



THE REPUBLIC OF UGANDA

District Road Works

VOLUME

3

Implementation and Monitoring Manuals

Manual B:

Preparation of Quartely Progress Reports



ACKNOWLEDGEMENTS

These manuals have been prepared by the Ministry of Works, Housing and Communications, Uganda.

The aim of the manuals is to complement the Ministry's effort in providing guidance and building capacity of Local Governments to enable them handle their mandated roles in planning and management of the road sector development.

This manual is part of a set titled District Road Works. The set consists of 5 Volumes, each volume comprising a series of manuals covering varying aspects under the following headings:

- | | |
|----------|--|
| Volume 1 | Planning Manuals |
| Volume 2 | Contract Management Manuals |
| Volume 3 | Implementation and Monitoring Manuals |
| Volume 4 | Technical Manuals |
| Volume 5 | District Administrative and Operational Guidelines |


The Manuals describe in detail the organization and techniques for planning, implementation and administration of a district road network. The manuals support Government strategies on sustainable maintenance of district roads; they encourage community participation, promote use of labour based methods and gender balance, ensure protection of the environment, foster work place safety and health in implementation of road works by adopting appropriate contracting practices and support the local construction industry.

They are primarily aimed at Road Engineers, Planners and Managers involved in the planning and management of district road works.

In line with the topics covered in these manuals, related training modules have been designed and are incorporated in the curriculum of the Mount Elgon Labour Based Training Centre.

The manuals are the property of the Ministry of Works, Housing and Communications, but copying and local distribution is not restricted.

We wish to acknowledge the efforts of COWI Consulting Engineers and Planners AS who assisted in the compilation of the Drafts and the invaluable support of the Danish International Development Agency for the financial assistance extended to the Ministry in preparing the manuals.


L. Lutaaya

Engineer in Chief / DE

Volume 3 Manual B

Quarterly Progress Report

Table of Contents

Section B1 :	General Information
Section B2 :	Overview of Quaterly Progress Report (QPR)
Section B3 :	Detailed Instructions for Preperation of the QPR
Annex 1 :	Standard Forms including Forms B1, B2, B3 and B4
Annex 2 :	Standard Covering Letter Format
Annex 3 :	Worked Example
Annex 4 :	Users Manual - Quarterly Progress Reporting System (QPRS)

Section B1

General Information

Section B2 :	Overview of Quaterly Progress Report (QPR)
Section B3 :	Detailed Instructions for Preperation of the QPR
Annex 1 :	Standard Forms including Forms B1, B2, B3 and B4
Annex 2 :	Standard Covering Letter Format
Annex 3 :	Worked Example
Annex 4 :	Users Manual - Quarterly Progress Reporting System (QPRS)

Section B1

General Information

General Information Page 1-1

GENERAL INFORMATION

This Manual, read together with the following documents;

- PAF General Guidelines for the Planning and Operation of Conditional Grants issued by the Ministry of Finance Planning and Economic Development (MFPED), (Reference I)
- Sector Specific Guidelines for the Planning and Operation of District Road Maintenance & Rehabilitation Programmes issued by the MoWHC-DUR Desk, (Reference II)
- Annual District Road Work Plan (ADRW), District Road Works **Volume 1, Manual D.**

provide guidelines for the preparation of the Quarterly Progress Report (QPR) for the following operations -

- Routine Maintenance of District Roads
- Periodic Maintenance of District Roads
- Rehabilitation of District Roads
- Spot Repairs of District Roads and their drainage structures

The PAF General Guidelines clearly states that... for each Conditional Grant, Local Governments will be required to report every quarter on progress, specifying actual activities carried out, and expenditures on those activities and to submit quarterly request for funds in the form of quarterly work plans.

The PAF General Guidelines go on to say that for each quarter, Local Governments will have to prepare and submit the QPR comprising three essential (3) documents for each Grant including;

- Quarterly Progress Report
- Cumulative Progress Report
- Quarterly Budget Request

and failure to provide this information correctly and in a timely manner may result in the interruption of further fund releases during the current financial year (FY).

The basic reference for the QPR is the ADRWP which provides a description of all the works/operations planned to be undertaken on the district road network during the FY together with the timing of works implementation, their estimated costs including support or operational expenditures, sources of funding, and works implementation and associated expenditure schedules and budget summary; refer Annual District Road Work Plan (ADRW), District Road Works, **Volume 1, Manual D.**

The ADRWP and QPR documentation, when used together, act as a management information system (MIS) enabling rational planning, programming, implementation and reporting of district road works/operations. The formats used for both the ADRWP and QPR are similar and much of the information can be simply transferred between the two documents. Further, the QPR has been designed to act as a continuous/rolling report and plan allowing for;

- Reporting on progress during the quarter under report
- Reporting on cumulative progress to date during the FY under report
- Readjusting the work plan to include those activities planned, but not completed, to be brought forward into subsequent quarters and included in future budget requests

The PAF General Guidelines clearly state that the timing for submission of the QPR for each quarter of the FY is the last working day of the first month following the close of the quarter.

The QPR, once prepared by the District Local Government Engineer (DLGE) and prior to transmission to the MoWHC-DUR Desk and copied to the Director Budget, MFPED, shall be approved and signed by the DLGE, the DLG Secretary of Works and the DLG Chief Administrative Office (CAO).

In all cases, the QPR shall be submitted under a covering letter signed by both the CAO and the Department Head responsible for administration of the Grant; in the case of PAF Grants for district road works, this shall be the District Local Government Engineer (DLGE).

Copies of the QPR shall also be provided to the following individuals in the concerned DLG;

- a) DLG Engineer, District
- b) LCV Chairman, District
- c) Sec. of Works, District
- d) Chairperson of the District Public Accounts Committee, District
- e) Chief Internal Auditor, District
- f) RDC, District
- g) Director Budget, MFPED, Kampala
- h) Donor Representative (s) - in all cases where donor funds are provided

It is important to note from the outset that the MIS, comprising both the ADRWP and subsequent QPRs, provides a system allowing for continuous updating on a day-to-day basis.

In other words, every time a financial transaction, contract variation, etc., is made, it should be immediately recorded thereby allowing for a rapid compilation/completion of the QPR including updating of the work plan at the end of each and every quarter.

Finally, the MIS provides a system that is continuous/rolling, not only from month to month and quarter to quarter for a specific FY, but also from FY to FY.

Section B1 : General Information

Section B2

Overview of Quarterly Progress Report (QPR)

Section B3 : Detailed Instructions for Preparation of the QPR

Annex 1 : Standard Forms including Forms B1, B2, B3 and B4

Annex 2 : Standard Covering Letter Format

Annex 3 : Worked Example

Annex 4 : Users Manual - Quarterly Progress Reporting System (QPRS)

Section B2

Overview of Quarterly Progress Report (QPR)

Overview of Quarterly Progress Report (QPR)	Page	2-1
Sources of Funding for Performed & Planned Works.	Page	2-1
Expenditure Schedule	Page	2-2
Works Implementation Schedule.	Page	2-2
Summary of Actual Expenditure / Fund Request.....	Page	2-3
Contract Tracking Format.	Page	2-4
Standard Covering Letter Format	Page	2-4

OVERVIEW OF QUARTERLY PROGRESS REPORT (QPR)

When preparing the QPR, a number of standard formats shall be adopted to ensure that all essential and relevant information is included.

These standard formats include the following -

- Form B1; QPR - Expenditure Schedule
- Form B2; QPR - Works Implementation Schedule
- Form B3; QPR - Summary of Actual Expenditure / Fund Request
- Form B4; QPR - Contract Tracking Format
- Standard QPR Covering Letter Format

To assist the DLGE and other district staff with preparation of the QPR, the above standard formats are included in **Annexes 1** and **2** to this Manual and are further described below.

A worked example of a typical QPR is also provided as **Annex 3** to this Manual.

SOURCES OF FUNDING FOR PERFORMED & PLANNED WORKS

Routine and periodic maintenance, rehabilitation and spot repair works/operations on district roads are funded from a variety of sources including PAF Grants I, II and III, various donors, district development funds, special purpose grants, local revenue and so on.

i Information!
Refer Annex 1,
Forms B1 and B3.

In most cases, funding sources have pre-conditions attached and may only be used for clearly defined or dedicated purpose(s); these are generally referred to as tied funding sources.

The most common examples of tied funding sources include -

- PAF Grant I dedicated to the implementation of Routine Maintenance operations using labour-based methods
- PAF Grant II dedicated to the implementation of Periodic Maintenance operations using, where feasible, labour-based methods
- PAF Grant III dedicated to the implementation of Rehabilitation operations including Spot Repairs using, where possible, trained local contractors and labour-based methods
- Donor funds with pre-conditions as what works/operations will/will not be funded
- Special purpose grants dedicated to specific works/operations
- Other tied funds

Untied funding sources, inter alia, include district development funds and income generated by the district through general revenue collection.

During preparation of the QPR, it is essential to identify the source/sources of funds that have been / are to be used for implementation of each of the works/operations

PAF Grants I, II and III, funds are dedicated to routine maintenance, periodic maintenance and rehabilitation works respectively and no alternative use of these Grants is permitted.

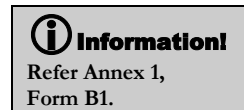
There will be cases where works/operations are financed from a number of funding sources.

For example, when undertaking rehabilitation and spot repair works/operations, there may be an opportunity to use both PAF III Grant funds for the rehabilitation works on a road, and donor funds for construction/repair of the drainage structures along the same road.

The clear distinction as to the origin or source of funds for each works/operation is, therefore, of paramount importance to ensure the proper management and administration of the works and for accurate reporting.

EXPENDITURE SCHEDULE

When preparing the Expenditure Schedule of the QPR, the DLGE needs to take account of the following -



- The total scope of all priority works/operations planned during the quarter under report
- The total scope of all priority works/operations actually performed during the quarter under report
- The total funds spent during the quarter under report including their sources
- The total funds available for the remaining quarters of the FY including their sources
- The timing for subsequent works/operations implementation including those not completed during the quarter under report, refer **Section 3** below
- Funding needs for implementation of the works/operations planned in subsequent quarters
- Funding needs for the procurement process and supervision of the works/operations (operational expenses) planned in subsequent quarters

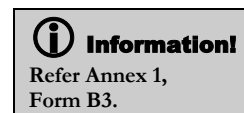
Consideration of the matters raised in **Section 3** below allows realistic timings for implementation of the planned works/operations (including those not completed during the quarter under report) and, therefore, realistic estimates of the cash flow needs throughout the remaining quarters of the FY necessary to meet the planned implementation targets as set out in the ADRWP.

In other words, the Expenditure Schedule (**Form B1**) provides three very important functions;

- A detailed account of actual expenditures during the quarter under report
- An historical overview of all actual expenditures to date
- The facility to readjust the planned cash flows to provide for future implementation of works/operations including those not completed during the quarter under report

WORKS IMPLEMENTATION SCHEDULE

When preparing the Works Implementation Schedule of the QPR, the DLGE needs to take account of the following -



- The total scope of all priority works/operations planned during the quarter under report
- The total scope of all priority works/operations actually performed during the quarter under report
- The timing for subsequent works/operations implementation including those works not completed during the quarter under report
- Funding needs for implementation of the works/operations planned in subsequent quarters
- Funding needs for the procurement process and supervision of the works / operations (operational expenses) planned in subsequent quarters

Consideration of realistic timings for implementation of the planned works/operations (including those not completed during the quarter under report), and the availability of funding from all sources, allows for a

rational readjustment of the Works Implementation Schedule for the remaining quarters of the FY necessary to meet the planned implementation targets as set out in the ADRWP.

- a) A detailed account of actual works/operations performed during the quarter under report
- b) An historical overview of all actual works/operations performed to date
- c) The facility to readjust the planned timing of works/operations to provide for their future implementation including those not completed during the quarter under report

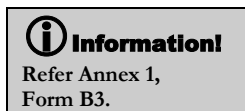
In other words, the Works Implementation Schedule (**Form B2**) provides three very important functions;

The Expenditure Schedule (Form B1) and the Works Implementation Schedule (**Form B2**) together comprise the base line data for the QPR detailing what works/operations have been and are to be implemented, at what cost and when.

It is important, therefore, that these two forms are prepared together and updated together on a regular basis.

SUMMARY OF ACTUAL EXPENDITURE / FUND REQUEST

The Summary of Actual Expenditure / Fund Request provides seven important pieces of information -



- Identification of all actual expenditures by funding source, for the quarter under report
- Identification of all actual expenditures for each individual works/operation for the quarter under report
- An historical overview of all actual expenditures to date by source and for each individual works/operation together with their percentage achievements
- Estimates of the total funding requirements from each funding source for each of the individual works/operations planned for the next quarter
- Estimates of the total funding needs for meeting operational expenses associated with implementation of the works/operations for the next quarter
- Identification of fund balances available at the end of the quarter under report
- Determination of the Total Fund Request for the next quarter for each works/operation and from each funding source.

The importance of this Summary of Actual Expenditure / Fund Request cannot be ignored as it allows those agencies responsible for the release of funds to be aware of;

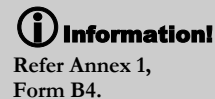
- The total amounts spent in the quarter under report and to date
- The total amounts required for each of the planned activities in the subsequent quarter
- The total amounts required from each funding source

This information is of particular importance to both the MoWHC-DUR Desk and the MFPED when undertaking quarterly releases of PAF Grant funds.

Finally, the Summary of Actual Expenditure / Fund Request is a tool enabling the DLGE to properly monitor and report on expenditures (and physical progress) not only for each planned activity, but also from each funding source.

CONTRACT TRACKING FORMAT

The Contract Tracking Format provides a tool for the DLGE to record all transactions related to the implementation of all district road works/operations funded from all sources including PAF Grants.



The form provides for these transactions to be recorded immediately they occur, thereby ensuring that all relevant information is readily available and up-to-date for inclusion in the QPRs.

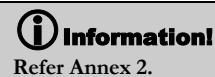
The form provides vital information regarding the progress of each and every work/operation, whether undertaken under a formal contract or by Force Account.

It allows the day-to-day tracking of performance for each and every work/operation in terms of time worked and physical and financial progress.

This form will be used as the basis for monitoring of district road works/operations by district staff, the MoWHC and other concerned parties.

STANDARD COVERING LETTER FORMAT

The standard covering letter shall, together with its attachments (**Forms B1, B2, B3 and B4** above), be the QPR document that provides information required by the Agency responsible for recommending further releases of PAF Grant funds to the district; in the case of district roads, the MoWHC-DUR Desk.



The standard covering letter is a tool enabling the DLGE to provide all essential data necessary for the MoWHC-DUR Desk to report in a comprehensive and timely manner to the MFPED.

The standard covering letter includes three Tables for the entry of summarised data extracted from **Forms B1, B2 and B3**. These three Tables include;

- Table A - Summary of Quarterly Progress Report - PAF
- Table B - Cumulative Summary of Quarterly Progress Report(s) - PAF
- Table C - Quarterly Budget Request - All Funding Sources including PAF

In addition to these three Tables, provision is made in the standard covering letter to list all those district roads on which works/operations were performed during the quarter under report.

Finally, the standard covering letter provides a check-list of all attachments that shall accompany and comprise the whole of what is referred hereto as the QPR.

It cannot be too strongly stressed that all data required for inclusion in the three summary Tables and the list of roads be included and accurately so. Failure to do so may result in the delayed release of PAF Grants.

Detailed instructions for preparation of the QPR are provided in **Section B3** below.

Section B1 : General Information

Section B2 : Overview of Quaterly Progress Report (QPR)

Section B3

Detailed Instructions for Preparation of the QPR

Annex 1 : Standard Forms including Forms B1, B2, B3 and B4

Annex 2 : Standard Covering Letter Format

Annex 3 : Worked Example

Annex 4 : Users Manual - Quarterly Progress Reporting System (QPRS)

Section B3

Detailed Instructions for Preparation of the QPR

Detailed Instructions for Preparation of the QPR Page 1-1

DETAILED INSTRUCTIONS FOR PREPARATION OF THE QPR

Before detailing the procedure for preparation of the QPR it is important to fully understand the relationship between the planning process (ADRICS/RAMPS/LGBFP/ADWWP) and the reporting on progress of actual implementation of works/operations as summarised in the QPR.

The ADWWP details those works/operations together with their timing and estimated costs that comprise the annual work plan for the forthcoming FY.

The QPR reports on actual performance, compared to the ADWWP, during the four quarters of the FY.

Here lies the problem!

In the first quarter, the QPR reports progress compared to those specific works/operations and expenditures planned for implementation in the first quarter of the FY and detailed in the ADWWP. This is logical and the way it should be.

However, in the second and subsequent quarters, the QPR has been, at the end of the first, second and third quarters, used to readjust the work plan to accommodate those works/operations not undertaken during the quarter(s) under report; in accordance with the requirements of the PAF General and Sector Specific Guidelines, References I and II.

Therefore, by the end of the first quarter, the ADWWP is out of date!

To continue, in the second, third and fourth quarters, comparing actual works/operations undertaken and their respective expenditures with those planned in the ADWWP is like comparing apples with oranges !

In order to compare apples with apples it is necessary to understand the following.

*The work plans for the second, third and fourth quarters are the adjusted timetables for implementation of works/operations and their associated expenditures included in **Forms B1** (Expenditure Schedule) and **B2** (Works Implementation Schedule) of the QPR.*

In other words, the work plan for the second quarter is not that shown in the ADWWP, but is that shown in the adjusted figures for the second quarter as detailed in the first quarter's QPR.

The work plan for the third quarter is, again, not that shown in the ADWWP, but is that shown in the adjusted figures for the third quarter as detailed in the second quarter's QPR.

And, finally, the work plan for the fourth quarter is not that shown in the ADWWP, but is that shown in the adjusted figures for the fourth quarter as detailed in the third quarter's QPR.

It is only when preparing the fourth (end of FY) QPR, that reference is again made to the ADWWP in order to compare the actual annual achievement, in terms of total works/operations implementation and total expenditures, with that planned in the ADWWP for the FY.

Finally, those works/operations not undertaken during the current FY are then included in the next FY and the entire process continues as any planning/programming/implementation/reporting system (MIS) should.

What now follows is a step-by-step procedure for preparation of the QPR, comprising **Forms B1, B2, B3** and **B4 (Annex 1)**, and the Standard Covering Letter Format (**Annex 2**).

STEP 1

It is strongly recommended to complete together and at the same time, **Form B1** (Expenditure Schedule) and **Form B2** (Works Implementation Schedule).

Form B1 - Planned Expenditure this Quarter and to Date (Ush 000), Columns (a) to (k)

Enter the name of the District, the number of the quarter under report and the FY.

Column (a) - **District Priority Ranking** resulting from the RAMPS; enter the list of roads in their order of priority, commencing with priority number one.

Column (b) - **District Road Link Number**, enter the road numbers in accordance with the MoWHC-DUR Desk's official list.

Column (c) - **Total Road Length** in kilometres (km); enter those road lengths as determined during ADRICS.

Column (d) - **Road Section Length** in km; enter the actual road section lengths on which specific works/operations are planned to be undertaken.

These four columns shall contain exactly the same information and in its order of presentation as in the ADRWP.

Columns (e), (f), (g), (h) and (i) - **Routine Maintenance (RM), Periodic Maintenance (PM), Rehabilitation (RH), Road Bottlenecks (SR), and Structural Bottleneck (ST)**, enter the planned expenditures for each of the works/operations planned for implementation in the quarter under report.

1. For the first QPR of the FY, Columns (e), (f), (g), (h) and (i) will use the planning data for the first quarter found in Columns (j), (k) and (l) of Form D1 of the ADRWP.

2. For the second QPR of the FY, Columns (e), (f), (g), (h) and (i) will use the adjusted planning data from Columns (o), (p) and (q) found in Form B1 of the first quarter QPR.

3. For the third QPR of the FY, Columns (e), (f), (g), (h) and (i) will use the adjusted planning data from Columns (r), (s) and (t) found in Form B1 of the second quarter QPR.

4. For the fourth QPR of the FY, Columns (e), (f), (g), (h) and (i) will use the adjusted planning data from Columns (u), (v) and (w) found in Form B1 of the third quarter QPR.

5. When preparing the fourth (end of FY) QPR, reference is also made to the ADRWP in order to **compare the actual** annual achievement, in terms of total works/operations implementation and total expenditures, **with that planned** in the ADRWP for the FY.

Column (j) - **Total Planned Expenditure this Quarter**, enter the total planned expenditures for each of the works/operations planned for implementation in the quarter under report.

Column (k) - **Total Planned Expenditure to Date**, the total to date amount includes a) actual expenditures for each of the works/operations implemented during past quarters, (**Form B1**, Column (y) of the previous QPR), and the planned expenditures for implementation of each of the works/operations planned for in the quarter under report, (Column (j) of the current QPR).

Form B2 - Planned Interventions/Works this Quarter and to Date, Columns (a) to (k)

Enter the name of the District, the number of the quarter under report and the FY.

Columns (a), (b), (c) and (d) - Enter the same information as for these same Columns in **Form B1**.

Columns (e), (f), (g), (h) and (i) - ***Routine Maintenance (RM), Periodic Maintenance (PM), Rehabilitation (RH), Road Bottlenecks (SR), and Structural Bottleneck (ST)***; enter the kilometres for each of the works/operations planned for implementation in the quarter under report.

1. For the first QPR of the FY, Columns (e), (f), (g), (h) and (i) will use the planning data for the first quarter found in Columns (k), (l) and (m) of Form D2 of the ADRWP.

2. For the second QPR of the FY, Columns (e), (f), (g), (h) and (i) will use the adjusted planning data from Columns (o), (p) and (q) found in Form B2 of the first quarter QPR.

3. For the third QPR of the FY, Columns (e), (f), (g), (h) and (i) will use the adjusted planning data from Columns (r), (s) and (t) found in Form B2 of the second quarter QPR.

4. For the fourth QPR of the FY, Columns (e), (f), (g), (h) and (i) will use the adjusted planning data from Columns (u), (v) and (w) found in Form B2 of the third quarter QPR.

5. When preparing the fourth (end of FY) QPR, reference is also made to the ADRWP in order to **compare the actual** annual achievement, in terms of total works/operations implementation and total expenditures, **with that planned** in the ADRWP for the FY.

Column (j) - ***Total Planned Works this Quarter***; enter the total kilometres for each of the works/ operations planned for implementation in the quarter under report.

Column (k) - ***Total Planned Works to Date***; the total to date amount includes a) actual kilometres done to date for each of the works/operations implemented during past quarters, (**Form B2**, Column (y) of the previous QPR), and the kilometres for implementation of each of the works/operations planned for in the quarter under report, (Column (j) of the current QPR).

STEP 2

Continue to complete **Form B1** and **Form B2** together and at the same time.

Form B1 - Actual Expenditure (Ush 000) to Date and Planned Next Quarter(s)

Columns (l) to (w) - For the quarter under report, enter the actual monthly expenditures for each of the actual works/operations performed during the quarter under report and readjust the estimated costs for implementation of each of the planned works/operations over each month of the remaining period of the FY taking into account works/operations not performed during the quarter under report, time restraints related to releases of funds, the procurement process, wet season, etc..

Column (x) - ***Total Actual Expenditure this Quarter***; enter the sum of the actual monthly expenditures for each of the actual works/operations performed during the quarter under report.

Column (y) - **Total Actual Expenditure to Date**; enter the sum of the total actual expenditure to date for each of the actual works/operations performed being the sum of **Form B1**, Column (y) in the previous QPR and column (x) of the current QPR.

In the eighth last row, **Works Expenditure**, sum the expenditures for the plan period, for each month of the quarter under report and those for planned subsequent months of the FY in which expenditures may have been adjusted to take account of works/operations not performed during the quarter under report.

In the seventh last row, **Operational Expenditure**, enter the total operation expenses for the plan period, for each month of the quarter under report and subsequent months of the FY.

In the sixth last row, **Total Expenditure**, enter the total expenditures (works plus operational) for the plan period, for each month of the quarter under report and those planned for subsequent months of the FY in which expenditures may have been adjusted to take account of works/operations not performed during the quarter under report.

In the fifth last row, **Total Actual Quarterly Expenditure (Ush 000)**....., enter the sums of the three months actual total expenditures for the quarter under report and those planned for subsequent quarters of the FY.

In the fourth last row, **Cumulative Actual Quarterly Expenditure (Ush 000) to Date**, enter the sums of actual quarterly cumulative expenditure to date.

In the third last row, **Actual Funds Received by Quarter to Date (Ush 000)**, enter the actual funds received during each quarter to date.

In the second last row, **Cumulative Actual Funds Received by Quarter to Date (Ush 000)**, enter the sums of actual quarterly cumulative fund receipts to date.

In the last row, Balance of Funds Available at end this Quarter, enter the balance of the funds remaining being the difference between Cumulative Actual Funds Received by Quarter to Date (Ush 000) and the Cumulative Actual Quarterly Expenditure (Ush 000) to Date.

When completing QPRs for the second, third and fourth quarters, the information regarding actual expenditures in previous quarters remains unchanged and shall be included in subsequent QPRs thereby providing an historical overview of financial progress to date.

Form B2 - Actual Interventions/Works to Date & Planned Next Quarter(s)

Columns (l) to (w) - For the quarter under report, enter the actual monthly kilometres for each of the actual works/operations performed during the quarter under report and readjust the estimated kilometres for implementation of each of the planned works/operations over each month of the remaining period of the FY taking into account works/operations not performed during the quarter under report, time restraints related to releases of funds, the procurement process, wet season, etc..

Column (x) - **Actual Works Done this Quarter**, enter the sum of the actual monthly kilometres for each of the actual works/operations performed during the quarter under report.

Column (y) - **Actual Works Done to Date**, enter the sum of the total actual kilometres to date for each of the actual works/operations performed being the sum of **Form B2**, Column (y) in the previous QPR and column (x) of the current QPR.

In the fifth last row, **Works Planned**, enter the kilometres planned for each of the works/operations in quarter under report.

In the fourth, third, second and last rows, **RM-km, PM-km, RH-km, SR/ST**, enter data as follows-

Column (j), enter the same figures as in fifth last row for each of the planned works/operations.

Column (k), enter the sum of Column (y) from the previous QPR and Column (j) of the current QOR

Columns (l) to (w), enter the total kilometres for each month of the quarter under report and those planned for subsequent months of the FY in which works/operations may have been adjusted to take account of works/operations not performed during the quarter under report.

Column (x) - **Actual Works Done this Quarter**, enter the sum of the actual monthly kilometres for each of the actual works/operations performed during the quarter under report.

Column (y) - **Actual Works Done to Date**, enter the sum of the total actual kilometres to date for each of the actual works/operations performed being the sum of **Form B2**, Column (y) in the previous QPR and column (x) of the current QPR.

When completing QPRs for the second, third and fourth quarters, the information regarding actual kilometres in previous quarters remains unchanged and shall be included in subsequent QPRs thereby providing an historical overview of physical progress to date.

STEP 3

On completion of **Forms B1** and **B2**, finalise completion of **Form B3** in the following manner.

Form B3 - Summary of Actual Expenditure / Fund Request

Enter the name of the District, the number of the quarter under report and the FY.

Form B3 comprises two Tables; the top Table entitled Summary of Actual Expenditure (Ush 000) to End Quarter of FY / ... and the bottom Table entitled Fund Request (Ush 000) for Quarter of FY /

Form B3 - Top Table

The purpose of this Table is to report on actual expenditure for each works/operation and from each funding source during the quarter under report.

Column (M) of the Table entitled, **Total Planned Annual Expenditure**, will have been completed during January/March following the Local Government Budget Framework Process (LGBFP) at which time all sources of funding and the amounts or ceilings for each funding source will

have been provided to the DLG Executive for preparation of the ADRWP; refer the ninth column of **Form D3, *Annual Total Intervention Costs***.

For the quarter under report, relevant data is entered in columns (A) to (N) of this Table as follows.

Column (A) - ***Actual Interventions/Works Done This Quarter***, lists the main works/operations included in the ADRWP together with the kilometres of each works/operation actually performed during the quarter under report. For SR/ST works, locations only are to be indicated.

Column (B) - ***PAF I***, enter the actual expenditure for this item during the quarter under report.

Column (C) - ***PAF II***, enter the actual expenditure for this item during the quarter under report.

Column (D) - ***PAF III***, enter the actual expenditure for this item during the quarter under report.

Column (E) - ***DONOR***, enter the actual expenditure for this item during the quarter under report.

Column (F) - ***DONOR***, enter the actual expenditure for this item during the quarter under report.

Column (G) - ***DISTRICT DEVELOPMENT FUND***, enter the actual expenditure for this item during the quarter under report.

Column (H) - ***OTHER***, enter the actual expenditure for this item during the quarter under report.

Column (I) - ***TOTAL ACTUAL EXPENDITURE - THIS QUARTER***, enter the sum of all expenditures for each works/operation from each funding source for the quarter under report.

Column (J) - ***TOTAL ACTUAL EXPENDITURE - TO DATE***, enter the sum to date of all expenditures for each works/operation from each funding source; the sum of **Form B3**, Column (J) of the previous QPR plus Column (I) of the current QPR.

Column (K) - ***TOTAL PAF EXPENDITURE - THIS QUARTER***, enter the sum of PAF Grant expenditures only for each works/operation from each funding source for the quarter under report.

Column (L) - ***TOTAL PAF EXPENDITURE - TO DATE***, enter the sum to date of PAF Grant expenditures only for each works/operation from each funding source; the sum of **Form B3**, Column (L) of the previous QPR plus Column (K) of the current QPR.

Column (M) - ***TOTAL PLANNED ANNUAL EXPENDITURE***, already complete following the LGBFP.

Column (N) - ***PROGRESS TO DATE*** %, Column (J) divided by Column (M) x 100.

The bottom part of this top Table provides a ***QUARTERLY SUMMARY*** listing actual expenditures during each quarter under report by their funding sources, together with quarterly and cumulative totals of all expenditures and PAF Grant only expenditures and the overall percentage progress to date.

Form B3 - Bottom Table

The purpose of this Table is to provide details of the Fund Request for the next quarter for each works/operation and from each funding source.

Column (O) - **PLANNED INTERVENTIONS/WORKS - NEXT QUARTER**, lists the works/operations included in the ADRWP together with the kilometres planned for each of these works/operations in the next quarter. For SR and ST works, details of their locations only are necessary.

Column (P) - **PAF I**, enter the planned expenditure for the next quarter.

Column (Q) - **PAF II**, enter the planned expenditure for the next quarter.

Column (R) - **PAF III**, enter the planned expenditure for the next quarter.

Column (S) - **DONOR**, enter the planned expenditure for the next quarter.

Column (T) - **DONOR**, enter the planned expenditure for the next quarter.

Column (U) - **DISTRICT DEVELOPMENT FUND**, enter the planned expenditure for the next quarter.

Column (V) - **OTHER**, enter the planned expenditure for the next quarter.

Column (W) - **TOTAL PLANNED EXPENDITURE**, enter the sum of the planned expenditures for each of the works/operations from each funding source for the next quarter.

The third last row, **Sub Totals**, sums the columns of each funding source.

The second last row, **Balance Available**, details the balances available for each funding source at the end of the quarter under report.

The last row, **TOTAL FUND REQUEST NEXT QUARTER by SOURCE**, sums the columns of each funding source less the balances available.

The last row of this Table details the Total Fund Request for the Next Quarter by Source, the amounts of which will ensure achievement of the planned works/operations for the next quarter.

This information is essential for a number of reasons including –

- Transparency thereby ensuring the district authorities and beneficiaries of PAF Grants are fully informed regarding the sources of the funds and the amounts available; refer the PAF General and Sector Specific Guidelines concerning Public Notices
- Management of the funds taking into account their sources and pre-conditionalities of use; refer the PAF General and Sector Specific Guidelines
- Accountability of the funds taking into account their sources and amounts; refer the PAF General and Sector Specific Guidelines concerning required procedures
- Timeliness of reporting; refer the PAF General and Sector Specific Guidelines
- Accuracy to ensure the timely release of further funds.

STEP 4

The DLGE shall maintain **Form B4**, the Contract Tracking Format, accurately and on a day-to-day basis recording each and every contractual transaction including payments, variations, etc. immediately they transpire.

Data included in the Contract Tracking Format is essential for accurate completion of **Forms B1, B2 and B3** of the QPR.

The format of the Contract Tracking Format is self-explanatory and a worked example is included in **Annex 3** for further clarification.

STEP 5

Complete the QPR Covering Letter (**Annex 2**), ensure all attachments are included, and submit the entire document to the MoWHC-DUR Desk.

This standard format of the QPR Covering Letter is self-explanatory and a worked example is included in **Annex 3** for further clarification.

It cannot be too strongly stressed that all data required for inclusion in the three summary Tables and the list of roads be included and accurately presented. All the information necessary for completion of the three Tables is simply extracted from **Forms B1, B2 and B3** for the quarter under report.

Failure to comply may very likely result in the delayed release of PAF Grants and other development funds.

The QPR shall be addressed to the Permanent Secretary, MoWHC, Entebbe, to reach him/her by no later than the last working day of the month following the end of the quarter under report.

Finally, the QPR shall be copied to the following -

- DLG Engineer, in the concerned District
- LCV Chairman, in the concerned District
- Secretary of Works, in the concerned District
- Chairperson of the District Public Accounts Committee
- Chief Internal Auditor, in the concerned District
- RDC, in the concerned District
- Director Budget, MFPED, Kampala
- Donor Representatives (where donor funds are provided)

Worked Example

Annex 3 provides a fully worked example for preparation of a typical QPR.

Annex 1

Standard Forms including Forms B1, B2, B3 and B4

Quarter of FY _____ / _____

[illegible]Date:

District: Quarter of FY

Notes:

1. Columns (a) to (d) are same as Form B1. Columns (e) to (k), also similar to Form B1, detail Planned Interventions/Works. Columns (l) to (w) detail Actual Works Done to date and Planned
2. Details, including locations, of SR and ST Works are detailed in Form D2

Signed: (DLGE)

Signed: (CAO)

Date:

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

District:

Summary of Actual Expenditure (Ush 000) for Quarter of FY / - Reference Volume 3, Manual B

ACTUAL INTERVENTIONS/WORKS DONE THIS QUARTER - refer Forms B1 and B2 (A)	PAF I (B)	PAF II (C)	PAF III (D)	DONOR (E)	DONOR (F)	DIST DEV FUND (G)	OTHER (H)	TOTAL ACTUAL EXPENDITURE		TOTAL PAF EXPENDITURE TO DATE (L)	TOTAL PLANNED ANNUAL EXPEND (M)	PROG TO DATE % (N)
								THIS QTR (I)	TO DATE (J)			
Routine Maint (RM) -												
Periodic Maint (PM) -												
Rehab (RH) -												
Road Botnk (SR) -												
Structure Botnk (ST) -												
Operational Expenses												
TOTALS												
QUARTERLY SUMMARY								Quarter	Cum.	Quarter	Quarter	%
First Quarter												
Second Quarter												
Third Quarter												
Fourth Quarter												
TOTALS												

Fund Request (Ush 000) for Quarter of FY /

PLANNED INTERVENTIONS/WORKS - NEXT QUARTER - refer Forms B1 and B2 (O)	PAF I (P)	PAF II (Q)	PAF III (R)	DONOR (S)	DONOR (T)	DIST DEV FUND (U)	OTHER (V)	TOTAL PLANNED EXPENDITURE (W)
Routine Maint (RM) -								
Periodic Maint (PM) -								
Rehab (RH) -								
Road Botnk (SR) -								
Structure Botnk (ST) -								
Operational Expenses -								
Sub Totals								
Balance Available - refer Form B1								
TOTAL FUND REQUEST NEXT QUARTER by SOURCE								

Signed:

(DLGE)

Signed:

(CAO)

Date:

Form B 4

District:

[illegible]

Total Commitments to Date

Total Approved Annual Budget

Remaining Available Balance

Ush 0

Ush 0

Ush 0

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

District:

Reporting Period:

Quarter, FY /

Page 2

Notes to the above Table -

- 1. Contract Number = District No and Road No/Contract No on that road for that year/Financial Year/Type of Works - Source of Funds
- 2. Definitions of Types of Work; RM - routine maintenance, PM - periodic maintenance, RH - rehabilitation, ST - structures, SR - spot repairs (inc. earthwork, minor structures and spot gravel), OT - other detailed in Explanation/Comments below
- 3. Comments regarding individual Contract performance (refer Contract No in first Column of the above Table) -

3.1
3.2
3.3

Signed (DLGEngineer)

Dated:

Annex 2

Standard Covering Letter Format

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
..... DISTRICT LOCAL GOVERNMENT
P.O. BOX , DISTRICT

Date:

The Permanent Secretary
 Ministry of Works, Housing and Communications
 P O Box 10
 Entebbe

ATTN: P.X.E. Eng Were Higenyi

Dear Sir,

**RE: Submission of Quarterly Progress Report for District Road Works Funded by PAF in
 District for Financial Year /**

Please find herewith Quarterly Progress Report for district road works in district.

Table A below provides a summary of achievements against planned activities for this reporting period; refer Annual District Road Work Plan for FY /, and Forms B1, B2, B3 and B4, attached hereto, detailing planned activities and actual achievements during this reporting period.

Table A - Summary of Quarterly Progress Report - PAF

ACTIVITY	PLANNED		ACHIEVED		VARIATION	REASONS FOR VARIATIONS
	Target	Budget (a) (Ush 000)	Actual	Expend. (b) (Ush 000)	(a) - (b) (Ush 000)	
1. Routine Mt						
2. Periodic Mt						
3. Rehabilitation						
4. Road Bottlenecks						
5. Structural Bottlenecks						
6. Operational / Undistributed Exp.						
7. Bank charges						
Totals						
Balance at End Previous Quarter						
Funds Received This Quarter						
Balance Remaining						

Those activities planned but not undertaken during this Quarter are included in the plan for the subsequent Quarter(s) of this FY; refer Forms B1, B2, B3 and B4, attached hereto.

The list of all those roads on which works were performed during this reporting period follows; refer ADRICS Inventory data for official road names, and Form B2 of this Quarterly Progress Report -

[illegible]

Table B below provides a cumulative summary of achievements against planned activities up to and including this reporting period; refer Annual District Road Work Plan for FY, and Forms B1, B2, B3 and B4 detailing planned activities and actual achievements during this and previous reporting periods.

Table B - Cumulative Summary of Quarterly Progress Report(s) - PAF

ACTIVITY	PLANNED		ACHIEVED		COMMENTS
	Target	Budget (Ush 000)	Actual	Expend. (Ush 000)	
1. Routine Mt					
2. Periodic Mt					
3. Rehabilitation					
4. Road Bottlenecks					
5. Structural Bottlenecks					
6. Operational / Undistributed Exp.					
7. Bank charges					
Totals					
	Funds Received to Date				- Copy of Bank Statement Attached
	Un-spent Balance Remaining				
	Un-presented Cheques				
	Balance on Bank Statement				

Table C below provides justification for the Release Request for the next quarter; refer Forms B1, B2 and B3

Table C - Quarterly Budget Request - All Funding Sources inc. PAF

ACTIVITY	PLAN FOR QUARTER	PAF I	PAF II	PAF III	Other	TOTAL QUARTER (Ush 000)
1. Routine Maintenance						
2. Periodic Maintenance						
3. Rehabilitation						
4. Road Bottlenecks						
5. Structural Bottlenecks						
6. Operational Expenses						
	Total Budget Requirement					
	Un-spent Balance Remaining					
	Release Request for Next Quarter					

The following Attachments are included with this Quarterly Progress Report -

Note 1. If this is the First Quarterly Progress Report, then the following need to be Attachments -

- Forms D1, D2 and D3 detailing the Annual District Road Work Plan for the current FY - these should have been provided with the Fourth Quarterly Progress Report of the previous FY; refer Note 3. below
- Form B1 - Expenditure Schedule detailing actual spending during this Quarter and planned spending for the remainder of this FY
- Form B2 - Works Implementation Schedule detailing actual works done this Quarter and planned for the remainder of this FY
- Form B3 - Summary of Actual Expenditure during this Quarter together with the Fund Request for the following Quarter
- Form B4 - Quarterly Progress Report detailing all district road works undertaken during this Quarter and planned for the remainder of this FY
- Bank Statement detailing all transactions during and to the end of this quarter

Note 2. If this is the Second and Third Quarterly Progress Reports, then the following need to be Attachments -

- Form B1 - Expenditure Schedule detailing actual spending during this Quarter and planned spending for the remainder of this FY
- Form B2 - Works Implementation Schedule detailing actual works done this Quarter and planned for the remainder of this FY
- Form B3 - Summary of Actual Expenditure during this Quarter together with the Fund Request for the following Quarter
- Form B4 - Quarterly Progress Report detailing all district road works undertaken during this Quarter and planned for the remainder of this FY
- Bank Statement detailing all transactions during and to the end of this quarter

Note 3. If this is the Fourth Quarterly Progress Report, the list of Attachments will be as follows;

- Forms B1, B2, B3 and B4 for the last Quarter of the current FY including, in Form B3, the Fund Request for the following Quarter which will be the first quarter of the next FY
- Form D1 - Annual District Road Work Plan for next FY, detailing the Expenditure Schedule for those works planned for implementation during the FY
- Form D2 - Annual District Road Work Plan for the next FY, detailing the Works Implementation Schedule or programme for all those works planned during the FY
- Form D3 - Annual District Road Work Plan for the next FY, detailing, for each of the works to be performed, the funding required, its source of origin, and the planned schedule for quarterly Fund Releases to ensure achievement of the works programme
- Bank Statement detailing all transactions during and to the end of this quarter

Yours sincerely,

Chief Administrative Officer
..... District Local Government

CC DLG Engineer, District
LCV Chairman, District
Sec. of Works, District
Chairperson of the District Public Accounts Committee, District
Chief Internal Auditor, District
RDC, District
Director Budget, MFPED, Kampala
Donor Representative (s) - in all cases where donor funds are provided

Annex 3
Worked Example

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
..... DISTRICT LOCAL GOVERNMENT
P.O. BOX , DISTRICT

Date:

The Permanent Secretary
 Ministry of Works, Housing and Communications
 P O Box 10
 Entebbe

ATTN: P.X.E. Eng Were Higenyi

Dear Sir,

RE: Submission ofFirst... Quarterly Progress Report for District Road Works Funded by PAF inLira..... District for Financial Year /

Please find herewith*First*..... Quarterly Progress Report for district road works in*Lira*..... district.

Table A below provides a summary of achievements against planned activities for this reporting period; refer Annual District Road Work Plan for FY /, and Forms B1, B2, B3 and B4, attached hereto, detailing planned activities and actual achievements during this reporting period.

Table A - Summary of Quarterly Progress Report - PAF

ACTIVITY	PLANNED		ACHIEVED		VARIATION (a) - (b) (Ush 000)	REASONS FOR VARIATIONS
	Target	Budget (a) (Ush 000)	Actual	Expend. (b) (Ush 000)		
1. Routine Mt	56 km	24,960	44 km	15,700	- 9,260	The first release of funds for this FY were delayed and not received in the district until late July thereby delaying the start of works; particularly routine maintenance. Also Budget received was less than planned and requested.
2. Periodic Mt	0	0	0	0	0	
3. Rehabilitation	0	0	0	0	0	
4. Road Bottlenecks	0	0	0	0	0	
5. Structural Bottlenecks	0	0	0	0	0	
6. Operational / Undistributed Exp.	Procurement activities	11,000	Procurement activities	8,000	- 3,000	
7. Bank charges	-	0	-	0	0	
Totals	Budget	35,960	Expend.	23,700	- 12,260	
Balance at End Previous Quarter				0		
Funds Received This Quarter				25,000		
Balance Remaining				1,300		

Those activities planned but not undertaken during this Quarter are included in the plan for the subsequent Quarter(s) of this FY; refer Forms B1, B2, B3 and B4, attached hereto.

The list of all those roads on which works were performed during this reporting period follows; refer ADRICS Inventory data for official road names, and Form B2 of this Quarterly Progress Report -

Road No	Road Name	Length Worked On (km)		Type of Works Done (km)			
		Planned	Actual	RM	PM	RH	SR/ST
2201	mmm - (full official name as per Inventory)	6	4	4			
2204	kkk	5	4	4			
2207	ooo	5	4	4			
2208	uuu	5	4	4			
2202	ttt	5	4	4			
2203	ddd	5	4	4			
2206	sss	5	4	4			
2205	eee	5	4	4			
2211	vvv	5	4	4			
2209	yyy	5	4	4			
2210	mmm	5	4	4			
Totals (km)		56	44	44	0	0	

Table B below provides a cumulative summary of achievements against planned activities up to and including this reporting period; refer Annual District Road Work Plan for FY, and Forms B1, B2, B3 and B4 detailing planned activities and actual achievements during this and previous reporting periods.

Table B - Cumulative Summary of Quarterly Progress Report(s) - PAF

ACTIVITY	PLANNED		ACHIEVED		COMMENTS
	Target	Budget (Ush 000)	Actual	Expend. (Ush 000)	
1. Routine Mt	56 km	24,960	44 km	15,700	
2. Periodic Mt	0	0	0	0	
3. Rehabilitation	0	0	0	0	
4. Road Bottlenecks	0	0	0	0	
5. Structural Bottlenecks	0	0	0	0	
6. Operational / Undistributed Exp.	Procurement activities	11,000	Procurement activities	8,000	
7. Bank charges	-	0	-	0	
Totals	Budget	35,960	Expend.	23,700	
Funds Received to Date				25,000	
Un-spent Balance Remaining				1,300	
Un-presented Cheques				0	
Balance on Bank Statement				1,300	- Copy of Bank Statement Attached

Table C below provides justification for the Release Request for the next quarter; refer Forms B1, B2 and B3

Table C - Quarterly Budget Request - All Funding Sources inc. PAF

ACTIVITY	PLAN FOR QUARTER	PAF I	PAF II	PAF III	Other	TOTAL QUARTER (Ush 000)
1. Routine Maintenance	66 km	28,390	0	0	0	28,390
2. Periodic Maintenance	7 km	0	60,000	0	0	60,000
3. Rehabilitation	nil	0	0	0	0	0
4. Road Bottlenecks	Locations A and C, 800 lm embankment fill	0	0	0	11,000	11,000
5. Structural Bottlenecks	nil	0	0	0	0	0
6. Operational Expenses	Preparation contract doc's, and procurement	4,000	4,000	4,000	0	12,000
Total Budget Requirement		32,390	64,000	4,000	11,000	111,390
Un-spent Balance Remaining		1,300	0	0	0	1,300
Release Request for Next Quarter		31,090	64,000	4,000	11,000	110,090

The following Attachments are included with this Quarterly Progress Report -

Note 1. If this is the First Quarterly Progress Report, then the following need to be Attachments -

- Forms D1, D2 and D3 detailing the Annual District Road Work Plan for the current FY - these should have been provided with the Fourth Quarterly Progress Report of the previous FY; refer Note 3. below
- Form B1 - Expenditure Schedule detailing actual spending during this Quarter and planned spending for the remainder of this FY
- Form B2 - Works Implementation Schedule detailing actual works done this Quarter and planned for the remainder of this FY
- Form B3 - Summary of Actual Expenditure during this Quarter together with the Fund Request for the following Quarter
- Form B4 - Quarterly Progress Report detailing all district road works undertaken during this Quarter and planned for the remainder of this FY
- Bank Statement detailing all transactions during and to the end of this quarter

Note 2. If this is the Second and Third Quarterly Progress Reports, then the following need to be Attachments -

- Form B1 - Expenditure Schedule detailing actual spending during this Quarter and planned spending for the remainder of this FY
- Form B2 - Works Implementation Schedule detailing actual works done this Quarter and planned for the remainder of this FY
- Form B3 - Summary of Actual Expenditure during this Quarter together with the Fund Request for the following Quarter
- Form B4 - Quarterly Progress Report detailing all district road works undertaken during this Quarter and planned for the remainder of this FY
- Bank Statement detailing all transactions during and to the end of this quarter

Note 3. If this is the Fourth Quarterly Progress Report, the list of Attachments will be as follows;

- Forms B1, B2, B3 and B4 for the last Quarter of the current FY including, in Form B3, the Fund Request for the following Quarter which will be the first quarter of the next FY
- Form D1 - Annual District Road Work Plan for next FY, detailing the Expenditure Schedule for those works planned for implementation during the FY
- Form D2 - Annual District Road Work Plan for the next FY, detailing the Works Implementation Schedule or programme for all those works planned during the FY
- Form D3 - Annual District Road Work Plan for the next FY, detailing, for each of the works to be performed, the funding required, its source of origin, and the planned schedule for quarterly Fund Releases to ensure achievement of the works programme
- Bank Statement detailing all transactions during and to the end of this quarter

Yours sincerely,

Chief Administrative Officer
....Lira..... District Local Government

CC DLG Engineer,Lira..... District
LCV Chairman,Lira..... District
Sec. of Works,Lira..... District
Chairperson of the District Public Accounts Committee,
Chief Internal Auditor,
RDC,Lira..... District
Director Budget, MFPED, Kampala
Donor Representative (s) - in all cases where donor funds are provided

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

District: Expenditure Schedule (Ref: Volume 3, Manual B) for First Quarter of FY ____ / ____

Planned Expenditure this Quarter and to Date (Ush 000)											Actual Expenditure (Ush 000) to Date & Planned Next Quarter(s)														
Dist. Prior	Dist. Road Link No.	Total Road Len. (km)	Road Sect. Len. (km)	Routine Maint. (RM)	Periodic Maint. (PM)	Rehab. (RH)	Road Botmk (SR)	Struc. Botmk (ST)	Total Planned Expend. this Qr	Total Planned Expend. to Date	First Quarter			Second Quarter			Third Quarter			Fourth Quarter			Total Actual Expend. this Qr	Total Actual Expend. to Date	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	(x)	(y)	
1	2201	23.50	23.50	3,090	0	0	0	0	3,090	3,090	(l)	1,000	1,000	1,000	1,150	1,150	6,250	5,000	5,000	1,150	1,150	1,150	1,300	2,000	2,000
1	2201	23.50	10.00		0	0	0	0		0					30,000	30,000	27,500						0	0	
2	2204	20.75	15.75	2,070	0	0	0	0	2,070	2,070		600	600	700	700	6,700	5,000	7,000	800	800	800	1,200	1,200	1,200	
2	2204	20.75	5.00		0	0	0	0		0							35,000	35,000					0	0	
3	2207	26.00	21.00	2,760	0	0	0	0	2,760	2,760		850	900	1,070	1,070	1,070		5,000	1,070	1,070	1,070	1,030	1,750	1,750	
3	2207	26.00	6.00		0	0	0	0		0								30,000	22,500				0	0	
3	2207	26.00	5.00		0	0	0	0		0									35,000	35,000			0	0	
4	2208	13.50	13.50	1,770	0	0	0	0	1,770	1,770		500	500	700	700	700			700	700	700	700	1,000	1,000	
4	2208	13.50	5.00		0	0	0	0		0											25,000	18,750	0	0	
5	2202	23.80	23.80	3,120	0	0	0	0	3,120	3,120		1,000	1,000	1,200	1,200	1,200	3,000		1,200	1,200	1,200	1,200	2,000	2,000	
6	2203	16.30	16.30	2,130	0	0	0	0	2,130	2,130		700	700	800	800	800			800	800	800	900	1,400	1,400	
7	2206	12.20	12.20	1,590	0	0	0	0	1,590	1,590		500	500	610	610	610		1,500	610	610	610	640	1,000	1,000	
8	2205	13.00	13.00	1,740	0	0	0	0	1,740	1,740		550	550	670	670	670			670	670	670	680	1,100	1,100	
9	2211	21.70	21.70	2,850	0	0	0	0	2,850	2,850		900	950	1,050	1,050	1,050			1,100	1,100	1,100	1,200	1,850	1,850	
10	2209	16.90	16.90	2,220	0	0	0	0	2,220	2,220		700	700	860	860	860		1,500	860	860	860	840	1,400	1,400	
11	2210	12.30	12.30	1,620	0	0	0	0	1,620	1,620		500	500	620	620	620			630	630	630	650	1,000	1,000	
Works Expenditure				24,960	0	0	0	0	24,960	24,960	0	7,800	7,900	9,430	39,430	50,530	75,500	85,000	67,090	44,590	34,590	29,090	15,700	15,700	
Operational Expenditure				2,668	4,488	3,845	0	0	11,000	11,000	2,000	2,500	3,500	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	8,000	8,000	
Total Expenditure				27,628	4,488	3,845	0	0	35,960	35,960	2,000	10,300	11,400	13,430	43,430	54,530	79,500	89,000	71,090	48,590	38,590	33,090	23,700	23,700	
Total Actual Quarterly Expenditure (Ush 000) to Date inc. this Quarter and Planned											23,700			111,390			239,590			120,270			494,950		
Cumulative Actual Quarterly Expenditure (Ush 000) to Date											23,700														
Actual Funds Received by Quarter to Date (Ush 000)											25,000														
Cumulative Actual Funds Received by Quarter to Date (Ush 000)											25,000														
Balance of Funds Available at end this Quarter - (+) / (-)											+ 1,300														

Signed:

(DLGE)

Signed:

(Sec. of Works)

Signed:

(CAO)

Date:

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

District: Works Implementation Schedule (Ref: Volume 3, Manual B) for First Quarter of FY ____ / ____

Planned Interventions/Works this Quarter and to Date											Actual Interventions/Works to Date & Planned Next Quarter(s)														
Dist. Prior	Dist. Road Link No.	Total Road Len. (km)	Road Sect. Len. (km)	Routine Maint. (RM) (km)	Periodic Maint. (PM) (km)	Rehab. (RH) (km)	Road Botmk (SR)	Struc. Botmk (ST)	Total Planned Works this Qr	Total Planned Works to Date	First Quarter			Second Quarter			Third Quarter			Fourth Quarter			Actual Works Done this Qr	Actual Works Done to Date	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	(x)	(y)	
1	2201	23.50	23.50	6	0	0	0	0	6	6	0	2	2	2	2	2/A	0/B	0/B	4	4	4	1.50	4	4	
1	2201	23.50	10.00	0	0	0	0	0	0	0	0	0	0	0	3	4	3	0	0	0	0	0	0	0	
2	2204	20.75	15.75	5	0	0	0	0	5	5	0	2	2	2	2	2/C	0/D	0/D	2	2	1	0.75	4	4	
2	2204	20.75	5.00	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3	0	0	0	0	0	0	
3	2207	26.00	21.00	5	0	0	0	0	5	5	0	2	2	2	2	2	0	0/E	3	3	3	2	4	4	
3	2207	26.00	6.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	
3	2207	26.00	5.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3	0	0	0	0	
4	2208	13.50	13.50	5	0	0	0	0	5	5	0	2	2	2	2	2	0	0	1	1	1	0.50	4	4	
4	2208	13.50	5.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3	0	0	0	
5	2202	23.80	23.80	5	0	0	0	0	5	5	0	2	2	2	2	2	0/F	0	4	4	3	2.80	4	4	
6	2203	16.30	16.30	5	0	0	0	0	5	5	0	2	2	2	2	2	0	0	2	2	1.30	1	4	4	
7	2206	12.20	12.20	5	0	0	0	0	5	5	0	2	2	2	2	2	0	0/G	0.70	0.50	0.50	0.50	4	4	
8	2205	13.00	13.00	5	0	0	0	0	5	5	0	2	2	2	2	2	0	0	1	1	1	0	4	4	
9	2211	21.70	21.70	5	0	0	0	0	5	5	0	2	2	2	2	2	0	0	3	3	3	2.70	4	4	
10	2209	16.90	16.90	5	0	0	0	0	5	5	0	2	2	2	2	2	0	0/H	2	2	2	0.90	4	4	
11	2210	12.30	12.30	5	0	0	0	0	5	5	0	2	2	2	2	2	0	0	0.80	0.50	0.50	0.50	4	4	
Works Planned				56	0	0	0	0	56	56	0	22	22	22	22	22	0	0	23.5	23	20.30	13.15	44	44	
								RM - km	56	56	0	0	0	0	0	0	0	0	0	23.5	23	20.30	13.15	44	44
								PM - km	0	0	0	0	0	0	3	4	3	3	3	0	3	2	0	0	0
								RH - km	0	0	0	0	0	0	0	0	2	3	2	3	0	0	0	0	0
								SR / ST	0	0	0	0	0	0	0	A,C	B,D,F	E,G,H	0	0	0	0	0	0	0

Notes: 1. Columns (a) to (d) are same as Form B1. Columns (e) to (k), also similar to Form B1, detail Planned Interventions/Works. Columns (l) to (w) detail Actual Works Done to date and Planned.
2. Details, including locations, of SR and ST Works are detailed in Form D2

Signed: (DLGE) Signed: (Sec. of Works) Signed: (CAO) Date:

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

District:

Summary of Actual Expenditure (Ush 000) or FIRST Quarter of FY / - Reference Volume 3, Manual B

ACTUAL INTERVENTIONS/WORKS DONE THIS QUARTER - refer Forms B1 and B2 (A)	PAF I (B)	PAF II (C)	PAF III (D)	DONOR Danida (E)	DONOR USAID (F)	DIST DEV FUND (G)	OTHER (H)	TOTAL ACTUAL EXPENDITURE		TOTAL PAF EXPENDITURE	TOTAL PLANNED ANNUAL EXPEND (M)	PROG TO DATE % (N)
								THIS QUTR (I)	TO DATE (J)	THIS QUTR (K)	TO DATE (L)	
Routine Maint (RM) - 44 KM	15,700	0	0	0	0	0	0	15,700	15,700	15,700	83,200	19
Periodic Maint (PM) - NIL	0	0	0	0	0	0	0	0	0	0	183,750	0
Rehab (RH) - NIL	0	0	0	0	0	0	0	0	0	0	140,000	0
Road Botnk (SR) - NIL	0	0	0	0	0	0	0	0	0	0	11,000	0
Structure Botnk (ST) - NIL	0	0	0	0	0	0	0	0	0	0	33,000	0
Operational Expenses	2,000	2,500	3,500	0	0	0	0	8,000	8,000	8,000	44,000	18
TOTALS	17,700	2,500	3,500	0	0	0	0	23,700	23,700	23,700	494,950	5
QUARTERLY SUMMARY												
First Quarter	17,700	2,500	3,500	0	0	0	0	Quarter 23,700	Cum. 23,700	Quarter 23,700	Quarter 35,960	66
Second Quarter											106,960	
Third Quarter											237,320	
Fourth Quarter											114,710	
TOTALS	17,700	2,500	3,500	0	0	0	0	23,700	23,700	23,700	494,950	5

Fund Request (Ush 000) for SECOND Quarter of FY /

PLANNED INTERVENTIONS/WORKS - NEXT QUARTER - refer Forms B1 and B2 (O)	PAF I (P)	PAF II (Q)	PAF III (R)	DONOR Danida (S)	DONOR USAID (T)	DIST DEV FUND (U)	OTHER (V)	TOTAL PLANNED EXPENDITURE (W)
Routine Maint (RM) - 66 KM	28,390	0	0	0	0	0	0	28,390
Periodic Maint (PM) - 7 KM	0	60,000	0	0	0	0	0	60,000
Rehab (RH) - NIL	0	0	0	0	0	0	0	0
Road Botnk (SR) - Locations A and C	0	0	0	0	11,000	0	0	11,000
Structure Botnk (ST) - NIL	0	0	0	0	0	0	0	0
Operational Expenses - Preparation contract doc's / procurement	4,000	4,000	4,000	0	0	0	0	12,000
Sub Totals	32,390	64,000	4,000	0	11,000	0	0	111,390
Balance Available - refer Form B1	1,300	0	0	0	0	0	0	
TOTAL FUND REQUEST NEXT QUARTER by SOURCE	31,090	64,000	4,000	0	11,000	0	0	

Signed: _____

(DLGE)

Signed: _____ (Sec. of Works)

(CAO)

Date: _____

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

Form B 4

District:

Reporting Period: FIRST Quarter, FY / Page 1

Contract Number Type of Works Source of Funds	Workplan Estimate (Ush)	Engineers Estimate (Ush)	Contract Price (Ush)	Date Contract Awarded	Contract Duration (weeks)	Date Work Actually Started	Scheduled Completion Date	Actual Completion Date	Contract Time Worked (%)	Physical Progress to Date (%)	Current Contract Price (Ush)	Cumulative Payments to Date (Ush)	Financial Progress to Date (%)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
2201/01/0102/RM - PAF I	10,300,000	10,300,000	10,300,000	02/07/01	40	04/08/01	30/06/02		22	20	10,300,000	2,000,000	19
2201/02/0102/PM - PAF II	87,500,000	87,500,000											
2201/03/0102/ST - Donor	5,000,000	5,000,000											
2201/04/0102/ST - Donor	10,000,000	10,000,000											
2204/01/0102/RM - PAF I	6,900,000	6,900,000	6,900,000	02/07/01	40	05/08/01	30/06/02		22	20	6,900,000	1,200,000	17
2204/02/0102/RH - PAF III	70,000,000	70,000,000											
2204/03/0102/SR - Donor	6,000,000	6,000,000											
2204/04/0102/ST - Donor	12,000,000	12,000,000											
2207/01/0102/RM - PAF I	9,200,000	9,200,000	9,200,000	02/07/01	40	04/08/01	30/06/02		22	25	9,200,000	1,750,000	19
2207/02/0102/PM - PAF II	52,500,000	52,500,000											
2207/03/0102/RH - PAF III	70,000,000	70,000,000											
2207/04/0102/ST - Donor	5,000,000	5,000,000											
2208/01/0102/RM - PAF I	5,900,000	5,900,000	5,900,000	02/07/01	40	03/08/01	30/06/02		22	20	5,900,000	1,000,000	17
2208/02/0102/PM - PAF II	43,750,000	43,750,000											
2202/01/0102/RM - PAF I	10,400,000	10,400,000	10,400,000	02/07/01	40	03/08/01	30/06/02		22	20	10,400,000	2,000,000	19
2202/02/0102/ST - Donor	3,000,000	3,000,000											
2203/010102/RM - PAF I	7,100,000	7,100,000	7,100,000	03/07/01	40	03/08/01	30/06/02		22	20	7,100,000	1,400,000	20
2206/01/0102/RM - PAF I	5,300,000	5,300,000	5,300,000	03/07/01	40	04/08/01	30/06/02		22	20	5,300,000	1,000,000	19
2206/02/0102/ST - Donor	1,500,000	1,500,000											
2205/01/0102/RM - PAF I	5,800,000	5,800,000	5,800,000	03/07/01	40	03/08/01	30/06/02		22	20	5,800,000	1,100,000	19
2211/01/0102/RM - PAF I	9,500,000	9,500,000	9,500,000	03/07/01	40	03/08/01	30/06/02		22	20	9,500,000	1,850,000	19
2209/01/0102/RM - PAF I	7,400,000	7,400,000	7,400,000	03/07/01	40	03/08/01	30/06/02		22	20	7,400,000	1,400,000	19
2209/02/0102/ST - Donor	1,500,000	1,500,000											
2210/01/0102/RM - PAF I	5,400,000	5,400,000	5,400,000	03/07/01	40	03/08/01	30/06/02		22	20	5,400,000	1,000,000	19
	450,950,000	450,950,000	83,200,000								83,200,000	15,700,000	

Total Commitments to Date

Ush 83,200,000

Total Approved Annual Budget

Ush 450,950,000

Remaining Available Balance

Ush 367,750,000

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

Form B 4

District:

Notes to the above Table -

- 1. Contract Number = District No and Road No/Contract No on that road for that year/Financial Year/Type of Works - Source of Funds
- 2. Definitions of Types of Work; RM - routine maintenance, PM - periodic maintenance, RH - rehabilitation, ST - structures, SR - spot repairs (inc. earthwork, minor structures and spot gravel), OT - other detailed in Explanation/Comments below
- 3. Comments regarding Contract performance (refer Contract Ref. No in above Table) -
 - 3.1 First Fund Release delayed till end July. As a result no contracts could be signed until early August

Signed (DLGEngineer)

Dated:

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
..... DISTRICT LOCAL GOVERNMENT
P.O. BOX, DISTRICT

Date:

The Permanent Secretary
 Ministry of Works, Housing and Communications
 P O Box 10
 Entebbe

ATTN: P.X.E. Eng Were Higenyi

Dear Sir,

RE: Submission of ...Second.. Quarterly Progress Report for District Road Works Funded by PAF inLira..... District for Financial Year /

Please find herewithSecond.... Quarterly Progress Report for district road works in*Lira*..... district.

Table A below provides a summary of achievements against planned activities for this reporting period; refer Annual District Road Work Plan for FY /, and Forms B1, B2, B3 and B4, attached hereto, detailing planned activities and actual achievements during this reporting period.

Table A - Summary of Quarterly Progress Report - PAF

ACTIVITY	PLANNED		ACHIEVED		VARIATION	REASONS FOR VARIATIONS
	Target	Budget (a) (Ush 000)	Actual	Expend. (b) (Ush 000)	(a) - (b) (Ush 000)	
1. Routine Mt	66 km	28,390	64 km	28,770	390 (overspent)	
2. Periodic Mt	7 km	60,000	6 km	56,600	3,400	
3. Rehabilitation	0	0	0	0	0	
4. Road Bottlenecks	(A, C)	(11,000)	(A, C)	(11,000)	0	
5. Structural Bottlenecks	0	0	0	0	0	
6. Operational / Undistributed Exp.	Procurement activities	12,000	Procurement activities	11,000	1,000	
7. Bank charges	-	0	-	0	0	
Totals	Budget	100,390	Expend.	96,370	4,010	
Balance at End Previous Quarter				1,300		
Funds Received This Quarter				104,000		
Balance Remaining				8,930		

Those activities planned but not undertaken during this Quarter are included in the plan for the subsequent Quarter(s) of this FY; refer Forms B1, B2, B3 and B4, attached hereto.

The list of all those roads on which works were performed during this reporting period follows; refer ADRICS Inventory data for official road names, and Form B2 of this Quarterly Progress Report -

Road No	Road Name	Length Worked On (km)		Type of Works Done (km)			
		Planned	Actual	RM	PM	RH	SR/ST
2201	mmm - (full official name as per Inventory)	13	12	6	6		A
2204	kkk	6	6	6			C
2207	ooo	6	6	6			
2208	uuu	6	6	6			
2202	ttt	6	6	6			
2203	ddd	6	5	5			
2206	sss	6	6	6			
2205	eee	6	5	5			
2211	vvv	6	6	6			
2209	yyy	6	6	6			
2210	mmm	6	6	6			
Totals (km)		73	70	64	6	0	

Table B below provides a cumulative summary of achievements against planned activities up to and including this reporting period; refer Annual District Road Work Plan for FY, and Forms B1, B2, B3 and B4 detailing planned activities and actual achievements during this and previous reporting periods.

Table B - Cumulative Summary of Quarterly Progress Report(s) - PAF

ACTIVITY	PLANNED		ACHIEVED		COMMENTS
	Target	Budget (Ush 000)	Actual	Expend. (Ush 000)	
1. Routine Mt	110 km	44,090	108 km	44,470	PAF I PAF II Funding for these road bottlenecks was provided by donor - USAID PAF
2. Periodic Mt	7 km	60,000	6 km	56,600	
3. Rehabilitation	0	0	0	0	
4. Road Bottlenecks	(A, C)	(11,000)	(A, C)	(11,000)	
5. Structural Bottlenecks	0	0	0	0	
6. Operational / Undistributed Exp.	Procurement activities	20,000	Procurement activities	19,000	
7. Bank charges	-	0	-	0	
Totals	Budget	124,090	Expend.	120,070	
Funds Received to Date				129,000	
Un-spent Balance Remaining				8,930	
Un-presented Cheques				0	
Balance on Bank Statement				8,930	- Copy of Bank Statement Attached

Table C below provides justification for the Release Request for the next quarter; refer Forms B1, B2 and B3

Table C - Quarterly Budget Request - All Funding Sources inc. PAF

ACTIVITY	PLAN FOR QUARTER	PAF I	PAF II	PAF III	Other	TOTAL QUARTER (Ush 000)
1. Routine Maintenance	23.5 km	9,665				9,665
2. Periodic Maintenance	10 km	0	83,400			83,400
3. Rehabilitation	7 km	0		105,000		105,000
4. Road Bottlenecks	nil	0				0
5. Structural Bottlenecks	Locations B, D, E, F, G and H	0			33,000	33,000
6. Operational Expenses	Procurement and supervision	4,000	4,000	4,000	0	12,000
Total Budget Requirement		13,665	87,400	109,000	33,000	243,065
Un-spent Balance Remaining		2,000	3,000	3,930	0	8,930
Release Request for Next Quart		11,665	84,400	105,070	33,000	234,135

The following Attachments are included with this Quarterly Progress Report -

Note 1. If this is the First Quarterly Progress Report, then the following need to be Attachments -

- Forms D1, D2 and D3 detailing the Annual District Road Work Plan for the current FY - these should have been provided with the Fourth Quarterly Progress Report of the previous FY; refer Note 3. below
- Form B1 - Expenditure Schedule detailing actual spending during this Quarter and planned spending for the remainder of this FY
- Form B2 - Works Implementation Schedule detailing actual works done this Quarter and planned for the remainder of this FY
- Form B3 - Summary of Actual Expenditure during this Quarter together with the Fund Request for the following Quarter
- Form B4 - Quarterly Progress Report detailing all district road works undertaken during this Quarter and planned for the remainder of this FY
- Bank Statement detailing all transactions during and to the end of this quarter

Note 2. If this is the Second and Third Quarterly Progress Reports, then the following need to be Attachments -

- Form B1 - Expenditure Schedule detailing actual spending during this Quarter and planned spending for the remainder of this FY
- Form B2 - Works Implementation Schedule detailing actual works done this Quarter and planned for the remainder of this FY
- Form B3 - Summary of Actual Expenditure during this Quarter together with the Fund Request for the following Quarter
- Form B4 - Quarterly Progress Report detailing all district road works undertaken during this Quarter and planned for the remainder of this FY
- Bank Statement detailing all transactions during and to the end of this quarter

Note 3. If this is the Fourth Quarterly Progress Report, the list of Attachments will be as follows;

- Forms B1, B2, B3 and B4 for the last Quarter of the current FY including, in Form B3, the Fund Request for the following Quarter which will be the first quarter of the next FY
- Form D1 - Annual District Road Work Plan for next FY, detailing the Expenditure Schedule for those works planned for implementation during the FY
- Form D2 - Annual District Road Work Plan for the next FY, detailing the Works Implementation Schedule or programme for all those works planned during the FY
- Form D3 - Annual District Road Work Plan for the next FY, detailing, for each of the works to be performed, the funding required, its source of origin, and the planned schedule for quarterly Fund Releases to ensure achievement of the works programme
- Bank Statement detailing all transactions during and to the end of this quarter

Yours sincerely,

Chief Administrative Officer

...*Lira*.... District Local Government

CC DLG Engineer,*Lira*..... District
LCV Chairman,*Lira*..... District
Sec. of Works,*Lira*..... District
Chairperson of the District Public Accounts Committee,
Chief Internal Auditor,
RDC,*Lira*..... District
Director Budget, MFPED, Kampala
Donor Representative (s) - in all cases where donor funds are provided

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

District: Expenditure Schedule (Ref: Volume 3, Manual B) for Second Quarter of FY ____ / ____

Planned Expenditure this Quarter and to Date (Ush 000)											Actual Expenditure (Ush 000) to Date & Planned Next Quarter(s)														
Dist. Prior	Dist. Road Link No.	Total Road Len. (km)	Road Sect. Len. (km)	Routine Maint. (RM)	Periodic Maint. (PM)	Rehab. (RH)	Road Botmk (SR)	Struc. Botmk (ST)	Total Planned Expend. this Qr	Total Planned Expend. to Date	First Quarter			Second Quarter			Third Quarter			Fourth Quarter			Total Actual Expend. this Qr	Total Actual Expend. to Date	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	(x)	(y)	
1	2201	23.50	23.50	3,550	0	0	5,000	0	8,550	10,550		1,000	1,000	1,000	1,100	6,300	5,000	5,000	1,180	1,190	1,190	1,200	8,550	10,550	
1	2201	23.50	10.00	0	60,000	0	0	0	60,000	60,000					25,600	31,000	30,900						56,600	56,600	
2	2204	20.75	15.75	2,100	0	0	6,000	0	8,100	9,300		600	600	700	700	6,700	5,000	7,000	900	900	900	900	8,100	9,300	
2	2204	20.75	5.00	0	0	0	0	0	0	0							35,000	35,000					0	0	
3	2207	26.00	21.00	3,210	0	0	0	0	3,210	4,960		850	900	1,070	1,070	1,070		5,000	1,060	1,060	1,060	1,060	3,210	4,960	
3	2207	26.00	6.00	0	0	0	0	0	0	0								30,000	22,500				0	0	
3	2207	26.00	5.00	0	0	0	0	0	0	0									35,000	35,000			0	0	
4	2208	13.50	13.50	2,100	0	0	0	0	2,100	3,100		500	500	700	700	700			700	700	700	700	2,100	3,100	
4	2208	13.50	5.00	0	0	0	0	0	0	0											25,000	18,750	0	0	
5	2202	23.80	23.80	3,600	0	0	0	0	3,600	5,600		1,000	1,000	1,000	1,200	1,200	3,000		1,200	1,200	1,200	1,200	3,600	5,600	
6	2203	16.30	16.30	2,400	0	0	0	0	2,400	3,800		700	700	700	800	800	800		825	825	825	825	2,400	3,800	
7	2206	12.20	12.20	1,830	0	0	0	0	1,830	2,830		500	500	500	600	620	630		1,500	600	600	650	1,850	2,850	
8	2205	13.00	13.00	2,010	0	0	0	0	2,010	3,110		550	550	550	670	680	670			670	670	670	2,020	3,120	
9	2211	21.70	21.70	3,150	0	0	0	0	3,150	5,000		900	950	950	1,150	1,150	1,200		1,040	1,040	1,040	1,030	3,500	5,350	
10	2209	16.90	16.90	2,580	0	0	0	0	2,580	3,980		700	700	700	860	860	860		1,500	855	855	844	2,580	3,980	
11	2210	12.30	12.30	1,860	0	0	0	0	1,860	2,860		500	500	500	620	620	620			635	635	655	1,860	2,860	
Works Expenditure				28,390	60,000	0	11,000	0	99,390	115,090	0	7,800	7,900	9,470	35,150	51,750	78,900	85,000	67,165	44,675	34,665	28,475	96,370	112,070	
Operational Expenditure				4,000	4,000	4,000	0	0	12,000	20,000	2,000	2,500	3,500	3,500	3,800	3,700	4,000	4,000	4,000	4,500	4,500	4,500	11,000	19,000	
Total Expenditure				32,390	64,000	4,000	11,000	0	111,390	135,090	2,000	10,300	11,400	12,970	38,950	55,450	82,900	89,000	71,165	48,675	39,165	32,975	107,370	131,070	
Total Actual Quarterly Expenditure (Ush 000) to Date inc. this Quarter and Planned											23,700			107,370			243,065			120,815			494,950		
Cumulative Actual Quarterly Expenditure (Ush 000) to Date											23,700			131,070											
Actual Funds Received by Quarter to Date (Ush 000)											25,000			115,000											
Cumulative Actual Funds Received by Quarter to Date (Ush 000)											25,000			140,000											
Balance of Funds Available at end this Quarter - (+) / (-)											+ 1,300			+ 8,930											

Signed: _____

(DLGE)

Signed: _____

(Sec. of Works)

Signed: _____

(CAO)

Date: _____

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

District: Works Implementation Schedule (Ref: Volume 3, Manual B) for Second Quarter of FY ____ / ____

Planned Interventions/Works this Quarter and to Date											Actual Interventions/Works to Date & Planned Next Quarter(s)														
Dist. Prior	Dist. Road Link No.	Total Road Len. (km)	Road Sect. Len. (km)	Routine Maint. (RM) (km)	Periodic Maint. (PM) (km)	Rehab. (RH) (km)	Road Botk (SR)	Struc. Botk (ST)	Total Planned Works this Qr	Total Planned Works to Date	First Quarter			Second Quarter			Third Quarter			Fourth Quarter			Actual Works Done this Qr	Actual Works Done to Date	
											July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)	(w)	(x)	(y)	
1	2201	23.50	23.50	6	0	0	A	0	6/A	10/A	0	2	2	2	2	2/A	0/B	0/B	4	4	4	1.50	6/A	10/A	
1	2201	23.50	10.00	0	7	0	0	0	7	0	0	0	0	0	3	3	4	0	0	0	0	0	6	6	
2	2204	20.75	15.75	6	0	0	C	0	6/C	10/C	0	2	2	2	2	2/C	0/D	0/D	2	2	1	0.75	6/C	10/C	
2	2204	20.75	5.00	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3	0	0	0	0	0	0	
3	2207	26.00	21.00	6	0	0	0	0	6	10	0	2	2	2	2	2	0	0/E	3	3	3	2	6	10	
3	2207	26.00	6.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	
3	2207	26.00	5.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3	0	0	0	0	
4	2208	13.50	13.50	6	0	0	0	0	6	10	0	2	2	2	2	2	0	0	1	1	1	0.50	6	10	
4	2208	13.50	5.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3	0	0	0	
5	2202	23.80	23.80	6	0	0	0	0	6	10	0	2	2	2	2	2	0/F	0	4	4	3	2.80	6	10	
6	2203	16.30	16.30	6	0	0	0	0	6	10	0	2	2	2	2	1	0	0	2.5	2.5	1.30	1	5	9	
7	2206	12.20	12.20	6	0	0	0	0	6	10	0	2	2	2	2	2	0	0/G	0.70	0.50	0.50	0.50	6	10	
8	2205	13.00	13.00	6	0	0	0	0	6	10	0	2	2	2	2	1	0	0	1	1	1	1	5	9	
9	2211	21.70	21.70	6	0	0	0	0	6	10	0	2	2	2	2	2	0	0	3	3	3	2.70	6	10	
10	2209	16.90	16.90	6	0	0	0	0	6	10	0	2	2	2	2	2	0	0/H	2	2	2	0.90	6	10	
11	2210	12.30	12.30	6	0	0	0	0	6	10	0	2	2	2	2	2	0	0	0.80	0.50	0.50	0.50	6	10	
Works Planned				66	7	0	A,C	0																	
											RM - km	66												64	108
											PM - km	7												6	6
											RH - km	0												0	0
											SR / ST	A,C												0	A,C

Notes: 1. Columns (a) to (d) are same as Form B1. Columns (e) to (k), also similar to Form B1, detail Planned Interventions/Works. Columns (l) to (w) detail Actual Works Done to date and Planned.
2. Details, including locations, of SR and ST Works are detailed in Form D2

Signed: (DLGE) Signed: (Sec. of Works) Signed: (CAO) Date:

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

District:

Summary of Actual Expenditure (Ush 000) for SECOND Quarter of FY / - Reference Volume 3, Manual B

ACTUAL INTERVENTIONS/WORKS DONE THIS QUARTER - refer Forms B1 and B2 (A)	PAF I (B)	PAF II (C)	PAF III (D)	DONOR Danida (E)	DONOR USAID (F)	DIST DEV FUND (G)	OTHER (H)	TOTAL ACTUAL EXPENDITURE		TOTAL PAF EXPENDITURE		TOTAL PLANNED TO ANNUAL EXPEND (M)	PROG TO DATE % (N)
								THIS QTR (I)	TO DATE (J)	THIS QTR (K)	TO DATE (L)		
Routine Maint (RM) - 64 KM	28,770	0	0	0	0	0	0	28,770	44,470	28,770	44,470	83,200	54
Periodic Maint (PM) - 6 KM	0	56,600	0	0	0	0	0	56,600	56,600	56,600	56,600	183,750	31
Rehab (RH) - NIL	0	0	0	0	0	0	0	0	0	0	0	140,000	0
Road Botnk (SR) - A and C	0	0	0	0	11,000	0	0	11,000	11,000	0	0	11,000	100
Structure Botnk (ST) - NIL	0	0	0	0	0	0	0	0	0	0	0	33,000	0
Operational Expenses	3,500	3,800	3,700	0	0	0	0	11,000	19,000	11,000	19,000	44,000	43
TOTALS	32,270	60,400	3,700	0	11,000	0	0	107,370	131,070	96,370	120,070	494,950	5
QUARTERLY SUMMARY								Quarter	Cum.	Quarter	Cum.	Quarter	%
First Quarter	17,700	2,500	3,500	0	0	0	0	23,700	23,700	23,700	23,700	35,960	66
Second Quarter	32,270	60,400	3,700	0	11,000			107,370	131,070	96,370	120,070	106,960	112
Third Quarter												237,320	
Fourth Quarter												114,710	
TOTALS	49,970	62,900	7,200	0	11,000	0	0	131,070	131,070	120,070	120,070	494,950	24

Fund Request (Ush 000) for THIRD Quarter of FY /

PLANNED INTERVENTIONS/WORKS - NEXT QUARTER - refer Forms B1 and B2 (O)	PAF I (P)	PAF II (Q)	PAF III (R)	DONOR Danida (S)	DONOR USAID (T)	DIST DEV FUND (U)	OTHER (V)	TOTAL PLANNED EXPENDITURE (W)
Routine Maint (RM) - 23.5 KM	9,665	0	0	0	0	0	0	9,665
Periodic Maint (PM) - 10 KM	0	83,400	0	0	0	0	0	83,400
Rehab (RH) - 7 KM	0	0	105,000	0	0	0	0	105,000
Road Botnk (SR) - NIL	0	0	0	0	0	0	0	0
Structure Botnk (ST) - Locations B,D,E,F,G and H	0	0	0	33,000	0	0	0	33,000
Operational Expenses - Procurement / contract supervision	4,000	4,000	4,000	0	0	0	0	12,000
Sub Totals	13,665	87,400	109,000	33,000	0	0	0	243,065
Balance Available - refer Form B1	2,000	3,000	3,930	0	0	0	0	
TOTAL FUND REQUEST NEXT QUARTER by SOURCE	11,665	84,400	105,070	33,000	0	0	0	

Signed: _____

(DLGE)

Signed: _____

(Sec. of Works)

Signed: _____

(CAO)

Date: _____

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

Form B 4

District: Worked Ex

Reporting Period: SECOND Quarter, FY /

Contract Number Type of Works Source of Funds	Workplan Estimate (Ush)	Engineers Estimate (Ush)	Contract Price (Ush)	Date Contract Awarded	Contract Duration (weeks)	Date Work Actually Started	Scheduled Completion Date	Actual Completion Date	Contract Time Worked (%)	Physical Progress to Date (%)	Current Contract Price (Ush)	Cumulative Payments to Date (Ush)	Financial Progress to Date (%)
2201/01/0102/RM - PAF I	10,300,000	10,300,000	10,300,000	02/07/01	40	04/07/01	30/06/02		55	60	10,300,000	5,550,000	54
2201/02/0102/PM - PAF II	87,500,000	87,500,000	87,500,000	25/10/01	12	03/11/01	31/01/02		65	70	87,500,000	56,600,000	65
2201/03/0102/SR - Donor	5,000,000	5,000,000	5,000,000	15/11/01	4	02/12/01	31/12/01	30/12/01	100	100	5,000,000	5,000,000	100
2201/04/0102/ST - Donor	10,000,000	10,000,000	10,000,000	27/12/01	9					0	10,000,000	0	0
2204/01/0102/RM - PAF I	6,900,000	6,900,000	6,900,000	02/07/01	40	05/07/01	30/06/02		55	60	6,900,000	3,300,000	48
2204/02/0102/RH - PAF III	70,000,000	70,000,000	70,000,000	27/12/01	9					0	70,000,000	0	0
2204/03/0102/SR - PAF III	6,000,000	6,000,000	6,000,000	15/11/01	4	02/12/01	30/12/01	30/12/01	100	100	6,000,000	6,000,000	100
2204/04/0102/ST - Donor	12,000,000	12,000,000	12,000,000	27/12/01	9					0	12,000,000	0	0
2207/01/0102/RM - PAF I	9,200,000	9,200,000	9,200,000	02/07/01	40	04/07/01	30/06/02		55	55	9,200,000	4,960,000	54
2207/02/0102/PM - PAF II	52,500,000	52,500,000	52,500,000								52,500,000	0	0
2207/03/0102/RH - PAF III	70,000,000	70,000,000	70,000,000								70,000,000	0	0
2207/04/0102/ST - Donor	5,000,000	5,000,000	5,000,000								5,000,000	0	0
2208/01/0102/RM - PAF I	5,900,000	5,900,000	5,900,000	02/07/01	40	03/07/01	30/06/02		55	50	5,900,000	3,100,000	53
2208/02/0102/PM - PAF II	43,750,000	43,750,000	43,750,000								43,750,000	0	0
2202/01/0102/RM - PAF I	10,400,000	10,400,000	10,400,000	02/07/01	40	03/07/01	30/06/02		55	55	10,400,000	5,600,000	54
2202/02/0102/ST - Donor	3,000,000	3,000,000	3,000,000	27/12/01	4						3,000,000	0	0
2203/010102/RM - PAF I	7,100,000	7,100,000	7,100,000	03/07/01	40	03/07/01	30/06/02		55	50	7,100,000	3,800,000	54
2206/01/0102/RM - PAF I	5,300,000	5,300,000	5,300,000	03/07/01	40	04/07/01	30/06/02		55	60	5,300,000	2,850,000	54
2206/02/0102/ST - Donor	1,500,000	1,500,000	1,500,000								1,500,000	0	0
2205/01/0102/RM - PAF I	5,800,000	5,800,000	5,800,000	03/07/01	40	03/07/01	30/06/02		55	60	5,800,000	3,120,000	54
2211/01/0102/RM - PAF I	9,500,000	9,500,000	9,500,000	03/07/01	40	03/07/01	30/06/02		55	60	9,500,000	5,350,000	56
2209/01/0102/RM - PAF I	7,400,000	7,400,000	7,400,000	03/07/01	40	03/07/01	30/06/02		55	55	7,400,000	3,980,000	54
2209/02/0102/ST - Donor	1,500,000	1,500,000	1,500,000								1,500,000	0	0
2210/01/0102/RM - PAF I	5,400,000	5,400,000	5,400,000	03/07/01	40	03/07/01	30/06/02		55	50	5,400,000	2,860,000	53
	450,950,000	450,950,000	450,950,000								450,950,000	112,070,000	

Total Commitments to Date
Total Approved Annual Budget
Remaining Available Balance

Ush 450,950,000
Ush 450,950,000
Ush 0

District: Worked Ex

Reporting Period: SECOND Quarter, FY /

Notes to the above Table -

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

Form B 4

- 1. Contract Number = District No and Road No/Contract No on that road for that year/Financial Year/Type of Works - Source of Funds
- 2. Definitions of Types of Work; RM - routine maintenance, PM - periodic maintenance, RH - rehabilitation, ST - structures, SR - spot repairs (inc. earthwork, minor structures and spot gravel), OT - other detailed in Explanation/Comments below.
- 3. Comments regarding Contract performance (refer Contract Ref. No in above Table) -
 - 3.1 Fund releases have been timely and to the amounts requested.

Signed by DLGEngineer

Dated:

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
..... DISTRICT LOCAL GOVERNMENT
P.O. BOX , DISTRICT

Date:

The Permanent Secretary
 Ministry of Works, Housing and Communications
 P O Box 10
 Entebbe

ATTN: P.X.E. Eng Were Higenyi

Dear Sir,

RE: Submission of ...Fourth.. Quarterly Progress Report for District Road Works Funded by PAF inLira..... District for Financial Year /

Please find herewithFourth... Quarterly Progress Report for district road works inLira..... district.

Table A below provides a summary of achievements against planned activities for this reporting period; refer Annual District Road Work Plan for FY /, and Forms B1, B2, B3 and B4, attached hereto, detailing planned activities and actual achievements during this reporting period.

Table A - Summary of Quarterly Progress Report - PAF

ACTIVITY	PLANNED		ACHIEVED		VARIATION (a) - (b) (Ush 000)	REASONS FOR VARIATIONS
	Target	Budget (a) (Ush 000)	Actual	Expend. (b) (Ush 000)		
1. Routine Mt	59 km	29,065	58 km	29,065	0	All activities included in this FYs Work Plan have been 100% completed
2. Periodic Mt	5 km	(43,750)	5 km	(43,750)	0	
3. Rehabilitation	3 km	15,000 (20,000)	3 km	15,000 (20,000)	0	
4. Road Bottlenecks	0	0	0	0	0	
5. Structural Bottlenecks	0	0	0	0	0	
6. Operational / Undistributed Exp.	Supervision activities	13,000	Procurement activities	13,000	0	
7. Bank charges	-	0	-	0	0	
Totals	Budget	57,065	Expend.	57,065	0	
Balance at End Previous Quarter				865		
Funds Received This Quarter				61,250		
Balance Remaining				5,050		

Those activities planned but not undertaken during this Quarter are included in the plan for the subsequent Quarter(s) of this FY; refer Forms B1, B2, B3 and B4, attached hereto.

The list of all those roads on which works were performed during this reporting period follows; refer ADRICS Inventory data for official road names, and Form B2 of this Quarterly Progress Report -

Road No	Road Name	Length Worked On (km)		Type of Works Done (km)			
		Planned	Actual	RM	PM	RH	SR/ST
2201	mmm - (full official name as per Inventory)	9.55	9.55	9.55			
2204	kkk	3.75	3.75	3.75			
2207	ooo	11.00	11.00	8.00		3.00	
2208	uuu	7.50	7.50	2.50	5.00		
2202	ttt	9.80	9.80	9.80			
2203	ddd	4.80	4.80	4.80			
2206	sss	1.50	1.50	1.50			
2205	eee	3.00	3.00	3.00			
2211	vvv	8.70	8.70	8.70			
2209	yyy	4.90	4.90	4.90			
2210	mmm	1.50	1.50	1.50			
Totals (km)		66.00	66.00	58.00	5.00	3.00	

Table B below provides a cumulative summary of achievements against planned activities up to and including this reporting period; refer Annual District Road Work Plan for FY, and Forms B1, B2, B3 and B4 detailing planned activities and actual achievements during this and previous reporting periods.

Table B - Cumulative Summary of Quarterly Progress Report(s) - PAF

ACTIVITY	PLANNED		ACHIEVED		COMMENTS
	Target	Budget (Ush 000)	Actual	Expend. (Ush 000)	
1. Routine Mt	189.95 km	83,200	189 km	83,200	PAF I PAF II 43,750 from USAID PAF III 20,000 from Danida Funding of 11,000 for these road bottlenecks was provided by donor - USAID 33,000 from Danida PAF
2. Periodic Mt	21 km	140,000 (43,750)	21 km	140,000 (43,750)	
3. Rehabilitation	10 km	120,000 (20,000)	10 km	120,000 (20,000)	
4. Road Bottlenecks	A, C	(11,000)	A, C	(11,000)	
5. Structural Bottlenecks	B,D,E,F,G,H	(33,000)	B,D,E,F,G,H	(33,000)	
6. Operational / Undistributed Exp.	Procurement activities	44,000	Procurement activities	44,000	
7. Bank charges	-	0	-	0	
Totals	Budget	387,200	Expend.	387,200	
Funds Received to Date				392,250	
Un-spent Balance Remaining				5,050	
Un-presented Cheques				0	
Balance on Bank Statement				5,050	

- Copy of Bank Statement Attached

Table C below provides justification for the Release Request for the next quarter; refer Forms B1, B2 and B3

Table C - Quarterly Budget Request - All Funding Sources inc. PAF

ACTIVITY	PLAN FOR QUARTER	PAF I	PAF II	PAF III	Other	TOTAL QUARTER (Ush 000)
1. Routine Maintenance	50 km	24,140	0	0	0	24,140
2. Periodic Maintenance	nil	0	0	0	0	0
3. Rehabilitation	nil	0	0	0	0	0
4. Road Bottlenecks	nil	0	0	0	0	0
5. Structural Bottlenecks	nil	0	0	0	0	0
6. Operational Expenses	Contract Doc's & Procurement	4,000	4,000	4,000	0	12,000
Total Budget Requirement		28,140	4,000	4,000	0	36,140
Un-spent Balance Remaining		5,050	0	0	0	5,050
Release Request for Next Qurt		23,090	4,000	4,000	0	31,090

The following Attachments are included with this Quarterly Progress Report -

Note 1. If this is the First Quarterly Progress Report, then the following need to be Attachments -

- Forms D1, D2 and D3 detailing the Annual District Road Work Plan for the current FY - these should have been provided with the Fourth Quarterly Progress Report of the previous FY; refer Note 3. below
- Form B1 - Expenditure Schedule detailing actual spending during this Quarter and planned spending for the remainder of this FY
- Form B2 - Works Implementation Schedule detailing actual works done this Quarter and planned for the remainder of this FY
- Form B3 - Summary of Actual Expenditure during this Quarter together with the Fund Request for the following Quarter
- Form B4 - Quarterly Progress Report detailing all district road works undertaken during this Quarter and planned for the remainder of this FY
- Bank Statement detailing all transactions during and to the end of this quarter

Note 2. If this is the Second and Third Quarterly Progress Reports, then the following need to be Attachments -

- Form B1 - Expenditure Schedule detailing actual spending during this Quarter and planned spending for the remainder of this FY
- Form B2 - Works Implementation Schedule detailing actual works done this Quarter and planned for the remainder of this FY
- Form B3 - Summary of Actual Expenditure during this Quarter together with the Fund Request for the following Quarter
- Form B4 - Quarterly Progress Report detailing all district road works undertaken during this Quarter and planned for the remainder of this FY
- Bank Statement detailing all transactions during and to the end of this quarter

Note 3. If this is the Fourth Quarterly Progress Report, the list of Attachments will be as follows;

- Forms B1, B2, B3 and B4 for the last Quarter of the current FY including, in Form B3, the Fund Request for the following Quarter which will be the first quarter of the next FY
- Form D1 - Annual District Road Work Plan for next FY, detailing the Expenditure Schedule for those works planned for implementation during the FY
- Form D2 - Annual District Road Work Plan for the next FY, detailing the Works Implementation Schedule or programme for all those works planned during the FY
- Form D3 - Annual District Road Work Plan for the next FY, detailing, for each of the works to be performed, the funding required, its source of origin, and the planned schedule for quarterly Fund Releases to ensure achievement of the works programme
- Bank Statement detailing all transactions during and to the end of this quarter

Yours sincerely,

Chief Administrative Officer
....Lira..... District Local Government

CC DLG Engineer,Lira..... District
LCV Chairman,Lira..... District
Sec. of Works,Lira..... District
Chairperson of the District Public Accounts Committee,
Chief Internal Auditor,
RDC,Lira..... District
Director Budget, MFPED, Kampala
Donor Representative (s) - in all cases where donor funds are provided

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

District: Expenditure Schedule (Ref: Volume 3, Manual B) for Fourth Quarter of FY ____ / ____

Planned Expenditure this Quarter and to Date (Ush 000)											Actual Expenditure (Ush 000) to Date & Planned Next Quarter(s)													
Dist. Prior	Dist. Road Link No.	Total Road Len. (km)	Road Sect. Len. (km)	Routine Maint. (RM)	Periodic Maint. (PM)	Rehab. (RH)	Road Botmk (SR)	Struc. Botmk (ST)	Total Planned Expend. this Qr	Total Planned Expend. to Date	First Quarter			Second Quarter			Third Quarter			Fourth Quarter			Total Actual Expend. this Qr	Total Actual Expend. to Date
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	(x)	(y)
1	2201	23.50	23.50	3,580	0	0	0	0	3,580	25,300		1,000	1,000	1,100	1,150	6,300	5,000	5,000	1,180	1,190	1,190	1,190	3,580	25,300
1	2201	23.50	10.00	0	0	0	0	0	0	87,500					25,600	31,000	30,900						0	87,500
2	2204	20.75	15.75	2,700	0	0	0	0	2,700	24,900		600	600	700	700	6,700	5,000	7,000	900	900	900	900	2,700	24,900
2	2204	20.75	5.00	0	0	0	0	0	0	70,000							35,000	35,000					0	70,000
3	2207	26.00	21.00	3,180	0	0	0	0	3,180	14,200		850	900	1,070	1,070	1,070		5,000	1,060	1,060	1,060	1,060	3,180	14,200
3	2207	26.00	6.00	0	0	0	0	0	0	52,500								30,000	22,500				0	52,500
3	2207	26.00	5.00	0	0	35,000	0	0	35,000	70,000									35,000	35,000			35,000	70,000
4	2208	13.50	13.50	2,100	0	0	0	0	2,100	5,900		500	500	700	700	700			700	700	700	700	2,100	5,900
4	2208	13.50	5.00	0	43,750	0	0	0	43,750	43,750											25,000	18,750	43,750	43,750
5	2202	23.80	23.80	3,600	0	0	0	0	3,600	13,400		1,000	1,000	1,200	1,200	1,200	3,000		1,200	1,200	1,200	1,200	3,600	13,400
6	2203	16.30	16.30	2,475	0	0	0	0	2,475	7,100		700	700	800	800	800			825	825	825	825	2,475	7,100
7	2206	12.20	12.20	1,850	0	0	0	0	1,850	6,800		500	500	600	620	630		1,500	600	600	600	650	1,850	6,800
8	2205	13.00	13.00	2,010	0	0	0	0	2,010	5,800		550	550	670	680	670			670	670	670	670	2,010	5,800
9	2211	21.70	21.70	3,110	0	0	0	0	3,110	9,500		900	950	1,150	1,150	1,200			1,040	1,040	1,040	1,030	3,110	9,500
10	2209	16.90	16.90	2,555	0	0	0	0	2,555	8,900		700	700	860	860	860		1,500	855	855	855	855	2,555	8,900
11	2210	12.30	12.30	1,905	0	0	0	0	1,925	5,400		500	500	620	620	620			635	635	635	635	1,905	5,400
Works Expenditure				29,065	43,750	35,000	0	0	107,815	450,950	0	7,800	7,900	9,470	35,150	51,750	78,900	85,000	67,165	44,675	34,665	28,475	107,815	450,950
Operational Expenditure				4,000	4,500	4,500	0	0	13,000	44,000	2,000	2,500	3,500	3,500	3,800	3,700	4,000	4,000	4,000	4,000	4,500	4,500	13,000	44,000
Total Expenditure				33,065	48,250	39,500	0	0	120,815	494,950	2,000	10,300	11,400	12,970	38,950	55,450	82,900	89,000	71,165	48,675	39,165	32,975	120,815	494,950
Total Actual Quarterly Expenditure (Ush 000) to Date inc. this Quarter and Planned											23,700	107,370			243,065			120,815			494,950			
Cumulative Actual Quarterly Expenditure (Ush 000) to Date											23,700	131,070			374,135			494,950						
Actual Funds Received by Quarter to Date (Ush 000)											25,000	115,000			235,000			125,000						
Cumulative Actual Funds Received by Quarter to Date (Ush 000)											25,000	140,000			375,000			500,000						
Balance of Funds Available at end this Quarter - (+) / (-)											+ 1,300	+ 8,930			+ 865			+ 5,050						

Signed: _____ (DLGE) Signed: _____ (Sec. of Works) Signed: _____ (CAO) Date: _____

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

District: Works Implementation Schedule (Ref: Volume 3, Manual B) for Fourth Quarter of FY ____ / ____

Planned Interventions/Works this Quarter and to Date												Actual Interventions/Works to Date & Planned Next Quarter(s)														
Dist. Prior	Dist. Road Link No.	Total Road Len. (km)	Road Sect. Len. (km)	Routine Maint. (RM) (km)	Periodic Maint. (PM) (km)	Rehab. (RH) (km)	Road Botk (SR)	Struc. Botk (ST)	Total Planned Works this Qr	Total Planned Works to Date	First Quarter			Second Quarter			Third Quarter			Fourth Quarter			Actual Works Done this Qr	Actual Works Done to Date		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)	(w)	(x)	(y)		
1	2201	23.50	23.50	9.55	0	0	0	0	9.55	23.50	0	2	2	2	2	2/A	0/B	0/B	4	4	4	1.55	9.55	23.50		
1	2201	23.50	10.00	0	0	0	0	0	0	10.00	0	0	0	0	3	3	4	0	0	0	0	0	0	10.00		
2	2204	20.75	15.75	3.75	0	0	0	0	3.75	15.70	0	2	2	2	2	2/C	0/D	0/D	2	2	1	0.70	3.75	15.70		
2	2204	20.75	5.00	0	0	0	0	0	0	5.00	0	0	0	0	0	0	2	3	0	0	0	0	0	5.00		
3	2207	26.00	21.00	8.00	0	0	0	0	8.00	21.00	0	2	2	2	2	2	0	0/E	3	3	3	2	8.00	21.00		
3	2207	26.00	6.00	0	0	0	0	0	0	6.00	0	0	0	0	0	0	0	3	3	0	0	0	0	6.00		
3	2207	26.00	5.00	0	0	3.00	0	0	3.00	5.00	0	0	0	0	0	0	0	0	2	3	0	0	3.00	5.00		
4	2208	13.50	13.50	2.50	0	0	0	0	2.50	13.50	0	2	2	2	2	2	0	0	1	1	1	0.50	2.50	13.50		
4	2208	13.50	5.00	0	5.00	0	0	0	5.00	5.00	0	0	0	0	0	0	0	0	0	0	2	3	5.00	5.00		
5	2202	23.80	23.80	9.80	0	0	0	0	9.80	23.80	0	2	2	2	2	2	0/F	0	4	4	3	2.80	9.80	23.80		
6	2203	16.30	16.30	4.80	0	0	0	0	4.80	16.30	0	2	2	2	2	1	0	0	2.50	2.50	1.30	1	4.80	16.30		
7	2206	12.20	12.20	1.50	0	0	0	0	1.50	12.00	0	2	2	2	2	2	0	0/G	0.70	0.50	0.50	0.50	1.50	12.00		
8	2205	13.00	13.00	3.00	0	0	0	0	3.00	13.00	0	2	2	2	2	1	0	0	1	1	1	1	3.00	13.00		
9	2211	21.70	21.70	8.70	0	0	0	0	8.70	21.70	0	2	2	2	2	2	0	0	3	3	3	2.70	8.70	21.70		
10	2209	16.90	16.90	4.90	0	0	0	0	4.90	16.50	0	2	2	2	2	2	0	0/H	2	2	2	0.90	4.90	16.50		
11	2210	12.30	12.30	1.50	0	0	0	0	1.50	12.00	0	2	2	2	2	2	0	0	0.80	0.50	0.50	0.50	1.50	12.00		
Works Planned				58	5	3	0	0																		
RM - km												0	22	22	22	22	22	20	0	0	24	23.50	20.30	14.20	58	189
PM - km												0	0	0	0	0	3	3	4	3	3	0	3	2	5	21
RH - km												0	0	0	0	0	0	0	2	3	2	3	0	0	3	10
SR / ST												0	0	0	0	0	0	A,C	B,D,F	E,G,H	0	0	0	0	0	all

Notes: 1. Columns (a) to (d) are same as Form B1. Columns (e) to (k), also similar to Form B1, detail Planned Interventions/Works. Columns (l) to (w) detail Actual Works Done to date and Planned. 2. Details, including locations, of SR and ST Works are detailed in Form D2

Signed: (DLGE) Signed: (Sec. of Works) Signed: (CAO) Date:

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

District:

Summary of Actual Expenditure (Ush 000) for Fourth Quarter of FY / - Reference Volume 3, Manual B

ACTUAL INTERVENTIONS/WORKS DONE THIS QUARTER - refer Forms B1 and B2 (A)	PAF I (B)	PAF II (C)	PAF III (D)	DONOR Danida (E)	DONOR USAID (F)	DIST DEV FUND (G)	OTHER (H)	TOTAL ACTUAL EXPENDITURE		TOTAL PAF EXPENDITURE	TOTAL PLANNED ANNUAL EXPEND (M)	PROG TO DATE % (N)
								THIS QTR (I)	TO DATE (J)	THIS QTR (K)	TO DATE (L)	
Routine Maint (RM) - 58 KM	29,065	0	0	0	0	0	0	29,065	83,200	29,065	83,200	100
Periodic Maint (PM) - 5 KM	0	0	0	0	43,750	0	0	43,750	183,750	0	140,000	100
Rehab (RH) - 3 KM	0	0	15,000	20,000	0	0	0	35,000	140,000	15,000	120,000	100
Road Botnk (SR) - NIL	0	0	0	0	0	0	0	0	11,000	0	0	100
Structure Botnk (ST) - NIL	0	0	0	0	0	0	0	0	33,000	0	0	100
Operational Expenses	4,000	4,500	4,500	0	0	0	0	13,000	44,000	13,000	44,000	100
TOTALS	33,065	4,500	19,500	20,000	43,750	0	0	120,815	494,950	57,065	387,200	100
QUARTERLY SUMMARY												
First Quarter	17,700	2,500	3,500	0	0	0	0	23,700	23,700	23,700	35,960	66
Second Quarter	32,270	60,400	3,700	0	11,000	0	0	107,370	131,070	96,370	120,070	100
Third Quarter	10,835	90,550	108,680	33,000	0	0	0	243,065	374,135	210,065	330,135	102
Fourth Quarter	33,065	4,500	19,500	20,000	43,750	0	0	120,815	494,950	57,065	387,200	105
TOTALS	93,870	157,950	135,380	53,000	54,750	0	0	494,950	494,950	387,200	494,950	100

Fund Request (Ush 000) for First Quarter of (NEXT) FY /

PLANNED INTERVENTIONS/WORKS - NEXT QUARTER - refer Forms B1 and B2 (O)	PAF I (P)	PAF II (Q)	PAF III (R)	DONOR Danida (S)	DONOR USAID (T)	DIST DEV FUND (U)	OTHER (V)	TOTAL PLANNED EXPENDITURE (W)
Routine Maint (RM) - 50 KM	24,140	0	0	0	0	0	0	24,140
Periodic Maint (PM) - NIL	0	0	0	0	0	0	0	0
Rehab (RH) - NIL	0	0	0	0	0	0	0	0
Road Botnk (SR) - NIL	0	0	0	0	0	0	0	0
Structure Botnk (ST) - NIL	0	0	0	0	0	0	0	0
Operational Expenses - Contract Doc's / Procurement	4,000	4,000	4,000	0	0	0	0	12,000
Sub Totals	28,140	4,000	4,000	0	0	0	0	36,140
Balance Available - refer Form B1	5,050	0	0	0	0	0	0	
TOTAL FUND REQUEST NEXT QUARTER by SOURCE	23,090	4,000	4,000	0	0	0	0	

Signed: _____

(DLGE)

Signed: _____

(Sec. of Works)

Signed: _____

(CAO)

Date: _____

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

Form B 4

District:

Reporting Period: Fourth Quarter, FY /

Contract Number Type of Works Source of Funds	Workplan Estimate (Ush)	Engineers Estimate (Ush)	Contract Price (Ush)	Date Contract Awarded	Contract Duration (weeks)	Date Work Actually Started	Scheduled Completion Date	Actual Completion Date	Contract Time Worked (%)	Physical Progress to Date (%)	Current Contract Price (Ush)	Cumulative Payments to Date (Ush)	Financial Progress to Date (%)
2201/01/0102/RM - PAF I	10,300,000	10,300,000	10,300,000	02/07/01	40	04/07/01	30/06/02	30/06/02	100	100	10,300,000	10,300,000	100
2201/02/0102/PM - PAF II	87,500,000	87,500,000	87,500,000	25/10/01	12	03/11/01	31/01/02	26/02/02	125	100	87,500,000	87,500,000	100
2201/03/0102/SR - Donor	5,000,000	5,000,000	5,000,000	15/11/01	4	02/12/01	31/12/01	30/12/01	100	100	5,000,000	5,000,000	100
2201/04/0102/ST - Donor	10,000,000	10,000,000	10,000,000	27/12/01	9	13/01/02	23/03/02	31/03/03	110	100	10,000,000	10,000,000	100
2204/01/0102/RM - PAF I	6,900,000	6,900,000	6,900,000	02/07/01	40	05/07/01	30/06/02	30/06/02	100	100	6,900,000	6,900,000	100
2204/02/0102/RH - PAF III	70,000,000	70,000,000	70,000,000	27/12/01	9	13/01/02	23/03/02	23/03/02	100	100	70,000,000	70,000,000	100
2204/03/0102/SR - PAF III	6,000,000	6,000,000	6,000,000	15/11/01	4	02/12/01	30/12/01	30/12/01	100	100	6,000,000	6,000,000	100
2204/04/0102/ST - Donor	12,000,000	12,000,000	12,000,000	27/12/01	9	13/01/02	23/03/02	23/04/02	145	100	12,000,000	12,000,000	100
2207/01/0102/RM - PAF I	9,200,000	9,200,000	9,200,000	02/07/01	40	04/07/01	30/06/02	30/06/02	100	100	9,200,000	9,200,000	100
2207/02/0102/PM - PAF II	52,500,000	52,500,000	52,500,000	02/02/02	9	12/02/02	12/04/02	30/04/02	135	100	52,500,000	52,500,000	100
2207/03/0102/RH - PAF III	70,000,000	70,000,000	70,000,000	15/02/02	8	02/03/02	15/04/02	15/04/02	100	100	70,000,000	70,000,000	100
2207/04/0102/ST - Donor	5,000,000	5,000,000	5,000,000	15/02/02	3	02/02/02	07/03/02	15/03/02	135	100	5,000,000	5,000,000	100
2208/01/0102/RM - PAF I	5,900,000	5,900,000	5,900,000	02/07/01	40	03/07/01	30/06/02	30/06/02	100	100	5,900,000	5,900,000	100
2208/02/0102/PM - PAF II	43,750,000	43,750,000	43,750,000	15/04/02	8	15/04/02	16/06/02	16/06/02	100	100	43,750,000	43,750,000	100
2202/01/0102/RM - PAF I	10,400,000	10,400,000	10,400,000	02/07/01	40	03/07/01	30/06/02	30/06/02	100	100	10,400,000	10,400,000	100
2202/02/0102/ST - Donor	3,000,000	3,000,000	3,000,000	27/12/01	4	02/01/02	29/01/02	14/02/02	150	100	3,000,000	3,000,000	100
2203/010102/RM - PAF I	7,100,000	7,100,000	7,100,000	03/07/01	40	03/07/01	30/06/02	30/06/02	100	100	7,100,000	7,100,000	100
2206/01/0102/RM - PAF I	5,300,000	5,300,000	5,300,000	03/07/01	40	04/07/01	30/06/02	30/06/02	100	100	5,300,000	5,300,000	100
2206/02/0102/ST - Donor	1,500,000	1,500,000	1,500,000	15/01/02	4	21/01/02	15/02/02	15/02/02	100	100	1,500,000	1,500,000	100
2205/01/0102/RM - PAF I	5,800,000	5,800,000	5,800,000	03/07/01	40	03/07/01	30/06/02	30/06/02	100	100	5,800,000	5,800,000	100
2211/01/0102/RM - PAF I	9,500,000	9,500,000	9,500,000	03/07/01	40	03/07/01	30/06/02	30/06/02	100	100	9,500,000	9,500,000	100
2209/01/0102/RM - PAF I	7,400,000	7,400,000	7,400,000	03/07/01	40	03/07/01	30/06/02	30/06/02	100	100	7,400,000	7,400,000	100
2209/02/0102/ST - Donor	1,500,000	1,500,000	1,500,000	12/01/02	4	15/01/02	12/02/02	22/02/02	150	100	1,500,000	1,500,000	100
2210/01/0102/RM - PAF I	5,400,000	5,400,000	5,400,000	03/07/01	40	03/07/01	30/06/02	30/06/02	100	100	5,400,000	5,400,000	100
	450,950,000	450,950,000	450,950,000								450,950,000	450,950,000	

Total Commitments to Date

Ush 450,950,000

Total Approved Annual Budget

Ush 450,950,000

Remaining Available Balance

Ush 0

QUARTERLY PROGRESS REPORT - DISTRICT ROAD WORKS

Form B 4

District:

Reporting Period: Fourth Quarter, FY /

Notes to the above Table -

- 1. Contract Number = District No and Road No/Contract No on that road for that year/Financial Year/Type of Works - Source of Funds
- 2. Definitions of Types of Work; RM - routine maintenance, PM - periodic maintenance, RH - rehabilitation, ST - structures, SR - spot repairs (inc. earthwork, minor structures and spot gravel), OT - other detailed in Explanation/Comments below.
- 3. Comments regarding Contract performance (refer Contract Ref. No in above Table) -
All contracts 100% complete.

Signed by DLGEngineer

Dated:

Annex 4

Users Manual - Quarterly Progress Reporting System (QPRS)



Ministry of Works, Housing and Communications

Quarterly Progress Reporting System (QPRS)

**Q
P
R
S**



Users Manual

TABLE OF CONTENTS

1. Introduction	1
2. Installation of QPRS/ RAMPS Applications	3
3. Starting the Program	9
4. Setup List of Works in the ADRWP	12
5. Schedule of Works and Expenditures in ADRWP	16
6. ADRWP – Budget Summary	19
7. Actual Works & Expenditure + Planned Next Quarters.....	20
8. QPR – Summary of Expenditure and Next Quarter’s Budget	24
9. Data Export – Import Operation	29
10. Lookup Tables of RAMPS in QPRS.....	30
11. Reports in QPRS	32

APPENDICES

Appendix-A	E-R Diagram of QPRS (MS Access format).....
Appendix-B	Trouble Shooting
Appendix-C	Sample Reports of QPRS

1. Introduction

Quarterly Progress Reporting System (QPRS) is an application module of the Rehabilitation and Maintenance Management System (RAMPS). QPRS is used to manage, analyse generate reports related to the progress of implementation of District and Community Access Road Network development works. It is designed to assist both the District Engineer and the Ministry of Works, Housing and Communications to monitor the implementation of road works in terms of time management, quality, accountability and overall efficiency. Similar to the primary module of RAMPS, all data of QRRS are fed at the district level and the Ministry at Entebbe receives a district from each district containing the quarterly progress data at the end of each quarter. The MoWHC uses the RAMPS-HQ module to download and compile the data into the central with the possibility of enormous analysis of the data. A printed set of reports of QPRS is also sent to the Ministry of Finance and thus QPRS also assists them to follow the recommendation by the MoWHC and to streamline the release of fund to different districts, as they would probably get all the data from the districts relevant to release of fund.

The process of QPRS starts with working out and entering the Annual District Road Work Plan (ADRWP) at the district. When the District Engineer starts detail of ADRWP, s/he already knows the budget ceiling for the district from different funding sources for different category of works (viz. routine maintenance, periodic maintenance etc.). Once the ADRICS was done, the District Engineer also knows how much money s/he needs for to maintain and rehabilitate the whole network in the district and the priority ranking of the network. Based on the RAMPS primary network priority and the availability of funds, the District Engineer then breaks the total network to be developed in the financial year in a number of pieces which eventually forms an individual “Work” in the ADRWP. How the district Engineer divides the network into pieces depends on the geographical location, nature of works and possible source of funding, capacity of the contractor to handle a work, capacity of the District Engineers office (in terms of supervising staff and the equipment) and more importantly the experience from the previous years.

Even though ADRICS is not completed in a FY, RAMPS will still allow the District Engineer to carry out QPRS with limited reports. However, preparation of ADRWP with chainage reference and the numbering reference of the respective road is a must. Once the ADRWP is prepared at the beginning of fiscal year, and monthly scheduled is done, it is followed for the rest of the FY. At the end of each quarter, the ADRWP is adjusted for the remaining quarter such a way that any incomplete work is pushed towards the following quarter and vice versa. It may so happen that a new work is undertaken in the middle of the fiscal year

and other work is needed to drop from the list. The QPRS module does not stop the District Engineer to make such change; however, the RAMPS-HQ module will detect and if such change have been made. In any case, it is always suggested to avoid any change in the ADRWP in the middle of the FY, because, the whole purpose is to prepare and follow a time frame in order to bring efficiency in the contract administration and keep on changing the ADRWP will jeopardize such objective.

2. Installation of QPRS/ RAMPS Applications

The current version of Rehabilitation and Maintenance Planning System (RAMPS, version 1.1, March 2003) comprises of three modules namely a) RAMPS primary module b) Quarterly Progress Reporting System module and c) Personnel & Equipment Database Module. All these three modules are now incorporated in one installation CD and the base program used for all of them is Access XP (i.e. version 10/ 2002). That means the base program of the previous version of RAMPS, which was Access 97 has also been upgraded, however, no additional features has been built into it. All other module in the system is related to and based on the primary module of RAMPS and thus if you would like to use the QPRS, it is required that the RAMPS primary module version 1.1 is installed in your machine before. If any previous version of RAMPS existing in your machine, it is suggested to uninstall it before installing the current version of RAMPS, however, do not delete the RAMPS directory – because it will delete your existing data. Follow the manual of previous version of RAMPS to see how to uninstall that version of RAMPS from your machine. Installation of this version of RAMPS will not affect any existing data in your machine, nevertheless, it is also suggested to export the data into a file and save it in a safe location along with the back-end data file of RAMPS (i.e. C:\RAMPS\Ramps_be.mdb). If you loose any data (for any other reason apart from installation of RAMPS Applications version 1.1), copy the back-end data file from your backup to get back the data. In this connection, it is suggested to backup the RAMPS data in safe location at regular basis.

The installation CD of Rehabilitation and Maintenance Planning System consists of an auto-run batch file which activates as soon as you insert the CD into the drive. The batch-file interface for the installation program is shown in figure-1. Some machine may not trigger the auto-run batch file if its CD-drive property is configured such way. To way to access CD drive property varies from one operating system to other and it is suggested to take assistance from any available system support personnel to do change such property. However, for the purpose of installation of RAMPS, if the CD auto-run function is not triggered, browse the CD and click on the “BatchSetup.exe” file to open the RAMPS installation batch-file interface. In case of any problem with installation, please refer to the troubleshooting section of installation at the end of this manual.

The primary module of RAMPS requires all together 100 MB of free space in your hard disk along with the Access Runtime (MS Access XP or 2000 is already installed in your machine, it may take less space). The space required for QPRS and other additional module is approximately 25MB for each. However, it is recommended to keep enough space (at least

100 MB) in your hard disk to run the program efficiently. The minimum RAM required for RAMPS is 64 MB.

Before starting the installation make sure that all other program in your machine are closed. The batch-file interface comprises of six buttons and the use of those buttons is described as follows:

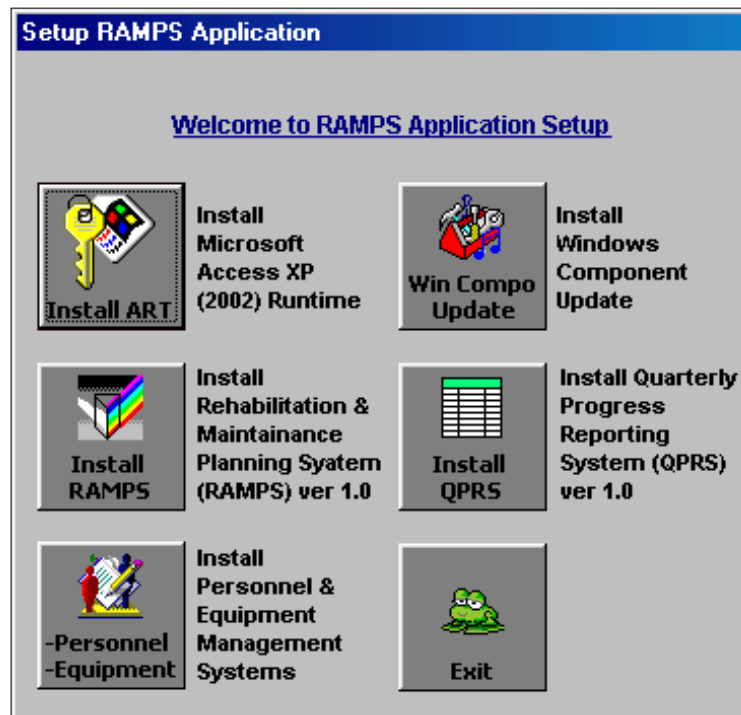


Figure-1: Start-up window of RAMPS Applications installation



The first step of installation process is to install Microsoft Access XP (i.e: version 10 / 2002) in your machine and use “Install ART” button to do so. If the Access 2002 Runtime was installed previously, there is no need to install it second time and this step can be skipped. If the installation program finds Access Runtime, it will proceed to the Maintenance mode of Access Runtime (figure-3). Repair/ Maintenance of Access is not needed unless the program is corrupted and such message comes up during the use of RAMPS Applications. Now in case of fresh installation or Access Runtime, the program asks for default directory location of Access and usually a location name given by default is C:\Program Files\Microsoft Office. Change the directory to “**C:\Program Files\Access Runtime**” (see figure-2), other-wise there is possibility of conflict with other version of Microsoft Access installed in your machine. Remember to install Access Runtime before installing any of the RAMPS module, as those modules will create a shortcut in the Windows Program Start-up Menu with a reference to

the location of the MSAccess.EXE of Access Runtime. Once you have started, the program itself will guide throughout to install Access Runtime.

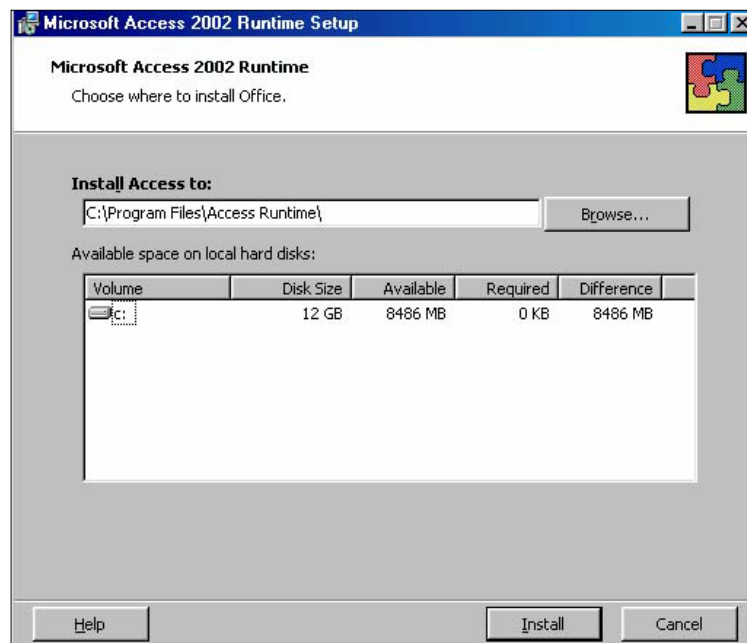


Figure-2: Instillation of MS Access XP Runtime

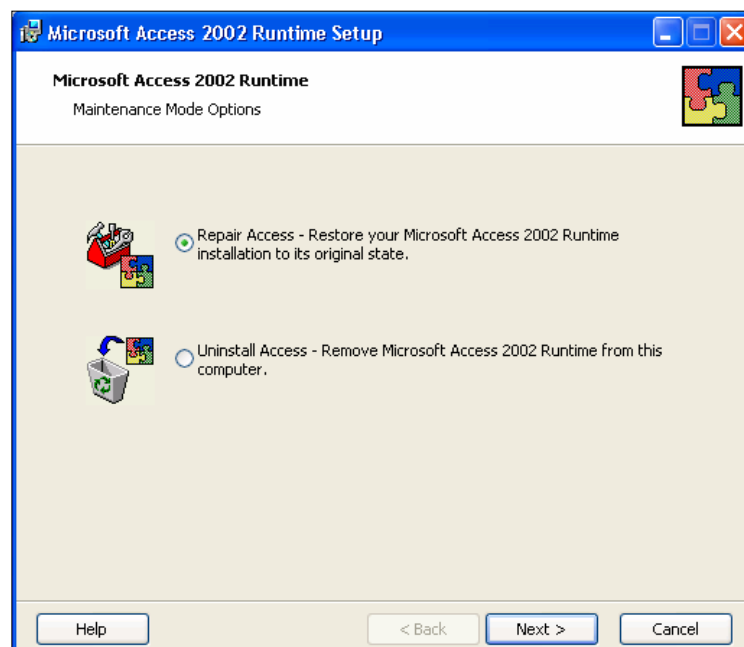


Figure-3: Maintenance Mode of MS Access Runtime installation



The installation of RAMPS starts by pressing "Install RAMPS" button of SetupBatch program (figure-1). The SetupBatch program first search if there is any existing RAMPS_be.mdb file under C:\RAMPS folder of your hard disk. If it find such file, it keep the file, otherwise, it copies an empty Ramps_be.mdb file into that location. The program also copies another empty file called Ramps_be_ori.mdb regardless it finds any data file under C:\RAMPS folder. The purpose of the second empty data file is to replace the existing data file (ramps_be.mdb) if that file is corrupted for any reason. After searching and copying the ramps_be.mdb file, the Setupbatch.exe program then calls the Setup.exe program of RAMPS, which is located under \Setup RAMPS\Setup.exe location of the installation CD. As this setup program runs, you are prompted with a screen as show in figure-3 with the possibility to change default directory. Keep the Directory as C:\RAMPS as per default prompt and press the button with computer icon to continue installation. In fact all the modules of RAMPS are now located under the same folder called C:\RAMPS. Even if you change the default folder to any other location, still the program will be installed and run and it will put the front end interface file (i.e. RAMPS_XP.mde) and back-end data files at separate locations. Please remember that as the front-end interface file is run with RAMPS, it establish its link to back-end file, movie clip etc under the fixed location, which is always c:\RAMPS. So no matter where you put the front-end file, RAMPS installation program will put the fixed location files (viz. ramps_be.mdb, rampsLUT.mdb etc.) under C:\RAMPS folder.

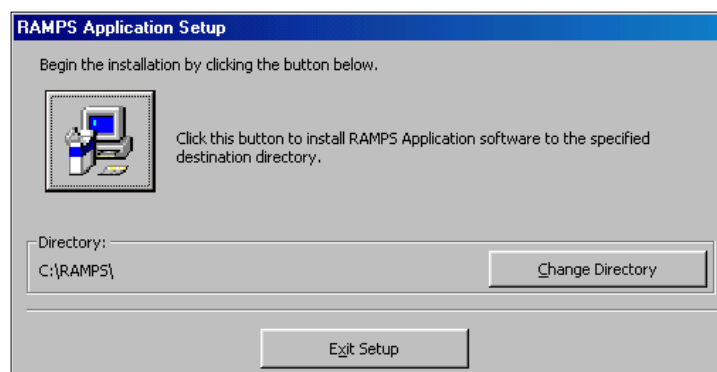


Figure-3: Installation button and Default Directory of RAMPS

RAMPS installation program put a shortcut under the Windows Program Startup menu with the name "**RAMPS Application**". The target property of the shortcut is as follows:

"C:\Program Files\Access Runtime\Office10\Msaccess.exe" "C:\RAMPS\RAMPS_XP.mde"

The default icon for the shortcut is Eisbldr, which is also located under C:\RAMPS folder.

For any reason if the shortcut is deleted or lost, from the Startup menu, you can create your own shortcut using the target property as described above. Now to put the shortcut on your Desktop follow the following steps:

- Put cursor on the Start Menu Program group called **"RAMPS Application"**
- Press right button of mouse
- Select the popup menu command **"Send To" ► "Desktop (Create shortcut)"**

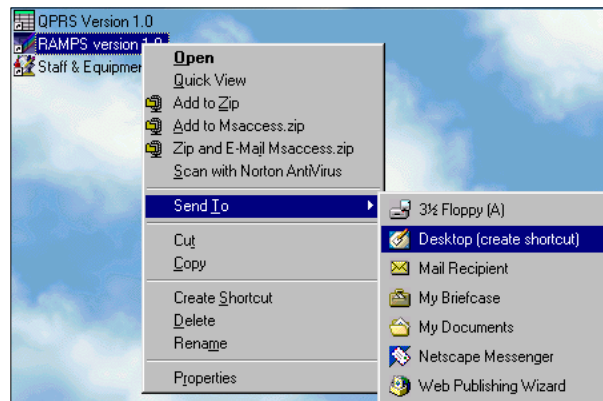


Figure-4: Creating Shortcut on Windows Desktop



The installation of QPRS starts by pressing "Install QPRS" button of SetupBatch program (figure-1). The SetupBatch program first search if there is any existing QPRS_be.mdb file under C:\RAMPS folder of your hard disk. If it find such file, and if the date of last modification is newer than 1/1/2003 only then it keeps it; otherwise, it copies an empty QPRS_be.mdb file into that location, even through overwriting. The program also copies another empty file called QPRS_be_ori.mdb regardless it finds any data file under C:\RAMPS folder. After searching and copying the ramps_be.mdb file, the Setupbatch.exe program then calls the Setup.exe program of QPRS, which is located under \Setup QPRS\Setup.exe location of the installation CD. As this setup program runs, a Prompt Window similar to figure-3 popup with the possibility to change default directory. [Keep the Directory as C:\RAMPS as per default prompt and press the button with computer icon to continue installation](#). As mentioned before, all modules of RAMPS are now located under the same folder called C:\RAMPS.

QPRS installation program put a shortcut under the Windows Program Startup menu with the name **"QPRS Version 1.0"** (although current version is 1.1, the shortcut name has not been changed, so that the new program overwrites the previous shortcut. The target property of the shortcut is as follows:

"C:\Program Files\Access Runtime\Office10\Msaccess.exe" "C:\RAMPS\QPRS_XP.mde"



Installation of “Personnel and Equipment Database” is similar to installation of RAMPS and QPRS. Here once again to mention that the folder location for the program should be the default location called C:\RAMPS. After installation of the program is finished, you can also create a shortcut on the Desktop following the procedure described before for RAMPS and QPRS modules. The target property of the shortcut in the Windows Start Menu is as follows:

"C:\Program Files\Access Runtime\Office10\Msaccess.exe" "C:\RAMPS\ EmpEquip_XP.mde"



Installation of “Windows Component Update” is an additional program, which is needed to install at some special circumstance such as MS Access Runtime is not running properly in your machine. Usually all the Windows library files (located under **Windows\System** folder) required by Access Runtime (version 10) come with the Window Operating System itself. However, for any reason, if such files are not installed in your machine, RAMPS program still opens but it does not work and gives the message “can not create Active-X object” or other similar messages. In other case, the start-up movie clip may not work. In all such cases, install the Windows Component update. As started the installation program guides thought the installation process. Now if the Competent files are already installed in your computer, running the “Win Comp Update” will try to remove the existing files from your machine (see figure-3). So do not use the “Component Update Setup” unless it is needed.

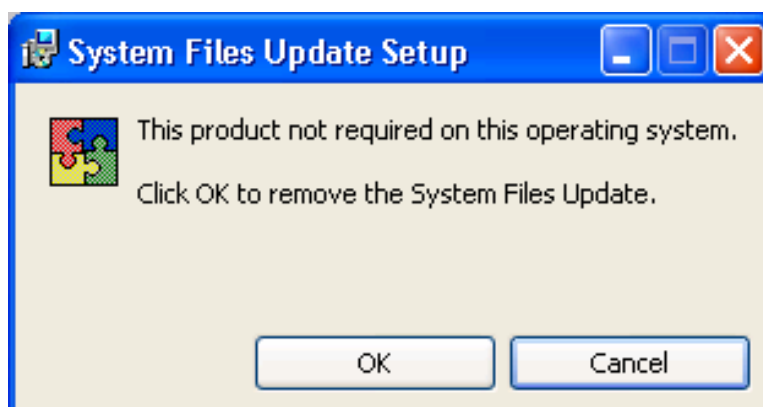


Figure-5: System Files Update prompted for uninstalling

3. Starting the Program

Once the QPRS is installed in the machine, a shortcut titled “QPRS Application ver 1.0” is created under “RAMPS Application” folder of Windows Program Start Menu. Either use this shortcut or use copy of the shortcut on the Desktop (figure-6) to start the QPRS program. As the QPRS program is opened, a startup movie clip is played in on screen. Press Esc button to stop the movie clip. As the movie clip is stopped, the password entry box is enabled and the cursor moves into the box. Default password for QPRS is “lira”, all in small letter. However, you can later on change the password to any other alpha-numeric string of your own using the “change password” command button. As you enter the correct password, all



Figure-6: Shortcut icon on desktop to start QPRS

the buttons in the in the screen is enabled and you get a screen similar to as shown in figure-8, which is called “**Main Switchboard**” of the program.

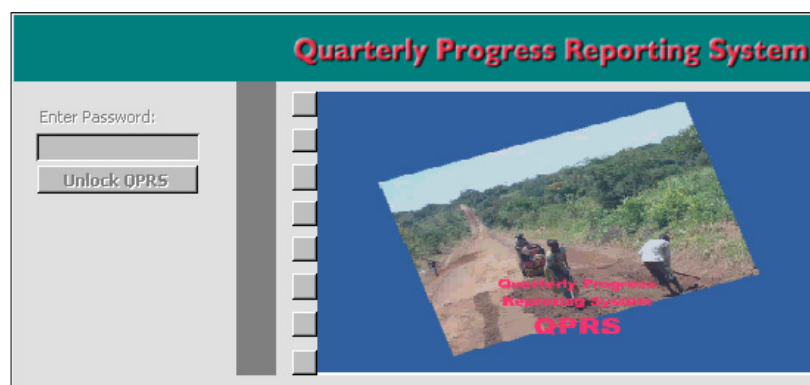


Figure-7: Start-up Window of QPRS with movie clip

The start-up movie clip is inserted in QPRS through the Active-X control of Windows Media Player coming with Windows OS. Sometimes some other program also installs the Active-X control in the machine, which may conflict with the Media Player of MS Access. In such case the start-up movie may not work and gives the message “OLE automation error”. As the start-up movie clip built in the Main Switchboard of the software, the error in the media clip may stop activation of the Switchboard button. There are certain ways how you can correct the problem, and the easiest one is to de-activate the movie clip from the main switchboard, and the procedure has been discussed later in the trouble shooting section of this manual.

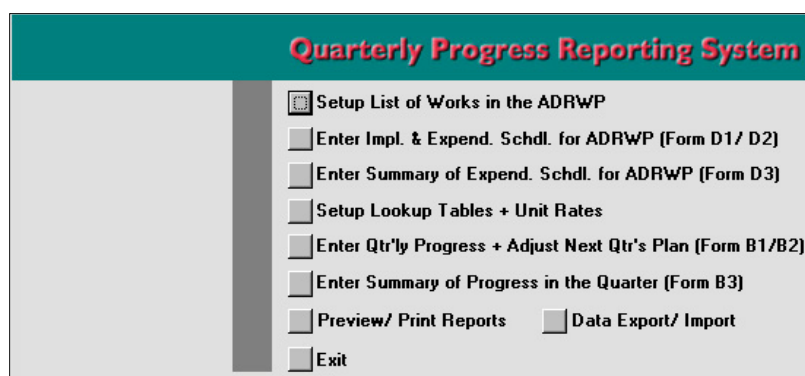


Figure-8: Start-up Switchboard of QPRS module

There are nine buttons in the start-up switchboard (figure-8) and each button represents a specific function in the program. List of the buttons in the switchboard and their functions described briefly in table-1 as follows.

Table-1: List of buttons in start-up switchboard and their functions

Button Title	Function
Setup List of Works in the ADRWP	Use this button to define a list of activities to be undertaken in a particular financial year. The list of the activities thus defined comprises the ADRWP. Each row in the list is then treated as a separate contract.
Enter Impl. & Expenditure Schedule for ADRWP	Use this button to define monthly schedule of each of the activity (i.e. work) in the ADRWP work list. Once the work list is schedule over the month, monthly expenditure corresponding to each month's work is also calculated based on the predefined unit rates. Now the actual monthly expenditure (i.e. money paid to the contractor) for each contract is obviously different than the corresponding works performed for the work. Because, in case of contract work, the measurement may not be taken on monthly basis, and also the full amount of money for the amount of work performed may not be available with the district and so on.

Button Title	Function
	However, the calculation of monthly expenditure will help to assess the amount of money needed in the respective quarter.
Summary of Expenditure Schedule for ADRWP	Each work listed in the ADRWP corresponds to a particular source of funding (viz. PAF-1). Based on the expenditure schedule prepared under form-D1, the amount of expenditure scheduled in each quarter against various funding sources are summarized under this function. Another purpose of this button is to enter quarterly operational expenditure planned in various quarter against different funding sources.
Lookup Tables + Unit Rates	This button is primarily used to set the Unit Cost of Works in the System. The list of item of works is the same as that of RAMPS, however, you need to enter a separate set of Unit Cost in the QPRS module in addition to that of main module of RAMPS.
Quarterly Progress and Next Quarter's Plan	Use this button to record actual work done in the quarter and actual payment made during the quarter against individual "Works" in the ADRW. The actual work done in each month should now correspond to the measurement taken in the field and the expenditure should correspond to actual payment made to the contractor.
Summary of progress in the quarter	As understood from its name, this button obviously summarizes the amount of expenditure done in the respective quarter against individual quarter. Apart from that, use this button to enter amount of operational expenditure made in the quarter. Another purpose of this button is to enter the amount of fund received in the quarter and to calculate and adjust the amount of fund to be requested to the Ministry for the following quarter.

Button Title	Function
	Use this button to print various reports in the system. Similar to the primary module of RAMPS, there are a number of “data filtering” tables in the form, which can be used to retrieve report with data fulfilling specific criteria.
Data Export/ Import	One of the important functions of Quarterly Progress Reporting System is to send the ADRWP and quarterly progress of road works to the Ministry at the end of every quarter. QPRS module enables the District Engineer to send the data in floppy diskette media along with the signed printed versions of the relevant reports. The digital copy of the report enables the Ministry to avoid a lot of data entering at the their office whereas they have an enormous possibility to analyse the data compiled at the district. The function for exchanging data between the Ministry and the districts is performed by this button.

4. Setup List of Works in the ADRWP

As the program is opened for the first time, there is no data in it and the default district is set to Lira. Now if you want to add any data into the program, it will go under the Lira district. So the first step in the program is to change the default district and the fiscal year. Those entries are found under the “Setup List of Works in the ADRWP” function of the program. As you have setup the aforesaid entries, you are ready to enter the list of works. An example of ADRWP entry form is shown in figure-9. Each row in this form in fact represents a “Work” or contract in the ADRWP. The type of works in the list can be one of the items as in table-2.

The general guidelines for defining a piece of work in the ADRWP out of the total development work in the financial year depends on a number of factors which are as follows:

- Geographical location of the work, usually a work belongs to a single road.
- Type of work, i.e. routine maintenance, periodic maintenance on the same road form separate work or contracts.
- Source of funding of the work, i.e. a work can be funded by a single funded source.
- Capacity of the contractor in the area to handle a piece of work.

- e) Capacity of the Engineering Setup in the district in terms of equipment, staff to supervise etc.
- f) Small bottleneck work can be combined to another type of work as long as they are funded from a single source of funding.

Table-2: Type of works under ADRWP

Sl. No.	Type of Work	Default Funding Source
1.	Routine only (RM)	PAF-1
2.	Periodic Maintenance only	PAF-2
3.	Rehabilitation works only	PAF-3
4.	Road Bottleneck works	District Dev. Fund
5.	Structure Bottleneck works	District Dev. Fund
6.	Road Bottleneck (SR) + Structure Bottleneck (ST)	District Dev. Fund
7.	Routine Maintenance + Bottleneck (SR+ST)	PAF-1
8.	Periodic Maintenance + Bottleneck (SR+ST)	PAF-2
9.	Rehabilitation works + Bottleneck (SR+ST)	PAF-3

Figure-9: Tab-1 of List of Works form

There are three tabs in the ADRWP entry forms viz a) Setup Default District, b) Works and c) Expenditure. The last two tabs are shown in figure-10 and figure-11 respectively. Each work in the list are designated by a unique reference number, which are usually a chronological numbers along with one or two digits alphabetic prefix. There is no significance of this unique reference numbers to the QPRS program itself other than it is useful to the users who

can relate the entries in various reports of the program. The QPRS program generates an unique number internally, to refer to each work in the district and even in the country as a whole, to pick and perform various calculative operations on it. The internal numbers generated by QPRS are kept hidden as those are many digits number and do not remain chronological as the user adds and deletes the works list for a particular district.

List of Works in ADRWP

District : Lira Fin Year: 2001-02

Work Expenditure

Work Reference Num.	Chainage (From-To)	Priority Rank	Road Link No	Total Rd Length (Km)	Section Length (Km)	Routine Maint Len (Km)	Periodic Maint Len (Km)	Rehabilita- tion Len (Km)	Road Bottle- neck	Structure Bottle- neck
(r1)	(r2)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
L01	0 - 23.5	05	2201	20.70	23.50	23.50			A,B,I	J,L,M
L02		02	2204	43.40	5.00			5.00	K	
L03		01	2201	20.70	10.00		10.00			
L04		03	2207	50.00	5.00			5.00		
L05		03	2207	50.00	6.00		6.00			
L06		03	2207	50.00	21.00	21.00				E
L07		02	2204	43.40	15.75	15.75			C	D
L08		04	2208	50.00	13.50	13.50				
L09		04	2208	50.00	5.00		5.00			
L10		05	2202	4.00	23.80	23.80				F
L11		06	2203	8.10	16.30	16.30				
L12		07	2206	40.00	12.20	12.20				G
L13		08	2205	17.55	13.00	13.00				
						189.95	21.00	10.00		

Record: 1 of 16 (Filtered)

Add New Work
Delete Work at Cursor
Build From Prev FY
Close Form

Road Bottle-necks Add Del

Code	Bottleneck Type	Size
A	Embankment Filling	10
B	Embankment Filling	20
I	Embankment Filling	70

Struct. Bottle-necks Add Del

Code	Bottleneck Type	Size
J	Bridge New	0.5
L	Bridge New	0.5
M	Bridge New	1.0

Figure-10: Work Tab of List of Works form

To add a work in the list, press the command button titled "Add New Work". As you do so, the a new row is added in the form and cursor goes to the first column (i.e. column-r1) of this new row. Define the unique reference number and proceed with other entries in the form. The second entries in the form is the chainage reference which is the location of the work along the road in Km expressed in "From – To" chainage set and separated by comma. When you are entering ADRWP, it can be said that you have already done ADRICS and the road priority number is available. So when you enter the priority number in column-a in the form, QPRS will pick the corresponding road from the RAMPS inventory database and put the road number to column-b. Even if the road priority ranking number is not completed but you have completed the definition of the road network and assigned a set of unique numbers to the network, then can still enter the number in column-b and QPRS will pick the road from inventory database and link it to its database; and then the corresponding road length appears in column-c.

The section length as of column-d is the total length of the work along the road and it is calculated from the entries in column r-2. Now based on the category of work, you once

again enter the size of the work in Km under appropriate columns from e – h. If the work is of routine maintenance category, the total work-days required for the routine maintenance is also calculated considering average condition of road. For any fair condition road (MCI=2.0), total workdays required to maintain 1 Km road is 185. Base on the condition of the road in your situation, calculate the actual workdays required and put the figure under column-f.

The bottlenecks in ADRWP are numbered sequentially with alphanumeric combination starting from A-Z and then when reaches to Z, then it start from A1, A2. up to Z9. The letter 'X' is not allowed to enter for the bottleneck numbers, as that is used to schedule the routine maintenance in form D2 (discussed later). However, as you add a bottlenecks in the ADRWP list, QPRS automatically assigns the next available alphanumeric string for the district, and obviously you can change it to your own choice, as long as the number is alphanumeric starting with a capital letter of the alphabet and the whole set of bottleneck number in the district is unique. The road bottlenecks are entered at the top right table of the screen and the structure bottlenecks are entered at the bottom right table of the screen. Each category of the bottlenecks has its own subcategory (viz new bridge, new culvert and so on) and those sub-categories are entered through the pick lists incorporated with the aforesaid tables. All the bottlenecks must have to specify with a size, which is their dimension along the road and expressed in meter. As you enter or delete the bottleneck under a particular road work, the corresponding list for the bottlenecks are automatically built by QPRS (viz. A, C) and then put them under column I or j.

List of Works in ADRWP

District : Lira Fin Year: 2001-02

Work Expenditure

Work Ref. Num	Road Link No	Routine Maintenance Cost	Periodic Maintenance Cost	Rehabilitation Cost	Road Bottleneck Cost	Structure Bottleneck Cost	Total Cost	Funding Source
(o)	(b)	(e)	(f)	(g)	(h)	(i)	(j)	(z)
L01	2201	12,408			17,600	11,968	41,976	District Dev Fund
L02	2204			132,000	17,600		149,600	PAF-3
L03	2201		88,000				88,000	PAF-2
L04	2207			132,000			132,000	PAF-3
L05	2207		52,800				52,800	PAF-2
L06	2207	11,088				5,000	16,088	District Dev Fund
L07	2204	8,316			96,800	5,984	111,100	PAF-1
L08	2208	7,128					7,128	PAF-1
L09	2208		44,000				44,000	PAF-2
L10	2202	12,566				3,000	15,566	District Dev Fund
L11	2203	8,606					8,606	PAF-1
L12	2206	6,442				1,500	7,942	District Dev Fund
L13	2205	6,864					6,864	PAF-1
		100,294	184,800	264,000	132,000	28,952	710,046	

Record: 1 of 16 (Filtered)

Cost of Bottlenecks:

Code	Cost
A	1,760
B	3,520
I	12,320
J	2,992
L	2,992
M	5,984
	29,568

Figure-11: Work Tab of List of Works form

As the size of each work is defined in form D2, the corresponding cost are calculated based on the unit rate in the database and put it under form D1, which is under the third tab of the

ADRWP entry screen (figure-10). The predefined unit rates are good to have a very approximate estimate of the value of work, however, it is advised to have engineer's estimate of each work and then put them under the form D2.

Each work in the list is assigned against a funding source, and QPRS assigns a default funding source to them depending on the type of work (see table-2). You can always change the funding source for a work, however, it is strongly recommended to assign the funding source very accurately in the beginning of the financial year, otherwise if it is done in the middle of the year, figures in various reports of QPRS will become confusing and they can not be compared with the original Work Plan and the implementation progress. Total amount of money needed for each category of works are summed and displayed under the respective category of works to give you an estimate of how much budget is exploited as you add or delete works in the list. As routine maintenance is always funded from the PAF-1 grant, you can also see from the form D1 the amount of PAF-1 money budgeted in the ADRWP (if they are not shared by other donors). However, accurate funding source-wise summary of the expenditure is done under form D2, which has been discussed in the later section.

5. Schedule of Works and Expenditures in ADRWP

Once the list of works is defined and their cost are entered under form D1 & D2, the next step is in QPRS is to schedule the works on monthly basis over the year. This monthly scheduling or works and expenditures are done using form B2 & B1 respectively. In the QPRS program, there are two tabs under "Schedule of Works & Expenditure" screen, which are titled as "Work" and "Expenditure" and they are used to enter Form-B2 and Form-B1 data respectively. As a matter of fact, during the process of scheduling, the schedule for works in form-B1 is done first and based on which, QPRS calculates the schedule of expenditures over the months.

There are two small tables put on the right side of the screen of "Work" tab, which shows the size and category of the work represented by the row, where you put your cursor. Thus if the work is of Routine Maintenance category, the size of the work (length in Km times work days per Km) is shown in the upper right table of the screen and so on. These two boxes on the right will assist you to decide how do you want to distribute a particular piece of work over the year. If the work is of Periodic Maintenance or Rehabilitation category, split the total length of work over the month such a way that sum of all the split length of works over the year is equal to the total size of the work in the ADRWP. On the other hand, to schedule routine maintenance work in a month, put an 'x' under the respective month and thus all the

'x's entered in a row will represent an equal amount of workdays of routine maintenance, which is total works days for the work as a whole divide by number of months to which the works is scheduled. For example, if the total size of the routine maintenance work is 10 km with total workdays say 1,600 (say @160 WDs per Km) and then the work is scheduled for 8 months, then each 'x' in the corresponding row will denote $1600 \div 8 = 200$ WDs. Similarly if the bottlenecks are spanned over a number of months, put the corresponding reference number of the bottlenecks against all the months, and QPRS will divide total size of the work equally over each month where the bottleneck reference number appears.

Ref. Num	Road Link No	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
(a)	(b)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)
L01	2201	1,241	2,414	1,241	1,241	1,241	3,001	1,173	1,173	4,233	13,561	4,233	7,225
L02	2204	26,400	52,800	52,800	17,600								
L03	2201					26,400	35,200	26,400					
L04	2207									52,800	79,200		
L05	2207								26,400	26,400			
L06	2207	1,109	1,109	1,109	1,109	1,109	1,109	2,500	2,500	1,109	1,109	1,109	1,109
L07	2204	832	832	832	832	832	832	96,800	5,984	832	832	832	832
L08	2208	713	713	713	713	713	713			713	713	713	713
L09	2208											26,400	17,600
L10	2202	1,257	1,257	1,257	1,257	1,257	1,257	3,000		1,257	1,257	1,257	1,257
L11	2203	861	861	861	861	861	861			861	861	861	861
L12	2206	644	644	644	644	644	644		1,500	644	644	644	644
L13	2205	686	686	686	686	686	686			686	686	686	686
L14	2211	1,146	1,146	1,146	1,146	1,146	1,146			1,146	1,146	1,146	1,146
		163,261				111,048		261,152		174,584			

Figure-12: Schedule of Works and Expenditure form

One important thing to mention about the schedule of works for periodic and routine maintenance is that the values in Km represents the completed length of the work in the month. For example, in case of periodic maintenance of a gravel road, let us say total size of the road is 5Km. The work scheduled as follows:

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
-	-	2	-	1	2		

It appears from the above table that the amount of work done in the month September is 2Km while no work was done in July and August. Here the fact is that work was done on the road both on July and August, like mobilization of the site, spreading gravel etc. whereas 2Km of the length was finished during the month September. Thus if the total length scheduled in different months is different than the total length of works an error will occur

(when calculate button is pressed) and the QPRS will prompt the user to correct the error. Similarly if any bottleneck is included in the work and not schedule in any month, an error will occur as “Calculate” button is pressed and the user is prompted to correct the error.

The monthly expenditure of the work is calculated as the “Calculate...” button is pressed. The unit cost of work is not this time taken from the predefined unit cost, but from the actual engineer’s estimate (or contract bid value) of the work. For instance, if the size of work is 5Km, then from the predefined unit cost, the unit cost of the work might be 8.8x5 million. Whereas if the engineer’s estimate for the total work is say 40 million, unit cost of the work will be obviously 8 million (per Km) and the monthly expenditure is calculated accordingly. If we take the example of aforesaid 5Km periodic maintenance, the cost of work calculated in September is 16 million whereas no cost is calculated in July or August. Here the engineer will make his own judgement how he would like to pay to the contractor, after completed length is measured, after mobilization works etc. and s/he can always adjust the monthly expenditure figures which is calculated by QPRS. To calculate a single work, put the cursor on the specific row and then press the “calculate” button. To calculate all the works, check the box “All” (beside the calculate button) and then press “Calculate” button. Remember here that if you have readjusted the monthly expenditure and then press “Calculate” button, QPRS will reset the expenditure schedule from the schedule of work entered in the form-B2.

Schedule of Works And Expenditure in ADRWP

District : Lira Fin Year: 2001-02

☐ All ☐ Calculate Month-wise Exp

Ref. Num	Road Link No	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
(o)	(b)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)
L01	2201	x	x,b	x	x	x	x,A	B	B	x,L	x,J	x,J	x,M
L02	2204	1	2	2	K								
L03	2201					3	4	3					
L04	2207								2	3			
L05	2207							3	3				
L06	2207	x	x	x	x	x	x	E	E	x	x	x	x
L07	2204	x	x	x	x	x	x	C	D	x	x	x	x
L08	2208	x	x	x	x	x	x			x	x	x	x
L09	2208											3	2
L10	2202	x	x	x	x	x	x	F		x	x	x	x
L11	2203	x	x	x	x	x	x			x	x	x	x
L12	2206	x	x	x	x	x	x		G	x	x	x	x
L13	2205	x	x	x	x	x	x			x	x	x	x
L14	2211	x	x	x	x	x	x			x	x	x	x

Note: Enter 'x' (Small X) to denote Routine Maintenance Taken-up in the Month

Record: 1 of 16 (Filtered)

Length/WD of the Work at Cursor

Routine	23.50 x185 WD
Periodic	
Rehabilitation	

List of B'Necks in Work at Cursor

Code	Bottleneck Type	Size
A	Embankment Filling	10.0
B	Embankment Filling	20.0
I	Embankment Filling	70.0
J	Bridge New	0.5
L	Bridge New	0.5
M	Bridge New	1.0

Figure-13: Schedule of Works and Expenditure form

As you run the calculation and obtain the monthly expenditure of works, the quarterly summary of all works are also calculated and displayed at the footer section of the form. The

quarterly break of the expenditure in percentage is also displayed in a table at the right of “Expenditure” tab, which may help the engineer to adjust the monthly schedule.

6. ADRWP – Budget Summary

After all the works are scheduled and the monthly expenditure schedule is calculated and adjusted, the next step in QPRS is to summarize the expenditure against different funding sources. The summary can be of two different way – viz. activity wise (such as routine maintenance, periodic maintenance and so on and then quarter-wise. Calculation of summary is done under form-D3 of QPRS as shown in figure...There are two tabs in the ADRWP Budget Summary form namely “Quarter-wise Budget Summary” and “Activity-wise Budget Summary”. Remember here that unlike Excel or Lotus worksheets, there is no automatic formula inserted with the QPRS which do the summary calculation automatically. Rather, use the “Pick Monthly Exp. of Works” command button to bring the summary expenditure into the form-D3 and save it. That means once you have saved the budget summary figures in form-D3 and after that if you do any change in form D1 figures later, you have to pick the figures from form-D1 again to get the change in the D3 form.

ADRWP - Budget Summary

District : Lira Fin Year: 2001-02

Quarter-wise Budget Summary Activity-wise Budget Summary

Funding Source	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		ANNUAL BUDGET			
	Works	Operational	Works	Operational	Works	Operational	Works	Operational	Works	Operational	Opr. (%)	TOTAL
PAF-1	14,660	1,000	14,660		107,671		14,660	2,000	151,650	3,000	1.9%	154,650
PAF-2			61,600	3,000	79,200	2,500	44,000	2,500	184,800	8,000	4.1%	192,800
PAF-3	132,000	5,000	17,600	1,500	52,800		79,200	2,000	281,600	8,500	2.9%	290,100
District Dev Fund	15,428		17,188		22,655		36,724		91,995			91,995
Donor - DANIDA												
Donor - USAID												
Donor - ADB												
Other												
Sub-Total :	162,088	6,000	111,048	4,500	262,325	2,500	174,584	6,500	710,046	19,500	2.7%	729,546

Note: Use this form to enter/ edit Operational Budget only

Figure-14: ADRWP Budget Summary (tab-1)

This budget summary form is also used to enter the quarterly budget for operational expenditure in the district. The operational budget is entered under quarter-wise summary tab of the form. As you enter the operational budget, the amount in percentage against each funding source is calculated and displayed in the form so that the engineer gets an estimate about the ceiling of operational expenditure. In the activity-wise summary tab of the form, the

extreme right column is titled as “Budget Ceiling”, which displays the budget ceiling for each funding source and enables the engineer to adjust ADRWP to remain within the budget. This budget ceiling figures come from the RAMPS and if you need to do any change in the budget ceiling, you need to do so from the RAMPS module.

ADRWP - Budget Summary

District : Lira Fin Year: 2001-02

Activity-wise Summary of Budget

Funding Source	Road Works Expenditure '000 UGX						Operational Budget	Operational Bgt. in %	Annual Bgt. Works + Opr.	BUDGET CEILING
	Routine	Periodic	Rehab	Rd. BNeck	St. BNeck	TOTAL				
PAF-1	48,866			96,800	5,984	151,650	3,000	1.9%	154,650	100,000
PAF-2		184,800				184,800	8,000	4.1%	192,800	120,000
PAF-3			264,000	17,600		281,600	8,500	2.9%	290,100	150,000
District Dev Fund	51,427			17,600	22,968	91,995			91,995	15,000
Donor - DANIDA										350,000
Donor - USAID										
Donor - ADB										
Other										
Sub-Total :	100,294	184,800	264,000	132,000	28,952	710,046	19,500	2.7%	729,546	735,000

Note: Use this form to enter/ edit Operational Budget only

Figure-15: ADRWP Budget Summary (tab-2)

7. Actual Works & Expenditure + Planned Next Quarters

Once the list of works is defined and their cost are entered under form D1 & D2, the next step is in QPRS is to schedule the works on monthly basis over the year. This monthly scheduling or works and expenditures are done using form B2 & B1 respectively. In the QPRS program, this function done under the form titled “Actual Works & Expenditure + Planned Next Quarters” (figure-16-19). There are four tabs in the form namely “Work”, “Expenditure”, “Overall Progress”, “Comments”. The functions performed in order of operational sequence are as follows:

Table-3: Steps in Entering Monthly Quarterly Progress Data under Form B2/B1

- a. Select Reporting Period (i.e. Quarter)
- b. Pick Monthly Schedule of Works from ADRWP/ Previous Quarter
- c. Enter Actual Works Done (measured quantity) in the Quarter
- d. Schedule Remaining Works over Next Quarter(s) in the FY
- e. Enter Actual Expenditure in the Quarter
- f. Calculate Monthly Expenditure for Next Quarter
- g. Adjust Monthly Expenditure of Works for the Next Quarter

It is a must to follow the sequence of the operations stated in table-3. In fact it is a must to follow the whole sequence of steps of QPRS procedure (table-4) as a whole. If any change in data is done in any of the step in table-4 (or table-3), it is needed to redo the following steps so that the data in all forms in the system remains consistent. For instance, if we take the example in table-3, is the “actual expenditure” under the step-e is edited, then the monthly expenditure of works for the remaining quarter, which is calculated under the step-f of table-3, will remain incorrect. Another possible source of incorrect calculation will occur if any medication in data is done in the previous quarter and the change is not brought to the current quarter by “Pick from Prev. Qtrs.” command. For instance, let us assume that the current quarter is 2nd quarter. All the steps for entering data in form-B2/B1 for the current quarter are done accurately following the table-3. As when everything is done, the user realized that there were some mistakes in entering data in Form B2/B1 the previous quarter, i.e. in quarter-1. Let us assume that the total expenditure in the previous quarter (1st quarter) was 177,506 thousand Shillings. To correct the data in the reporting period of 1st quarter, the user goes back to the quarter-1 and modifies the expenditure to 177,000. Now the user needs to bring the modifications up to the current quarter by entering the command “Pick from Prev. Qtrs”, and follows all the steps in table-3. If it is not done so, amount of “expenditure for first quarter” under the reporting period current quarter (2nd quarter) will be different than that for 1st quarter (reporting period is shown in the blue box in figure-17, next to “Fin Year” box). Refer to the figure-17 and remember that there are four quarter data (i.e. 1st-4th quarter data starting from Jul to Jun) for each reporting quarter.

Actual Works & Expenditures + Planned Next Qtr(s)

District : Lira Fin Year: 2001-02 Quarter: 1st: Jul-Sep ☐ All ☐ Pick from Prev. Qtrs. ☐ All ☐ Calc. Monthly Exp. -Next Qtrs.

Ref. Num	Road Link No	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
(o)	(b)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)
L01	2201	400	400	400	x	x	x,A	B	B	x,L	x,J	x,J	x,M
L02	2204	1	2	2	K								
L03	2201					3	4	3					
L04	2207								2	3			
L05	2207								3	3			
L06	2207	400	400	400	x	x	x	E	E	x	x	x	x
L07	2204	200	200	200	x	x	x	C	D	x	x	x	x
L08	2208	200	200	200	x	x	x			x	x	x	x
L09	2208											3	2
L10	2202	400	400	400	x	x	x	F		x	x	x	x
L11	2203	400	400	100	x	x	x			x	x	x	x
L12	2206	100	100	100	x	x	x		G	x	x	x	x
L13	2205	200	200	200	x	x	x			x	x	x	x
L14	2211	400	400	400	x	x	x			x	x	x	x

Note: Enter 'x' (Small X) to denote Routine Maintenance Taken-up in the Month

Record: 1 of 16

Done So Far Remaining

RM:	1,200	3,148
PM:		
RH:		

Planned in the Quarter:

Jul	Aug	Sep
435	435.b	435

List of B'Necks in Work at Cursor

Code	Bottleneck Type	Size
A	Embankment Filling	10.0
B	Embankment Filling	20.0
I	Embankment Filling	70.0
J	Bridge New	0.5
L	Bridge New	0.5
M	Bridge New	1.0

Figure-16: Actual Works & Expenditure + Planned Next Quarters (Work Tab)

If any modification in data is done for a particular work for a quarter, it is not needed to pick the data of that quarter to the following quarter. For instance refer to figure-16, the amount of work done in September under the work number L02 is 2Km. If the user realize that the correct figure should be 1.5Km, then s/he needs to correct the figure in the reporting period 1st quarter and then follow all the steps of table-3 (i.e. step-c to g) for the work number-L-02. In this case while pressing the “Calc. Monthly Exp. Next Qtr.” command, the user must remember not to check the “All” box next to the command (see figure-17). Because “Calc. Monthly Exp. Next Qtr.” Command will reset the entire expenditure schedule for the remaining quarter(s) (in this example quarter 2-4) under the reporting period for the selected works. Similarly, while picking the data from previous quarter for in case of the aforesaid change in only a few numbers of works, the user should pick the data one by one by putting cursor in the corresponding row of the work and then follow the steps in the table-3 only for the affected works. Note that “Pick from Prev. Qtrs.” command reset the amount of work done and scheduled for all months in form B2, while in case of expenditure (form-B1) it picks the expenditure only for the previous quarter, not for current or following quarter. For example, let us assume that the current reporting period is second quarter. If the ‘Pick....’ command is entered under this reporting quarter, not only the amount of actual expenditure in the months jul-sep will be reset from the data of reporting period quarter-1, but also the data for the months oct-jun (which is planned works in case of reporting quarter-1) will come from the quarter-1. While you enter data under form B2 and B1, you are allowed to modify the figures for the current and the following quarters. The cells for the current quarter and remaining quarters are displayed in white colour while those for the previous quarter(s) are locked and shown in light blue colour.

Actual Works & Expenditures + Planned Next Qtr(s)

District : Lira Fin Year: 2001-02 Quarter: 1st: Jul-Sep

☐ All ☐ Pick from Prev. Qtrs. ☐ All ☐ Calc. Monthly Exp. -Next Qtrs.

Ref. Num	Road Link No	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
(o)	(b)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)
L01	2201	1,000	1,000	1,000	1,708	1,283	3,043	1,760	1,760	4,275	13,603	4,275	7,267
L02	2204	25,000	50,000	55,000	19,600								
L03	2201					26,400	35,200	26,400					
L04	2207									52,800	79,200		
L05	2207								26,400	26,400			
L06	2207	400	400	400	3,320	1,095	1,095	2,500	2,500	1,095	1,095	1,095	1,095
L07	2204	200	200	200	2,056	943	943	96,800	5,984	943	943	943	943
L08	2208			300	2,186	774	774			774	774	774	774
L09	2208											26,400	17,600
L10	2202			2,000	2,731	1,306	1,306	3,000		1,306	1,306	1,306	1,306
L11	2203		2,000		1,431	863	863			863	863	863	863
L12	2206			1,000	654	798	798		1,500	798	798	798	798
L13	2205			2,000	448	736	736			736	736	736	736
L14	2211			2,000	2,572	1,148	1,148			1,148	1,148	1,148	1,148
		147,700				121,942		263,199			177,204		

Record: 1 of 16

A. Paid So Far
3,000

B. Payment Outstanding
425

C. Cost of remaind. wrk
38,551

% Distribution in Quarters

Qtr	%
1st	20.8%
2nd	17.2%
3rd	37.1%
4th	25.0%

Figure-17: Actual Works & Expenditure + Planned Next Quarters (Expenditure Tab)

Under the third tab of the “Actual Works & Expenditure + Planned Next Qtr(s)” form, a number of useful information about the works in the district are entered (see figure-18). “Mode of Implementation” column describes for a work can be either *Contract* or *Force Account*. There are four columns under the title “Value of work” as follows:

- ADRWP
- Engineers Estimate
- Contract Price
- Current Contract Price

The first category of value of work comes from the “ADRWP – List of Works” form (ref. figure-11) and the user is not allowed to change the figure from this form. The ADRWP amount is a rough estimate of the work without detail measurement of the work. Prior the contract is awarded, the Engineer survey and make detail measurement of the work and accordingly gets his estimate of value of work, which refers to the second category of value of work. Contract price refers to the amount which is negotiated with the contractor (note that this can be different than the quoted price by the contractor). As the “Engineers Estimate” or “Contract Price” is entered under respective column, current price becomes the latest value of the work entered in that way. However, even after the contract is awarded, the value of contract may be changed (for instance as because the amount or work is revised or so) and then the user would enter the revise amount under the “Current Contract Price” column. The financial progress of work (column-r) is calculated based on the “Current Contract Price” amount. Apart from the ADRWP amount, the user is allowed to enter all the remaining three category of value of work in the form.

Actual Works & Expenditures + Planned Next Qtr(s)

District : Lira Fin Year: 2001-02 Quarter: 1st: Jul-Sep ☐ All ☐ Pick from Prev. Qtrs.
☐ All ☐ Calc. Monthly Exp. -Next Qtrs.

Ref. Num	Road Link No	Mode of Impl.	Value of Work ('000 UgX)				Date Cont. Awarded	Cont. duration (Weeks)	Completion Date	Progr. of Work(%)	
			ADRWP	Engrs Estim.	Contract Price	Current C.Price				Financial	Physical
(a)	(a)	(g)	(h)	(i)	(j)	(k)	(m)	(n)	(o)	(r)	(s)
L01	2201	Cont.	41,976	32,000	30,000	30,000	01/08/2001	10.00		86.9%	10%
L02	2204	F.Act	149,600			149,600					
L03	2201	Cont.	88,000			88,000					
L04	2207		132,000			132,000					
L05	2207		52,800			52,800					
L06	2207		16,088			16,088				7.46%	14%
L07	2204		111,100			111,100				0.54%	5%
L08	2208		7,128			7,128				4.21%	20%
L09	2208		44,000			44,000					
L10	2202		15,566			15,566				12.85%	20%
L11	2203		8,606			8,606				23.24%	15%
L12	2206		7,942			7,942				12.59%	20%
L13	2205		6,864			6,864				29.14%	25%
L14	2211		11,458			11,458				17.46%	15%

Record: 1 of 16

Figure-18: Actual Works & Expenditure + Planned Next Quarters (**Overall Progress Tab**)

The Financial Progress and Physical Progress of work under the overall progress tab (figure-18) are calculated by the “Calc. Monthly Exp. – Next Qtrs.” command. The user is not allowed to change the financial progress figures, as those are calculated based on the actual expenditure in the quarter (form-B1). Whereas the physical progress column is open to edit. In fact the physical progress calculated by QPRS corresponds to the financial value of fully completed length of work. For example if the total size of work is 5 Km and completed length is 3 Km then physical progress calculated by QPRS is 60%. The Engineer can then change the figure as apart from the fully completed length of 3 Km, some more work might have done on the remaining 2 Km. So if the work is measured, the financial equivalent of the measured work will be considered as the physical progress.

Figure-19: Actual Works & Expenditure + Planned Next Quarters (**Comments Tab**)

The comments tab of the form (see figure-19) is used to enter general and overall comments on progress of the work in a particular quarter. Example of such comments is statement on the slow progress of work etc.

8. QPR – Summary of Expenditure and Next Quarter’s Budget

Along with the monthly progress and expenditure of works compiled on quarterly basis, the districts also compile quarterly summary of all the expenditure against each funding source, using form-D3 (figure-21). This quarterly summary of expenditure is equivalent to the summary report of form-B3. The summary is done two ways viz. quarter-wise summary and activity-wise summary which corresponds to the respective tab in the QPR- Summary Expenditure Form.

Steps in QPRS Procedures



Figure-20: Steps in Quarterly Progress Reporting System

The steps in the quarterly progress report summary can be stated as follows:

- Enter Funding-Source-wise amount of fund received in the quarter.
- Enter amount of operational expenditure done in the quarter.
- Enter amount of operational expenditure budget required in the next quarters.
- Pick the monthly expenditure from Form B1 & calculate Fund Request for next quarter.
- Adjust fund request as per other situations (such as availability of fund) or any other instruction given by the ministry.
- Save the summary of Expenditure and Budget in Form-D3

QPR-Summary of Expend. & Next Quarters' Budget

District : Lira Fin Year: 2001-02 Quarter: 1st: Jul-Sep

Funding Source	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		EXPENDITURE TO-DATE			
	Works	Operational	Works	Operational	Works	Operational	Works	Operational	Works	Operational	Opr.(%)	TOTAL
PAF-1	9,000	1,000							9,000	1,000	10.0%	10,000
PAF-2												
PAF-3	130,000	5,500							130,000	5,500	4.1%	135,500
District Dev Fund	8,700								8,700			8,700
Donor - DANIDA												
Donor - USAID												
Donor - ADB												
Other												
Sub-Total :	147,700	6,500							147,700	6,500	4.2%	154,200

Note: Use this form to Enter Operational Expenditure and Fund Request only

Figure-21: QPR-Summary of Expenditure & Next Quarter's Budget (**Quarter-wise Summary Tab**)

Similar to other functions in the system, it is very important to follow the steps in the form accurately to get correct result. For instance, the fund request is calculated based on the expenditure planned in the next month and the available balance in the district. If the fund request amount is calculated already and then if somebody change the amount of fund received (which will in turn change the amount of balance with the district) afterwards, the result will be erroneous if the calculation is not done once again. Similarly after picking data from form B1 and then doing all calculations and adjusting figures in form B3, if the user goes back to the form-B1 (for the same or previous quarter) and do some changes there, the calculation in form B3 will become incorrect and there will be inconsistencies between the detail and the summary of expenditures. As you select the reporting quarter in the in the form, the entry cells only under those quarter is open for enter or edit data and all the remaining cells are locked. So if the current reporting quarter is 3rd quarter and you need to

do some change in operational expenditure in second quarter, then you have to go back to the second quarter (through changing the reporting period to **2nd: Oct-Dec** under the reporting quarter pick box) to do so.

QPR-Summary of Expend. & Next Quarters' Budget

District : Lira Fin Year: 2001-02 Quarter: 1st: Jul-Sep

Activity-wise Summary of Expenditure/ Budget									
Funding Source	Road Works Expenditure '000 UGX					TOTAL	Operational Expenditure	Operational Exp. in %	Total Exp Works + Opr.
	Routine	Periodic	Rehab	Rd. BNeck	St. BNeck				
PAF-1	9,000					9,000	1,000	10.0%	10,000
PAF-2									
PAF-3			130,000			130,000	5,500	4.1%	135,500
District Dev Fund	8,700					8,700			8,700
Donor - DANIDA									
Donor - USAID									
Donor - ADB									
Other									
Sub-Total :	17,700		130,000			147,700	6,500	4.2%	154,200

Note: Use this form to Enter Operational Expenditure and Fund Request only

Figure-22: QPR-Summary of Expenditure & Next Quarter's Budget (**Activity-wise Summary Tab**)

The basic principal for calculating the fund request is based on the work plan in the next quarter. Based on the work plan (physical work), QPRS determines the amount of money required to pay to the contractors – which is the financial value of the work planned. Now it may happen that you have some balance of money in the bank from the amount you received so far from the headquarters. You might have some pending payment for the work completed so far and not yet paid (planned to pay in the next quarter). So all these factors are taken into account to determine the “fund request amount” from various funding sources.

Let us take an example. You are reporting the second quarter progress to the headquarters (MoWHC) and requesting for the fund release for 3rd quarter. The financial value of the amount of work done till the 2nd quarter is say $(20+35) = 55$ million where 20 million equivalent done in the first quarter and 35 million during the second the works under PAF-2 (i.e. periodic maintenance). As this much of work is already completed (as per measurement so far), you are have approved to pay this amount to the contractor (for simplicity, the retention money is not taken into account). Now say so far you have received $10+20 = 30$ million from the PAF-2 fund. Out of this 30 million you paid 25 million for the works and expenditure and 5 million balance remain in your bank whereas you need to pay $55-35=20$ million. So you need to get another **20 (=25-5) million** to pay the work done so far. Instead

of all these complicated way to determine the amount of money need to pay the work done so far is = *Value of Work Done so far – Amount received so far* = **55 – 35 = 20 million**.

Similarly the formula to determine the amount of fund request for the following quarter is as follows:

Value of work – Fund Received

i.e. Value of work done so far + value of work planned in the next quarter – Fund received so far

If we take our previous example, let us say the value of work you planned for the third quarter under PAF-2 fund is say 30 million and we assume you will complete that quantity of work at the end of third quarter. So you expect that at the end of third quarter you will accomplish the work which worth 20+35+30=85 million (20 million in 1st quarter and so on). So at the end of third all together you need 85 million regardless how much you spent (i.e. paid to the contractors) so far. As per aforesaid figures, you received so far 30 million. So you will request for another 55 million (=85-30) for the next quarter to pay the bill.

One important think to mention here that when PAF-1 and PAF-2 fund is released from the Ministry of Finance to the district, it is sent to a single account and no break is mentioned in the release order. Now the district authority needs to break-up the fund and to maintain the account book correctly so that how much fund received, spent and balance against each funding sources can be brought to accurate accountability. As mentioned before, the District Engineer may like alter the amount of fund request different than that determined by the QPRS. The QPRS obviously allows the user to make such changes. Any change in the form D-3 should be stored by “Save Data” command.

QPR-Summary of Expend. & Next Quarters' Budget

[Pick Exp. Amounts from FormB1](#)

District : Lira Fin Year: 2001-02 Quarter: 1st: Jul-Sep

[Save Data](#) [Close Form](#)

[Quarter-wise Summary](#) [Activity-wise Summary](#) [Fund Request](#)

Activity-wise Request for Fund									
Funding Source	Fund Request for Different Activities '000 UGX						Operational Fund	Total Request Works + Opr.	Fund Received So far
	Routine	Periodic	Rehab	Rd. BNeck	St. BNeck	TOTAL			
PAF-1	15,000					15,000	2,000	17,000	20,000
PAF-2									
PAF-3			150,000			150,000	8,000	158,000	170,000
District Dev Fund	12,000					12,000		12,000	20,000
Donor - DANIDA									
Donor - USAID									
Donor - ADB									
Other									
Sub-Total :	27,000		150,000			177,000	10,000	187,000	210,000

Note: Use this form to Enter Operational Expenditure and Fund Request only

Figure-23: QPR-Summary of Expenditure & Next Quarter's Budget (Fund Request Summary Tab)

9. Data Export – Import Operation

The District Engineer sends quarterly progress report data to the Ministry using floppy diskette. The data export operation in QPRS is used to prepare the diskette for the Ministry. The data export interface has been shown in figure-24. By default the exported file is stored under the C:\RAMPS\QPRS\ folder and you need to give a name for the file. As every quarter the headquarters receives data file from all of the 57 districts throughout the country, so it is suggested to name the file with the name of district and quarter suffix so that it is easy for the Ministry to handle the diskettes. Apart from naming the file, the District Engineer should also label and sign the diskette used to send data to the Ministry, although a printed and signed version of the quarterly progress is also sent to the Ministry.

Data Export Operation

Region

- ☒ Northern
- ☐ Eastern
- ☐ Southern
- ☐ Western
- ☐ Central
- ☐ West Nile

District

- ☐ Apac
- ☐ Gulu
- ☐ Kitgum
- ☐ Kobido
- ☒ Lira
- ☐ Masindi
- ☐ Moroto
- ☐ Moyo
- ☐ Adjumani
- ☐ Katakwi
- ☐ Nakapiririt
- ☐ Pader
- ☐ Yumbe

Fin Year: 2002-03

Destination: C:\RAMPS\Exp\mpo\QPRS\Lira_Qtr1.MDB

Export < Done

Figure-24: QPRS Data Export Operation

Another purpose of Data Export – Import function is to backup your data. The files which contain data of QPRS system is called QPRS_be.mdb which resides under C:\RAMPS folder. It is strongly suggested that you take a regular backup of this file and store it in a safe place. In some cases the system is operated in different computers, viz the Desktop machine and in a Notebook computer. To exchange the latest data between various computers, this data export-import function can be used. Nevertheless, it is recommended to use a single machine to operate the QPRS, otherwise there is good possibility to mix up the update status of data or loose the updated data. Although the export file is named after the name of reporting quarter, it contains data for all quarters for the selected district and fiscal year. For example if you report 3rd quarter progress for the district Lira, name the export file as **Lira_Qtr3.MDB**, although the file contains all the three quarter starting from quarter-1.

The reason for including all quarter data is if you have made any change in the previous quarter data, you have corrected it only at your machine – also the other machine where your data are copied (e.g. the headquarters machine), they also need to get the correct date. If it is not also corrected, then not only the data of the district and headquarters are different, but also in the headquarters, the data among various quarters are also become inconsistent.

Another important thing to remember that when the headquarters imports data into their server using RAMPS-HQ module, they pick only one district data from the diskette. So if your diskette contains multiple district data (for instant you have incorporated Lira district data for your practice while your own district is Gulu), the headquarter module will pick the first district data it finds in your diskette (which may be Lira) and will drop your district. To avoid such situation, remember to tick only your district name in the data export form and do not tick any other district! (see figure-24).

10. Lookup Tables of RAMPS in QPRS

There are a number of lookup tables used by QPRS programme and all of them except the Unit Table come from the primary modules of RAMPS. That means, if you do any change in the lookup table put under RAMPS primary module, the change automatically comes to the QPRS module. Similarly if you make any change in any of the lookup table from QPRS module (for example you change spelling of a district), the change will automatically goes to the RAMPS module. The exception here is the Unit Cost table where a separate set of Unit cost is maintained in RAMPS and QPRS modules.

Lookup Tables of RAMPS

Allow Edits Close

WorkList Unit Cost Funding Source District Table

List of Road Works (used to define unit cost table)

Work Code	Work Category	Description of Work	Unit
01	Routine	Routine Maint: Condition Factor Band-1 (> 0 - 1.5)	/Km
02	Routine	Routine Maint: Condition Factor Band-2 (>1.5 - 2.0)	/Km
03	Routine	Routine Maint: Condition Factor Band-3 (>2.0 - 2.5)	/Km
04	Routine	Routine Maint: Condition Factor Band-4 (reserved)	/Km
15	Routine	Routine Maintenance Work (Work Day Based)	/W. Day
05	Periodic	Periodic Maintenance- Full	/Km
06	Periodic	Periodic Maintenance- Partial	/Km
10	Periodic	Spot Repair	/Km
07	Emergency Maint.	Emergency Maintenance	/Km
09	Rehabilitation	Rehabilitation- Full	/Km
08	Bottleneck- Road	Embankment Filling	/Km
101	Bottleneck- Struct.	Bridge New	/meter
102	Bottleneck- Struct.	Bridge Repair	/meter
103	Bottleneck- Struct.	Culvert New	/meter
104	Bottleneck- Struct.	Culvert Repair	/meter
105	Bottleneck- Struct.	Dripts New	/meter

Record: 1 of 17

Add Item Del Item

Bands of Maintainable Condition Index

Band No	Band Description	Maintainable Condition Index Range	
		Lower	Upper
1	Index Value: >0 - 1.5	0	1.5
2	Index Value: >1.5 - 2.0	1.5	2
3	Index Value: >2.0 - 2.5	2	2.5
4	Reserved for future use	10	10

Figure-25: Lookup tables of RAMPS in QPRS module (Worklist Tab)

The lookup table tabs available in QPRS are as follows:

- Worklist
- Unit Cost
- Funding Source
- District Table

Lookup Tables of RAMPS

Allow Edits Close

WorkList Unit Cost Funding Source District Table

Unit Cost of Road/ Structure Maintenance

District Lira ☐ Apply these Unit Costs to All Districts

Road Class: District Road-I Surface Type: Gravel Save Unit Cost

Description of Work	Unit of measurement	Unit Cost '000 US\$ per year	
		Set by HQs	Set by District
Routine Maint; Condition Factor Band-1 (> 0 - 1.5)	/Km	440	440
Routine Maint; Condition Factor Band-2 (>1.5 - 2.0)	/Km	528	528
Routine Maint; Condition Factor Band-3 (>2.0 - 2.5)	/Km	616	616
Routine Maint; Condition Factor Band-4 (reserved)	/Km		0
Routine Maintenance Work (Work Day Based)	/W.Day	2.85	2.85
Periodic Maintenance- Full	/Km	8800	8800
Periodic Maintenance- Partial	/Km	6512	6512
Spot Repair	/Km	8800	8800
Emergency Maintenance	/Km	704	704
Rehabilitation- Full	/Km	26400	26400
Embankment Filling	/Km	176	176

Figure-26: Lookup tables of RAMPS in QPRS module (Unit Cost Tab)

Lookup Tables of RAMPS

Allow Edits Close

WorkList Unit Cost Funding Source District Table

Annual Budget for Road Works - District Summary

District: Lira ☐ Add F. Source ☐ Del F. Source

Figures in '000 US\$ Save Print

FS Code	Funding Source	Routine	Periodic	Rehab	Rd. Btleck	St. Btleck	Dist Budget
001	PAF-1						
002	PAF-2						
003	PAF-3						
004	District Dev Fund						
005	Donor - DANIDA						
006	Donor - USAID						
008	Donor - ADB						
009	Other						
Total:							

Figure-27: Lookup tables of RAMPS in QPRS module (Funding Source Tab)

Lookup Tables of RAMPS

Allow Edits Close

WorkList Unit Cost Funding Source **District Table**

Region Table

Region Code	Region Name
01	Northern
02	Eastern
03	Southern
04	Western
05	Central
06	West Nile

District Table : Northern Region

Region Code	District Code	District Name
01	02	Apac
01	09	Gulu
01	22	Kitgum
01	23	Kotido
01	26	Lira
01	29	Masindi
01	32	Moroto
01	33	Moyo
01	04	Adjumani
01	25	Katakwi
01	52	Nakapiririt
01	53	Pader
01	56	Yumbe

Print

Figure-28: Lookup tables of RAMPS in QPRS module (District Table Tab)

11. Reports in QPRS

There are 15 reports built in the current version of QPRS (figure-29). The first five reports are in fact the reports of RAMPS which put under QPRS to make them readily available

REPORTS of QPRS

Select Report Set Filter

- ☒ 1. List of Roads in RAMPS Inventory Database
- ☐ 2. Road Sections showing ADRICS based Costs of Works
- ☐ 3. List of Roads in order of Cost-effective Ranking
- ☐ 4. List of Road Section Showing the Interventions Set in RAMPS
- ☐ 5. Unit Costs of Road Works

- ☐ 6. ADRWP - Works Implementation Schedule (Form-D2)
- ☐ 7. ADRWP - Expenditure Schedule (Form-D1)
- ☐ 8. ADRWP - Budget Summary (Form-D3)
- ☐ 9. Quarterly Progress Report - Works Impl. Schedule (Form-B2)
- ☐ 10. Quarterly Progress Report - Expenditure Schedule (Form-B1)
- ☐ 11. Quarterly Progress Report - Summary of Actual Expend. (Form-B3)
- ☐ 12. District Road Works showing Overall Progress
- ☐ 13. Chart Showing Plan Vs Actual Work Days Done under Routine Maint.
- ☐ 14. Chart Showing Plan Vs Actual Expenditure under PAF-1 & PAF-2
- ☐ 15. Chart Showing Plan Vs Actual Expenditure under PAF-3

Preview Close

Figure-29: Reports in QPRS

there. The remaining 10 reports are specific to the QPRS and they are self explanatory from their titles. A sample set of reports are also included in the Appendix-C. The data in the reports can be filtered out using the filter tables with the report form (figure-30). There are six

set of filter tables provided with the filter page of QPRS, out of which the District Filter and the Quarter filter are commonly used. The Financial Year name in the Report form come from the default financial year settings, which can be set at the “List of Works ...” form (figure-9).

The screenshot displays the 'REPORTS of QPRS' window with a 'Set Filter' tab selected. It contains several filter tables and control elements:

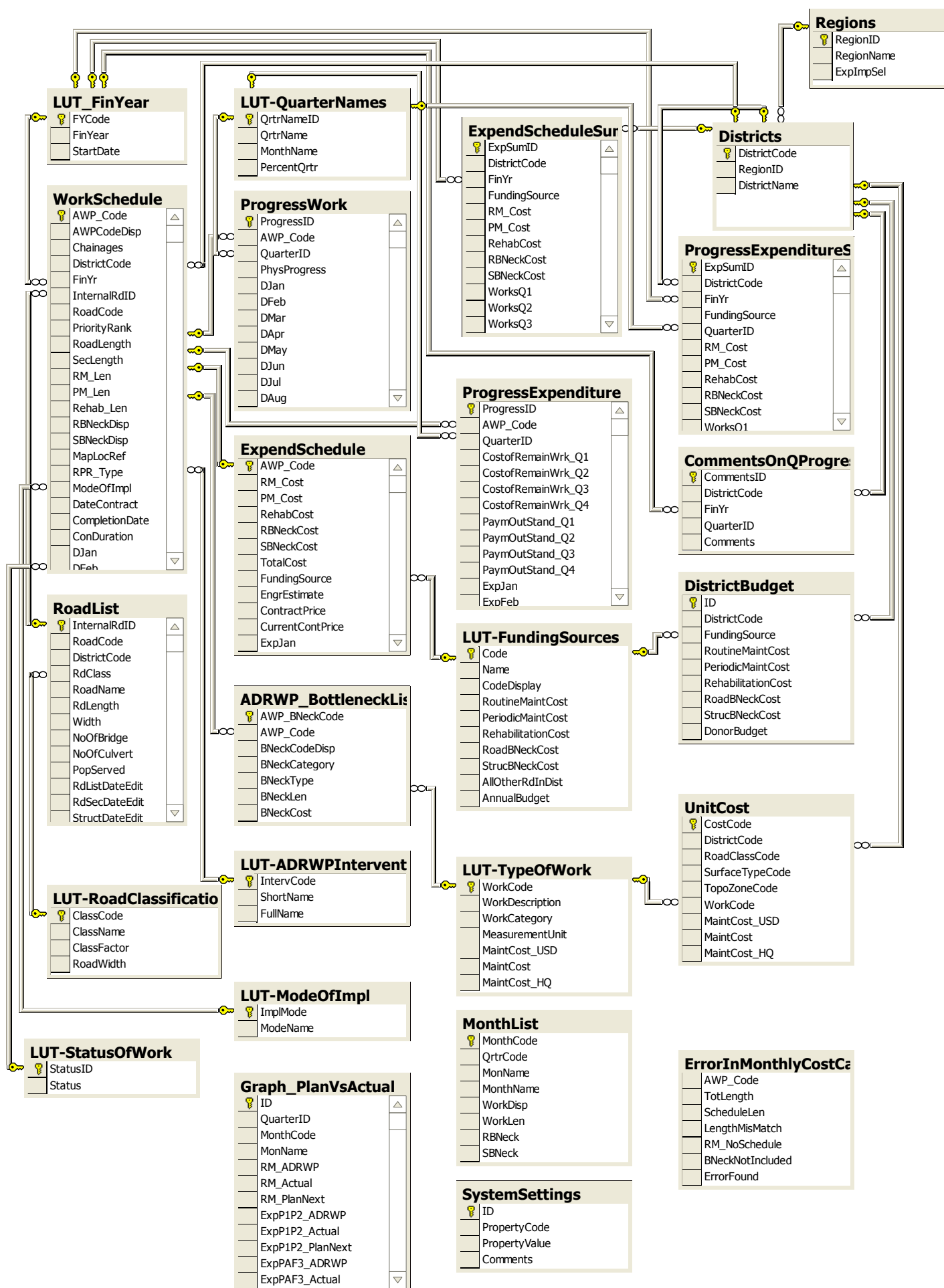
- Region:** A list with checkboxes for Northern, Eastern, Southern, Western, Central, and West Nile. Northern is checked.
- District:** A list with checkboxes for Apac, Gulu, Kitgum, Kothdo, Lira, Masindi, Moroto, Moyo, Adjuman, Katakwi, Nakapiripit, Pader, and Yumbe. Lira is checked.
- Road Class:** A list with checkboxes for Trunk Road-I, Trunk Road-II, Trunk Road-III, District Road-I, District Road-II, District Road-III, and Community Road. All are checked.
- Fin Year:** A text field showing '2001-02'.
- Quarter:** A list with checkboxes for First Quarter, Second Quarter, Third Quarter, and Fourth Quarter. First Quarter is checked.
- Surface Type:** A list with checkboxes for Earth, Gravel, and Paved. All are checked.
- Surface Condition:** A list with checkboxes for Good, Fair, Poor, and Bad. All are checked.

At the bottom of each list is a 'Toggle Select' button, and below the Region and District lists is an 'Apply' button. At the bottom right of the window are 'Preview' and 'Close' buttons.

Figure-29: Filtering tables of QPRS Reports

APPENDICES

Structure Diagram of QPR Database



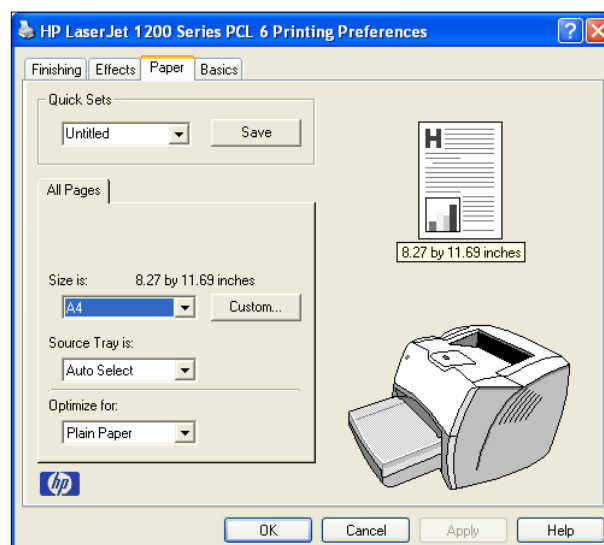
1. Installation Related Problems

Installation of QPRS is a part of installation of other components in the RAMPS Applications. So it is required that other components (like MS Access Runtime) of the Application are installed before in your machine. The installation program is activated as when the installation CD is inserted into the drive. Now the installation program will not be activated if the “auto insert notification” feature of the particular CD drive is disabled in your machine. Activation of the “auto insert notification” feature varies from one Operating System to other. Instead, if not activated automatically, the best method is to start the program by clicking BatchSetup.exe file from Windows Explorer. The BatchSetup.exe is available under the root directory of the installation CD.

The BatchSetup.exe is again developed in Visual Basic and it requires some visual basic runtime Dynamic Link Library (DLL) files. Those DLL files come with the Windows Operating System (except that customized installation of the OS or with the old OS) by default. However, if BatchSetup.exe does not find the required VB runtime DLLs, it will not work. The installation CD of RAMPS Application contains the VB runtime files under the folder \VBRun and running the file \VBRun\VBRun60sp5.exe will install the runtime DLL files required to run installation programs in your machine.

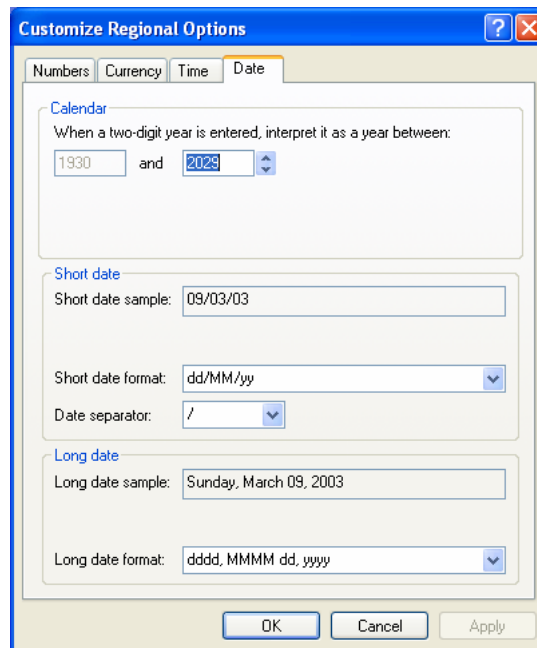
2. The Reports does not fit in the page

The reports of QPRS program have been designed for A4 size paper (8.27”x11.69”) which is the standard paper available in the country. However, the default paper size in most of the printer is set as Letter (8.5”x11”) size, which is the standard size in the US, but shorter than A4. So change the default paper size to A4 to make it same as the paper what you use. The paper size can be changed from the property Settings of the Printer.



3. Date Settings

The British system for Date is followed in the RAMPS application where date is followed by the month. In contrary, under the US system for date, month is followed by the date. So if the date setting in your machine is the US system, any date entered as 05/03/2001 will be regarded as May 3, 2001 whereas you meant the 5th of March, 2001. So it is essential that you check and change the date setting of your machine. The date setting is found under the “Region” settings in the Control Panel.



4. Trouble Shooting Startup Video

The RAMPS applications play a startup Audio Video Interleaved (AVI) format video clip, which is built in the RAMPS/ QPRS Interface using a Microsoft Media Player (MPlayer version 2.0) control. Now to run the interface, it is needed that the Media Player control has been installed in your machine correctly during the installation of the Operating System. The current version of Windows Media Player (WMP) is 9.0 which requires Windows OS 98 SE (Second Edition) or higher, 64 MB RAM (128 recommended), 233 MHz CPU speed (500 MHz recommended) and so on. Most of the machines presently available in the market have much higher configuration than above; however many machines in the district office may not have the minimum requirement for WMP 9.0. As such, to ensure that the RAMPS applications would run properly in all machines, an old version of media control has been used. Because, whatever version of OS, Office Suit or WPM installed in your machine, the AVI interface for MPlayer 2.0 is built in there by default (Microsoft Media Player control is different than Windows Media Player). The problem here is that when some third party

multimedia program is installed, they may corrupt the old version of MPlayer control. In such case the startup video may not run and may prohibit activation of the main Switchboard of RAMPS application. Solution of such problem depends on the source and nature of the problem, which may vary in numbers. For example, one solution could be installation of Windows Media Player version 9.0 or version 7.1, which may, however, cause instability in other third party program. So the best option is to deactivate the Startup Video Clip. The enable or disable property for startup video clip has been built in the RampsLUT.mdb file and this can be accessed using a Visual Basic Program called RemoveMovie.exe, which has been supplied with the RAMPS installation CD. The RemoveMovie.exe again needs MS Data Access Component if it is not already installed in your machine. The setup files for MS Data Access Component version 2.5 have been provided under the MSDAC25 folder of the RAMPS installation CD.

Reports of Q P R S



QPR - DISTRICT ROAD WORKS SHOWING OVERALL PROGRESS

Second Quarter

District : Lira

FY : 2002-03

Work Reference Num	Chainage (From-To)	Road Code	Road Name	Road Length (Km)	Length of Work (Km)	Funding Source	Type of Work	Mode of Implementation	Value of Work ('000 UgX)				Bid Rate (%)	Date Contract Awarded	Contract Duration (Weeks)	Completion Date	Time Elapsed (% of n)	Amount Paid To-date ('000 UgX)	Progress of Work	
									Work Plan Estimate	Engineers Estimate	Contract Price	Current Cont.							Physical (%)	Financial (%)
(r1)	(r2)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)
L01	0-10.5	2229	Kangai - Kwera	10.50	10.5	PAF-3	RH		277,200			277,200			0.00			277,200	100 %	100.0%
L02	0-4	2223	Corner Odyak - Muntu	10.00	4	District Dev Fun	RH		105,600			105,600			0.00			105,600	100 %	100.0%
L03	0-4	2215	Odokomit - Apac Border	6.00	4	PAF-3	RH		105,600			105,600			0.00			105,600	100 %	100.0%
L04	0-2.7	2215	Odokomit - Apac Border	6.00	2.7	PAF-1	RM		1,424			1,424			0.00			620	50 %	43.6%
L05	0-20	2228		20.00	20	PAF-2	PM		176,000			176,000			0.00			176,000	100 %	100.0%
L06	0-5	2219	Chwagere - Kwera Port	15.00	5	District Dev Fun	PM		44,000			44,000			0.00			44,000	100 %	100.0%
L07	0-15	2219	Chwagere - Kwera Port	15.00	15	PAF-1	RM		7,909			7,909			0.00			3,960	43.2 %	50.1%
L08	0-4	2224	Dokolo - Soroti Border	4.00	4	Other	RM		2,109			2,109			0.00			1,055	41.9 %	50.0%
L09	0-4.1	2203	Lira - Boroboro - Soroti Road	8.10	4.1	PAF-1	RM		2,162			2,162			0.00			1,080	46.1 %	50.0%
L10	0-4	2203	Lira - Boroboro - Soroti Road	8.10	0	Donor - DANIDA	SR		7,000			7,000			0.00				0 %	0.0%
L11	0-10	2204	Aloi - Dokolo	44.00	0	Donor - DANIDA	SR		7,000			7,000			0.00				0 %	0.0%
L12	0-34	2204	Aloi - Dokolo	44.00	34	PAF-1	RM		17,927			17,927			0.00			8,965	47.7 %	50.0%
L12	0-12.5	2205	Abako - Katakwi Border	17.55	12.55	PAF-1	RM		6,617			6,617			0.00			3,305	43.1 %	49.9%
L13	0-5	2205	Abako - Katakwi Border	17.55	0	Donor - DANIDA	SR		8,000			8,000			0.00				0 %	0.0%
L14	0-2	2211	Namasale- Awelo	33.00	0	Donor - DANIDA	SR		2,000			2,000			0.00				0 %	0.0%
L15	0-31	2211	Namasale- Awelo	33.00	31	PAF-1	RM		16,345			16,345			0.00			8,165	47.1 %	50.0%
L16	0-2	2208	Acanpli - Katakwi Border	18.00	0	Donor - DANIDA	SR		2,000			2,000			0.00				0 %	0.0%
L17	0-16	2208	Acanpli - Katakwi Border	18.00	16	PAF-1	RM		8,436			8,436			0.00			4,220	42.2 %	50.0%
L18	0-20.7	2201	Ngetta - Apala	20.70	20.7	District Dev Fun	RM		10,914			10,914			0.00			5,460	31.6 %	50.0%
										808,242		808,242						745,230	91.6%	92.2%

Signed (DLGE)

Signed (CAO)

Date:

ADRP - WORKS IMPLEMENTATION SCHEDULE

FY : 2002-03

District: Lira

ADSWP Form-D2

List of Bottlenecks in the ADRWP

Code	Bottleneck Type	Size (lm)	Cost (1,000 UlaX)
A	Embankment Filling	4,000.0	7,000
B	Embankment Filling	0,000.0	7,000
C	Embankment Filling	5,000.0	8,000
D	Embankment Filling	2,000.0	2,000
E	Embankment Filling	2,000.0	2,000

Signed (DLGE)

Signed (CAO)

Date:



ADWWP - EXPENDITURE SCHEDULE

FY : 2002-03

District : Lira

ADWWP Form-D1

Planned Intervention Descriptions and Costs ('000 UGX)										Planned Monthly Expenditure Schedule ('000 UGX)													
Work Ref. Num	District Priority Rank	Road Code	Road Length (Km)	Section Length (Km)	Routine Maint. Cost	Periodic Maint. Cost	Rehabilitation Cost	Road Bt'l Neck Cost	Struct. Bt'l Neck Cost	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total Annual Budget	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)		
L01	1	2229	10.50	10.50			277,200					66,000	105,600	105,600								277,200	
L02	2	2223	10.00	4.00			105,600						52,800	52,800								105,600	
L03	3	2215	6.00	4.00			105,600						52,800	52,800								105,600	
L04	3	2215	6.00	2.70	1,424					142	142	142	142	142			142	142	142	142	142	1,424	
L05	4	2228	20.00	20.00		176,000						44,000	44,000	44,000	44,000							176,000	
L06	5	2219	15.00	5.00		44,000							17,600	26,400								44,000	
L07	5	2219	15.00	15.00	7,909					791	791	791	791	791			791	791	791	791	791	7,909	
L08	6	2224	4.00	4.00	2,109					211	211	211	211	211			211	211	211	211	211	2,109	
L09	7	2203	8.10	4.10	2,162					216	216	216	216	216			216	216	216	216	216	2,162	
L10	7	2203	8.10	4.00				7,000									3,500	3,500				7,000	
L11	8	2204	44.00	10.00				7,000									3,500	3,500				7,000	
L12	8	2204	44.00	34.00	17,927					1,793	1,793	1,793	1,793	1,793			1,793	1,793	1,793	1,793	1,793	17,927	
L12	9	2205	17.55	12.50	6,617					662	662	662	662	662			662	662	662	662	662	6,617	
L13	9	2205	17.55	5.00				8,000									4,000	4,000				8,000	
L14	10	2211	33.00	2.00				2,000									1,000	1,000				2,000	
L15	10	2211	33.00	31.00	16,345					1,634	1,634	1,634	1,634	1,634			1,634	1,634	1,634	1,634	1,634	16,345	
L16	11	2208	18.00	2.00				2,000									1,000	1,000				2,000	
L17	11	2208	18.00	16.00	8,436					844	844	844	844	844			844	844	844	844	844	8,436	
L18	12	2201	20.70	20.70	10,914					1,091	1,091	1,091	1,091	1,091			1,091	1,091	1,091	1,091	1,091	10,914	
Total Intervention Costs :					73,842	220,000	488,400	26,000															
Total Monthly Expenditure of Works Implementation :										7,384	7,384	117,384	280,184	288,984	44,000	-	20,384	20,384	7,384	7,384	7,384	7,384	808,242
Total Quarterly Expenditure of Works Implementation :										132,152		613,168		40,768		22,152		16,000		38,152		872,242	
Total Quarterly Operational Expenditure :										16,000		16,000		16,000		16,000		16,000		38,152		872,242	
Total District Fiscal Year Expenditure by Quarter :										148,152		629,168		56,768		38,152		16,000		38,152		872,242	

Signed (DLGE)

Signed (CAO)

Date:



District: **Lira**

ADRWP - Budget Summary (Form-D3)

Page 1 of 2
08/03/2003

Form-D3.a PLANNED SOURCE OF FUNDING Figures in '000 UGX

Funding Source	Expenditure for Works						Operational Expenses	Total Annual Works + Operational
	Routine Maint. (RM)	Periodic Maint. (PM)	Rehabilitation (RH)	Road Bottleneck (SR)	Structure Bottleneck (SR)	Sub-Total (All Works)		
PAF-1	60,818					60,818	10,000	70,818
PAF-2		176,000				176,000	6,000	182,000
PAF-3			382,800			382,800	40,000	422,800
District Dev Fund	10,914	44,000	105,600			160,514	4,000	164,514
Donor - DANIDA				26,000		26,000	4,000	30,000
Other	2,109					2,109		2,109
Total:	73,841	220,000	488,400	26,000		808,241	64,000	872,241

Signed (DLGE)

Signed (CAO)

Date:



District: **Lira**

ADWWP - Budget Summary (Form-D3)

Page 1 of 2
08/03/2003

Form-D3.b

QUARTERLY BUDGET SUMMARY

Figures in '000 UGX

Funding Source	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	Works	Operational	Total	Works	Operational	Total	Works	Operational	Total	Works	Operational	Total
PAF-1	18,246	2,500	20,746	12,164	2,500	14,664	12,164	2,500	14,664	18,246	2,500	20,746
PAF-2	44,000	1,500	45,500	132,000	1,500	133,500		1,500	1,500		1,500	1,500
PAF-3	66,000	10,000	76,000	316,800	10,000	326,800		10,000	10,000		10,000	10,000
District Dev Fund	3,274	1,000	4,274	151,783	1,000	152,783	2,183	1,000	3,183	3,274	1,000	4,274
Donor - DANIDA		1,000	1,000		1,000	1,000	26,000	1,000	27,000		1,000	1,000
Other	633			422			422			633		
Total for Quarter:			148,152			629,168			56,768			38,152
Cumulative Qtr'tly Total:		148,152			777,321			834,089			872,242	
Cummul. Qtr'tly Percentage:		17.0 %			89.1 %			95.6 %			100.0 %	

Signed (DLGE)

Signed (CAO)

Date:



QPR - WORKS IMPLEMENTATION SCHEDULE

FY : 2002-03

Second Quarter
QPR Form-B2

District : Lira

Work Reference				INTERVENTION		Planned Vs Actual Work						Actual Works Done To-Date & Planned Next Quarters											
Work Reference	District	Road	Section	Type	Length (Km)	RM - WD/ SR/ST Ref	Planned	Actual	Planned	Actual	Diffm.	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
Num	Chainage (From-To)	Priority	Length (Km)				This Qtr	This Qtr	To-Date	To-Date	To-Date	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
(r1)	(r2)	(a)	(b)	(c)	(d)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)	(w)	(x)
L01	0-10.5	1	2229	10.50	10.50		8.0	8.0	10.5	10.5				2.5	4	4							
L02	0-4	2	2223	10.00	4.00		4.0	4.0	4.0	4.0					2	2							
L03	0-4	3	2215	6.00	4.00		4.0	4.0	4.0	4.0					2	2							
L04	0-2.7	3	2215	6.00	2.70		100	100	250	250		50	50	50	50	50			50	50	50	50	50
L05	0-20	4	2228	20.00	20.00		15.0	15.0	20.0	20.0				5	5	5	5						
L06	0-5	5	2219	15.00	5.00		5.0	5.0	5.0	5.0					2	3							
L07	0-15	5	2219	15.00	15.00		621	600	1,221	1,200	-21	200	200	200	300	300			315	315	315	315	315
L08	0-4	6	2224	4.00	4.00		151	100	361	310	-51	70	70	70	50	50			86	86	86	86	86
L09	0-4.1	7	2203	8.10	4.10		157	140	367	350	-17	70	70	70	70	70			82	82	82	82	82
L10	0-4	7	2203	8.10	4.00	A													A	A			
L11	0-10	8	2204	44.00	10.00	B													B	B			
L12	0-34	8	2204	44.00	34.00		1,283	1,200	3,083	3,000	-83	600	600	600	600	600			658	658	658	658	658
L12	0-12.5	9	2205	17.55	12.50		492	400	1,092	1,000	-92	200	200	200	200	200			264	264	264	264	264
L13	0-5	9	2205	17.55	5.00	C													C	C			
L14	0-2	10	2211	33.00	2.00	D													D	D			
L15	0-31	10	2211	33.00	31.00		1,210	1,200	2,710	2,700	-10	500	500	500	600	600			607	607	607	607	607
L16	0-2	11	2208	18.00	2.00	E													E	E			
L17	0-16	11	2208	18.00	16.00		660	600	1,310	1,250	-60	200	250	200	300	300			342	342	342	342	342
L18	0-20.7	12	2201	20.70	20.70		920	600	1,530	1,210	-320	200	210	200	300	300			524	524	524	524	524

ADRW/P Total	RM: WD	25,909																
	PM: Km	25.0																
	RH: Km	18.5																
	RM: WD	5,594	4,940	11,924	11,270	-654	2,090	2,150	2,090	2,470	2,470	2,928	2,928	2,928	2,928	2,928	2,928	
	PM: Km	20.0	20.0	25.0	25.0				5.0	7.0	8.0	5.0						
	RH: Km	16.0	16.0	18.5	18.5				2.5	8.0	8.0							

List of Bottlenecks in the ADRWP

Code	Bottleneck Type	Size (lm)	Cost ('000 UgX)
A	Embankment Filling	4,000.0	7,000
B	Embankment Filling	0,000.0	7,000
C	Embankment Filling	5,000.0	8,000
D	Embankment Filling	2,000.0	2,000
E	Embankment Filling	2,000.0	2,000

Total Works Per Quarter	RM: WD	6,330	4,940	8,784	8,784
	PM: Km	5.0	20.0		
	RH: Km	2.5	16.0		



District : Lira

OPR - EXPENDITURE SCHEDULE

FY : 2002-03

Page 1 of 1
08/03/2003
Second Quarter
QPR Form-B1

Work Ref.		INTERVENTION			Planned Vs Actual Expenditure										Actual Expenditure To-Date & Planned Next Quarters											
Work Ref. Num	Road Code	Type	Length (Km)	ADWWP Cost	Planned This Qtrr	Actual This Qtrr	Planned To-Date	Actual To-Date	Differn. To-Date	Outstand. Payment	1st Quarter				2nd Quarter Actual		3rd Quarter Planned			4th Quarter Planned						
(o)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)				
L01	2229	RH	10.5	277,200	211,200	211,200	277,200	277,200					66,000	105,600	105,600											
L02	2223	RH	4	105,600	105,600	105,600	105,600	105,600					52,800	52,800	52,800											
L03	2215	RH	4	105,600	105,600	105,600	105,600	105,600						52,800	52,800											
L04	2215	RM	2.7	1,424	285	248	657	620	-37		124	124	124	124	124			142	142	142	142	142				
L05	2228	PM	20	176,000	132,000	132,000	176,000	176,000					44,000	66,000	66,000											
L06	2219	PM	5	44,000	44,000	44,000	44,000	44,000						44,000												
L07	2219	RM	15	7,909	1,771	1,584	4,147	3,960	-187		792	792	792	792	792			898	898	898	898	898				
L08	2224	RM	4	2,109	432	422	1,065	1,055	-10		211	211	211	211	211			245	245	245	245	245				
L09	2203	RM	4.1	2,162	447	432	1,095	1,080	-15		216	216	216	216	216			233	233	233	233	233				
L10	2203	SR	0	7,000														3,500	3,500							
L11	2204	SR	0	7,000														3,500	3,500							
L12	2204	RM	34	17,927	3,656	3,586	9,035	8,965	-70		1,793	1,793	1,793	1,793	1,793			1,875	1,875	1,875	1,875	1,875				
L12	2205	RM	12.55	6,617	1,402	1,322	3,385	3,305	-80		661	661	661	661	661			753	753	753	753	753				
L13	2205	SR	0	8,000														4,000	4,000							
L14	2211	SR	0	2,000														1,000	1,000							
L15	2211	RM	31	16,345	3,449	3,266	8,348	8,165	-183		1,633	1,633	1,633	1,633	1,633			1,730	1,730	1,730	1,730	1,730				
L16	2208	SR	0	2,000														1,000	1,000							
L17	2208	RM	16	8,436	1,881	1,688	4,413	4,220	-193		844	844	844	844	844			975	975	975	975	975				
L18	2201	RM	20.7	10,914	2,622	2,184	5,898	5,460	-438		1,092	1,092	1,092	1,092	1,092			1,493	1,493	1,493	1,493	1,493				
Expenditure of Works :					614,343	613,132	746,441	745,230	-1,211		7,366	7,366	117,366	328,566	284,566			21,344	21,344	8,344	8,344	8,344				
Total Expenditure of Works Per Quarter :															132,098			42,689			25,033					
Total Operational Expenditure Per Quarter :															16,000			16,000								
Total District FY Expenditure Per Quarter :															148,098			42,689			25,033					

Signed (DLGE)

Signed (CAO)

Date:



QPR - SUMMARY OF ACTUAL EXPENDITURE & FUND REQUEST (Form-B3)

FY : 2002-03

District: Lira

Figures in '000 UGX

Funding Source	Actual Expenditure This Quarter						Quarter-wise Total Actual Expenditure				Fund Spent To-Date			Planned Annual Budget	% Progress To-Date	
	Routine Maint.	Periodic Maint.	Rehabilitation	Road Btl'Neck	Struct. Btl'Neck	Sub-Total (Works)	Operational	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Works	Operational	Total		
PAF-1	18,189					18,189	2,500	20,689	-	-	-	18,189	2,500	20,689	70,818	34.1%
PAF-2		44,000				44,000	1,500	45,500	-	-	-	44,000	1,500	45,500	182,000	25.9%
PAF-3			66,000			66,000	10,000	76,000	-	-	-	66,000	10,000	76,000	422,800	19.9%
District Dev Fund	3,276					3,276	1,000	4,276	-	-	-	3,276	1,000	4,276	164,514	2.7%
Donor - DANIDA							1,000	1,000	-	-	-	-	1,000	1,000	30,000	3.8%
Other	633					633		633	-	-	-	633	-	633	2,109	30.0%
Sub-total PAF Fund :	18,189	44,000	66,000			128,189	14,000	142,189	-	-	-	128,189	14,000	142,189	675,618	23.0%
Total:	22,098	44,000	66,000			132,098	16,000	148,098	-	-	-	132,098	16,000	148,098	872,242	18.3%
Cumulative Expenditures in the Quarters (in Amount)																
								148,098	-	-	-					
								17.0%								
Cumulative Expenditures in the Quarters (in %)																

Funding Source	FUND REQUEST FOR DIFFERENT ACTIVITIES										Fund Spent To-Date		Unspent Balance	Commitments	Value of Work Next Qtr.	Payment Next Qtr.	Fund Required
	Routine Maint.	Periodic Maint.	Rehabilitation	Road Btl'Neck	Struct. Btl'Neck	Sub-Total (Works)	Operational	Total Request (Wrk.+Opr)	Value of Work To-Date	Fund Received To-Date	Works	Operational					
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n**)	(o=i-l)	(p)	(q* = o-p)	(r* = q-n)
PAF-1	11,094					11,094		11,094	15,704	20,000	18,189	2,500	-689	-2,486	12,890	10,404	11,093
PAF-2		127,500				127,500		127,500	44,000	50,000	44,000	1,500	4,500	-	132,000	132,000	127,500
PAF-3			322,800			322,800		322,800	66,000	70,000	66,000	10,000	-6,000	-	316,800	316,800	322,800
District Dev Fund	4,247	42,857	102,856			149,960		149,960	1,739	5,000	3,276	1,000	724	-1,538	152,222	150,684	149,960
Donor - DANIDA												1,000	-1,000	-	-	-	1,000
Other	1,030					1,030		1,030	599		633		-633	-35	432	397	1,030
Sub-total PAF Fund :	11,094	127,500	322,800			461,394		461,394	125,704	140,000	128,189	14,000	-2,189	-2,486	461,690	459,204	461,393
Total:	16,370	170,357	425,656			612,384		612,384	128,041	145,000	132,098	16,000	-3,098	-4,058	614,343	610,286	613,384

(DLGE)

(CAO)

Date:

* Only work related amounts; ** Unspent Balance=(k-l-m); This should be confirmed with Bank Statement



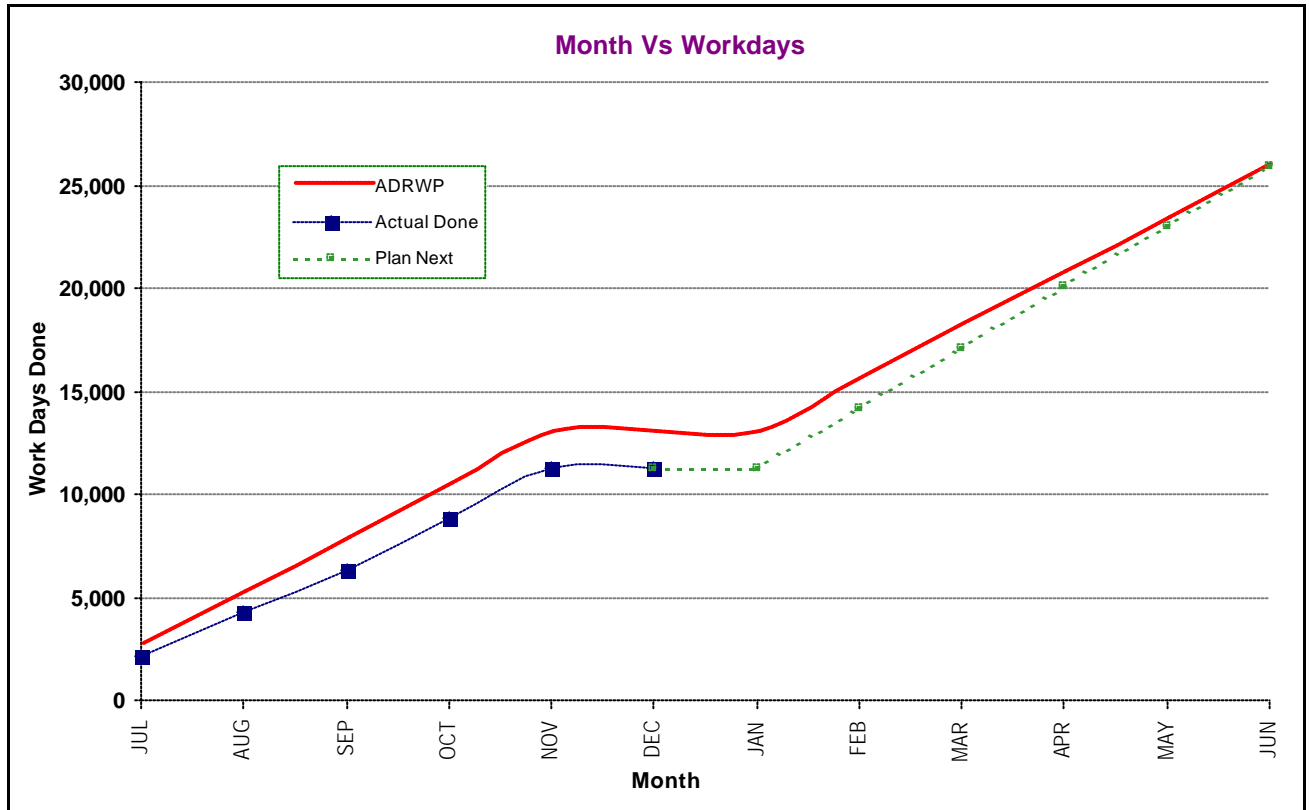
PLAN Vs ACTUAL WORK DONE UNDER ROUTINE MAINT.

Page 1 of 1
08/03/2003

District: Lira

FY : 2002-03

Second Quarter





District: Lira

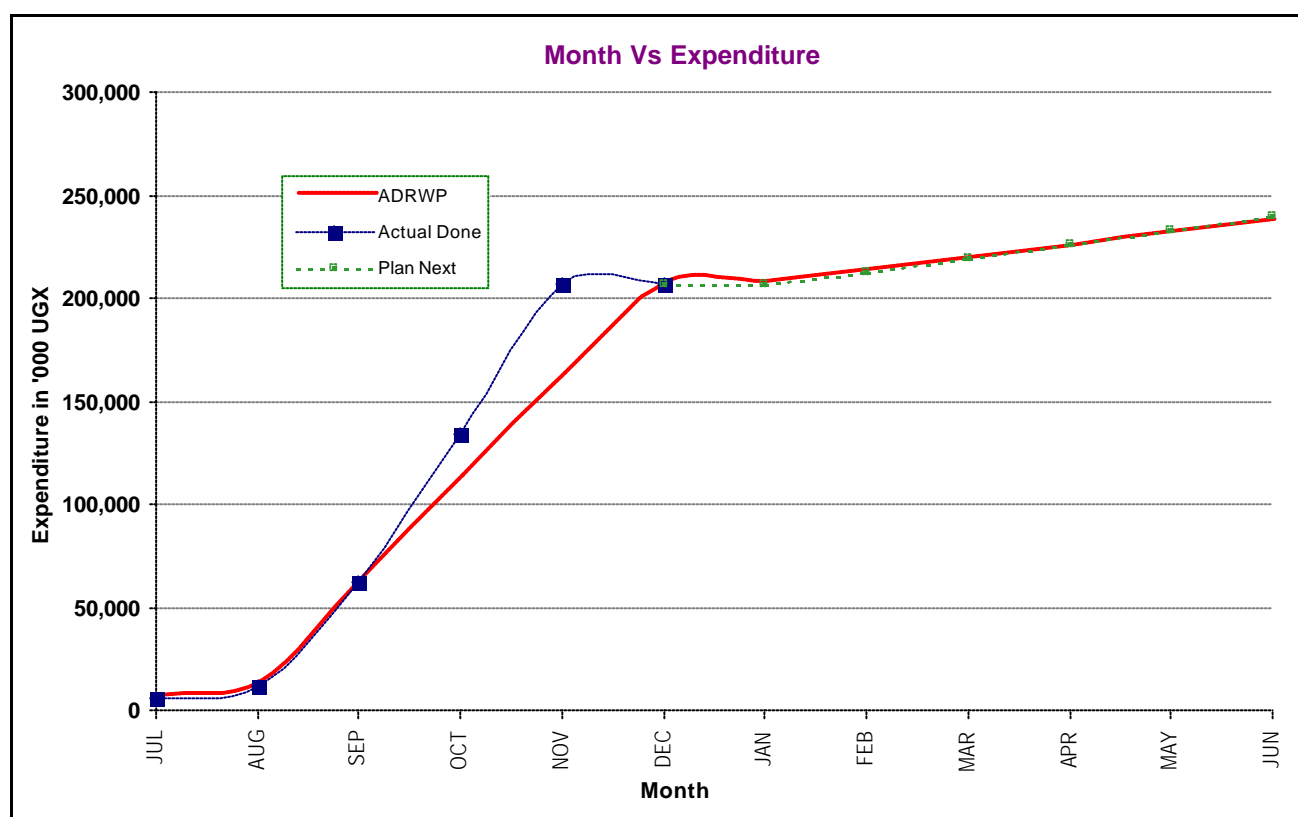
Plan Vs Actual Expenditure under PAF 1 & 2

Page 1 of 1

08/03/2003

FY : 2002-03

Second Quarter





District: Lira

Plan Vs Actual Expenditure under PAF 3

Page 1 of 1

08/03/2003

FY : 2002-03

Second Quarter

