

GUIDELINES ON COMPLETION OF LATF MONITORING FORMS

FORM 7, TABLES A & B, AND FORMS CN2, FORM1a.2, FORM 1B1, FORM DR-1, FORM CP-1 and FORMS 10(1) & (2)

1. **What you receive –**
A 3.5 inch floppy disk (diskette) containing Microsoft Excel files. These file are to be read using **Microsoft Excel 2000 (MS Excel)**. The files are named as follows:

Start Screen:

This is a single MS Excel 200 workbook: You are **REQUIRED** to enter the **LA Code, LA Name, Date and Fiscal Year.**

Please Note that it is mandatory to fill this form before you proceed to enter information into the other forms.

<u>NAME</u>	<u>DESCRIPTION & PURPOSE</u>
a. Latf Forms CN2.xls	A single page MS Excel 2000 workbook containing Form CN2 (Actual Latf Allocations and Estimated Expenditures for FY 2007/2008) . This form is self-generating; the form will automatically fill up except for one cell. The figures reflect those entered in Forms 7A & 7B.
b. Latf Forms 7A.xls	A single page MS Excel 2000 workbook containing Form 7A (Estimated Receipts for Fy 2007/2008) . This file is for the purpose of keying in the figures for the estimated receipts for Fy 2007/2008 .
c. Latf Forms 7B.xls	A single page MS Excel 2000 workbook containing Form 7B (Estimated Total Expenditures and Budget Summary for Fy 2007/2008) . This file is for the purpose of keying in the figures for the estimated Expenditures for Fy 2007/2008
d. Latf Forms 1b-1.xls	A single page MS Excel 2000 workbook containing Form 1b.1 (Capital Project Information Sheet) . This file is for the purpose of keying in details of the planned projects.
e. Latf Forms 1a-2.xls	A single page MS Excel 2000 workbook containing Form 1a.2 (Project Information Sheets Summary) . This file is for the purpose of keying in a summary of the information that appears the forms 1b1.
f. Latf Forms DR-1.xls	A single page MS Excel 2000 workbook containing Form DR-1 (Debt Reduction Plan for FY 2007/2008. Amounts Owed and Amounts to be paid) . This file is for the purpose of keying in details on how the council plans to reduce its debts (if any) .
g. Latf Forms CP-1.xls	A single page MS Excel 2000 workbook containing Form CP-1 (Core Poverty Expenditures for Fy 2006/2007) . This file is for the purpose of keying in details of the activities carried out & the amounts spent on poverty reduction.
h. Latf Forms CD-1.xls	A single page MS Excel 2000 workbook containing Form CD-1 (List of Councilors and Allowances) . This file is for the purpose of keying in details of the councilors and their allowances.

- i. **Latf Forms 10 (1) & (2).xls** Two pages MS Excel 2000 workbook containing **Form 10 (1) & (2)(Service Delivery Summary for Fy 2006/2007)**. This file is for the purpose of keying in a summary of the service delivery activities.

2. Loading on Your Computer

- a. Insert the diskette into the floppy disk drive on your computer
- b. Load MS Excel 2000 and open the disk file in the diskette.
- c. **Make Sure to Choose the Enable Macros option.**
- d. You will see the form that you have opened on your monitor. For your convenience, the areas where you may key in are **YELLOW**. **Do not key into any other box (cell)**

3. Completing the Forms

- a. Only key in data where it is required. These boxes are **YELLOW**, in order to be easy to identify. Ensure that you have completed these boxes as far as possible.
- b. Wherever there are totals, percentages etc., they are automatically calculated. These figures will update as you key data.
- c. When you are satisfied, **PRINT** the form. They have all been pre-formatted for A4 page size. So ensure that the **paper size on your printer is also set to A4**.
- d. Proof-read your work and make any necessary amendments.
- e. You will submit this printout along with the diskette. The **printout must be identical to what is on the diskette**.

4. Form Specific Instructions

Start Screen: Enter the LA Code, LA Name , Date and Fiscal Year in the appropriate space.

- a. **Forms 7A & 7B, CN2** – These are three (3) different forms to be completed, i.e.:
 - i. Form 7, Table A
 - ii. Form 7, Table B
 - iii. Form CN2

To move between them and reveal the desired form for keying of figures, click on the appropriate **page tabs** at the bottom of the screen (refer to the diagram).

Form CN2 – Only one figure need be keyed in. This is for item **(L), Total Estimated Consultant Fees Expenditure**. The rest will automatically update itself as you key in information into forms 7A and 7B.

Save the changes you have made to the file by clicking on the save icon button.

- b. **Forms 1b.1** –
 - i. Enter the Project Number then use **Tab key** to move to project title not mouse pointer. It is **Mandatory** to key in this number.
 - ii. **NOTE** - Each project number. **Must** be unique.
 - iii. Key in the Project Title, Sub Location/ward, Priority rank & Project type.
 - iv. Key the rest of the information required. **(Only in the yellow spaces provided)**
 - v. **To Generate Another Form** – Click on the **Add Project** button on the top right corner of the form and repeat steps i. To iv.
 - vi. **Save** the changes you have made to the file by clicking on the save icon button.

c. **Form 1a.2 –**

- i. **Do not** Enter any information into the **No.** Fields, this information is automatically generated as you **Click Add Project** in the forms **1b1**.
- ii. Project type and description is also automatically generated as you fill in the forms **1b1**.
- iii. Fill in the rest of the required information in the correct row and column (The Yellow Cells).
- iv. **Save** the changes you have made to the file by clicking on the save icon button.

d. **Forms DR–1:** Only key in data where it is required. These cells are **YELLOW**, in order to be easy to identify. Ensure that you have completed these cells as far as possible.

NB: Use separate sheet for each department.

e. **Forms CP – 1 & CD-1:** Only key in data where it is required. These cells are **YELLOW**, in order to be easy to identify. Ensure that you have completed these cells as far as possible.

f. **Forms 10(1)&(2) –** Type free text into the **yellow** shaded boxes.

Representative Screen Display for Form 7, Table A

LOCAL AUTHORITY MONITORING SYSTEM			
Form 7, Table A : ESTIMATED RECEIPTS FOR FY 2004 / 2005			
LB Code	Local Authority Name	##	==
RECEIPTS FROM CENTRAL GOVERNMENT			KSh
Contribution in Lieu of Rates (CILOR)			
Road Maintenance Levy Fund (RMLF)			
Local Authorities Transfer Fund (LATF) : Service Component			
Local Authorities Transfer Fund (LATF) : Performance Component			
Total Receipts from Central Government			-
RECEIPTS FROM OTHER SOURCES (EG. Development Partners, Charities, others)			KSh
Total Receipts from Other Sources			-
RECEIPTS FROM LOCAL SOURCES			KSh
Property Rates / Land Rates / Area Rates (including interest & penalties, if levied)			
Poll Rate			
Plot Rate			
Single Business Permits (including interest & penalties, if levied)			
Total Cess Receipts (including all cesses, royalties, etc)			
Game Parks / Natural Reserves Fees			
Markets and Slaughter Houses Fees			
Vehicle Parking Receipts (including closed parks and street parking, if applicable)			
House Rates			
Water Supply and Sewerage Charges			
Conservancy Fees & Charges (Solid waste disposal)			
IASC on Employees (Schedule 1)			
Sales of Council Assets (Land, Land & Buildings, Vehicles, Equipment, etc)			
Total Receipts from Local Sources			-
SUMMARY OF RECEIPTS ESTIMATES FOR FY 2004 / 2005			