



Civil Society Budget Advocacy Group

UPE SCHOOL VERIFICATION AND SERVICE DELIVERY MONITORING TOOL

My name is, and I am a Participatory Budget Club Members collecting data on behalf of Civil Society Budget Advocacy Group (CSBAG)¹. CSBAG is collecting data on enrollment, staffing, safety, budget performance, functionality of SMCs, school inspection and curriculum progress in Universal Primary Schools in 8 Local Governments². The findings will enrich CSBAG advocacy efforts for improved financing for education service delivery.

PRELIMINARY SCHOOL SPECIFIC INFORMATION

Name of School	
EMIS NO.	
Village/Zone	
Parish	
Sub county/Town council	
District	

A: ENROLLMENT RATE indicates Term 1 of 2025

	BOYS	GIRLS	Children With Disabilities (CWD)					
			Hearin g	Visu al	Physical	Speech	Mental	Others specify
Learners enrolled in the school at the beginning of ongoing School Term								
Enrolled learners that are refugees at the beginning of ongoing School Term								

Number of pupils present during monitoring (as of the monitoring date)

	BOYS	GIRLS	CWDs	No. of Desks	No. of classrooms
Pre-Primary					
P.1					
P.2					
P.3					
P.4					

¹ Civil Society Budget Advocacy Group (CSBAG) is a coalition formed in 2004 to bring together civil society actors at national and district Levels to influence Government decisions on resource mobilization and utilization for equitable, gender-responsive, and sustainable development

² Yumbe, Adjumani, Madi Okollo, Nabilatuk, Abim, Budaka, Kanungu and Rubanda

P.5					
P.6					
P.7					

B: SCHOOL STAFF INFORMATION

Description	Actual		Total
	Male	Female	
Teachers on the Payroll			
Non-teaching staff on the payroll			
Teachers on payroll present at the date of monitoring (confirm with the register)			
Non-teaching staff on payroll present at the date of monitoring (confirm with the register)			
What system is in place to monitor teachers' attendance and punctuality (Confirm if it's adhered to)			
State how many teachers per class (P.1 to P.7)	Class	Teachers	
	P.1		
	P.2		
	P.3		
	P.4		
	P.5		
	P.6		
	P.7		

C: SECURITY AND SAFETY (Tick where appropriate)

	Yes	No
Is the school fenced?		
Does the school have a full-time security guard?		
Does the school have a duly serviced fire extinguisher (s)?		
Is the school land survey and titled?		
Does the school have a lightening conductor?		
Does the school have a first Aid box?		

D: UTILIZATION OF 2025 TERM I FUNDS (Budgeted funds, receipts, and release dates)

Grants	Approved Budget for Term I	Received Budget Term I	Date received	
Capitation Grant				
Subvention Grant for CWDs				
Subvention Grant for Infrastructure				
School Facilitation Grant (SFG)				
Classroom Completion Grant (CCG)				
Does School receive any financial support outside Government			Yes	No
If Yes, List the partners that support the school				
List areas that non-Government partners support				

Please Request for a Copy of the Bank Statement for the Last Release as Evidence

E: DISPLAY OF BUDGET

1. Is the School budget for Term I displayed	Yes	No
2. If yes, where is it displayed? (E.g. noticeboard, Headteacher's office)		
3. State the Financial Year /period of displayed budget		

F: SCHOOL MANAGEMENT COMMITTEE

1. Does the school have a School Management Committee (SMC)	YES		NO	
2. If yes, what is the composition of the SMC by sex	Male		Female	
3. State date when SMC assumed office				
4. State date of last SMC Meetings				
5. Did SMC review and approve Budget for the running school term (Get copy of minutes)	YES		NO	

G: SCHOOL INSPECTION

Item	Details
1. State dates of the two (2) most recent school inspection by either District Inspector of Schools or DEO	
2. Confirm if school has inspection reports of the two (2) most recent inspections. (Get images of the reports)	
3. Does the school implement recommendations in the inspection report a month after it is received (Get images of the reports)	

H: CURRICULUM

Item	Yes	No	Comments
Do teachers have scheme of work			
What's the status of the scheme of work by the time of visit (sample P7 or P.1)			
Do teachers have approved lesson plans (Sample one subject for either P.1 or P.7)			
Do lessons plans indicate intended coverage of curriculum			
On observation do lessons meet the diverse special needs of learners			
Parental interest in and support for learners' achievement			

I: GENERAL COMMENTS

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Signature & stamp of School Head teacher.....

Name and Title of Respondent: _____

Date: _____

Name of the Monitoring PBC..... Contact.....

Date.....