



**MINISTRY OF EDUCATION AND HUMAN RESOURCES  
DEVELOPMENT**

**DRAFT POLICY STATEMENT AND  
GUIDELINES FOR GRANTS TO SCHOOLS IN  
SOLOMON ISLANDS**

**15th of October 2008**

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## Abbreviations

CHS	Community High School
CNURA	Coalition for National Unity and Rural Advancement
EA	Education Authority
ECE	Early Childhood Education
EFA	Education for All
ERU	Education Resource Unit
HCC	Honiara City Council
MEHRD	Ministry of Education and Human Resources Development
MoF	Ministry of Finance
MoU	Memorandum of Understanding
NEAP	National Education Action Plan
NPF	National Provision Fund
PEA	Provincial Education Authority
RTC	Rural Training Centres
SIEMIS	Solomon Islands Education Management Information System
SIG	Solomon Islands Government
TVET	Technical Vocational Education and Training

## Terminology

Basic education	ECE, Primary, Junior Secondary education up to Year 9
Grant	refers to all grants to school namely student grant, administration grant and remote area grant for schools.
Ministry	The Ministry responsible for Education, Training and Human Resources Development;
Registered	registered in accordance with the provisions of the Education Act (1978) relating to the registration of schools and teachers;
School	any registered institution or place at which any secular instruction (whether with or without religious instruction) is regularly given to 15 or more pupils or students outside their own homes.
School managers	Head Teachers and principals in collaboration with school committees and school boards;.
Student	a person attending a school;
Teaching Service Handbook	the Teaching Service Handbook (2007) published by the Ministry.

# POLICY STATEMENT AND GUIDELINES FOR GRANTS TO SCHOOLS IN SOLOMON ISLANDS

## Definition

The Policy Statement and Guidelines for School Grants is the document that shall be the governing instrument for all grants to registered schools in Solomon Islands.

This policy statement replaces the Ministry's, *Primary School Grant Disbursement Guidelines and Manual* of 2<sup>nd</sup> of February 2005 and *Financial Management Guide for Schools in Solomon Islands* (without year)

## 1. Authority

The following legislations provide the underpinning authority for the Solomon Islands grants policy for the education sector:

- The Education Act (1978);
- Solomon Islands, Redrafted Financial Instruction 2006
- the Government policy on education as outlined in the *Coalition for National Unity and Rural Advancement, CNURA Policy Framework, 2008-2010*;

This policy statement should be read in conjunction with the Cabinet Paper issued on 9<sup>th</sup> of January 2008 on the Community Standard School Funding and School fees. Other relevant policy documents are presented in Annex V.

## 2. Application

This policy statement applies to all registered schools in the country.

### 3. Purpose

The purpose of this statement is:

- To *support and promote* equitable access to quality Basic Education
- To *guide*
  - the school grants and school fees management by the Ministry, Education Authorities and school managers;
  - the capacity building for different target groups involved in the management of grants;
  - the financing of Basic Education, Senior Secondary and Rural and Special Education Centres.
- To *inform* key stakeholders about the guiding principles of school grant management.
- To *serve as the benchmark* that will guide and assist in the monitoring, reporting, evaluation and review of the school grants system.

### 4. Vision, Goals and Objectives

#### Vision

This policy statement underlines the vision in the *Education Strategic Framework, 2007 – 2015*, and the *National Education Action Plan, 2007-2009*;

*‘Our vision is that all Solomon Islanders will develop as individuals and possess knowledge, skills and attitudes needed to earn a living and to live in harmony with others and their environment. We envisage a united and progressive society in which all can live in peace and harmony with fair and equitable opportunities for a better life. We envision an education and training system responsive to its clients and efficiently managed by its stakeholders and clients’.*

#### Main goals

In line with the National Education Action Plan 2007-2009 and Education Strategic Framework, 2007-2015, this policy statement and guidelines for the School Grants aims to support and improve:

- equitable access to education for all children and students to Basic Education, Senior Secondary Education and Rural Training and special education centres
- quality of education;
- transparent, effective and efficient management of financial and human resources;
- the financial sustainability of the Education Sector.

**Specific objectives:**

This policy statement specifically aims to:

- to gradually eliminate the school fees for all basic education
- reduce the school fees for all senior secondary schools, Rural Training Centres (RTC's) and special Education centres;
- realise the recommendations from the *Community Standard for School Funding*, Final Report August 2005;
- make clear that education is a public right as well as a public responsibility;.
- allow for the provision of funding for basic operation costs of schools and core educational material;
- harmonise the grants system for all levels and types of education;.
- introduce the administration grant;
- introduce the remote area grant;.
- improve grant management by school managers and school committee/board members
- to reduce the absence of school managers caused by travel to Honiara or provincial centres for retirements, reporting or buying materials.

## 5. Guiding principles

The new grant system aims at equitable, efficient and effective school funding and therefore needs to be based on the following principles and mechanisms:

- *Basic Education for All*
  - Basic Education is a priority public right that must receive the greatest public subsidy. It is the foundation for further learning...
- *Transparency.*
  - Every Education Authority, school and community member must be aware about the amount of funding that a school is to receive from government, what the funding is meant for and how it is to be spent and accounted for.
- *Accountability*
  - Grants are public funding. This policy indicates the different accountable officers at school, provincial and national level who are responsible for the management of these public funds. The Ministry will impose sanctions on those not performing in this grant system.
- *Simple system to administer and manage school finances*
  - A simple mechanism that does not have many different and complex formulas for determining amounts of grants, or complex administration systems is most likely to efficiently distribute funds to school.
- *Sustainability*
  - Government must be able to sustain the funding to schools in the longer term. Funding from Development Partners must fit in longer term and sector wide arrangements.
- *Cohesion*
  - School grants form part of a comprehensive financial support system to schools, which also includes school fees and special project funding.
- *Teaching and learning oriented*
  - School funding should divert the maximum possible resources to the teaching and learning process. It is where quality improvements are most likely to be obtained..
- *Equity*
  - Grants must ensure that all boys and girls have equitable access to basic education regardless of their gender, geographical location,

income level, ethnicity, physical or mental ability. Some schools need additional resources to attain comparable learning outcomes, e.g. schools in remote areas.

- *Monitoring*
  - Monitoring systems must be used to assess the effectiveness of the grant system and school expenditures. Monitoring also enables review and improvement of the grant system.
- *Training/capacity building*
  - Regular training and capacity building is needed for all staff with responsibilities in grant management.
- *Community/Partnership and Cost sharing*
  - Education is a public right but also a public responsibility; all stakeholders - national government, provincial government, education authority, community and parents- have to assist in the delivery of education. Communities can do this through community contributions, community participation and support.

## 6. Guidelines

Below is a set of guidelines for the management of school grants.

### I. GENERAL:

- 6.1.1 School grants will be provided to all registered schools.
- 6.1.2 Only schools that are registered with the Ministry of Education will be eligible for school grants.
- 6.1.3 All school grants will be disbursed by the Ministry of Education directly to the school accounts.
- 6.1.4 Student grants are disbursed bi-annually.
- 6.1.5 All Education Authorities will be informed by the Ministry about the grant amounts to their schools.
- 6.1.6 All schools must have a bank account, preferably in the nearest village/town to the school.
- 6.1.7. All Education Authorities are responsible for the monitoring of the receipt, utilization, training in, reporting and retiring of the school grants for schools within their authority.
- 6.1.8 If an Education Authority considers its capacity inadequate to meet the responsibilities mentioned above (6.1.7), arrangements or Memorandums of Understanding can be made to delegate these responsibilities to another Education Authority. The Ministry must be sent a copy of the MoU.
- 6.1.9 The amounts for the different grants can be reviewed and amended annually when it is deemed necessary by the Permanent Secretary of the Ministry.
- 6.1.10 The cost of education must be shared by the National Government, Provincial Government, Education Authorities, communities, parents and private sector. Community members and parents can contribute by participating in fund-raising and other contributions such as labour, provision of local available material for construction or repair and the provision of transport.

## II. STUDENT GRANTS

### A. Purpose, formula and amounts

- 6.2.1 Student grants are to be used for the teaching and learning materials and building maintenance at the schools. They also aim to eliminate or reduce the school fees. They finance the costs for basic teaching and learning materials, school administration, utilities and boarding. See Annex I for eligible expenditures.
- 6.2.2 Student grants will be based on the number of children and students enrolled in every new school year.
- 6.2.3 These enrolment numbers must be confirmed in the annual SIEMIS-form(s) which must be submitted to the Ministry before 31<sup>st</sup> of March.
- 6.2.4 The first bi-annual student grant (January-June) will be based on the last year's total number of students in a school or centre. The corrections with the real enrolment numbers will be made by the Ministry before the payment is made for the second bi-annual grant (July-December).
- 6.2.5 The Permanent Secretary will inform in a circular to all at the beginning of January each year the annual student grant amounts per child or student.

Early Childhood Centre (3-5 yrs)  
Primary Schools (Standard 1 – 6)  
Secondary School-day (F1-7)  
Secondary School-boarding(F1-7)  
RTC Day  
RTC Boarding  
Special Education Centre Day  
Special Education Centre Boarding

- 6.2.6 There will be an annual indexation of the student grants based on the 3% annual growth of the recurrent education budget to cope with the increasing costs of school operation.
- 6.2.7 Any changes in the grant amounts will be made public by the Ministry of Education after approval of the recurrent budget for education.

## **B. Disbursement and management of student grants**

- 6.2.8 Student grants will be paid bi-annually not later than 1<sup>st</sup> of February and 1<sup>st</sup> of August every year.
- 6.2.9 In general, the student grant for registered ECE-centres will not be provided in the form of a cash grant. ERU will provide the basic school materials such as stationary and learning materials.
- 6.2.10 ECE-centres in or close to Honiara and provincial centres can also decide to buy their own school materials, but need to report that to their Education Authority. The EA will report to the Ministry and ERU before 1<sup>st</sup> of December every year.
- 6.2.11 The student grant for primary schools will be divided into two components; one for the supply of teaching and learning materials and one for other expenses. At least 40% of the total student grant for primary schools should be spent on teaching and learning materials and capacity building.
- 6.2.12 Secondary schools and Rural Training Centres have no fixed percentages to spend their student grants. They are free to make their own choices in how the student grant can be best utilized. However, they must ensure that spending is balanced between the three main national education goals; improving access/infrastructure, quality of teaching/learning and management.
- 6.2.13 Expenditures for all schools must be in line with the whole school development plan and eligible expenditures (See Annex I).
- 6.2.14 The head teacher or principal and school committee or school board have to jointly agree upon the expenditures of the student grant.
- 6.2.15 ERU can provide basic materials to all schools. If schools want this service, they have to report that to their Education Authority before 1<sup>st</sup> of December every year. The EA will report to the Ministry and ERU before 15<sup>th</sup> of December every year.
- 6.2.16 The costs of this material delivery by ERU will be subtracted from the student grant and transferred to ERU, if schools decide to utilise the service of ERU (see also 8.2 and 8.3).

## **C. Conditions**

6.2.17 Student grants can only be disbursed to a school when

a) a school has provided a satisfactory retirement of the previous grant(s) to their Education Authority. Before 15<sup>th</sup> of December and 30<sup>th</sup> of June every year Education Authorities have to report to the Ministry, which schools have retired in time and satisfactorily. See for the reporting Annex IV.

b) the Ministry has received a complete SIEMIS-format from the school. Education Authorities must assist their schools in completion of these formats and submission to the Ministry before 31<sup>st</sup> of March every year. The disbursement of student grants in the second half of the year is dependent on the timely submission of these formats

c) the Ministry has received a Whole School Development Plan. This must be received by the Ministry not later than 15<sup>th</sup> of December of each year. The Education Authorities must assist their schools in annually reviewing and submission of these plans to the Ministry.

6.2.18 The Ministry will not disburse student grants to those schools, which have not met these conditions (see 6.2.17).

6.2.19 The Ministry must distribute the SIEMIS-forms to all Education Authorities before the 1<sup>st</sup> of November every year.

## **D. School fees**

6.2.20 School grants are meant to abolish school fees for Basic Education. The Ministry will therefore gradually revise the amount of school grants depending on finances available.

6.2.21 No public or church school in basic education will charge school fees, when receiving 100% grant funding for all operation costs.

6.2.22 Senior secondary schools and Rural Training Centres under the Ministry's Provincial and Church Education Authority are allowed to charge school fees, but must adhere to the guidelines for school fees in the Cabinet paper of 9<sup>th</sup> of January 2008 on the *Community Standard School Funding and School fees* or any new or revised proposal on school fees by the Ministry which has been given approval by Cabinet.

6.2.23 Exemption from clause 6.2.22 can be sought from the Minister, as per the Education Act.

6.2.24 All schools should keep precise records of all school income such as fees, subsidies, grants, project funds, agricultural revenues and expenditures.

### III. SCHOOL ADMINISTRATION GRANTS

- 6.3.1 School administration grants are a one off payment to assist schools to meet their fixed administration costs at the beginning of the school season.
- 6.3.2 School administration grants are disbursed as one-off payments.
- Early Childhood Centre
  - Primary School
  - Community High School
  - National and Provincial Secondary School
  - Rural Training Centre
  - Special Education Centre
- 6.3.3 The school administration grants will be disbursed not later than the 1<sup>st</sup> of February every year
- 6.3.4 Community High School will receive school administration grants for both primary and secondary department (each 2.500 SBD).
- 6.3.5 All Early Childhood Centres also those which are part of the Primary Schools receive their entitlement (500 SBD).
- 6.3.6 There will be an annual indexation of the school administration grants based on the 3% annual growth of the recurrent education budget to cope with the increasing costs of school operation.
- 6.3.7 Any change in the amount of the school administration grants will be made public by the Ministry after approval of the recurrent budget for education.
- 6.3.8 Schools need to submit retirements of their administration grants to their Education Authority before 15<sup>th</sup> of June every year. The EA's must report to the Ministry not later than 30<sup>th</sup> of June every year, which schools have retired in time and satisfactorily. See for reporting Annex IV.
- 6.3.9 ERU can provide basic stationary to all schools. If schools want this service, they have to report that to their Education Authority before 1<sup>st</sup> of December every year. The EA will report to the Ministry and ERU before 15<sup>th</sup> of December every year.
- 6.3.10 The costs of this material delivery by ERU will be subtracted from the administration grant and transferred to ERU, if schools decide to utilise the service of ERU (see also 8.2 and 8.3).

## IV. REMOTE AREA GRANTS

- 6.4.1 Remote area grants are a one off payment to assist those schools, which are geographically isolated, with the communication and reporting requirements.
- 6.4.2 The remote area grants will be disbursed to schools that are identified as 'remote' by the Permanent Secretary in the Ministry. This corresponds with the specific zoning for teachers in remote areas as indicated in the Teaching Service Handbook 2007. See Annex II for the list of 'remote' schools.
- 6.4.3 The list of remote schools will be regularly updated by the Ministry.
- 6.4.4 School administration grants are disbursed as one-off payment at the following amounts:
- |                              |        |
|------------------------------|--------|
| Early Childhood Centre       | \$2000 |
| Primary School               | \$2000 |
| Secondary School (all types) | \$2000 |
| Rural Training Centres       | \$2000 |
| Special Education Centre     | \$2000 |
- 6.4.5 The remote area grant will be disbursed not later than the 1<sup>st</sup> of February every year.
- 6.4.6 There will be an annual indexation of the remote area grants based on the 3% annual growth of the recurrent education budget to cope with the increasing costs of school reporting and traveling.
- 6.4.7 Any change in the amount of the remote area grant will be made public by the Ministry after approval of the recurrent budget for education.
- 6.4.8 Schools need to submit retirements of their remote area grants to their Education Authority before 1<sup>st</sup> of December every year. The EA's must report to the Ministry not later than 15<sup>th</sup> of December every year, which schools have retired in time and satisfactorily. See for reporting Annex IV.

## V. Calendar

6.5.1 The calendar for the Ministry, the Education Authorities and schools in the area of school grant management is presented below:

<i>Date (not later than)</i>	<i>Activity</i>	<i>Responsible</i>
1 <sup>st</sup> of February	Disbursement of all school grants (student grants I, administration and remote area grants).	Ministry
31 <sup>st</sup> of March	Submission of SIEMIS-forms to Ministry.	EA's
15 <sup>th</sup> of June	Submission of retirement for student grant I and administration grant to Education Authority.	Schools
30 <sup>th</sup> of June	Submission of retirement for student grant and administration grant to Ministry.	EA's
1 <sup>st</sup> of August	Disbursement of school grant II.	Ministry
1 <sup>st</sup> of November	Distribution of SIEMIS-formats.	Ministry
1 <sup>st</sup> of December	Forwarding retirement for student grant II and remote area grant to Education Authority.	Schools
1 <sup>st</sup> of December	Schools express interest or not to EA's for services by ERU	Schools
15 <sup>th</sup> of December	Submission to Ministry of retirement for student grant II, remote area grants, school development plans and expression of interests for ERU-services	EA's

## **7. Roles and Responsibilities of stakeholders in grant management**

### **I. MINISTRY OF EDUCATION AND HUMAN RESOURCES DEVELOPMENT**

#### **7.0 General**

7.0.1 In order to achieve Education for All till Form 3, the Ministry shall make a serious effort to negotiate a fair and sustainable grant system with all stakeholders, including the Ministry of Finance and Development Partners, which is anticipating the increased school operation costs and increased enrolment numbers.

#### **7.1. Disbursement of Grants**

7.1.1 The Ministry will ensure that the disbursement of grants is based on the latest available enrolment data from SIEMIS.

7.1.2 The Ministry requests the Ministry of Finance to issue the cheques for the various grants. There will be separate cheques for each grant type. The MoF pays the cheques to the Ministry grants accounts. The Ministry shall pay the grants to the individual school bank accounts. The Ministry provides the school list for each category of grants to MoF in the first half and second part of every year.

7.1.3 Copies of the disbursement must be sent to EA's, Provincial Education accountants and Provincial treasurers.

#### **7.2 Monitoring**

7.2.1 The Ministry shall assist all EA's with the monitoring of schools in the area of grant and fee management.

7.2.2 The Ministry is responsible for verifying, approving the consolidated account reports prepared by the EA's.

7.2.3 The Ministry advises the EA's in case of incomplete, inconsistent, or low quality of reporting.

7.2.4 The Ministry will regularly request for special audits on the management of school grants and fees by selected schools and EA's.

### **7.3 Capacity building and communication**

- 7.3.1 The Ministry must regularly organise capacity building and technical support to the school grant and fees management for Education Authorities, school managers, school committees and boards.
- 7.3.2. The Ministry is responsible for clear communication, timely distribution of important documents in the area of school grants and fee management and must ensure that all stakeholders are informed and regularly updated.

## **II. EDUCATION AUTHORITIES**

### **7.4. Assisting in management, monitoring, reporting of the school grants, fees and capacity building**

- 7.4.1 All EA's must support their schools with the management, utilisation, monitoring and reporting of school grants and fees and also with regular capacity building for accountants, school and centre managers, school committees and boards.
- 7.4.2. All EA's are expected to support their schools with timely and satisfactory retirements for all types of grants.
- 7.4.3 The accountant employed by the Provincial Education Authority or Honiara City Council can be requested by any Authority in the province or Honiara City council to assist with the retirements from its schools.
- 7.4.5 The Provincial EA's and HCC are mandated to work with all schools, also under other Education Authorities in their province to support the appropriate retirement of grants.
- 7.4.6 All EA's must verify the retirements for different grants from schools and then submit a consolidated report to the Ministry. See Annex IV.
- 7.4.7 Only when these reports are received not later than 15<sup>th</sup> of December and 30<sup>th</sup> of June every year and considered 'satisfactory' by the Ministry, the Ministry will disburse the next bi-annual student grant or next annual administration and remote area grant to the schools.
- 7.4.8 Where retirements have not been received on time from specific schools, EA's must communicate to these schools, identify the reason and report to the Ministry how and when practical follow up and assistance is planned.
- 7.4.9 Schools which do not submit retirements on time to their EA's must be visited and supported by the accountants from the Provincial EA's and HCC.
- 7.4.10 EA's can request the Ministry to carry out an audit of financial management at selected schools or all schools within their authority.

- 7.4.11 All EA's are responsible for orderly filing of retirements, including the original payment receipts, bank statements etc. from schools so that these can be reviewed if necessary by officers from the Ministry or the Office of the Auditor General, or any other authorized person.
- 7.4.12 In case of any irregularities or misuse in the management of school grants or fees, EA's must report immediately to the Ministry.
- 7.4.13 All EA's are responsible to report to the Ministry those Accountable Officers who, after training and assistance, are still not providing satisfactory retirements. When agreed by the Ministry, these persons must be posted to other or lower positions that do not require managing of school grants, fees or other funds. The Ministry and EA's must ensure that they are not posted to other schools as head teachers or principals.
- 7.4.14 Serious cases of misuse of funds should be reported to the Police.

### III. SCHOOLS

#### 7.5. Administration and management of school grants and fees

- 7.5.1 The following persons shall be the "Accountable Officer" authorised by the Ministry to administer and manage the school grant and fees:

Early Childhood Centre	Supervisor/ECE-teacher(certificates level)
Primary School	Head Teacher
Community High School	Principal
Secondary School (NSS, PSS)	Principal
Rural Training Centre	Principal
Special Education Centre	Principal

- 7.5.2 The Accountable Officer shall administer and manage the school grant according to this Policy Statement and Guidelines for Grants to Schools, the Grant Management manual of the Ministry and the Government's Financial Instructions.
- 7.5.3 The Accountable Officer shall administer and manage the school fees according to the Cabinet paper of 9<sup>th</sup> of January 2008 on the Community Standard School Funding and School fees or any new or revised proposal on school fees by the Ministry which has been given approval by Cabinet.
- 7.5.4 The school committee and school boards must be involved in monitoring and co- managing the school grants and fees.

- 7.5.5 School boards of all Secondary schools shall seek to employ a bursar who shall be responsible for the financial management of the school grants and fees.
- 7.5.6 Principals at the Community High Schools work in close co-ordination with the head teachers of the Primary School Departments to plan for the expenditures of the whole CHS, which is considered one community college.
- 7.5.7 Accountable Officers may delegate the day-to-day duties to a Bursar/School Treasurer or Deputy Head or Principal, but they will still remain responsible for the funds. See specific duties of Accountable Officers in Annex III
- 7.5.8 There should be 2 parties. Party A is listed in 7.5.1. The Deputy Head or Principal shall be delegated the accountable status in absence of the incumbent accountable officer. The signatories for Party B are the Chairperson of School Committee or Board and in his/her absence the treasurer or bursar or other school board or committee member.
- 7.5.9 The Accountable Officer and the Chairperson of the School Committee or School Board or treasurer or another selected member of the Committee are the signatories to authorise general payment vouchers and cheques.
- 7.5.10 Schools should try to make payments using cheques. However schools may cash a small amount of the funds to use as petty cash. Those in rural areas without ready access to banking facilities may cash a greater proportion of funds to use as petty cash.
- 7.5.11 Schools must submit their retirements for student and administration grants to the Education Authority not later than 15<sup>th</sup> of June and for student and remote area grants not later than 1<sup>st</sup> of December
- 7.5.12 The schools must keep copies of their retirements and all other records of revenue and expenditure. The Accountable Officer ensures that the retirements are signed by both parties (A and B) before submission to the Education Authority.

## **8. Procurement of materials**

- 8.1 Whole School Development Plans will guide all schools to identify the needs for school materials to improve the quality of teaching and learning.
- 8.2 All schools have the opportunity to utilise the services of ERU, which can provide the necessary administration and school materials to the schools. Schools need to submit an expression of interest to their EA. EA's will inform the Ministry and ERU before 15<sup>th</sup> of December.
- 8.3 The costs of this material delivery by ERU will be subtracted from the student and/or administration grant and transferred to ERU, if schools decide to utilise the service of ERU (see also 6.2.16 and 6.3.10).

## **9. Evaluation and Benchmarking**

- 9.1 This policy statement and guidelines can be amended when deemed necessary by the Permanent Secretary.
- 9.2 The Permanent Secretary will be informed by annual evaluations of the effectiveness and efficiency of the grants system.
- 9.3 The bi-annual retirements of student grants by all schools and Education Authorities and the annual retirements of administration and remote area grants will assist in monitoring and evaluating the distribution, utilisation, effectiveness and efficiency of the school grants to Education Authorities.

## **10. Financing**

- 10.1 The financing of school grants is from the SIG-recurrent budget and other Development Partners' funding.

## ANNEX I Eligible Expenditure for the student grant

The Whole School Development Plan is the guiding document to manage the expenditures. The list below also assists in appropriate use of the student grant

Account code		Eligible
<b>1-0100</b>	<b>Teaching Materials &amp; Equipment</b>	
1-0101	Instructional material, curriculum, exam expenses	Yes
1-0102	Books & stationery	Yes
1-0103	Teaching equipment (e.g. science...)	Yes
1-0104	Establishment , development of a school library	Yes
<b>1-0200</b>	<b>Boarding Costs</b>	
1-0201	School kitchen food	Yes
1-0202	Cooking supplies and utensils (firewood, cooking pots, etc)	Yes
1-0203	General boarding supplies (sheets, mosquito nets, etc)	Yes
1-0204	Toiletries & other costs	Yes
<b>1-0300</b>	<b>Other Student Related Costs</b>	
1-0301	Medical services & supplies	Yes
1-0302	Student uniforms	Yes
1-0303	Cultural & other activities	Yes
	Student transportation	No
<b>1-0400</b>	<b>Utilities</b>	
1-0401	Water	Yes
1-0402	Electricity	Yes
1-0403	Gas	Yes
<b>1-0500</b>	<b>Rentals</b>	
1-0501	Building and Land	Yes
1-0502	Staff Houses	Yes
1-0503	Vehicles. Machines & equipment.	Yes
<b>1-0600</b>	<b>Fuel, Oil &amp; Transportation</b>	
1-0601	Fuel school truck	Yes
1-0602	Fuel other school vehicles	Yes
1-0603	Fuel for OBM	Yes
1-0604	Fuel other (mower, chainsaw)	Yes
1-0605	Oils	Yes
1-0606	Vehicle & OBM repair	Yes

<b>1-0700</b>	<b>Admin &amp; Other Recurrent Costs</b>	
1-0701	Phone & Fax	Yes
1-0702	General stationery (print, consumables, supplies)	Yes
1-0703	Other admin costs (postage, freight)	Yes
1-0704	Cleaning materials & supplies	Yes
<b>1-0800</b>	<b>Repairs &amp; Maintenance</b>	
1-0801	Buildings, furniture & fittings	Yes
1-0802	Vehicles & machines	Yes
1-0803	Office & other equipment	Yes
<b>1-0900</b>	<b>Capital Works &amp; Fixed Asset Maintenance</b>	
1-0901	Buildings, classroom or offices set-up & improvements	Yes
	Staff houses set-up or improvement	No
	Heavy equipment (e.g. generator, water tank)	No
1-0904	Motor vehicle or boat	No
1-0905	Furniture & fittings	Yes
1-0906	General machines & equipment	Yes
1-0907	Office equipment	Yes
1-0908	Sports equipment	Yes
1-0909	Labour	Yes
<b>1-1100</b>	<b>Staff Costs &amp; Benefits</b>	
1-1101	Salary of Bursar (if contracted or employed)	Yes
	Salaries & wages	No
	Allowances	No
	Tax, PAYE, NPF	No
	Staff loans and advances	No
	Gratuity, incentives, entertainment	No
	Staff transportation	No
	Staff Uniforms	No
	Training	No
<b>1-1200</b>	<b>External Services</b>	
	Consultancy & other services	No
<b>1-1300</b>	<b>Whole School Development Planning</b>	
	Production of three year whole School Development Plans and annual review of the plans	Yes

## ANNEX II List of remote schools eligible for remote area allowance

SIEMIS code	New Code	School Name	Zone	Type	Authority	Constituency
21840	901	Adaua Prim	2	Prim	Malaita Provincial Assembly	Lau/Baelelea
20010	902	Adaua PSS	2	Sec F1-5	Malaita Provincial Assembly	Lau/Baelelea
12520	903	Afufu	2	Prim	Malaita Provincial Assembly	North Malaita
23380	711	Afutara	2	RTC	Western Pacific Union of the Seventh Day Adventist Church	West Kwaio
	961	Akaboi	2	Prim	Temotu Provincial Assembly	Nende
20020	981	Aleang	2	Prim	Western Provincial Assembly	
12040	81T	Allardyce	2	Sec F1-5	Isabel Provincial Assembly	Hog/Kia/Hav
13860	90A	Ambe	2	Prim	Malaita Provincial Assembly	Fataleka
12290	712	Anata	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	South Choiseul
13430	951	Angaiho	2	CHS-F3	Rennell Bellona Provincial Assembly	Renbel
13160	838	Anganiwai	2	Prim	Makira Ulawa Provincial Assembly	
22710	839	Anuta	2	Prim	Makira Ulawa Provincial Assembly	West Makira
14180	83S	Aorigi	2	Prim	Makira Ulawa Provincial Assembly	East Makira
23390	83T	Apaoro	2	Prim	Makira Ulawa Provincial Assembly	West Makira
11910	83U	Apurahe	2	Prim	Makira Ulawa Provincial Assembly	West Makira
14320	90E	Arnon Atomea	2	CHS -F5	Malaita Provincial Assembly	North Malaita
12870	83W	Asimanioha	2	Prim	Makira Ulawa Provincial Assembly	West Makira
11740	90F	Atori	2	Prim	Malaita Provincial Assembly	East Malaita
20040	782	Avuavu	2	Prim	Guadalcanal Provincial Assembly	East Quad.
21720	783	Avuavu PSS	2	Sec F1-5	Guadalcanal Provincial Assembly	East Quad.
12890	83X	Bagarei	2	CHS-F3	Makira Ulawa Provincial Assembly	East Makira
11950	90H	Balafai	2	Prim	Malaita Provincial Assembly	

SIEMIS code	New Code	School Name	Zone	Type	Authority	Constituency
10460	963	Balipa'a	2	CHS -F5	Temotu Provincial Assembly	Pele
13510	764	Bangara	2	Prim	Choiseul Provincial Assembly	NW/Choiseul
12050	81U	Baolo	2	Prim	Isabel Provincial Assembly	Hog/Kia/Hav
13770	662	Baraulu	2	Prim	Christian Fellowship Church	
10590	90I	Basakana	2	Prim	Malaita Provincial Assembly	North Malaita
13520	90J	Baunakunu	2	Prim	Malaita Provincial Assembly	East Kwara'ae
13240	718	Bekabeka	2	Sec F1-5	Western Pacific Union of the Seventh Day Adventist Church	
21490	71A	Bili	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
11000	90L	Binaulu	2	Prim	Malaita Provincial Assembly	Baegu/Asifola
14930	90M	Bita'ama	2	CHS-F3	Malaita Provincial Assembly	Bita'ama
13410	71B	Boboe	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
13800	766	Boe	2	Prim	Choiseul Provincial Assembly	
10260	767	Boeboe	2	Prim	Choiseul Provincial Assembly	South Choiseul
14260	81W	Bolitei	2	Prim	Isabel Provincial Assembly	Havulei/Kia/Katova
14450	965	Bomata	2	Prim	Temotu Provincial Assembly	Nedo
13810	682	Bubunuhu	2	CHS-F3	South Seas Evangelical Church	East Central Guad.
14530	71C	Buinitusu	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
10420	71F	Buruku	2	CHS -F5	Western Pacific Union of the Seventh Day Adventist Church	
13080	90R	Canaan	2	Prim	Malaita Provincial Assembly	East Kwaio
20360	966	Carlisle Bay	2	Prim	Temotu Provincial Assembly	
20060	768	Chivoko	2	Prim	Choiseul Provincial Assembly	
23360	81X	Deva	2	Prim	Isabel Provincial Assembly	
15250	76A	Dudurava	2	Prim	Choiseul Provincial Assembly	

<b>SIEMIS code</b>	<b>New Code</b>	<b>School Name</b>	<b>Zone</b>	<b>Type</b>	<b>Authority</b>	<b>Constituency</b>
2000	66C	Duvaha	2	Prim	Christian Fellowship Church	
15220	90X	Fa'adila	2	Prim	Malaita Provincial Assembly	Lau/Baelelea
13330	69A	Falamae	2	Prim	United Church of Solomon Islands	
11940	910	Faufanea	2	CHS-F3	Malaita Provincial Assembly	Lau/Baelelea
15340	911	Faumamanu	2	CHS-F3	Malaita Provincial Assembly	East Malaita
13320	912	Faurere	2	Prim	Malaita Provincial Assembly	Lau/Baelelea
14730	968	Fenualoa	2	CHS-F3	Temotu Provincial Assembly	
11980	913	Fo'ondo	2	Prim	Malaita Provincial Assembly	
12660	916	Fourau	2	CHS-F3	Malaita Provincial Assembly	Fataleka
13050	81Y	Furona	2	Prim	Isabel Provincial Assembly	Hog/Kia/Hav
90100	984	Gaomai	2	Prim	Western Provincial Assembly	
15240	66L	Garanga	2	RTC	Church of Melanesia	
11480	918	Garota	2	Prim	Malaita Provincial Assembly	Baegu/Asifola
90110	969	Gauwa	2	Prim	Temotu Provincial Assembly	
12340	985	Gerasi	2	CHS-F3	Western Provincial Assembly	
12800	919	Gounabusu	2	CHS-F3	Malaita Provincial Assembly	
13590	91A	Gou'ulu	2	Prim	Malaita Provincial Assembly	Lau/Baelelea
11820	91C	Gwaiiau	2	Prim	Malaita Provincial Assembly	North Malaita
12880	91F	Gwaunafau	2	Prim	Malaita Provincial Assembly	East Malaita
13620	91H	Gwounatolo	2	CHS-F3	Malaita Provincial Assembly	Baegu/Asifola
10830	83Z	Hagaruhi	2	Prim	Makira Ulawa Provincial Assembly	East Makira
15370	69E	Harapa	2	Prim	United Church of Solomon Islands	
12780	91K	Hatodea	2	Prim	Malaita Provincial Assembly	Lau/Baelelea
14710	91L	Hauharii	2	Prim	Malaita Provincial Assembly	East Are Are
23060	91M	Hautahe	2	Prim	Malaita Provincial Assembly	East Are Are
14230	685	Henua	2	CHS-F3	South Seas Evangelical Church	Renbel

SIEMIS code	New Code	School Name	Zone	Type	Authority	Constituency
11770	91N	Henue	2	Prim	Malaita Provincial Assembly	S/MALA
12300	842	Heuru	2	Prim	Makira Ulawa Provincial Assembly	West Makira
13920	843	Hill Memorial	2	Prim	Makira Ulawa Provincial Assembly	Ugi & Ulawa
12450	71K	Hinakole	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
21580	91O	Honoa	2	Prim	Malaita Provincial Assembly	East Are Are
10760	661	Hopongo	2	Prim	Christian Fellowship Church	
12190	987	Hovoro	2	Prim	Western Provincial Assembly	North New Georgia
13090	91P	Hunanawa	2	CHS-F3	Malaita Provincial Assembly	East Are Are
11620	71M	Imbo	2	CHS-F3	Western Pacific Union of the Seventh Day Adventist Church	East Kwaio
10540	69F	Iriqila	2	Prim	United Church of Solomon Islands	
	71N	Iri	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
21120		JAC PRIMARY SCHOOL		Prim	Western Pacific Union of the Seventh Day Adventist Church	
12930	71O	Jack Harbour	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
10070	71P	Jella	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
21520	76B	Jengunu	2	Prim	Choiseul Provincial Assembly	South Choiseul
21570	667	Jericho	2	Prim	Christian Fellowship Church	
14210	71Q	Jones Adventist College	2	Sec F1-6,7	Western Pacific Union of the Seventh Day Adventist Church	
90180	91Q	Kafoasila	2	Prim	Malaita Provincial Assembly	North Malaita
12350	952	Kagua	2	Prim	Rennell Bellona Provincial Assembly	Renbel
14190	953	Kanava	2	Prim	Rennell Bellona Provincial Assembly	Renbel
10730	76C	Kaqamama	2	Prim	Choiseul Provincial Assembly	
11160	69H	Kariki	2	Prim	United Church of Solomon Islands	

<b>SIEMIS code</b>	<b>New Code</b>	<b>School Name</b>	<b>Zone</b>	<b>Type</b>	<b>Authority</b>	<b>Constituency</b>
15260	69I	Karokesa	2	Prim	United Church of Solomon Islands	
14350	91S	Karu'u	2	Prim	Malaita Provincial Assembly	S/MALA
21530	71T	Katurasele	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	South Choiseul
90220	826	Kesao	2	Prim	Isabel Provincial Assembly	Hog/Kia/Hav
10400	827	Kilokaka	2	Prim	Isabel Provincial Assembly	Hog/Kat/Havi/Kia
13180	66D	Koi Rao	2	Sec F1-3	Christian Fellowship Church	
14030	98B	Koliai	2	Prim	Western Provincial Assembly	
13370	78J	Kolina	2	Prim	Guadalcanal Provincial Assembly	South Guad.
12910	69L	Kolobangara - VTC	2	RTC	United Church of Solomon Islands	
11420	78K	Kolobaubau	2	Prim	Guadalcanal Provincial Assembly	East Guad
11080	76E	Koloe	2	Prim	Choiseul Provincial Assembly	E/Choi
12670	78N	Koloula	2	Prim	Guadalcanal Provincial Assembly	South Guad.
15080	78O	Kolovaolu	2	Prim	Guadalcanal Provincial Assembly	East Guad.
14430	98C	Komaliae	2	Prim	Western Provincial Assembly	
20200	76G	Kuku	2	Prim	Choiseul Provincial Assembly	North West Choiseul
11050	91T	Kukuru	2	Prim	Malaita Provincial Assembly	North West
11290	78R	Kuma	2	Prim	Guadalcanal Provincial Assembly	South Guad.
14840	91U	Kunuabu	2	Prim	Malaita Provincial Assembly	West Kwara'ae
22970	91V	Kwai	2	Prim	Malaita Provincial Assembly	East Malaita
21790	91W	Kwaiafa	2	Prim	Malaita Provincial Assembly	East Kwara'ae
11890	78T	Laloato	2	CHS-F3	Guadalcanal Provincial Assembly	
12750	69R	Lambulambu	2	Prim	United Church of Solomon Islands	
10990	69T	Leona	2	CHS-F3	United Church of Solomon Islands	
90270	921	Lilifia	2	CHS-F3	Malaita Provincial Assembly	Baegu/Asifola
13680	82Q	Lilika	2	CHS-F3	Isabel Provincial Assembly	Havulei/Kia/Hog

SIEMIS code	New Code	School Name	Zone	Type	Authority	Constituency
11810	922	Liwe	2	Prim	Malaita Provincial Assembly	S/MALA
13750	923	Loina	2	Prim	Malaita Provincial Assembly	North Malaita
13460	723	Lokuru	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
13250	78X	Longu Avuavu	2	Prim	Guadalcanal Provincial Assembly	South East Guad.
14490	924	Luaniuia	2	CHS-F3	Malaita Provincial Assembly	Malaita Outer Islands
20090	96C	Luengibase	2	Prim	Temotu Provincial Assembly	
23320	96D	Luesalemba	2	Sec F1-5	Temotu Provincial Assembly	Nende
10800	76H	Lukuvaru	2	Prim	Choiseul Provincial Assembly	NE/Choiseul
12110	925	Madalua	2	Prim	Malaita Provincial Assembly	Lau/Baelelea
13490	846	Mage	2	Prim	Makira Ulawa Provincial Assembly	
12690	96E	Maina Memorial	2	Prim	Temotu Provincial Assembly	Temotu Pele
12500	926	Maka	2	Prim	Malaita Provincial Assembly	S/MALA
14650	790	Makaruka	2	CHS-F3	Guadalcanal Provincial Assembly	East Guad.
10870	847	Makia	2	Prim	Makira Ulawa Provincial Assembly	Ugi & Ulawa
23130	849	Makorukoru	2	Prim	Makira Ulawa Provincial Assembly	East Makira
15530	792	Malagheti	2	Prim	Guadalcanal Provincial Assembly	South Guad.
10280	98D	Maliae	2	Prim	Western Provincial Assembly	
10270	84B	Mami	2	Prim	Makira Ulawa Provincial Assembly	East Makira
15180	96H	Mamineo	2	Prim	Temotu Provincial Assembly	
14590	927	Manakwai	2	CHS-F3	Malaita Provincial Assembly	North Malaita
10380	928	Manaoba	2	Prim	Malaita Provincial Assembly	Lau/Baelelea
15400	929	Manawai	2	Prim	Malaita Provincial Assembly	East Are Are
23270	84E	Maniqagosi	2	Prim	Makira Ulawa Provincial Assembly	East Makira
23020	67D	Manivovo	2	RTC	Roman Catholic Church	
12740	92A	Manu	2	Prim	Malaita Provincial Assembly	

<b>SIEMIS code</b>	<b>New Code</b>	<b>School Name</b>	<b>Zone</b>	<b>Type</b>	<b>Authority</b>	<b>Constituency</b>
12510	84F	Marogu	2	Prim	Makira Ulawa Provincial Assembly	West Makira
12090	96I	Marone	2	Prim	Temotu Provincial Assembly	
12560	84G	Marou Bay	2	Prim	Makira Ulawa Provincial Assembly	West Makira
14640	92C	Maroupaina	2	CHS-F3	Malaita Provincial Assembly	East Are Are
14370	84H	Marunga	2	CHS-F3	Makira Ulawa Provincial Assembly	East Makira
12420	726	Mase	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
10500	68A	Masupa	2	CHS -F5	South Seas Evangelical Church	East Are Are
14110	727	Mataiho	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
11730	96J	Matembo	2	Prim	Temotu Provincial Assembly	VATUD
21590	729	Mendina	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
11900	84I	Moli	2	Prim	Makira Ulawa Provincial Assembly	
14980	954	Mugibai	2	Prim	Rennell Bellona Provincial Assembly	Renbel
21910	92D	Muki	2	Prim	Malaita Provincial Assembly	East Are Are
23290	96N	Murivai	2	Prim	Temotu Provincial Assembly	
15410	84J	Mwadjoa	2	CHS-F3	Makira Ulawa Provincial Assembly	Ugi & Ulawa
12710	84K	Na'ana	2	Prim	Makira Ulawa Provincial Assembly	East Makira
10670	84L	Na'apu	2	Prim	Makira Ulawa Provincial Assembly	East Makira
22990	76I	Nabusasa	2	Prim	Choiseul Provincial Assembly	South Choiseul
14020	68B	Nafinua	2	CHS -F3	South Seas Evangelical Church	
12830	92F	Namoia	2	CHS-F3	Malaita Provincial Assembly	
15100	84P	Namuga	2	CHS-F3	Makira Ulawa Provincial Assembly	East Makira
14750	92G	Nanakinimae	2	Prim	Malaita Provincial Assembly	
15020	96O	Nangu	2	Prim	Temotu Provincial Assembly	
12940	92H	Naorua	2	Prim	Malaita Provincial Assembly	East Are Are

<b>SIEMIS code</b>	<b>New Code</b>	<b>School Name</b>	<b>Zone</b>	<b>Type</b>	<b>Authority</b>	<b>Constituency</b>
15520	92J	Ndai	2	Prim	Malaita Provincial Assembly	Lau/Baelelea
15380	955	New Place	2	Sec F1-5	Rennell Bellona Provincial Assembly	Renbel
11280	940	Ngalikerokero	2	RTC	Malaita Provincial Assembly	
11020	76J	Nikumaroro	2	Prim	Choiseul Provincial Assembly	South Choiseul
14400	98G	Nila	2	Prim	Western Provincial Assembly	
12630	96Q	Nipamanu	2	Prim	Temotu Provincial Assembly	
10440	92K	Nitauhi	2	CHS-F3	Malaita Provincial Assembly	S/MALA
11340	98I	Nuhu	2	Prim	Western Provincial Assembly	
10660	92L	Nunubilau	2	Prim	Malaita Provincial Assembly	
11360	669	Nusa Hope	2	Prim	Christian Fellowship Church	
15120	76L	Ogho	2	Prim	Choiseul Provincial Assembly	NW/Choiseul
15140	92M	Ogou	2	CHS-F3	Malaita Provincial Assembly	East Kwaio
15000	66A	Olive	2	Prim	Christian Fellowship Church	
12730	92O	Olomburi	2	Prim	Malaita Provincial Assembly	East Are Are
14990	92P	Onelafa	2	Prim	Malaita Provincial Assembly	Fataleka
15170	92R	Ote	2	Prim	Malaita Provincial Assembly	S/MALA
10880	92S	Ououmatewa	2	Prim	Malaita Provincial Assembly	S/MALA
21030	76M	Panarui	2	Prim	Choiseul Provincial Assembly	South Choiseul
11450	76N	Pangobiru	2	Prim	Choiseul Provincial Assembly	NW/Choiseul
11350	76O	Pangoe	2	CHS-F3	Choiseul Provincial Assembly	E/Choi
13170	76P	Papara	2	Prim	Choiseul Provincial Assembly	South Choiseul
13350	66B	Paradise	2	Prim	Christian Fellowship Church	
23210	84Q	Parego	2	Prim	Makira Ulawa Provincial Assembly	East Makira
13930	96S	Patteson	2	CHS-F3	Temotu Provincial Assembly	Temotu Vatu
13940	84R	Pawa	2	Sec F1-5	Makira Ulawa Provincial Assembly	Ugi & Ulawa
90300	92T	Pelau	2	Prim	Malaita Provincial Assembly	MOI

SIEMIS code	New Code	School Name	Zone	Type	Authority	Constituency
1000	96T	Pele	2	CHS-F3	Temotu Provincial Assembly	
22790	72L	Penjuku	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
12980	76Q	Pirakamae	2	CHS-F3	Choiseul Provincial Assembly	NW/Choiseul
14850	84S	Pirupiru	2	CHS -F5	Makira Ulawa Provincial Assembly	Ugi & Ulawa
14380	76R	Polo	2	Prim	Choiseul Provincial Assembly	NW/Choiseul
13970	92W	Port Adam	2	Prim	Malaita Provincial Assembly	S/MALA
13070	72M	Posarae	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	South Choiseul
11210	72N	Pujivai	2	CHS-F3	Western Pacific Union of the Seventh Day Adventist Church	South Choiseul
12220	72O	Ramata	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
13230	92X	Rameai	2	Prim	Malaita Provincial Assembly	Lau/Baelelea
22450	703	Rarakisi	2	Prim	United Church of Solomon Islands	South Choiseul
12130	92Y	Raroasi	2	Prim	Malaita Provincial Assembly	East Are Are
11580	84U	Rarohoi	2	Prim	Makira Ulawa Provincial Assembly	Ugi & Ulawa
12590	84V	Ripo	2	Prim	Makira Ulawa Provincial Assembly	Ugi & Ulawa
20120	930	Rokera	2	Prim	Malaita Provincial Assembly	S/MALA
10030	931	Rokera PSS	2	Sec F1-5	Malaita Provincial Assembly	S/MALA
10910	932	Ro'one	2	Prim	Malaita Provincial Assembly	S/MALA
12850	84W	Rumahui	2	Prim	Makira Ulawa Provincial Assembly	West Makira
10520	934	Ruru	2	CHS-F3	Malaita Provincial Assembly	Fataleka
12550	72S	Ruruvai	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	South Choiseul
11830	66Q	Sa'a	2	CHS -F5	Church of Melanesia	S/MALA
22960	96U	Safoa	2	Prim	Temotu Provincial Assembly	
22630	76U	Salakana	2	Prim	Choiseul Provincial Assembly	North West Choiseul

<b>SIEMIS code</b>	<b>New Code</b>	<b>School Name</b>	<b>Zone</b>	<b>Type</b>	<b>Authority</b>	<b>Constituency</b>
22210	82V	Samasodu	2	Prim	Isabel Provincial Assembly	
11560	84X	Santa Ana	2	CHS -F5	Makira Ulawa Provincial Assembly	East Makira
12440	76V	Saqigae	2	Prim	Choiseul Provincial Assembly	North West Choiseul
11100	935	Sarawasi	2	Prim	Malaita Provincial Assembly	S/MALA
90310	76W	Sasamunga	2	CHS -F5	Choiseul Provincial Assembly	South Choiseul
11640	76X	Searme	2	Prim	Choiseul Provincial Assembly	NW/Choiseul
11540	76Y	Sepa	2	Prim	Choiseul Provincial Assembly	South Choiseul
11470	709	Sibila	2	Prim	United Church of Solomon Islands	
11530	70A	Sibilado	2	Prim	United Church of Solomon Islands	
14360	936	Sikwafata	2	Prim	Malaita Provincial Assembly	North Malaita
20140	938	Siohiramo	2	Prim	Malaita Provincial Assembly	S/MALA
14680	956	Siva	2	Prim	Rennell Bellona Provincial Assembly	Renbel
22730	84Y	Sogotiwa	2	CHS -F5	Makira Ulawa Provincial Assembly	West Makira
21690	72V	Sombiro	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
13200	76Z	Soranamola	2	CHS-F3	Choiseul Provincial Assembly	East Choi
23410	67E	St Anne's	2	RTC	Roman Catholic Church	
20220	770	St Joseph Moli	2	CHS-F3	Choiseul Provincial Assembly	North West Choiseul
10130	67I	Stuvenberg	2	RTC	Roman Catholic Church	
20810	85Y	Suena	2	CHS-F3	Makira Ulawa Provincial Assembly	
21870	84Z	Suholo	2	Prim	Makira Ulawa Provincial Assembly	
13400	939	Sulufoloa	2	CHS-F3	Malaita Provincial Assembly	Baegu/Asifola
20240	771	Susuka	2	Prim	Choiseul Provincial Assembly	East Choi
14970	93A	Ta'aru	2	Prim	Malaita Provincial Assembly	S/MALA
23340	93B	Taba'a	2	Prim	Malaita Provincial Assembly	East Kwara'ae

<b>SIEMIS code</b>	<b>New Code</b>	<b>School Name</b>	<b>Zone</b>	<b>Type</b>	<b>Authority</b>	<b>Constituency</b>
13720	93C	Tabasaukete	2	Prim	Malaita Provincial Assembly	Lau & Baelelea
12360	957	Tahanuku	2	Prim	Rennell Bellona Provincial Assembly	Renbel
11060	93D	Takaito	2	CHS-F3	Malaita Provincial Assembly	S/MALA
12840	93E	Takwa	2	CHS-F3	Malaita Provincial Assembly	Lau/Baelelea
22940	96V	Tanisau	2	Prim	Temotu Provincial Assembly	Temotu VATUD
13740	93F	Tapuaki	2	Prim	Malaita Provincial Assembly	
14950	93I	Tauba	2	Prim	Malaita Provincial Assembly	Lau/Baelelea
12320	93J	Tawahaule	2	Prim	Malaita Provincial Assembly	S/MALA
12080	93M	Tawanaora	2	Prim	Malaita Provincial Assembly	East Are Are
11790	852	Tawaraha	2	CHS-F3	Makira Ulawa Provincial Assembly	West Makira
13310	93N	Tawaro	2	CHS-F3	Malaita Provincial Assembly	S/MALA
11660	853	Tawaroga	2	Prim	Makira Ulawa Provincial Assembly	East Makira
23350	854	Tawatana	2	CHS -F5	Makira Ulawa Provincial Assembly	West Makira
13960	68I	Tebaie'ha	2	RTC	South Seas Evangelical Church	
13040	732	Telina	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
10570	96W	Tematai	2	Prim	Temotu Provincial Assembly	
11590	96X	Terano	2	Prim	Temotu Provincial Assembly	
13870	96Y	Tetalo	2	Prim	Temotu Provincial Assembly	VATUD
90390	855	Tetere	2	Prim	Makira Ulawa Provincial Assembly	West Makira
14860	96Z	Tetoli	2	Prim	Temotu Provincial Assembly	VATUD
10180	773	Titiana Choiseul	2	Prim	Choiseul Provincial Assembly	South Choiseul
12580	93P	Torahuruna	2	Prim	Malaita Provincial Assembly	West Are Are
12770	856	Toroiwango	2	Prim	Makira Ulawa Provincial Assembly	West Makira
21040	98M	Toumoa	2	Prim	Western Provincial Assembly	
13830	98N	Tuha	2	CHS-F3	Western Provincial Assembly	

<b>SIEMIS code</b>	<b>New Code</b>	<b>School Name</b>	<b>Zone</b>	<b>Type</b>	<b>Authority</b>	<b>Constituency</b>
22740	970	Tuo	2	Prim	Temotu Provincial Assembly	Temotu Pele
13670	959	Tupuaki	2	Prim	Rennell Bellona Provincial Assembly	Renbel
10190	774	Tutu (St Martins)	2	Prim	Choiseul Provincial Assembly	NW/Choiseul
14050	857	Ubuna	2	Prim	Makira Ulawa Provincial Assembly	West Makira
13260	93R	Usu'usue	2	Prim	Malaita Provincial Assembly	Baegu/Asifola
10740	70H	Valapata	2	Prim	United Church of Solomon Islands	
10600	95A	Vanua	2	Prim	Rennell Bellona Provincial Assembly	Renbel
11600	73A	Vare Tutty	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
23400	73B	Varuga	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
13650	79Z	Vatualae	2	Prim	Guadalcanal Provincial Assembly	East Quad.
14250	73C	Vavanga	2	Prim	Western Pacific Union of the Seventh Day Adventist Church	
10930	972	Vevena	2	Prim	Temotu Provincial Assembly	VATTU
11320	775	Voruvoru	2	Prim	Choiseul Provincial Assembly	NW/Choiseul
13700	776	Voza	2	CHS-F3	Choiseul Provincial Assembly	
12460	777	Vurango	2	Prim	Choiseul Provincial Assembly	North West Choiseul
15560	778	Wagina	2	CHS-F3	Choiseul Provincial Assembly	South Choiseul
12400	858	Waihaga	2	Prim	Makira Ulawa Provincial Assembly	East Makira
12170	93W	Walande	2	Prim	Malaita Provincial Assembly	
15350	93X	Walo	2	CHS-F3	Malaita Provincial Assembly	North Malaita
11680	85X	Wanahata	2	Prim	Makira Ulawa Provincial Assembly	East Makira
10620	93Y	Waneagu	2	CHS-F3	Malaita Provincial Assembly	East Kwaio
10510	93Z	White Stone	2	Prim	Malaita Provincial Assembly	Lau/Mbaelelea
21190	779	Zaru	2	Prim	Choiseul Provincial Assembly	NE/Choiseul

## **ANNEX III Duties of the accountable officer(s)**

The Accountable Officer(s) shall be responsible to ensure that:

- Payment Request Forms are prepared for all payments and these are properly approved;
- General Payment Vouchers are prepared for all payments and these are properly approved;
- Receipts and expenditure of funds (e.g. school grants, fees and project funds) are recorded in a Cash Book;
- The Cash Book is monthly reconciled with the bank statements and that originals of this reconciliation process are provided to the EA as part of the retirement obligations and copies of all important documentation are kept at the school
- Retirements are produced, which show the total school grants (also per type), school fees and special project funds received and the expenditures and balances for the different school funds.
- The retirements are submitted bi-annually to the Education Authority<sup>1</sup> not later than 15<sup>th</sup> of June and 1<sup>st</sup> of December. These must include original invoices, receipts and bank statements. The first retirement also includes the administration grant and the latter the remote area grant.
- Decisions on the utilisation of school funds (grants, fees and special project funds) are jointly taken by accountable officer(s) and school committees or boards.
- School development plans are the basis for the appropriate use of school grants, fees and project funds. Primary schools need to spend at least 40% on quality issues, like teaching and learning materials and capacity building. Other schools are advised to do the same, but are flexible in spending as long as this is based on the School Development Plan.
- Schools adhere to the following Government papers and documentation:
  - o the Policy Statement and Guidelines for School Grants 2008,
  - o the Government's Financial Instructions (redrafted 2006),
  - o the Grants Manual for schools
  - o the Cabinet paper of 9<sup>th</sup> of January 2008 on the Community Standard School Funding and School fees or any new or revised proposal on school fees by the Ministry which has been given approval by Cabinet.

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<sup>1</sup> In some cases where a special arrangement or Memorandum of Understanding between Education Authorities is signed, it could be a different Authority than where schools normally belong to.

## **ANNEX IV Reporting format for school funds by Education Authorities**

*The schools receive different funding. This could include school grants, fees and special project funds (e.g. for infrastructure).*

The Ministry requires consolidated bi-annual reports for school grants, fees and project funds (if any) from all Education Authorities. The consolidated reports should contain:

1. A summary of all schools in the province or HCC categorized by
  - type of school (ECE, PE, SE or NSS/PSS/CHS, RTC and Special Education Centre), number of students
  - received amounts of administration, remote area, student grants, school fees and special project funds
  - dates of deposits on the school account
  - the period for which the grants were meant
  - expenditures till date (30<sup>th</sup> of June and 15<sup>th</sup> of December)
  - purpose (refer to account codes of 'eligible expenditures', see Annex I),
  - the balances
  - annual entitlements for different grants
2. A summary of which retirements have been received from which schools and which are still to be received.
3. A narrative summary of the expenditures and assessment on the quality of the retirements (accuracy, completeness, timeliness and appropriateness of expenditures, according to eligible expenditures) including the action plans for those schools with difficulties in retirements.
4. The reports need to be supported by copies of the most recent bank statements of school accounts. Originals are kept in the offices of the Education Authority.
5. The Ministry will assist with a reporting format.

## ANNEX V Relevant documents

1. *The Policy Statement and Guidelines for Grants to Education Authorities in the Solomon Islands*, October 2008;
2. *The Policy Statement and Guidelines for the procurement, warehouse management and distribution of curriculum materials in the Solomon Islands*, 2<sup>nd</sup> draft, September 2008
3. *The Education Strategic Framework 2007 – 2015*;
4. *The National Education Action Plan 2007-2009*;
5. *The Education for Living, Approved policy on Technical, Vocational Education and Training*, March 2005;
6. Ministry of Education and Human Resources Development, Solomon Islands Teaching Service, *Teaching Service Handbook*, January 2007;
7. A. Rorris, *Solomon Islands' Community Standard for School Funding*, Final Report August 2005;
8. *United Nations Millennium Declaration* adopted by the General Assembly 18<sup>th</sup> of September 2000;
9. *Education For All -2015 (EFA Goals)* Jomtien (Thailand) 1990 and World Education Forum in Dakar (2000), which adopted the Dakar Framework for Action *Education for All: Meeting Our Collective Commitments*.