



**KATAATE DIAMOND JUBILEE HOSPITAL PROJECT
KANUNGU HEALTH CENTRE IV
GLOBAL COMMUNITY HEALTH INITIATIVE**

21st December 2020.

DR. HOLGER LISTLE,
PROJECT DIRECTOR,
KATAATE DIAMOND JUBILEE HOSPITAL PROJECT,
KANUNGU HEALTH CENTRE IV.

Dear Dr,
RE: FINANCIAL REPORT: SEPTEMBER- NOVEMBER, 2020.

A. INCOME:

S/N	SOURCE	SEPTEMBER	OCTOBER	NOVEMBER	TOTAL
1	Balance on Account				3,932,941=
2	Consultations	450,000=	305,000=	510,000=	1,265,000=
3	Ultrasound Scan	680,000=	430,000=	345,000=	1,455,000=
4	Theatre	4,950,000=	3,580,000=	3,717,000=	11,797,000=
5	Private Ward	80,000=	30,000=	120,000=	190,000=
6	Laboratory Services (Widal, HPylori,RBS,TST)	365,000=	365,000=	308,000=	1,038,000=
TOTAL OF DOMESTIC RESOURCES		6,525,000=	4,710,000=	5,000,000=	16,235,000=
DR. HOLGER LISTLE'S SUPPORT		51,252,552=	15,907,703=	17,971,095=	85,131,350=
TOTAL INCOME		61,710,493=	20,617,703=	22,971,095=	105,299,291=

B.SUMMARY OF EXPENDITURE

S/N	ITEM	SEPTEMBER	OCTOBER	NOVEMBER	TOTAL
1	SALARIES	9,330,000=	9,130,000=	9,130,000=	27,590,000=
2	Staff Motivation & Development	2,970,000=	2,096,500=	707,000=	5,773,500=
3	Administration	1,770,000=	1,175,000=	1,520,000=	4,465,000=
4	Infrastructure Development	16,064,000=	15,972,500=	-	32,036,500=
5	Capital Investment/ Project Car	16,000,000=	-	-	16,000,000=
6	Equipment/ Oxygen	9,560,000=	-	-	9,560,000=

	Concentrators				
7	Medical Camp	-	-	8,319,000=	8,319,000=
8	Support to Lab	300,000=	-	-	300,000=
9	Drugs& Supplies	-	2,903,800=	2,508,000=	5,411,800=
10	Electricity	368,000=	-	-	368,000=
11	Stationery	110,000=	-	-	110,000=
12	Cleaning Materials	287,000=	-	-	287,000=
13	Bank Charges	276,278=	156,217=	173,437=	606,152=
	TOTAL EXPENDITURE	57,035,278=	31,354,017=	22,357,437=	110,746,732=
	BALANCE ON ACCOUNT				702,559=

Prepared by,



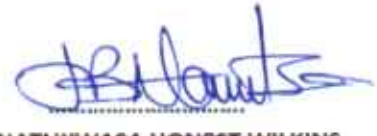
ATUKWASE MARTIN
ADMINISTRATIVE SECRETARY

Reviewed by,



NYAMISHANA ELEANOR
CHIFCOD FINANCE OFFICER

Approved by,



NATUKWASA HONEST WILKINS
EXECUTIVE DIRECTOR



**KATAATE DIAMOND JUBILEE HOSPITAL PROJECT
KANUNGU HEALTH CENTRE IV
GLOBAL COMMUNITY HEALTH INITIATIVE**

21st December 2020.

DR. HOLGER LISTLE,
PROJECT DIRECTOR,
KATAATE DIAMOND JUBILEE HOSPITAL PROJECT,
KANUNGU HEALTH CENTRE IV.

Dear Dr,
RE: FINANCIAL REPORT: NOVEMBER, 2020.

A. INCOME:

S/N	SOURCE	USERS	RATE	AMOUNT
1	Balance on Account	-	-	88,901=
2	Consultations	51	10,000=	510,000=
3	Ultrasound Scan	33	10,000=/20,000=	345,000=
4	Theatre			
	Ceasarian Section	20	250,000=	2,117,000=
	Laparotomy	01	150,000=	130,000=
	Herniorrhaphy	05	150,000=	550,000=
	Venous Stripping	01	400,000=	400,000=
	Haemorrhoidectomy	01	150,000=	70,000=
	Excision	03	75,000=	200,000=
	Hydrocelectomy	01	150,000=	150,000=
	Evacuation	02	50,000=	100,000=
	Sub- Total			3,717,000=
5	Private Ward	05	10,000=	120,000=
6	Laboratory Services (Widal, HPylori,RBS,TST)	68	-	308,000=
	TOTAL OF DOMESTIC RESOURCES			5,000,000=

DR. HOLGER LISTLE'S SUPPORT			
1	23 rd November 2020	Support to Medical Camp	8,342,404=
2	26 th November 2020	Staff Salaries for November 2020	9,628,691=
Total Support from Dr. Holger			17,971,095=
TOTAL INCOME			22,971,095=

B.SUMMARY OF EXPENDITURE

S/N	ITEM	PARTICULARS	AMOUNT
1	SALARIES	Staff Salaries for November 2020	9,130,000=
2	Staff Motivation & Development	General Breakfast at canteen	707,000=
3	Administration	Refund of Erroneous Deposit, Fuel for DHO, Senior Management Meeting, Fuel & Airtime.	1,520,000=
4	Medical Camp	Drugs & Supplies, General Lunch, Publicity, Staff Party etc	8,319,000=
5	Drugs & Supplies	Drugs, supplies & test kits for theatre	2,508,000=
6	Bank Charges		173,437=
	TOTAL EXPENDITURE		22,357,437=
	BALANCE ON ACCOUNT		702,559=

Report Compiled by,



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ATUKWASE MARTIN
ADMINISTRATIVE SECRETARY



**KATAATE DIAMOND JUBILEE HOSPITAL PROJECT
KANUNGU HEALTH CENTRE IV
GLOBAL COMMUNITY HEALTH INITIATIVE**

13th November 2020.

DR. HOLGER LISTLE,
PROJECT DIRECTOR,
KATAATE DIAMOND JUBILEE HOSPITAL PROJECT,
KANUNGU HEALTH CENTRE IV.

Dear Dr,
RE: FINANCIAL REPORT: OCTOBER, 2020.

A. INCOME:

S/N	SOURCE	USERS	RATE	AMOUNT
1	Balance on Account	-	-	10,825,215=
2	Consultations	31	10,000=	305,000=
3	Ultrasound Scan	38	10,000=/20,000=	430,000=
4	Theatre			
	Ceasarian Section	27	250,000=	3,580,000=
5	Private Ward	02	10,000=	30,000=
6	Laboratory Services (Widal, HPylori,RBS,TST)	72	-	365,000=
TOTAL OF DOMESTIC RESOURCES				4,710,000=
DR. HOLGER LISTLE'S SUPPORT				
1	21 st October 2020			6,272,463=
2	29 th October 2020	Staff Salaries for October 2020		9,635,240=
Total Support from Dr. Holger				15,907,703=
TOTAL INCOME				20,617,703=

B.SUMMARY OF EXPENDITURE

S/N	ITEM	PARTICULARS	AMOUNT
1	SALARIES	Staff Salaries for October 2020	9,130,000=
2	INFRASTRUCTURE DEVELOPMENT	Renovation Works on Male/ Paediatric Ward& Administration Block: Phase II&III	15,972,500=
3	Staff Motivation& Development	Workload incentive for Maternity staff, Break tea for departments, CME's, Doctors' Consultation Allowances, busy days etc	2,096,500=
4	DRUGS& SUPPLIES	Drugs, Supplies& Test Kits for Lab	2,903,800=
9	Administration	Transport& Allowance for Mechanic to and from Kampala, URA Registration fees for project car, Fuel& Airtime.	1,175,000=
11	Bank Charges		156,217=
	TOTAL EXPENDITURE		31,354,017=
	BALANCE ON ACCOUNT		88,901=

Report Compiled by,



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ATUKWASE MARTIN
ADMINISTRATIVE SECRETARY



**KATAATE DIAMOND JUBILEE HOSPITAL PROJECT
KANUNGU HEALTH CENTRE IV
GLOBAL COMMUNITY HEALTH INITIATIVE**

15th October 2020.

DR. HOLGER LISTLE,
PROJECT DIRECTOR,
KATAATE DIAMOND JUBILEE HOSPITAL PROJECT,
KANUNGU HEALTH CENTRE IV.

Dear Dr,
RE: FINANCIAL REPORT: SEPTEMBER, 2020.

C. INCOME:

S/N	SOURCE	USERS	RATE	AMOUNT
1	Balance on Account	-	-	3,932,941=
2	Consultations	45	10,000=	450,000=
3	Ultrasound Scan	63	10,000=/20,000=	680,000=
4	Theatre			
	Ceasarian Section	20	250,000=	4,500,000=
	Laparotomy	01	150,000=	150,000=
	Hysterectomy	01	150,000=	150,000=
	Haemorrhoidectomy	01	150,000=	150,000=
Sub- Total				4,950,000=
5	Private Ward	03	10,000=	80,000=
6	Laboratory Services (Widal, HPylori,RBS,TST)	76	-	365,000=
TOTAL OF DOMESTIC RESOURCES				6,525,000=
DR. HOLGER LISTLE'S SUPPORT				
1	10 th September 2020	Renovation of Office Building/ Male Ward		20,750,000=
2	18 th September 2020	Support for purchase of 2 Oxygen Concentrators		9,942,552=
3	25 th September 2020	Project car& Salaries		20,560,000=
Total Support from Dr. Holger				51,252,552=
TOTAL INCOME				61,710,493=

B.SUMMARY OF EXPENDITURE

S/N	ITEM	PARTICULARS	AMOUNT
1	SALARIES	Staff Salaries for September 2020	9,330,000=
2	INFRASTRUCTURE DEVELOPMENT	Painting New Hospital Canteen (Debt)	786,000=
		Physical Plan for Renovations/ Health Inspector	140,000=
		Construction tools	500,000=
		Renovation of Office Building/ Male Ward- 1 st payment	10,000,000=
		Extension of Walkway to children's ward/ 10m extra- Bricks, sand, cement, timber, stone aggregates, ironsheets, pipes etc	3,840,000=
		Painting of Canteen store, kitchen , porters' house	236,000=
		Signposts for fire assembly points, white boards& dusters etc	522,000=
		Office flags	40,000=
Sub- Total for Infrastructure Development			16,064,000=
3	Staff Motivation& Development	Workload incentive for Maternity& Lab Departments, Breakfast at canteen,Scrub Suits for General Ward staff, Break tea for departments, CME's, Doctors' Consultation Allowances, busy days.	2,970,000=
4	Capital Investment	Purchase and upgrade of Project Car RAV4 Reg. No. UAL 331M	16,000,000=
5	Equipment	Purchase of 2 Oxygen Concentrators/ Jay 5	9,560,000=
6	Support to Laboaratory Services	Signages for ART& Lab, Sign post for fire assembly point	300,000=
7	Electricity	Quarterly OTT& Internet bundle, fuel for small generator (3 months)	368,000=
8	Stationery	Reams of paper, files, scanning	110,000=
9	Administration	Fuel for DHO& Secretary Social Services, Senior Management Meeting, Fuel& Airtime.	1,770,000=
10	Cleaning Materials	Jik, Soap,omo, liquid soap, brushes etc	287,000=
11	Bank Charges		276,278=
	TOTAL EXPENDITURE		57,035,278=
	BALANCE ON ACCOUNT		10,825,215=

Report Compiled by,


 ATURWASE MARTIN
 ADMINISTRATIVE SECRETARY



Centenary
Bank

DEMAND DEPOSIT STATEMENT

our bank

Branch:	KANUNGU	Telephone e-mail:	038-2280502 INFO.CENTENARYBANK.CO.UG
Branch address:	MASYA CELL, KANUNGU	Date Time:	21-12-2020 01:23 PM
Account Name:	CHIFCOD SOCIAL ENTERPRISE GLOBAL COMMUNITY HEALTH INITIATIVE	Account Number:	3100060558 UGX
Address :	BUSHURA	Product:	31223 CURRENT LIMITED LIABILITY CO.ORDINARY (UGX)
Period:	From 9/1/2020 To 12/1/2020	PAGE:	1 of 4
1st Beneficiary :	3381055 - 0	CHIFCOD HEALTH INITIATIVE	
2nd Beneficiary:	1761945 - 0	ELEANOR NYAMISHANA	
3rd Beneficiary :	3129857-0	WILKINS HONEST NATUKWASA	

Transaction Date	Value Date	Transaction Description	Cheque No.	Debits	Credits	Balance
		OPENING BALANCE				3,932,941.00
9/2/2020	9/2/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Catherine 31000681790 CASHDEPOSIT	0	0.00	700,000.00	4,632,941.00 CR
9/5/2020	9/5/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Catherine 31000681790 CASHDEPOSIT	0	0.00	290,000.00	4,922,941.00 CR
9/5/2020	9/5/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Catherine 31000681790 CASHDEPOSIT	0	0.00	250,000.00	5,172,941.00 CR
9/7/2020	9/7/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Catherine 31000681790 CASHDEPOSIT	0	0.00	410,000.00	5,582,941.00 CR
9/8/2020	9/8/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Katushe Catherine 31000681790 CASHDEPOSIT	0	0.00	260,000.00	5,842,941.00 CR
9/10/2020	9/10/2020	SWIFT INCOMING PAYMENT ORDER. Reference Number 200909007A000079 Verw.zweckverband Rhein- Neckar	0	0.00	20,750,000.00	26,592,941.00 CR
9/10/2020	9/10/2020	COMMISSION ON TRANSACTION INCOMING PAYMENT ORDER. Reference Number 200909007A000079 Verw.zweckverband Rhein- Neckar	0	95,130.00	0.00	26,497,811.00 CR
9/10/2020	9/10/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Theatre User Fee 31000681790 CASHDEPOSIT	0	0.00	260,000.00	26,757,811.00 CR
9/11/2020	9/11/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Theatre Userfee 31000681790 CASHDEPOSIT	0	0.00	495,000.00	27,252,811.00 CR
9/14/2020	9/14/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Theatre User Fee 31000681790 CASHDEPOSIT	0	0.00	410,000.00	27,662,811.00 CR
9/16/2020	9/16/2020	CASH WITHDRAW-CHEQUE ONLY	63	3,057,000.00	0.00	24,605,811.00 CR
9/18/2020	9/18/2020	SWIFT INCOMING PAYMENT ORDER. Reference Number 200917007A000092 Verw.zweckverband Rhein- Neckar	0	0.00	9,942,552.00	34,548,363.00 CR
9/18/2020	9/18/2020	COMMISSION ON TRANSACTION	0	74,569.00	0.00	34,473,794.00 CR

		INCOMING PAYMENT ORDER. Reference Number 200917007A000092 Verw.zweckverband Rhein- Neckar				
9/22/2020	9/22/2020	CASH WITHDRAW-CHEQUE ONLY	64	20,280,000.00	0.00	14,193,794.00 CR
9/25/2020	9/25/2020	SWIFT INCOMING PAYMENT ORDER. Reference Number 200924007A000079 Verw.zweckverband Rhein- Neckar	0	0.00	26,560,000.00	40,753,794.00 CR
9/25/2020	9/25/2020	COMMISSION ON TRANSACTION INCOMING PAYMENT ORDER. Reference Number 200924007A000079 Verw.zweckverband Rhein- Neckar	0	93,929.00	0.00	40,659,865.00 CR
9/29/2020	9/29/2020	CASH WITHDRAW-CHEQUE ONLY	65	16,692,000.00	0.00	23,967,865.00 CR
9/29/2020	9/29/2020	DEPOSIT CASH THEATRE USER FEES	0	0.00	3,000,000.00	26,967,865.00 CR
9/29/2020	9/29/2020	CASH WITHDRAW-CHEQUE ONLY	66	16,580,000.00	0.00	10,387,865.00 CR
9/30/2020	9/30/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Theatre Userfee 31000681790 CASHDEPOSIT	0	0.00	450,000.00	10,837,865.00 CR
9/30/2020	10/1/2020	COMMISSION ON TRANSACTION LEDGER FEES CURRENT ACCOUNTS	0	11,000.00	0.00	10,826,865.00 CR
9/30/2020	10/1/2020	TAX ON COMMISSION EXCISE DUTY	0	1,650.00	0.00	10,825,215.00 CR
10/3/2020	10/3/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Theatre User Fee 31000681790 CASHDEPOSIT	0	0.00	400,000.00	11,225,215.00 CR
10/7/2020	10/7/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Theatre Userfee 31000681790 CASHDEPOSIT	0	0.00	500,000.00	11,725,215.00 CR
10/16/2020	10/16/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Theatre User Fee 31000681790 CASHDEPOSIT	0	0.00	700,000.00	12,425,215.00 CR
10/17/2020	10/17/2020	STATEMENT PER PG	0	12,000.00	0.00	12,413,215.00 CR
10/17/2020	10/17/2020	TAX ON COMMISSION EXCISE DUTY	0	1,800.00	0.00	12,411,415.00 CR
10/19/2020	10/19/2020	CASH WITHDRAW-CHEQUE ONLY CHQ 68 IFO MARTIN ATUKWASE	68	685,000.00	0.00	11,726,415.00 CR
10/19/2020	10/19/2020	CASH WITHDRAW-CHEQUE ONLY CHQ 67 IFO MARTIN ATUKWASE	67	9,289,500.00	0.00	2,436,915.00 CR
10/21/2020	10/21/2020	SWIFT INCOMING PAYMENT ORDER. Reference Number 201020007A000074 Verw.zweckverband Rhein- Neckar	0	0.00	6,272,463.00	8,709,378.00 CR
10/21/2020	10/21/2020	COMMISSION ON TRANSACTION INCOMING PAYMENT ORDER. Reference Number 201020007A000074 Verw.zweckverband Rhein- Neckar	0	54,361.00	0.00	8,655,017.00 CR
10/23/2020	10/23/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Theatre User Fee 31000681790 CASHDEPOSIT	0	0.00	1,170,000.00	9,825,017.00 CR
10/23/2020	10/23/2020	CASH WITHDRAW-CHEQUE ONLY CHQ 69 IFO MARTIN ATUKWASE	69	9,666,800.00	0.00	158,217.00 CR
10/28/2020	10/28/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Theatre User Fee 31000681790 CASHDEPOSIT	0	0.00	330,000.00	488,217.00 CR
10/29/2020	10/29/2020	SWIFT INCOMING PAYMENT ORDER. Reference Number 201028007A000081 Verw.zweckverband Rhein- Neckar	0	0.00	9,635,240.00	10,123,457.00 CR
10/29/2020	10/29/2020	COMMISSION ON TRANSACTION INCOMING PAYMENT ORDER. Reference Number 201028007A000081	0	75,406.00	0.00	10,048,051.00 CR

10/30/2020	10/30/2020	Verw.zweckverband Rhein-Neckar AGENCY BNK DEPOSIT	0	0.00	610,000.00	10,658,051.00 CR
10/30/2020	10/30/2020	AGNTBANK DEP Theatre User Fee 31000681790 CASHDEPOSIT	0	0.00	1,000,000.00	11,658,051.00 CR
10/30/2020	10/30/2020	CASH WITHDRAW-CHEQUE ONLY CHQN.70 IFO ATUKWASE MARTIN	70	11,556,500.00	0.00	101,551.00 CR
10/31/2020	11/2/2020	COMMISSION ON TRANSACTION LEDGER FEES CURRENT ACCOUNTS	0	11,000.00	0.00	90,551.00 CR
10/31/2020	11/2/2020	TAX ON COMMISSION EXCISE DUTY	0	1,650.00	0.00	88,901.00 CR
11/9/2020	11/9/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Theatre Userfee 31000681790 CASHDEPOSIT	0	0.00	900,000.00	988,901.00 CR
11/13/2020	11/13/2020	AGENCY BNK DEPOSIT AGNTBANK DEP Theatre User Fee 31000681790 CASHDEPOSIT	0	0.00	260,000.00	1,248,901.00 CR
11/13/2020	11/13/2020	DEPOSIT CASH MARTIN	0	0.00	600,000.00	1,848,901.00 CR
11/13/2020	11/13/2020	CASH WITHDRAW-CHEQUE ONLY CHQ NO.71 IFO ATUKWASE MARTIN	71	1,787,000.00	0.00	61,901.00 CR
11/23/2020	11/23/2020	SWIFT INCOMING PAYMENT ORDER. Reference Number 201120007A000076 Verw.zweckverband Rhein-Neckar	0	0.00	8,342,404.00	8,404,305.00 CR
11/23/2020	11/23/2020	COMMISSION ON TRANSACTION INCOMING PAYMENT ORDER. Reference Number 201120007A000076 Verw.zweckverband Rhein-Neckar	0	75,082.00	0.00	8,329,223.00 CR
11/24/2020	11/24/2020	CASH WITHDRAW-CHEQUE ONLY CHQN.72 IFO MARTIN ATUKWASE	72	8,319,000.00	0.00	10,223.00 CR
11/24/2020	11/24/2020	DEPOSIT CASH MARTIN	0	0.00	600,000.00	610,223.00 CR
11/25/2020	11/25/2020	DEPOSIT CASH NAHURIRA HAMLET	0	0.00	660,000.00	1,270,223.00 CR
11/26/2020	11/26/2020	SWIFT INCOMING PAYMENT ORDER. Reference Number 201125007A000101 Verw.zweckverband Rhein-Neckar	0	0.00	9,628,691.00	10,898,914.00 CR
11/26/2020	11/26/2020	COMMISSION ON TRANSACTION INCOMING PAYMENT ORDER. Reference Number 201125007A000101 Verw.zweckverband Rhein-Neckar	0	75,355.00	0.00	10,823,559.00 CR
11/26/2020	11/26/2020	STATEMENT PER PG	0	9,000.00	0.00	10,814,559.00 CR
11/26/2020	11/26/2020	TAX ON COMMISSION EXCISE DUTY	0	1,350.00	0.00	10,813,209.00 CR
11/27/2020	11/27/2020	CASH WITHDRAW-CHEQUE ONLY CHQ 73 IFO MARTIN ATUKWASE	73	10,490,000.00	0.00	323,209.00 CR
11/27/2020	11/27/2020	DEPOSIT CASH THEATRE USER FEE	0	0.00	840,000.00	1,163,209.00 CR
11/30/2020	12/1/2020	COMMISSION ON TRANSACTION LEDGER FEES CURRENT ACCOUNTS	0	11,000.00	0.00	1,152,209.00 CR
11/30/2020	12/1/2020	TAX ON COMMISSION EXCISE DUTY	0	1,650.00	0.00	1,150,559.00 CR
11/30/2020	11/30/2020	DEPOSIT CASH LABORATORY USER FEES	0	0.00	230,000.00	1,380,559.00 CR
11/30/2020	11/30/2020	DEPOSIT CASH MARTIN	0	0.00	200,000.00	1,580,559.00 CR
11/30/2020	11/30/2020	DEPOSIT CASH MARTIN	0	0.00	10,000.00	1,590,559.00 CR
11/30/2020	11/30/2020	CASH WITHDRAW-CHEQUE ONLY CHQN.74 IFO MARTIN ATUKWASE	74	1,588,000.00	0.00	2,559.00 CR
11/30/2020	11/30/2020	DEPOSIT CASH ULTRA SOUND SCAN	0	0.00	300,000.00	302,559.00 CR
12/1/2020	12/1/2020	AGENCY BNK DEPOSIT	0	0.00	400,000.00	702,559.00 CR

For and on behalf of
Postbank

Approved.



**KATAATE DIAMOND JUBILEE HOSPITAL PROJECT
KANUNGU HEALTH CENTRE IV**

30th November 2020.

**PROJECT MANAGEMENT COMMITTEE,
KANUNGU HEALTH CENTRE IV,
P.O BOX 48,
KANUNGU.**

Dear Members,

RE: PRIORITY NEEDS FOR: UG. SHS.1,588,000.

Kindly authorize payment for the following important needs;

- | | |
|--|-------------------|
| 1. DRUGS& SUPPLIES FOR THEATRE& LABORATORY TEST KITS:
November 2020 Debt :
(see attachment) | 1,508,000= |
| 2. ADMINISTRATION: Transaction process/ Transport for signatories: | 80,000= |

GROSS TOTAL: UG. SHS. 1,588,000.

Thank you.

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**ATUKWASE MARTIN
ADMINISTRATIVE SECRETARY.**





KANUNGU

27/11/2020

LISSN ID: KA5252

TRANS NO: 649

CUSTOMER: MARTIN ATUKWASE

A/C NUMBER: 3100060558

AMOUNT: 10,490,000.00 = 0

CURRENCY: UGX

COMMENTS: CHQ TO IFO MARTIN ATUKWASE

SIGNATURE:

SHS.10,490,000.

following important needs;



**E DIAMOND JUBILEE HOSPITAL PROJECT
KANUNGU HEALTH CENTRE IV**

Approved:

27th November 2020.

1. STAFF SALARIES FOR NOVEMBER ,2020:

S/N	NAME	DESIGNATION	AMOUNT
1	ATUKWASE MARTIN	ADMINISTRATIVE SECRETARY	800,000=
2	DR. MERCY NUWAMANYA	MEDICAL OFFICER	2,000,000=
3	DR. DENIS MUSASIZI	MEDICAL OFFICER	2,000,000=
4	BALUKU JULIUS BROWN	INCHARGE	150,000=
5	TWENGYEIRWE ONESMAS	NURSING OFFICER	200,000=
6	KABAYANZI PHIONAH	ANAESTHETIC OFFICER	600,000=
7	TWESIGOMWE DANIEL	ANAESTHETIC OFFICER	600,000=
8	KICONCO ARTHUR	SONOGRAPHER	600,000=
9	TUGABIRWE PROVIA	THEATRE ASSISTANT	350,000=
10	AYEBAZIBWE MERCY	THEATRE ASSISTANT	350,000=
11	KATUSHABE CATHERINE	MIDWIFE	350,000=
11	EKYAKUNZIRE DEBORAH	PORTER	200,000=
12	TUKWASHIBWE CHRISPINO	PORTER	200,000=
13	KATUNGI SILVER	SECURITY GUARD	250,000=
15	POLICE	SECURITY GUARD	330,000=
16	BYAMUGISHA HILLARY	C/MAN HUMC/ MONITORING	50,000=
17	MUHIMBISE LILLY	INTERN DOCTOR	100,000=
TOTAL			9,130,000=

2. ADMINISTRATION

S/N	ASPECT	AMOUNT
1	CHIFCOD MAIN ACCOUNT REFUND/ FUNDS POSTED TO WRONG ACCOUNT	660,000=
2	FUEL& AIRTIME FOR NOVEMBER, 2020	250,000=
3	SENIOR MANAGEMENT COMMITTEE MEETING (26/10/2020)	270,000=
4	MONITORING FACILITATION FOR DHO	100,000=
5	TRANSACTION PROCESS (Transport for signatories)	80,000=
TOTAL		1,360,000=

GROSS TOTAL: UG. SHS. 10,490,000.

Thank you.

.....
ATUKWASE MARTIN
ADMINISTRATIVE SECRETARY.





KANUNGU

CASH DEPOSIT

DATE: 2020-11-24 15:12:16:167000

CASHIER: JOHNIMARY ESEBAKLEA

TILL No: 4797

A/C NAME: COMPOST ARINDA

A/C No: 2200698867 - 0

AMOUNT: 527,500.00 UGX

TRANS-COMMENTS: MEDICAL CAMP DRUGS

TRANS NO.: 479

SIGNATURE: _____



**10ND JUBILEE HOSPITAL PROJECT
INGU HEALTH CENTRE IV**

24th November 2020.

RE: PRIORITY NEEDS FOR MEDICAL CAMP EXPENDITURE: UG. SHS.8,319,000 .

Kindly authorize payment for the following important needs;

1. DRUGS& SUPPLIES FOR MEDICAL CAMP:

S/N	ITEM	QTY	UNIT COST	AMOUNT
1	Sono Paper	2 Reams	75,000=	150,000=
2	Sono Gel	2 bottles	65,000=	130,000=
3	Acetic Acid	2 litres	60,000=	120,000=
4	Disposable Gloves	2 big boxes (x12)	250,000=	500,000=
5	Surgical Gloves	10 boxes	60,000=	600,000=
6	Syringes 5ml	2 pkts	35,000=	70,000=
7	Syringes 2ml	5 pkts	35,000=	175,000=
8	Syringes 10ml	3 pkts	35,000=	105,000=
9	Cotton Wool (big)	15 rolls	6,000=	90,000=
10	Catheters 18g	5 boxes	25,000=	125,000=
11	Catheters 22g	2 boxes	25,000=	50,000=
12	Normal Saline	4 cartons	60,000=	240,000=
13	Diclofenac injection	200 ampules	700=	140,000=
14	Vitamin K	50 ampules	2,000=	100,000
15	Haloperidal	2 tins	25,000=	50,000=
16	Ceftriaxone	200 vials	1300=	260,000=
17	IV Metronidazole	200 bottles	1800=	360,000
18	Omeprazole	3 pkts	4,500=	13,500=
19	Ibuprofen	3 pkts	3,000=	9,000=
20	Ampiclox caps	5 pkts	12,000=	60,000=
21	Water	2 boxes	10,000=	20,000=
22	Strapping(Medium)	6pc	4,500=	27,000=
23	Strapping (small)	12	1,500=	18,000=
24	Captopril	2 pkts	15,000=	30,000=
25	Albendazole tabs	70 doses	600=	42,000=
26	Clotrimazole	8 pkts	2,000=	16,000=
27	Ampiclox IV	50	1,500=	75,000=
28	Urine bags	40	1,200=	48,000=
29	Vitamin C	1 Pkt	4,000=	4,000=
30	Metronidazole tabs	5 pkts	3,300=	16,500=
31	Diclofenac tabs	20 pkts	1,500=	30,000=
32	Vitamin B'	10	2,500=	25,000=
33	Piriton	10 pkts	2,500=	25,000=

34	Bendrofluzidine	3 pkts	5,000=	15,000=
35	Ecolyne75	2 pkts	12,000=	24,000=
36	Doxy	3pkts	8,500=	25,500=
37	Cipro tabs	5 pkts	11,000=	55,000=
38	Amoxy caps	5 pkts	5,500=	27,500=
39	Transport for drugs, scan paper			130,000=
40	Test kits: Typhoid	50	2,000=	100,000=
41	Test kits: Hpylori	100	1,700=	270,000=
	Total			4,241,000=

2. STAFF CELEBRATION

S/N	ASPECT	AMOUNT
1	PUBLIC ADDRESS SYSTEM	250,000=
2	MEALS& DRINKS	1,190,000=
3	TRANSPORT	30,000=
4	WATER& GLUCOSE FOR PLAYERS	30,000=
5	TRANSPORT FOR PLAYERS	50,000=
6	CONTRIBUTION TO REPAIR OF VEHICLE FOR S.N.O BAGWIZA VICENT	100,000=
TOTAL		1,650,000=

3. GENERAL STAFF LUNCH FOR SIX(06) DAYS:

708,000=

4. STAFF ALLOWANCES (Staff& Volunteers):

1,400,000=

5. PUBLICITY

a) Radio Announcements: 100,000=

b) Banners: 4X30,000=@: 120,000=

c) Stationery: 20,000=

Total: 240,000=

6. ADMINISTRATION: Transaction process/ Transport for signatori

80 000=

GROSS TOTAL: UG. SHS. 8,319,000

Thank you.


ATUKWASE MARTIN
ADMINISTRATIVE SECRETARY.



CASH DEPOSIT:

DATE: 2020-11-24 15:14:30.202000

CASHER: JOHN WARY SSEBAMUKULA

TILL No: 4797

A/C NAME: PATRICK NAMARA

A/C No: 3201001681 - 0

AMOUNT: 1,857,500.00 UGX

TRANS-COMMENTS: MEDICAL CAMP DRUGS

1 /
Approved.
[Handwritten signature]



**KATAATE DIAMOND JUBILEE HOSPITAL PROJECT
KANUNGU HEALTH CENTRE IV**

11th November 2020.

PROJECT MANAGEMENT COMMITTEE,
KANUNGU HEALTH CENTRE IV,
P.O BOX 48, KANUNGU.

Dear Members,

RE: PRIORITY NEEDS FOR EXPENDITURE: UGX .1,787,000.

- | | |
|--|------------|
| 1. DRUGS & SUPPLIES FOR THEATRE & POST- OPERATIVE CARE:
Debt on Drugs & Supplies for October 2020: | 1,000,000= |
| 2. STAFF MOTIVATION:
Staff Breakfast at Canteen (Residual and up to 1 st November 2020): | 707,000= |
| 5. ADMINISTRATION: Transaction Process (Transport for signatories) : | 80,000= |

GROSS TOTAL: UG. SHS.1,787,000.

Thank you very much.

[Handwritten signature]
.....
ATUKWASE MARTIN
ADMINISTRATIVE SECRETARY





KANUNGU

30/10/2020

USER ID: 534797

TRANS NO: 446

CUSTOMER NAME: ATUKWASE

ACC NUMBER: 3300060558

AMOUNT: 11,556,500.00

CURRENCY: UGX

COMMENTS: CH-QU TO IPO ATUKWASE HMT

SIGNATURE:

0th October 2020.

Approved
30/10/20
[Signature]

**KATAATE D
K/**

PROJECT MANAGEMENT COMMITTEE,
KANUNGU HEALTH CENTRE IV,
P.O BOX 48,
KANUNGU.

Dear Members,

RE: PRIORITY NEEDS FOR EXPENDITURE: UG. SHS.11,556,500.

Kindly authorize payment for the following important needs;

1. STAFF SALARIES FOR OCTOBER ,2020:

S/N	NAME	DESIGNATION	AMOUNT
1	ATUKWASE MARTIN	ADMINISTRATIVE SECRETARY	800,000=
2	DR. MERCY NUWAMANYA	MEDICAL OFFICER	2,000,000=
3	DR. DENIS MUSASIZI	MEDICAL OFFICER	2,000,000=
4	BALUKU JULIUS BROWN	INCHARGE	150,000=
5	TWENGYEIRWE ONESMAS	NURSING OFFICER	200,000=
6	KABAYANZI PHIONAH	ANAESTHETIC OFFICER	600,000=
7	TWESIGOMWE DANIEL	ANAESTHETIC OFFICER	600,000=
8	KICONCO ARTHUR	SONOGRAPHER	600,000=
9	TUGABIRWE PROVIA	THEATRE ASSISTANT	350,000=
10	AYEBAZIBWE MERCY	THEATRE ASSISTANT	350,000=
11	KATUSHABE CATHERINE	MIDWIFE	350,000=
11	EKYAKUNZIRE DEBORAH	PORTER	200,000=
12	TUKWASIIBWE CHRISPINO	PORTER	200,000=
13	KATUNGI SILVER	SECURITY GUARD	250,000=
15	POLICE	SECURITY GUARD	330,000=
16	BYAMUGISHA HILLARY	C/MAN HUMC/ MONITORING	50,000=
17	MUHIMBISE LILLY	INTERN DOCTOR	100,000=
TOTAL			9,130,000=

2. STAFF MOTIVATION

S/N	ASPECT	AMOUNT
1	BREAKFAST FOR ALL STAFF AT CANTEEN	1,112,000=
2	BREAKFAST AT DEPARTMENTS (SUGAR& TEA)	86,000=
3	MATERNITY CME : PROM&PPROM: PREMATURE RAPTURE OF MEMBRANES	260,000=
4	WORKLOAD INCENTIVE FOR MIDWIVES (10,000=x 27 CEASARIAN OPERATIONS)	270,000=
5	WORKLOAD INCENTIVE FOR LABORATORY STAFF (72 TESTSX 500=@: 36,000=, 4NIGHT SHIFTS X20,000=-: 80,000=)	116,000=
6	DOCTORS' CONSULTATION ALLOWANCE	152,500=
7	TRANSPORT FOR ANAESTHETIC OFFICER (50,000= + 50,000=)	100,000=
TOTAL		2,096,500=





**KATAATE DIAMOND JUBILEE HOSPITAL PROJECT
KANUNGU HEALTH CENTRE IV**

13TH OCTOBER 2020.

PROJECT MANAGEMENT COMMITTEE,
KANUNGU HEALTH CENTRE IV,
P.O BOX 48,
KANUNGU.

Dear Members,

RE: **PRIORITY NEEDS FOR EXPENDITURE: UG. SHS.9,974,500.**

Kindly authorize payment for the following important needs;

1. INFRASTRUCTURE DEVELOPMENT


2ND PAYMENT FOR RENOVATION OF OFFICE BUILDING/ MALE WARD : 9,289,500=

2. ADMINISTRATION

S/N	ASPECT	AMOUNT
1	TRANSPORT, UPKEEP & ALLOWANCE FOR MECHANIC – TO AND FROM KAMPALA TO PURCHASE PROJECT CAR	450,000=
2	PROJECT CAR REGISTRATION FEES	155,000=
3	TRANSACTION PROCESS (Transport for signatories)	80,000=
TOTAL		685,000=

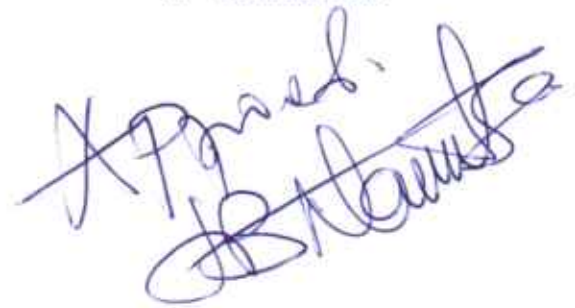
GROSS TOTAL: UG. SHS. 9,974,500=

Thank you.


.....

**ATUKWASE MARTIN
ADMINISTRATIVE SECRETARY.**





**MBARARA UNITED TAXI OPERATORS
CO-OPERATIVE UNION**
P.O. BOX, 1774
Tel: 0704407808 / 0489680311

ASSORIES

tiers,
wards etc.
Tel: 0757 606271
0755 148821
Date: 03/10/2020

Date: 03/10/2020
From: Mbarara To: Kampala
Passengers: 2052
Luggage: 2052
Total: 2052
No refund will be allowed
Luggage Carried at owners risk

Rate	Amount
	200,000
	15,000
	40,000
	50,000
	30,000
	4,000
	50,000
	360,000
	30,000
	40,000
	20,000
	1
TOTAL	905,000



**JBILEE HOSPITAL PROJECT
HEALTH CENTRE IV**

29th September 2020.

*Approved -
[Signature]*

UG. SHS. 16,580,000.
important needs;

16,000,000=

price of a reconditioned RAV4 from Kampala)

2. ADMINISTRATION

S/N	ASPECT	AMOUNT
1	TRANSPORT & UPKEEP FOR ADMIN & CHIFCOD ED- TO AND FROM KAMPALA TO PURCHASE PROJECT CAR (250,000=@ FOR 3 DAYS)	500,000=
2	TRANSACTION PROCESS (Transport for signatories)	80,000=
TOTAL		580,000=

GROSS TOTAL: UG. SHS. 16,580,000.

Thank you.

[Signature]

**ATUKWASE MARTIN
ADMINISTRATIVE SECRETARY.**





SECURITY NO: 20203348

DATE: 02-10-2020

TIME: 14:18:33

ACCOUNT NO: 1003100000138

NAME: LUDWA SWAIBU

REMARKS: Y CHIFOOD SOCIAL ENTER LTD

Deposited the sum of

AMOUNT: 14,000,000.00 UGX

Fourteen Million Only.

To the credit of my or our account

DEPOSITED BY: Y CHIFOOD SOCIAL ENTER LTD

THANK YOU FOR YOUR CONTINUED SUPPORT

YOU WERE SERVED BY:
JOEL

DENOMINATION CURRENCY: UGX

DENOM	NOTE/COIN	COUNT	TOTAL
20000	₹	700	14,000,000





KATAATE DIAMOND JUBILEE HOSPITAL PROJECT
KANUNGU HEALTH CENTRE IV

Approved
[Signature]

29th September 2020.

PROJECT MANAGEMENT COMMITTEE,
KANUNGU HEALTH CENTRE IV,
P.O BOX 48,
KANUNGU.

Dear Members,

RE: PRIORITY NEEDS FOR EXPENDITURE: UG. SHS.16,692,000.

Kindly authorize payment for the following important needs;

1. STAFF SALARIES FOR SEPTEMBER,2020:

S/N	NAME	DESIGNATION	AMOUNT
1	ATUKWASE MARTIN	ADMINISTRATIVE SECRETARY	700,000=
2	DR. MERCY NUWAMANYA	MEDICAL OFFICER	2,000,000=
3	DR. DENIS MUSASIZI	MEDICAL OFFICER	2,000,000=
4	BALUKU JULIUS BROWN	INCHARGE	150,000=
5	TWENGYEIRWE ONESMAS	NURSING OFFICER	200,000=
6	KABAYANZI PHIONAH	ANAESTHETIC OFFICER	600,000=
7	TWESIGOMWE DANIEL	ANAESTHETIC OFFICER	600,000=
8	KICONCO ARTHUR	SONOGRAPHER	600,000=
9	TUGABIRWE PROVIA	THEATRE ASSISTANT	350,000=
10	AYEBAZIBWE MERCY	THEATRE ASSISTANT	350,000=
11	KATUSHABE CATHERINE	MIDWIFE	350,000=
11	EKYAKUNZIRE DEBORAH	PORTER	200,000=
12	TUKWASIIBWE CHRISPINO	PORTER	200,000=
13	KATUNGI SILVER	SECURITY GUARD	250,000=
15	POLICE	SECURITY GUARD	330,000=
16	BYAMUGISHA HILLARY	C/MAN HUMC/ MONITORING	50,000=
17	KALENZI JOE	INTERN DOCTOR	300,000=
18	MUHIMBISE LILLY	INTERN DOCTOR	100,000=
TOTAL			9,330,000=

2. STAFF MOTIVATION

S/N	ASPECT	AMOUNT
1	BREAKFAST FOR ALL STAFF AT CANTEEN	1,152,000=
2	BREAKFAST AT DEPARTMENTS (SUGAR& TEA)	86,000=
3	MATERNITY CME : ECLAMPسيا& PRE-ECLAMPسيا :22/09/2020	240,000=
4	WORKLOAD INCENTIVE FOR MIDWIVES (10,000=x 20 CEASARIAN OPERATIONS)	200,000=
5	WORKLOAD INCENTIVE FOR LABORATORY STAFF (94 TESTSX 500=@: 47,000=, 5 NIGHT SHIFTS X20,000=: 100,000=)	147,000=
6	DOCTORS' CONSULTATION ALLOWANCE	280,000=
7	TRANSPORT FOR ANAESTHETIC OFFICER (50,000= + 50,000=)	100,000=
TOTAL		2,205,000=

GLOBAL COMMUNITY
HEALTH INITIATIVE

29 SEP 2020

3. ADMINISTRATION

S/N	ASPECT	AMOUNT
1	FUEL& AIRTIME FOR AUGUST, 2020	100,000=
2	HEADS OF DEPARTMENT MEETING HELD ON 17/9/2020	330,000=
3	FUEL FOR DHO& SECRETARY FOR SOCIAL SERVICES: MINISTRY OF HEALTH- KAMPALA	520,000=
5	TRANSACTION PROCESS (Transport for signatories)	80,000=
TOTAL		1,030,000=

4. INFRASTRUCTURE DEVELOPMENT

Extension of Walkway (10m) to Children's Ward
(Bricks, Sand, Cement, Stone Aggregates, Pipes, Timber,
Ironsheets, Paint& Labour): 3,840,000=

5. CLEANING MATERIALS :

(Omo, Liquid soap, Bar soap, Jik,salt) 287,000=

GROSS TOTAL: UG. SHS. 16,692,000.

Thank you.



ATUKWASE MARTIN
ADMINISTRATIVE SECRETARY.





CASH DEPOSIT
 DATE: 2020-11-26-09:42:02.650000
 CASHIER: JOHNNARY SSEBAKULA
 TLL No: 4757
 A/C NAME: RAPHEAL GISE
 A/C No: 5200157339 - 0
 AMOUNT: 4,680,000.00 UGX
 TRANS-COMMENTS: OXYGEN CONCENTRATOR
 TRANS NO.: 64
 SIGNATURE:



**ILEE HOSPITAL PROJECT
 LTH CENTRE IV**

21st September 2020.

PROJE
 KANUI
 P.O BC
 KANUI

*for payment
 return to*

Dear Members,

RE: PRIORITY NEEDS FOR EXPENDITURE : UGX 20,280,000=

Please honour requisition for Uganda Shillings; Twenty Million Two hundred Eighty Thousand .

1. INFRASTRUCTURE DEVELOPMENT

S/N	Component	Details	Cost
1	RENOVATION OF OFFICE BUILDING/ MALE WARD	Initial instalment (Extension of Shade, Rebuilding Sections of verandah, Extending verandah and repairing parts of the floor, Demolition of some internal walls: Materials& Labour)	10,000,000=
2	Construction Tools	Wheel barrow, Spades, Mattock, hoes	500,000=
3	Physical Planning	Development of physical drawings for renovation plan by Health Inspector	140,000=
TOTAL			10,640,000=

2. EQUIPMENT

S/N	Component	Details	Qty	Unit Cost	Amount
1	OXYGEN CONCENTRATOR (Maternity& General Ward)	Jay 5	2	4,680,000=	9,360,000=
2	Transport to and from Kampala	Bus fare, Meals& Accommodation			200,000=
TOTAL					9,560,000=

3. ADMINISTRATION:

Transaction Process/ Transport for Signatories: 80,000=

GROSS TOTAL: UG. SHS.20,280,000=

Thank you very much.

ATUKWASE MARTIN
 ADMINISTRATIVE SECRETARY



BEN BYABASHEIJA

Dealers in Hardware Materials, All types of cement, Iron sheets, Iron bars, all types of paints & Other Items

P.O. BOX KANUNGU

CASH SALE

Tel: 0779 134933

0787 002080

No: **1079**

Date: **30-9-2020**

Ms: **Kateke Hosp. Project (Kamungu)**

QTY	ITEM	RATE	AMOUNT
	paid for	4.620.000	
	Buriling		
	Materials		
	Cement - Pipe-		
	Nails - Iron-sheet		
	Paints etc		
	as subbed		
	on Invoice		
	145 \$		
	201		
	Four million six hundred		
	thousand only 4.620.000		
E.B.O.E	Thank you	TOTAL	

Goods once sold are not returnable

HEIJA

Iron sheets, Iron sheets, Iron Items

Tel: 0779 134933
0787 002080

QTY	ITEM	RATE	AMOUNT
			145
			22.9.2020
			150.000
			640.000
			20.000
			270.000
			25.000
			30.000
			24.000
			1.159.000
			320.000
			130.000
			1.575.000
			30.000
			56.000
			40.000
			TOTAL

Received by:

Total = **3.330.000**

Name:

Sign:

Tel:

This bill is provided to **147/201**

OP

iring

OX
NGU

ate: **29/9/2020**

LS (iv)

rs and

door

WORK SHOP

18000	
120000	
32000	
0000	Baul
5000	
1	Jibic
00	

T INVEALS IN 0 days

108,000=

TOTAL:

794,000=



**KATAATE DIAMOND JUBILEE HOSPITAL PROJECT
KANUNGU HEALTH CENTRE IV**

10th September 2020.

PROJECT MANAGEMENT COMMITTEE,
KANUNGU HEALTH CENTRE IV,
P.O BOX 48,
KANUNGU.

Approved
[Signature]
[Signature]

Dear Members,

RE: PRIORITY NEEDS FOR EXPENDITURE : UGX. 3,057,000=

Please honour requisition for Uganda Shillings Three Million Fifty Seven Thousand for;

1. INFRASTRUCTURE DEVELOPMENT

S/N	Component	Details	Cost
1	Painting New Canteen (Debt)	Paint, Varnish, Petrol, Sand paper , Labour& Meals	786,000=
2	Painting Kitchen & Porters' Store	" "	156,000=
3	Shutting porters' store	4 Ironsheet and timber improvised doors 20,000=@	80,000=
4	Signpost for new canteen	Metallic (Material& printing)	120,000=
5	Road clearing	Labour	30,000=
6	Signpost for Fire Assembly Point	signpost for main compound	80,000=
7	White board& Noticeboards for Theatre	1 White board, 2 notice boards : 80,000=@	240,000=
8	White board duster& marker	1,1	12,000=
9	Office flags	2 : Incharge, Admin: 20,000=@	40,000=
TOTAL			1,544,000=

3. STAFF MOTIVATION

Scrub Suits for 9 Night Duty staff

(General Ward& remaining Midwives: 85,000=@):

765,000=

4. SUPPORT TO LABORATORY SERVICES

- a) Signages for LAB/ ART&Offices: 240,000=
b) Signpost for Fire Assembly Point: 60,000=
Total: 300,000=

5. ELECTRICITY

- a) Quarterly Bundle & OTT (2 Systems: 18,000=+ 78,000=) : 192,000=
b) Fuel for small Generator (3 months) : 176,000=
Total: 368,000=

6. ADMINISTRATION:

Transaction Process/ Transport for Signatories: 80,000=

GROSS TOTAL: UG. SHS. 3,057,000=

Thank you very much.



.....
ATUKWASE MARTIN
ADMINISTRATIVE SECRETARY

