

KAMULI DISTRICT LOCAL GOVERNMENT

Email: kamuli@kamuli.go.ug
Website: <https://www.kamuli.go.ug>



OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
P. O. BOX 88
KAMULI - UGANDA.

Your Ref:
Our Ref: CR/101/1

Sunday, 24 October 2021

To all Vote Controllers,

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KAMULI DISTRICT

ACCOUNTABILITY STANDARDS

1. Reference is made to the accountability standards I issued to you in August 2020. During the visit of the Minister of State for Economic Monitoring to the district early this week, I have found it necessary to update the accountability standards to enhance service delivery and eliminate avoidable queries.
2. Now therefore I issue these revised accountability standards for your strict and immediate compliance.
3. Submissions of all accountability documents must quote the EFT number; budget line and date under which the advance was released. In addition, there must be an activity report including proof of evidence of having carried out the said activity such as receipts for submitted documents, fuel, oils, allowances, etc. in the case of works such as borehole repairs/rehabilitations, photographs of work in progress, GPS location of sites, confirmation of spare parts installed by water source user committees and documentation of return of old spare parts to the store must be attached.



4. In the case of micro procurements, accountabilities must in addition to the submission letter, include verified receipts, goods received notes among others
5. For fuel and oils expensed via LPOs, accountability documents must include but not limited to the following:
 - i. Fuel consumption schedules generated by the supplier against which fuel was issued
 - ii. Fuel orders generated by the advance holder against which fuel was issued
 - iii. Fuel invoices generated by the supplier
 - iv. Report of activities carried out clearly linked to the various entries in the fuel consumption schedules;
 - v. A copy of the original bills of quantities in case of road works executed under force account mechanisms. Progress of works photos and actual works undertaken by chainnage must be included in the accountability for road works
6. For all other civil works, accountability requirements must be included in the project files covering but not limited to the following documents
 - i. Copy of the social and environmental safeguards screening report;
 - ii. Copy of the approved design and the consultant's report where applicable
 - iii. Copy of the request to initiate the procurement
 - iv. Copy of the published advertisement;
 - v. Record of pre-bid meeting;
 - vi. A record of the bid closing and bid opening;
 - vii. Copy of the technical evaluation report;
 - viii. Minutes of the contracts committee meeting on the procurement;
 - ix. Copy of the Notice of best evaluated bidder
 - x. Copy of the Notice of Contract Award;



- xi. Copy of letter of award and acceptance including BOQs, and architectural drawings;
- xii. Copy of the bid and the signed contract document;
- xiii. Site possession certificate signifying handover of site to the contractor;
- xiv. Commencement order/instructions to signify the project start date;
- xv. Contractor's work plan / schedule duly approved by the PMT;
- xvi. Post-contract documents relating to the fulfilment of contract obligations and in particular, copy of performance security;
- xvii. Minutes of any meetings related to the contract management, including contract progress or review meetings;
- xviii. A copy of cumulative payment worksheet and copies of payment vouchers;
- xix. Copies of all submissions to the contracts committee and decisions related to the contract management including, but not limited to, the approval of contract variations if any;
- xx. Any other correspondences between Kamuli District Local Government and the contractor in the course of the project implementation
- xxi. Copies of the interim and final completion certificates of works;
- xxii. Certificate of project handover to the district political leadership;

7. Please comply as guided to avoid future inconveniences



Mawejje Andrew
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DISTRIBUTION:

The Resident District Commissioner/Kamuli
The District Chairperson/Kamuli