



Chipunga Development Committee

c/o Mr. Daniel Mthuti

Chipunga First Primary School

c/o Mr. Jonnes Ngwira

P.O. Box 611

Mzuzu

Malawi

June 9, 2009

Advance payment of salaries of the new teachers

Dear Mr. Mthuti,

Dear Mr. Ngwira,

Concerning your problem of lacking payments to the two new EMMANUEL teachers GRACE agrees to give an advance. However, the advance is limited to a maximal period of three months and shall not exceed half of the amount of their contracted governmental wages. We propose the following course of action:

- Please write down a short memorandum of understanding (**MoU**) to fix the problem and the agreed advance payment in written. The MoU should be signed by the two teachers, the headmaster, and the CDC chairperson.
- Advance will be paid out from the CDC account.
- MoU content:– maximum advance is 50% of the regular teacher wage – months to be covered are June/July/August – advance payment is at the end of a working month (with the exemption of June where the advance can be paid direct after signing the MoU) – some rules of repayment should be fixed too.
- Every advance payment must be confirmed by receipts which have to be signed by Mr. Ngwira and Mr. Mthuti too
- Repayments of the advance should be finalized by End of the year.

We wish you all the best with the advance project and we hope the teachers and especially the community in the Chipunga area recognizes our efforts to keep the new born era of powerful education busy.

With best regards,



Dr. Jens Diedrich

Resident GRACE charity