



CAMEROON

Name of Secondary School: _____

Term: _____ Reporting period: From _____ to _____

Sub-Division: _____ Division: _____ Region: _____

| Targets and Achievements | | Previous Academic Year (Sept 2009 to June 2010) | | Present Academic Year (Sept 2010 to _____) | |
|---------------------------------|--|--|--------|---|---|
| | | Target | Actual | Target | Actual |
| Infrastructure/equipment | | | | | |
| | Number of classrooms | | | | New classrooms planned for the financial year |
| | Number of latrines/toilets | | | | New classrooms completed in for the financial year |
| | Number of student benches | | | | |
| Number of staff | | | | | |
| | Civil servant teachers (including headmaster) | | | | Professional full-time teaching staff on government payroll |
| | Contract teachers | | | | Non-civil service teachers paid by government or out of school budgets |
| | Community (PTA) teachers | | | | Volunteer teachers or teachers paid by the community |
| | Support staff | | | | Other staff members (skilled or unskilled) who provide support functions (e.g., office secretary, janitor, and maintenance staff) |
| | Total: | | | | |
| | Number of students | | | | |
| | Number of students without textbooks (i.e. with less than half required) | | | | |

| Performance Indicators | | School | Region |
|------------------------|---|--------|--------|
| | Pass rate (certificate exams) A B C D | | |
| | Students to classroom ratio | | |
| | Students to desk ratio | | |
| | Students to teacher ratio | | |

Regional representatives will fill in figures for the region.

Number of students who passed exam / number of students who took exam

Average number of students in school per classroom
EXAMPLE: 100 students and 2 classrooms = 50:1 ratio

Average number of students sharing one desk (current number of desks)
EXAMPLE: 100 students and 20 desks = 5:1 ratio

Average number of students per teacher
EXAMPLE: 100 students and 3 teachers = 33.3:1 ratio

Name of Secondary School: _____

Term: _____ Reporting period: From _____ to _____

Sub-Division: _____ Division: _____ Region: _____

Incomes and Expenditures

| Income (FCFA) | Previous Academic Year (Sept 2009 to June 2010) | | Present Academic Year (Sept 2010 to _____) | |
|--|--|--------|---|--------|
| | Allocation | Actual | Allocation | Actual |
| A. Government (functional credits) | | | | |
| 1. Opening balance (B/F) | | | | |
| 2. Functional credits received | | | | |
| Total Functional Credits (1+2) | | | | |
| B. Government (investment credit) | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| Total investment credits (1+2+3+4): | | | | |
| C. PTA collections | | | | |
| 1. Opening balance (B/F) | | | | |
| 2. PTA collections received | | | | |
| Total PTA collections (1+2) | | | | |
| D. Other donations (cash and in kind) | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| Total other donations (1+2+3): | | | | |
| TOTAL INCOME (A+B+C+D) | | | | |

Allocation: Funds allocated in the budget (on paper) by relevant government agency
Actual: Funds that were actually received

Value of recurrent budget provided to school by government. See list of government expenditures (functional credits) on next page.

Value of investments in infrastructure or government-supplied material, if any
Allocation: items budgeted by government
Actual: monetary value items actually received
EXAMPLE:
If government budget includes 100 schoolbooks with value of XAF 908,000 each (US\$2), then Allocation = XAF 90,800,000
If only 70 school books were actually received, then Actual = XAF 63,560,000

Allocation: Amount budgeted by PTA (parent-teacher association)
Actual: Amount actually made available to the school by PTA

Direct allocations from donors and private or public contributors not mentioned above
EXAMPLE:
Funds or items donated from a private person, company, or institution (e.g., donation of classrooms or money)



THE WORLD BANK

SOCIAL DEVELOPMENT



Name of Secondary School: _____

Term: _____ Reporting period: From _____ to _____

Sub-Division: _____ Division: _____ Region: _____

Expenditures:
Actual amounts spent
within each budget
category listed for
previous and current
academic years

Permissible expenditure
within government
regulations and budget codes

| Expenditures | Previous Academic Year (Sept 2009 to June 2010) | (Sept 2010 to _____) |
|--|--|----------------------|
| A. Salaries | | |
| 1. Civil servant teachers | | |
| 2. Contract teachers | | |
| Total salaries (1+2) | | |
| B. Investments | | |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| Total investment (1+2+3+4) | | |
| C. Government (functional credits) | | |
| 1. Incentives | | |
| 2. Didactic materials | | |
| 3. Sporting activities | | |
| 4. Cultural activities | | |
| 5. Office stationery | | |
| 6. School farm | | |
| 7. Repairs | | |
| 8. First aid | | |
| 9. Practical work | | |
| 10. Documentation | | |
| 11. Miscellaneous | | |
| Total functional credits (1+2+...+11) | | |
| Closing FC balance (C/F) | | |
| D. PTA expenditures: | | |
| 1. Salaries: | | |
| a. PTA teachers | | |
| b. Support staff | | |
| c. Incentives | | |
| Total salaries (a+b+c) | | |
| 2. Maintenance: | | |
| a. | | |
| b. | | |
| Total maintenance (a+b) | | |
| 3. Construction: | | |
| a. | | |
| b. | | |
| Total construction (a+b) | | |

(continued)



THE WORLD BANK

SOCIAL DEVELOPMENT



Name of Secondary School: _____

Term: _____ Reporting period: From _____ to _____

Sub-Division: _____ Division: _____ Region: _____

| Expenditures | Previous Academic Year (Sept 2009 to June 2010) | (Sept 2010 to _____) |
|---|--|----------------------|
| 4. Equipment/materials | | |
| a. Desks | | |
| b. Computers | | |
| c. Didactic materials | | |
| d. Miscellaneous | | |
| Total equipment/materials (a+b+c+d) | | |
| Total PTA expenditures (1+2+3+4) | | |
| E. Council expenditures | | |
| 1. Salaries | | |
| a. Council teachers | | |
| b. Support staff | | |
| c. Incentives | | |
| Total salaries (a+b+c) | | |
| 2. Maintenance | | |
| a. | | |
| b. | | |
| Total maintenance (a+b) | | |
| 3. Construction | | |
| a. | | |
| b. | | |
| Total construction (a+b) | | |
| 4. Equipment/materials | | |
| a. Desks | | |
| b. Computers | | |
| c. Didactic materials | | |
| d. Miscellaneous | | |
| Total equipment/materials (a+b+c+d) | | |
| Total council expenditures (1+2+3+4) | | |
| TOTAL EXPENDITURES (A+B+C+D+E) | | |



THE WORLD BANK

SOCIAL DEVELOPMENT

