



Chipunga Development Committee

c/o the Chairman Mr. Daniel Mthuti

CC: weltwaerts team

P.O. Box 611 / Mzuzu

February 6, 2015

Budget information 2014/2015 / Tertiary Educational Grants / CDC Reporting

Dear CDC members

Thank you for your informative letter and budgeted demand dated January 7, 2015. In addition we got a couple of applications on tertiary education grants and your records of the CDC meetings.

1/ Tertiary Education: Joana send 4 new applications of whom one is absolutely unacceptable due to a lack of documentation (Fiona Thindwa), in one we agree to follow (Lumbani Nyasulu) if we get the complete cost overview, and the other two applications are excessively expensive and require truly reconsideration by all parties involved:

- **Fiona Thindwa** (Malawi College of Accountancy / ICAM Diploma): we got a reference from the college but nothing else? Neither a cover note nor a cost overview (total cost, cost per semester and/or term). And even no message from CDC. If CDC wants to go for Fiona a full documentation must be submitted.
- **Lumbani Nyasulu** (Mzuzu Technical College / Motor Vehicle Mechanics Grade 3): got at least a personal note and a cost overview for one term. No further information on how many terms, how many years and about the total cost. Sorry, but we can not calculate and hypothesize about cost and duration. Again no statement from CDC enclosed. Please provide all the missing documentation and we can go forward.
- **Laurent Ngwira** (University of Livingstonia / Bachelor of Social Science and Human Rights): excellent documentation and clear description of the costs. But again no arguments from CDC enclosed. The total cost w/o self-contribution is almost 4 Million Kwacha! I did request the student via Facebook about if he can contribute more and how costs can be reduced. If you look into the quotation some MK 350'000 per year go into "catering"! This is more than 1/3 of the total cost per year! One can guess that food is the most important part of this education? Probably we can cut down costs by not paying for catering?
- **Blessings Phiri** (Catholic University of Malawi / applying for.... not even mentioned): because of his very pushy Facebook messages I know that he is applying for a Bachelor of Law degree. But why he did not mention it in his application? Once more no statement from the CDC. Here the total cost w/o self-contribution is ca. 4.8 Million Kwacha! Same issue with "catering". MK 356'000 for food per year?

Please guess if we shall support all applications above and if we shall assist cases where students didn't submit in time or incomplete. Almost everyone has applied for courses which have already begun and some of them put me/us under pressure to decide in favour of them. Therefore CDC must sit together and rediscuss the process explained in my letter of December 2014. We need a clear commitment and a statement of the CDC about individual cases. Any missing documents can be resubmitted but financial overload will remain an issue (even) to us.

CDC must know that our budget has limitations. Example: if we pay 4 years for two high-priced private universities we are completely blocked to support any other poorer students for years.

2/ Laptop Loan: In **Attachement A** you find a MOU which shall be replicated to the number of teachers (5) and which must be signed by each teacher and the CDC chairman. The debt must be returned inside 12 months and ideally till end of the year 2015. Note: Laptops will be bought and handed over during my announced stay in May.

GRACE Charity (Förderverein Chipunga e.V.)

Postal address: Förderverein Chipunga e.V., Vordere Gasse 10, D-71254 Ditzingen, Germany / e-mail: info@foerderverein.chipunga.com

Managing committee: Dr. Jens Diedrich (president), Barbara Schwarz (vice president), Margarete Baeza (treasurer), Christoph Schwarz (secretary)



3/ Budget: According to your comprehensive letter I could do a proper budget calculation. You'll find the calculation and budget information in **Attachement B** of this letter.

GRACE managing committee has taken the total CDC demand and calculated the money backflow of two loan schemes against it. The remaining payout is **MK 577'785**

Unfortunately your wishing section is too big and needs to be reduced. On that purpose CDC can reinvest the entire backflow money from the teacher laptop loan into some designated wishes. This is **MK 750'000**, assuming 5 laptops at a cost of MK 150'000 each.

4/ CDC Monthly Minutes: We are a little bit disappointed on the quality and non-saying content of the CDC monthly reports. *Minutes of a Meeting* describe and specify what was discussed and decided in a meeting, providing a permanent record of the meeting for future reference. They tend to include an overview of the structure of the meeting, including:

- Those who were present and those who could not attend
- A list of the agenda items/topics
- Summary of discussion for each agenda item
- The actions people committed to
- Summary of any decisions made

Meeting Minutes, are generally distributed shortly after the meeting ends and are confirmed as accurate at the start of the next meeting. You'll find an example on how your meeting minutes could look in **Attachement C** of this letter. We are very confident that CDC will find its way to document and report in a proper way.

5/ Smartphone cell for the CDC chairperson: It was agreed by the managing members to buy a smartphone with internet functionality for the CDC chairperson. Joana and Jonathan got order to buy a phone with the functionality required. GRACE will take over 100% of the costs.

Weltwaerts team should assist in selecting a relevant phone. They should help to install and run e.g. "Whatsapp", "E-Mail" and other communication software. A personal training on the usage needs to be done as well. The telephone is a free loan to the chairperson elected and has to be returned if he/she resigns. Goal: to ease and to escalate the communication inbetween CDC and GRACE. Units and monthly costs must be covered by the user.

Best wishes on behalf of the German Managing Committee,


Dr. Jens Diedrich
President GRACE charity

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Memorandum of Understanding (MOU) / Laptop-Loan-Scheme

Between GRACE Charity / CDC [P.O. Box 611, Mzuzu] and _____
[assigned teacher at Chipunga Primary School], hereafter referred to as the **Borrower**.

Purpose: The intent of the agreement is aiding the **Borrower** to purchase a laptop with a loan.

Agreement: The **Borrower** will get a laptop up to the amount of **MKW 150'000**. The **Borrower** must have started to deposit money before signing this MOU (retroactive tracking shall be done on the tracking table below). Repayment of this loan must be completed by End of 2015!

Laptops will be handed over in May 2015. The laptop remains property of GRACE charity until repayment has been completed. Deposit and repayment tracking and if necessary the judging of a termination shall be made by CDC. This MOU is founded on a matter of confidence.

We the undersigned, have agreed on the contents of this MOU.

Signed _____
(Name of the borrower)

Date

Signed _____
Daniel Mthuti (CDC Chairman)

Date

Signed 
Dr. Jens Diedrich (President GRACE Charity)

February 6, 2015
Date

Confirmation of taking-over the laptop:

Signed _____
(Borrower)

Date

Signed _____
(CDC witness)

Date

DEPOSIT / REPAYMENT tracking (please fill-in regularly; in the last column the rolling total shall be entered)

Date (Day-Month-Year)	Amount paid (MKW)	Signature receiver (CDC)	Rolling total (MKW)

Running Costs 2015 as given and calculated by CDC

Scholarships		learners	fee	100%	75%	Terms	total
	Community Secondary Schools	10	4.750	47.500	35.625	3	106.875
	Bandawe Boys School	1	25.500	25.500	19.125	3	57.375
	Bandawe Girls School	1	60.750	60.750	45.563	3	136.688
							300.938

Pre-School		teachers	wage	per day	per term	Terms	total
	Wages Teachers	4	275	1.100	77.000	3	231.000

Feeding Program		cooks	wage	per month	per term	Terms	total
	Salaries Cooks	2	250	500	30.000	3	90.000
	Food ingredients	costs are taken from calculation of CDC				1 st term	228.000
					2 nd term	332.000	
					3 rd term	420.000	
							1.070.000

Health			100%	75%	total
	Hospital/Physican/Medication		200.000	150.000	150.000

CDC		members	allowance	per month	months	total	
	expenche allowance	7	500	3.500	12	42.000	
	food and beverages	lump sum		4.000	12	48.000	
							90.000

Total demand CDC 2015 1.841.938

Loan Scheme with granted backflow of self-contribution

Fertilizer			28 Workers (50%)	4 Pre-school (50%)	6 Teachers (100%)	backflow	
	23-21-0 4S 50kg	38	17.000	238.000	34.000	102.000	374.000
	Urea 50kg	26	16.200	137.700	24.300	97.200	259.200
	Can 50kg	12	15.400	84.700	7.700		92.400
							725.600

Seedmaize			100%	50%	backflow		
	DK 8053 5kg	6	4.700	28.200	14.100	14.100	
	DK 8053 10kg	11	8.950	98.450	49.225	49.225	
							63.325

Laptop			100%	backflow	
	Teachers Primary School	5	150.000	750.000	750.000

Total backflow by loan schemes 1.538.925

Wish List CDC

	workers	each	100%	75%
Cooking pots	28	1.500	42.000	31.500
plates sets	28	5.000	140.000	105.000
cups set	28	2.000	56.000	42.000
volume flasks	28	3.000	84.000	63.000
blankets	28	15.000	420.000	315.000
gumboots	28	6.000	168.000	126.000
panga knives	28	1.000	28.000	21.000
slashers	28	1.000	28.000	21.000
hoes	28	2.000	56.000	42.000
bicycles	28	30.000	840.000	630.000
wooden beds	28	15.000	420.000	315.000
radios	28	10.000	280.000	210.000
				1.921.501

Money Left Over 2014 / Self-Contribution previous years

Total summ according to info from letter CDC 7.Jan.2015 **495.228**

Budget Calculation Overview

Total demand CDC 2015	1.841.938	
- Backflow Fertilizer	725.600	(fertilizer bought 2014)
- Backflow Maize	63.325	(maize bought 2014)
- Money Left Over 2014	495.228	
Payout	557.785	
Backflow Laptops Teachers	750.000	--> Wish List CDC

Monthly Meeting CDC (Example)

Logistics

Time:	
Date:	
Attendees:	

Agenda

Item	Agenda Item	Presenter
1		
2		
3		
4		

Open Actions

No	Action/Discussion	Who	When	Status or comment
1.				
2.				
3.				
4.				

Closed Actions

No	Action	Who	When	Status or comment
1.				
2.				
3.				
4.				

Next Meeting Details: