

Template: Establish fees and transparent accounting

Fill in your expected monthly costs in the first section in the table below. In second section of the table, fill in the cost recovery from households (based on the chosen tariff structure), schools, water kiosks and livestock. In the third section, fill in information about dissemination/explanation of your tariff plan and your accounting system. Keep record of the discussions with the community in the last section of the table. Refer to the info sheet for further explanations, guidelines and examples.

Template for a receipt:

N° 001	Date:.....
RECEIVED from.....	
The sum of.....	Ksh
Being payment of.....	
Cash/Cheque N°.....	
With thanks	Signature:

Template to develop overview of costs and tariffs:

Monthly Costs					
Item					Costs (amount/month)
...					...
...					...
...					...
...					...
TOTAL COSTS					...
Item	Quantity	Unit	Quantity billed per month (amount)	Monthly revenues (amount)	Tariff
Total Revenue per month					
Dissemination of the tariff plan (signature of responsible and date):					
Approval of the tariff plan (signature of responsible and date):					
Members of the Community Committee (signatures and date):					
Treasurer (signature and date):					
Where is the receipt book kept?					
Who has access to the receipt book? (signature and date):					
Bank account:					
Who has access to the bank account? (Minimum 2 signatories):					
Meeting			Feedback		
...			...		
...			...		