salary Payment	2	1000	=		
18-5-92		Cash from Bank	C	2000	=		18-5-92	002	Purchase Balance	3	500	=		
							19-5-92		Balance	c/d	500	=		
							19-5-92		Balance	c/d	500	=	4000	=
				8000	=	6000					8000	=	6000	=
19-5-92		Balance	B/ F	500	=	4000								

Note:-  
Cashbook is a book dealing with cash and Bank A/C with two sides, DR and CR.  
DR is for income side, and CR is for Expenditure side





L E D G E R

VILLAGE WATER FUND CONTRIBUTION A/C

UKURABA WA 1  
DR CR

TAREHE	NA.	MAELEZO	UK	SHS.	CT.	SHS.	CT
14-5-92	01	VW Fund Contribut.	1			2000	=
15-5-92	02	VW Fund Contribut.	1			4000	=
19-5-92		Balance	C/D	6000	=		
1-92				6000	=	6000	=
		Balance	B/D			6000	=

NOTE-- Ledger is a main book of Accounts

SALARY PAYMENT A/C

UKURABA WA 2  
DR CR

TAREHE	NA.	MAELEZO	UK.	SHS	CT.	SHS.	CT
18-5-92	001	Salary Payment	1	1000	=		
19-5-92		Balance	C/D			1000	=
				1000	=	1000	=
19-5-92		Balance	B/D	1000	=		

PURCHASE OF BIBCORK A/C

UKURABA WA 3

TAREHE	NA	MAELEZO	UK	SHS	CT	SHS	CT
18-5-92	002	Purch. of Bibcork	1	500	=		
J-92		Balance	C/D			500	=
				500	=	500	=
19-5-92		Balance	B/D	500	=		

SUMMARY AND REPORT







FOMU YA KUKUSANYIA MICHANGO YA MFUKO WA MAJI

NO.....

JINA LA KIJIZI.....

SAHIHI YA MWENYEKITI WA KIJIZI NA MHURI WA KIJIZI

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JINA LA MJUMBE V.W.C. ....

JINA LA BALOZI ..... SAHIHI .....

NA.	TAREHE	JINA LA MLIPAJI	KIASI		SAHIHI YA MLIPAJI
1.					
2.					
3.					
4.					



3.	1-5-92	Rebeka Jonh	200	00	Rebeka
4.	4-5-92	Isabela Msigwa	200	00	Isabela
5.	5-5-92	Tunsumege Gombe	200	00	Tunsumege
6.	5-5-92	A. Mwalokole	200	00	Atupele
7.	8-5-92	S. Mkimbilwa	200	00	Samwel
8.	9-5-92	P. Mwafengo	200	00	Mwafengo
9.	13-5-92	G. Mlima	200	00	Mlima
10.	13-5-92	M. Tuweneghe	200	00	Tuwen.
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J U M L A			2,000	00	

OPE:

COLLECTION FORM:- Is a form used by Ten Cell Leader to collect  
from villagers.

sums

HATI YA MALIPO

o. 002

arehe 18-5-92

Shs. Cts.

malipo kwa Nelson Haonga

500 . 00

malilingi Mia tano tu

wa ajili ya Ununuzi wa Bibcoke

Shs.

500 . 00

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KITABU CHA AKIBA

(Savings Bank Passbook)

BENKI YA TAIFA YA BIASHARA  
THE NATIONAL BANK OF COMMERCE

UNITED REPUBLIC OF TANZANIA

NOTE: VILLAGE WATER SAVINGS BANK PASS BOOK

Is a book dealing with Banking procedure.

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3.	1-5-92	Rebeka Jonh	200	00	Rebeka
4.	4-5-92	Isabela Msigwa	200	00	Isabela
5.	5-5-92	Tunsumege Gombe	200	00	Tunsumege
6.	5-5-92	A. Mwalokole	200	00	Atupele
7.	8-5-92	S. Mkimbilwa	200	00	Samwel
8.	9-5-92	P. Mwafengo	200	00	Mwafengo
9.	13-5-92	G. Mlima	200	00	Mlima
10.	13-5-92	M. Tuweneghe	200	00	Tuwen.
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NOTE:

COLLECTION FORM:- Is a form used by Ten Cell Leader to collect from villagers.

sums

## HATI YA MALIPO

No. 002Tarehe 18-5-92

Shs. Cts.

Nimeipa kwa Nelson Haonga500 . 00Shilingi Mia tano tuKwa ajili ya Ununuzi wa Bibcoke

Shs.

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Appendix 8

On-the-job training materials prepared by project staff as part of a training-of-trainers workshop in Njombe, 11-22 May 1992

1. Design and construction, piped gravity supplies

Title	Target group	Authors
Water engineering survey	Surveyors	J.Makale, J.Lumbe, E. Mbatta
Draughting	Draughtsmen	K.M.Mpalala
How to construct a gravity scheme	Site foremen	G.N.Manyama
Masonry of waterworks	Masons	B.R.Makona, Y.K.M.Shillah
Masonry of waterworks	Ass. technicians	Y.K.M.Shillah, B.R.Makona
How to coordinate activities during project construction	Scheme attendants	W. Anyandwile
Supervising construction sites	Site foremen	S.K.Babala
The responsibility of villagers in project implementation and maintenance of schemes	Villagers	S.Mkandawile, P.Kioti, E.A. Kajange

2. Design and construction, handpump schemes

Shallow well surveying	Surveyors	D.Kipingo
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3. Operation and Maintenance, Gravity schemes

Operating and maintaining a water project in a ward	Ward secretaries	P.Golwike
How to operate a group scheme	Ward & Div. Secr. VWC, VG chairmen	N.Maliva
Getting cooperation of district personnel on O&M of a waterscheme	District personnel	D. Manjolo
Tap supervision	Tap attendants	P.N. Likoko, E.R.N Ndyakusa (Ms)



Proper use of domestic points	Tap attendants	S. Mukinga (Ms)
Water use	Water users	W.K.S.Kingari, E. Kajiba (Ms)
<u>4. Operation and Maintenance, Handpumps</u>		
Handpump/Well maintenance	Well attendants	B.Kipingo, A.Mwaveya
<u>5. Management and Financing</u>		
Managing the village water fund	Village treasurers	A.Mjengwa (Ms), A.Chambo, A. Mahenge
Ten-cell leadership	Ten cell leaders	P.A. Likoko, E.R.N. Ndyakusa (Ms)
The role of extension staff in the water project	Extension staff	K.Chiwaneke, A.G.Nginga
<u>6. Water resources monitoring</u>		
Daily gauge reading	Gauge readers	Y. Mpayo
Hydrological operating procedures for Junior Hydrological Technicians	Ass. technicians, Technicians Gr.IV	W.J.Mwruvanda
<u>7. Transport</u>		
Diesel engine motor vehicle servicing and maintenance	Mechanics	M.Kumbakumba
Daily maintenance of cars	Drivers, Ass. Drivers	P.Meela, C.Mahawa

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