

# Improvement of the Comprehensive Financial and Activity Report for PNFP Health Training Institutions (HTI)

## Introduction

The purpose of these guidelines / instructions is to ensure that all HTI (s) report their performance for the financial year 2006/2007 using the revised **comprehensive Financial and Activity Report** format attached after the captions on financial and activity instructions and definition / explanatory notes.

Items that need the special attention while compiling the Comprehensive Financial and Activity Report for 2006/2007 are explained in the captions as follows.

## A. Financial Section.

The instructions given on this section are to be read in relation to the **comprehensive Financial and Activity Report** that show the financial items and their definition shown under definition & explanatory notes section. Note, only items where miss recording is highly suspected according to the 2005/02006 report are covered. The HTI is free to ask according to their need.

*The values for income and expenditures are extracted from the accounting records of the HTI for the respective financial year. This implies that the values reported appear in the final accounts of the HTI for that year (record the value under Actual accumulative value of the year under review.)*

Code	Item description	Instruction / explanation
lxxx	<b>Income</b>	Income has been recorded well except item:
	Contributions from the hospital (financial and in kind)	<p><b>Contribution from hospital ( Financial)</b> This concerns all the contributions given by the hospital to the school and / or paid by the hospital for the school in form of cash and or cheque. For example foodstuff was bought by the hospital and given to the school. Note: A corresponding entry under expenditure must be made. See definition excel file.</p> <p><b>Contribution from hospital in kind.</b> This concerns all the contributions given by the hospital to the school in kind, or in services, these need to be valued in monetary terms. For example the hospital donated firewood to the school. Note: A corresponding entry under expenditure must be made. See definition excel file.</p>
	<b>EXPENDITURE</b>	
211101	General Staff Salaries	<p>When recording this item be mindful of the statutory deductions made on behalf of the employees. Since item code 212101 (NSSF) and item code 213004 ( P.A.Y.E.) are provided you have to record salaries net of deduction made.</p> <p>Note the amount of salaries recorded must exclude the wages for casual wage earners. This is recorded in item code 211102.</p>

212101	Social Security Contributions - Actual (NSSF)	This item is 10% of the total gross salary. We noted that from the report of 2005/06 FY the value for NSSF reported was less than 10% of the gross in 8 HTI and more in one ( note every HTI must pay the deductions , 10 HTI paid in 2005/06.
213004	P.A.Y.E.	This is a statutory requirement. The hospital / school has to remit P.A.Y.E, of all employees whose salary is at least shs 130,000 and above. <b>If you are not able to separate the P.A.Y.E. for the FY 2006/07, preparations are done by Bureau that will make sure that it is separated in FY 2007/2008.</b>
225004	Audit fee	The professional audit fees should be reported, the past report did not show this expenditure.

## B. Activity Section.

The instructions given on this section are to be read in relation to the **comprehensive Financial and Activity Report** that show the activity items and their definition shown under definition & explanatory notes section. Note only items where miss recording is highly suspected according to the 2005/02006 report are covered. The HTI is free to ask according to their need.

Code	Item description	Instruction / explanation
A1	Total Number of new students ( all courses)	Add up the Number of Students taken in during the year reported on for all courses offered in the HTI. This is recorded in part B of the form. This information is extracted from the Student Admission registers for the first year students.
A2	Total Number of students of continuing students (previous groups)	Add the total number of students for all courses in year 2, year 3 (according to the duration of the courses offered). This information is extracted from the students' registers of the year 2 student and year 3 depending on the course duration.
A3	Total Number of Students in school (all courses)	This is the sum of A1 and A2 explained above.
A4 (i)	Total Number of Student's Places ( Capacity resident)	Add all the number of students' places predetermined for all courses offered as shown in section B of Annual Report NTS. Refer to definition –excel file.
A4 (ii)	Total Number of Student's Places ( Capacity resident)	Note in case your school admits non resident students / commuters then these should be included recorded in this row. Refer to definition –excel file. <b>The sum of A4( i ) and A4 ( ii ) gives the total number of students' places for residents and non-residents/ commuters in the school</b>

## CROSS CHECK on the accuracy of the Activity totals.

Total Number of Students in school (all courses) ie **A3** = Total Number of new students plus number of continuing students (all courses) = (A1+ A2)

This in turn should be the same as: Total Number of new (Male and Female) students (G1) plus total number of continuing (Male and Female) students / previous groups (G2). This is got from the disaggregation by gender section. Thus sum of A1+A2 = **A3**. Also Sum of G1+G2 = **A3**.

### Note: Meaning of the terms used in the reporting form:

The term " This year "

Refers to the just concluded financial year you are reporting on. For example we are in July 2007, so "This year" , in this case refers to the financial year 1st July 2006 to 30th June 2007.

The term "Last year "

This refers to the financial year 1st July 2005 to 30th 2006.

How to compute the Percentage Difference with last year:

### Under financial section-

Item income recorded in "Last year" column (05/06) minus item income recorded in " This year" column (06/07) divided by same item income recorded in "Last year" column ( 05/06) multiplied by 100 to express in percentage form. The formula is in column 4 in the table below

Item	This year 2006/2007	Last year 2005/2006	Percentage Difference with last year
(1)	(2)	(3)	(4) =[coln (2)- coln(3)]/coln(3) x 100
Student Fees	69,484,916	66,176,110	(69,484,916-66,176,110)/66,176,110 x100 = 5%

The value of expenditure recorded in "Last year" column (05/06) minus value of same expenditure item recorded in " This year" column (06/07)divided by value of same expenditure item recorded in "Last year" column ( 05/06) multiplied by 100 to express in percentage form.

### Under Activity Section.

The Percentage Difference with last year is computed as:

The number of the activity recorded in "Last year" column (05/06) minus the number of the activity recorded in " This year" column (06/07)divided by number of the activity recorded in "Last year" column ( 05/06) multiplied by 100 to express in percentage form.

### Comparison over time:

Once the percentage difference with last year are computed then you are in position to answer the comparison over time question and give the explanation.

#### C. General.

- i It is important to understand and always remember that the data you record in the Comprehensive Financial and Activity Report form reflect what has been done in your HTI and hence factual .
- ii The first user of the information you record is your HTI hence the need to update your student, progressive performance and administrative registers continuously.
- iii Analyse your data at regular intervals to be able to notice any unexpected trends.
- iv The Principal Tutor should make sure that there is a staff charged with the recording and analysis of data to generate information.
- v The Principal Tutor should make sure that the records officer is supervised on a regular basis (monthly).
- vi The Principal Tutor, supervisor and records officer are expected to study the reporting forms discuss the definitions in relation to the activities of the HTI. Also a copy of the chart of accounts is available with you or the hospital.

Where you are not clear with the given definition please e-mails the Coordinator (for UCMB [cnakiboneka@ucmb.co.ug](mailto:cnakiboneka@ucmb.co.ug) and for UPMB [essebbombo@upmb.co.ug](mailto:essebbombo@upmb.co.ug) for clarification.

- vii **The Principal Tutor, supervisor and records officer must discuss** the analysed data within and after every semester. This will give the records officer the opportunity to understand and appreciate the job he/she is doing.
- viii Its is advisable to enter all your records in the computer starting with the most recent year.
- ix HTI that have two records officers for activity and financial ( dealing with accounting records ) should build a team spirit so that the report is complete.
- x The Principal Tutor should share the information with the Hospital management team.
- xi Ensure that the HTI accounts are audited.
- xii Always make sure that a proper hand over is conducted when there is change of staff.
- xiii The Principal Tutor must cross check the report before signing.

#### The School Training year and Financial year.

The Bureaux are aware that the school training year (November to October) and financial year ( July – June ) have different start and end. The reasons obtained from the principal Tutors who attended the HTI & T Standing Committee are that schools admit in the fourth quarter of the calendar year and that hold exams in May and November.

The two reasons can be fitted in the financial year July to June and it is important to note that performance and unit cost analysis need to refer to the same period. By necessity this must be the financial year 1st July to 30th June.

Health Training Institutions  
Definition & Explanatory Notes

Some definitions and points of attention to facilitate complete and comparable reporting

<b>Income</b>		
	SUBJECT	DEFINITIONS, EXPLANATIONS, OR NOTES
I 1 A	Student Fees' Collection	This should include all student fees received for the fiscal year you are reporting on, including fees received through scholarships.
I 1 B	Bursaries obtained from Bursary Schemes	<i>This should reflect the monies received Bursary Schemes to cover training costs. It caters for both external and local and Government bursaries</i>
I 1 C	Student Payments for other costs (registration / exams / specialised training ....	Here you should report income received from students for payments to others (Uganda Nation Medical Council (UNMC) / Examinations Board / Mulago and / or Butabika practicals / etc.)
I 2	PHC Conditional Grants to School	This is the Non - Wage Primary Health Care Funds from the Central Govt. to Health Training Institutions. It should be reported as received for the fiscal year reported on.
I 3 (a)	Contributions from the hospital ( Financial )	This concerns all the contributions given by the hospital to the school and / or paid by the hospital for the school in financial form (cash and or cheque ). For example foodstuff was bought by the hospital and given to the school. Note: A corresponding entry under expenditure must be made.
I 3(b)	Contributions from the hospital (in kind )	This concerns all the contributions given by the hospital to the school in kind, or in services, these need to be valued in monetary terms. For example the hospital donated firewood to the school. Note: A corresponding entry under expenditure must be made.
I 4	Other School Income (for services/other training fees)	This concerns income from other or additional activities and / or services you provide to other parties than the hospital. Income from income generating activities also belongs here.
I 5	External Donations of funds ( Recurrent )	External Donations of funds, good, and / or services received by the school for recurrent expenditure.
I 6 (a)	External Donations of funds ( Capital Development )	Here you should report external donations received to develop the capital assets of the school (buildings and facilities).
I 6(b)	External Donations of funds ( Human Resource Development )	Here you should report external donations received for staff development of your school.
	<b>Total Income</b>	Should be the addition of all the above.

## EXPENDITURE

	SUBJECT	DEFINITIONS, EXPLANATIONS, OR NOTES
221018	CONTRIBUTION TO HOSPITAL BOARD COSTS	If income of the school is used to cover part of the costs of the Board of Governors, this should be reported here.
	<b>TEACHING GOODS AND SERVICES</b>	
224013(a)	Foodstuff and firewood	As explained under income 13(a) "contribution from the hospital (financial) " , <b>Record</b> the expenditure incurred using the money contributed by the hospital for example you used it to buy foodstuff and firewood. Note foodstuff and firewood is taken as an example, so for any item you spend on using the same source separate the expenditure from financial contribution and value of contribution in kind as explained for coded 224013 (a) and 224013 (b).
224013 (b)	Foodstuff and firewood	As explained under income 13(b) "contribution from the hospital ( in kind )" if any items is bought say in bulk for hospital and the school is given ( by the hospital), the monetary value of what is provided to and used by the school should be recorded . For example foodstuff and firewood.
231	Depreciation	This is the value of wear and tear of a fixed asset at a predetermined fixed rate as stated in your accounting policy. For example BUILDINGS at 2.5% (refer to the Financial Management Manual provided to the hospital) . In the Annual Report NTS sheet item of this file, codes 231001 to 231007 that are owned by your school should be depreciated.
	Teaching Staff Development costs	Under this item record expenditure incurred for staff development using funds donated for capital development. ( External Donations of funds ( Human Resource Development )
	Teaching Staff Development costs	Also the cost of staff development incurred using the income of the school should be recorded (separately).
	<b>CAPITAL DEVELOPMENT</b>	
312	FIXED ASSETS	In the Annual Report NTS sheet item of this file, the cost of individual item codes 312101 to 312105, 312201 to 312204 and 312301 to 312302 that are bought by your school during the current financial year should be recorded under their respective item codes. Every item where applicable should show the cost incurred from external capital donation and that from the school generated funds.

## ACTIVITY REPORT

	SUBJECT	DEFINITIONS, EXPLANATIONS, OR NOTES
<b>A</b>	<b>GENERAL INFORMATION</b>	In this section we request to give the general information related to the capacity of the school and the actual use. We ask to report the data on the year you are reporting on (this year) and the previous year and to calculate the percentage difference in order to facilitate your and our evaluation of the capacity and use. Note: the capacity should not change every year as it is mainly determined by physical characteristics.
A1	Total Number of new students ( all courses)	This number should be the total of all new students taken in / entered for all courses you run. E.g. not one intake only but the total number of students of all the intakes in the year.
A 2	Total Number of students of continuing students (previous groups)	Here you report the number of students that continued their training from previous years, e.g. the total number of second, third, and fourth (if applicable) year students. This should correspond to A1 minus A2.
A 3	Total Number of Students in school (all courses)	Here we request to report the total number of students that were in the school during the year of reporting for all years that a course takes and all courses in case a school conducts more than one course. This means you need to totalize all students recorded in A1 and A2.
A 4(i)	Total Number of Student's Places ( Capacity resident students)	Please state here the total number of resident students that you have determined that you take in for all courses for all years. This is determined by your physical capacity (dormitories / classrooms / etc), teaching capacity, as well as the capacity of the hospital.
A 4(ii)	Total Number of Student's Places ( Capacity non resident students /commuters )	Please state here the total number of non resident students/ commuters that you have for all courses for all years.
A 5	Total Number of student beds (hostel beds)	Here you are asked to report the total number of student beds that you can host in the dormitory (ies), e.g. the total number of beds you have for students. Remember this is the key determinant of your physical capacity. ( provided all students are residents ie no commuters)
A 6	Total Number of student beds occupied (hostel beds)	This should be the number of hostel beds, or dormitory beds that are occupied / used by students. Unless you have non-boarding students this number should correspond to the total number of students in school (A3).
A 7	Number of Class rooms	
A 8	Total Number of Courses	
A 9	Total Number of Qualified Tutors	
A 10	BED Capacity of Hospital	Please report here the total number of beds the <b>hospital</b> has. This is another of the elements that determine the capacity of the school.

	<b>NEW STUDENTS TAKEN IN / ENROLLED</b>		This section looks more in detail at the new enrolments per course during the year you are reporting on and the previous year. This is an important section to evaluate actual utilisation.
<b>B</b>	<b>TYPE OF COURSES</b>		
B 1	Enrolled Nursing		Please report for each course, you are running, the total number of students taken in (entered or enrolled), not the number of times you did an intake. Example: if you held one intake in May and one in November and you enrolled 15 in May and 12 in November the total = 27 new students taken in during the year. You can just skip the courses mentioned that you do not cover.
B 2	Enrolled Midwifery		
B 3	Enrolled Nursing extension course		
B 4	Enrolled Midwifery extension course		
B 5	Enrolled Comprehensive Nursing		
B 6	Extension Enrolled Comprehensive Nursing		
B 7	Registered Nursing		
B 8	Registered Midwifery		
B 9	Registered Nursing extension course		
B 10	Registered Midwifery extension course		
B 11	**Other courses: -----		
B 12	Other courses: -----		
B 13	Other courses: -----		
			Here you should report the non-nursing courses run by the school (for example: lab assistants / lab technicians / theater assistants / nursing assistants / etc.). Please specify the name of the course in the left hand column. Once you report one course here please report the same course in same place in the following sections.
<b>C</b>	<b>TRAINING ACTIVITY INDICATOR</b>		
	<b>TYPE OF COURSE</b>		
C 1	Enrolled Nursing		Please report per course you run.
C 2	Enrolled Midwifery		
C 3	Enrolled Nursing extension course		
C 4	Enrolled Midwifery extension course		
C 5	Enrolled Comprehensive Nursing		
C 6	Extension Enrolled Comprehensive Nursing		
C 7	Registered Nursing		
C 8	Registered Midwifery		
C 9	Registered Nursing extension course		
C 10	Registered Midwifery extension course		
C 11	Other courses: -----		
C 12	Other courses: -----		
C 13	Other courses: -----		
			Please keep on specifying the other courses and please also report each one at the same place.



<b>D</b>		<b>RESULTS OF EXAMINATIONS</b>	
D 1	Enrolled Nursing		<p>This section covers another aspect of quality of training that you would want to monitor: the outcome of the training. Please report again per course you run: the total number of students that sat for the final exams in the year reported on. Then report the number that passed, the number passed with credit, and the number who passed with distinction, and lastly the number that failed the final exam. It will be evident that the sum of the last four should equal the number of students that sat the exams. Subsequently, to compare, you are asked to report the same information of last year. Due to lack of space you are asked to add up here the number of students that passed last year with credits and with distinctions.</p>
D 2	Enrolled Midwifery		
D 3	Enrolled Nursing extension course		
D 4	Enrolled Midwifery extension course		
D 5	Enrolled Comprehensive Nursing		
D 6	Extension Enrolled Comprehensive Nursing		
D 7	Registered Nursing		
D 8	Registered Midwifery		
D 9	Registered Nursing extension course		
D 10	Registered Midwifery extension course		
D 11	Other courses: -----		
D 12	Other courses: -----		
D 13	Other courses: -----		
			<p>The same information as above also for the non-nursing courses. Again please maintain the order of reporting</p>
<b>E</b>		<b>PRACTICE SUPERVISION</b>	
E 1	Total Number of students supposed to do Health Centre (HC) field practice		This number should correspond to the total number of students you have in the school that are supposed to do field practice.
E 2	Number of students that did HC field practice		This should then be the number that actually did field practice.
E 3	Number of HC field practice supervision visits carried out		Here you are asked to report the total number of supervision visits the teaching staff paid to the students doing field practice in health centres.
E 4	Average supervision visit per student		This number should be the number of visits to students in HC's divided by the total number of students that actually did field practice in HC's. E.g. the outcome indicates the average number of times the teaching staff visited each student during field practice in the year.
E 5	Number of HC II / III / IV practice sites		Please indicate here, per level, the number of health centres to which you can send students for their practical.

<b>F</b>	<b>PROCESS QUALITY INDICATORS</b>	In this section you are asked to report on some indicators that concern the training process.
F 1	Percentage of lectures provided against those that should have been given	This percentage is arrived at by counting the total number of actual lectures provided in the period divided by the total number of lectures that should have taken place, according to the curricula of the courses you run, and the year each group is in( <b>DENOMINATOR</b> ). The outcome indicates to which extent you were able to cover the required number of lectures.
F 2	Percentage of field supervision visits executed against those that should have taken place	This percentage is arrived at by counting the total actual number of supervision visits done <b>divided</b> by the number of field supervision visits that should have been done in the period . The outcome indicates to which extent you were able to cover the required number of supervision visits.
F 3	Student success rate	This is the total number of students that passed the exams in the same year divided by the number of students that sat for their final examinations in the year.
F 4	Qualified Tutor / student ratio	This is the outcome of the division of the total number of qualified tutors divided by the total number of students in the school during the year.
<b>G</b>	<b>GENDER AND GEOGRAPHICAL DISAGGREGATION</b>	The female / male disaggregation and the disaggregation according to where the students come from allow you, and us, to monitor the trend in these areas of utilisation of the school over time. Under "own region" we understand the region in which the school is located (e.g. central, north, east, west, south)
G 1	Number of new students taken in the year	
G 2	Number of students previous groups	
G 3	Number of students from own region in school	
<b>H</b>	<b>STAFF ESTABLISHMENT</b>	
H 1	Number of qualified tutors	
H 2	Number of trained clinical instructors	
H 3	Number of unqualified tutors and clinical instructors	This number concerns the number of teaching staff that are on the school establishment but that have not had a formal training as tutor and or as clinical instructor.
H 4	Number of support staff	
H 5	Total number of staff	

*Please note that the ASSETS will be discussed in the next Hospital Managers Technical Workshop scheduled in November 2007.*