

PD-ABS-788

Ministry of Education - Ohio University

THE SWAZILAND TEACHER EDUCATION PROJECT

(645 - 0214)



ANNUAL WORK PLAN AND LOCAL CURRENCY
BUDGET FOR THE YEAR
APRIL 1 1989 THROUGH MARCH 31 1990

PD-ABJ-788

MINISTRY OF EDUCATION/OHIO UNIVERSITY PROJECT 645-0214

THE SWAZILAND TEACHER EDUCATION PROJECT
USAID/SWAZILAND

Annual Work Plan and Local Currency Budget for the Year

April 1, 1989 through March 31, 1990

Submitted by

Donald M. Knox
Chief of Party

and

H.S.P. Manzini
Chief Inspector of Teacher Education and Curriculum Development

April 1, 1989

SWAZILAND TEACHER EDUCATION PROJECT 645-0214

Annual Work Plan and Local Currency Budget for the Year

April 1, 1989 through March 31, 1990

Approval Page

Attached is the Annual Work Plan and the Local Currency Budget for the Fiscal Year beginning April 1, 1989 and ending March 31, 1990. We recommend approval of this plan and the budget.

Donald M. Knox

Donald M. Knox, Chief of Party
Ohio University Contract

1 March 1989

Date

H. S. P. Manzini

H. S. P. Manzini, Chief Inspector
Teacher Education & Curriculum
Development

Recommend Approval:

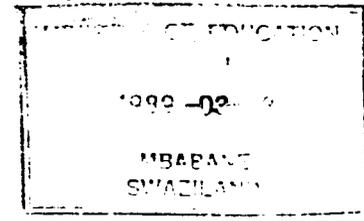
S. N. Simelane

S.N. SIMELANE, DIRECTOR OF EDUCATION

APPROVED:

M. J. Nsibandé

M. J. NSIBANDE, PRINCIPAL SECRETARY



DATE

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LOCAL CURRENCY BUDGET SUMMARY

Budget Allocation..... E 165,000

Budget Breakdown

Materials E 51,610

Food E 70,790

Printing E 4,100

Service Contracts E 20,950

Transport E 17,550

NOTE

The Swaziland Teacher Education Project, funded by the U.S. Agency for International Development under a grant agreement between the Government of Swaziland and the United States of America, began with the arrival of the Chief of Party on June 1, 1984. The first Annual Work Plan and Local Currency Budget was prepared for the fiscal year beginning April 1, 1985 through March 31, 1986. Three additional Work Plans have been prepared and approved for the operation of the project.

The Ohio University Contract will terminate effective June 30, 1989. This present Work Plan and Local Currency Budget, however, has been prepared for the entire fiscal year even though official project activities will terminate three months into the fiscal year.

The Department of Teacher Education and Curriculum Development has found this management tool to be an effective means for planning and operating all aspects of teacher education within this Ministry of Education. It is hoped that we will be able to continue with this activity as an annual exercise and trust that the Ministry of Education will continue its financial support of all activities in the area of teacher education.

H. S. P. Manzini
CHIEF INSPECTOR, TEACHER EDUCATION AND CURRICULUM DEVELOPMENT

OHIO UNIVERSITY/USAID PROJECT 645-0214
SWAZILAND TEACHER EDUCATION PROJECT

Annual Work Plan for FY Beginning April 1, 1989 and Ending March 31, 1990

END OF PROJECT STATUS # 1: "The TTCs Graduate at least 300 primary school teachers annually; graduates qualified to teach new primary school curriculum."

Narrative: The project places emphasis on the last part of this End of Project Status, i.e. that the graduates will be qualified to teach the new primary school curriculum. Numbers of graduates are not particularly a problem in Swaziland since the TTCs are currently over-training teachers for the nations's schools, as far as "established" positions are concerned. The project is concentrating on upgrading the quality of instruction through the upgrading of the qualifications of local teacher educators to a minimum of a B.Ed. degree in primary teacher education. It is further attempting to introduce newer methods of instruction, better management techniques, more precise admissions policies, and closer ties with the local communities. Staff Development at both departmental and individual levels are priorities.

END OF PROJECT STATUS # 2: UniSwa producing 8 - 10 primary school educators per annum.

Narrative: The introduction and the implementation of the B.Ed. programme at the University of Swaziland is directed at the present time to upgrading the qualifications of the lecturers at the TTCs who do not yet possess the B.Ed. degree. These individuals are currently holding down posts of responsibility without the necessary qualification of a first degree. It is of utmost importance to rectify this situation. A B.Ed. degree program has been established by the project at UniSwa for this purpose. Its special emphasis will be in the area of primary or elementary teacher education. The curriculum focuses on methods and materials required for implementing the new primary school curriculum being developed by the National Curriculum Centre. In addition to the B.Ed. programme, a Diploma in Primary Education has also been established in order to upgrade the qualifications of leadership personnel currently serving in the primary schools.

END OF PROJECT STATUS # 3: Inservice training programme operating; at least 300 primary school teachers and headmasters per annum trained with school based focus.

Narrative: The inservice training programme has been established using the multiplier effect in order to reach the greatest number of teachers in the shortest period of time. District Inservice Education Specialists (DIES) have been selected from the Inspectorate Staffs of the four regions. Local Inservice Teachers (LITs) were identified in each region to participate in this programme. Over the period of the life of the Swaziland Teacher Education Project a cadre of over 240 DIES and LITs have been trained in all areas of the primary school curriculum. Further over 320 primary schools have been receiving direct assistance from this inservice activity. By the end of the project over 5,000 individual primary school workshops will have been conducted in all areas of the primary school curriculum. The cadre of trained personnel is currently being utilized by the Ministry of Education in the infusion process and as resource persons in the Regional Teacher Centres which were opened in March of 1987. By the end of this project virtually all of the primary schools in the Kingdom will have received inservice work in all of the curriculum areas. The project will leave a valuable resource of trained personnel for inservice activities for years to come.

END OF PROJECT STATUS # 4: Library Resource Centres staffed, equipped and operating from TTCs and TIDCs.

Narrative: The bulk of the commodity support to this project is to be placed in the library resource centres at the TTCs, the TIDCs and at the University. Library acquisitions in the specialities of primary education need to be supplied in order to conduct training programmes at the various institutions. Concentration of this effort at the TTCs and at UniSwa will insure that the preservice programmes will have adequate materials for these new programmes. Concentration at the TIDCs will target the teachers who are currently in the service in the teaching force. Education Centres (TIDCs) will plan a major role in the inservice programmes set up in the future.

END OF PROJECT STATUS # 5: Participants return from long term training and take up respective posts in the Ministry, UniSwa, TTCs and the NCC.

Narrative: Twenty-three person years of participant training has been allocated in this project. All 23 person years have been obligated. A complete record of all participant training can be found in the Ninth Semi-Annual Report submitted by the Ohio University Chief of Party. This document is dated 1 June 1988 through 30 November 1988.

END OF PROJECT STATUS # 6: Improved instructional materials in use at the TTCs, TIDCs and in individual primary schools.

Narrative: Improved instructional materials and methods will result from inservice activities conducted by the Teacher College Lecturers, the National Curriculum Centre Designers, the Inservice Unit Lecturers assisted by the Ohio University team members in the inservice programme. They will also emerge from the new courses developed in the diploma and degree programmes at UniSwa. Staff Development at the teacher colleges will also concentrate in these areas of materials and methods. Further, the Ohio University team will assist in the infusion of new materials and methods as a result of the new curriculum development which is taking place at the National Curriculum Centre. Prior to any inservice workshop the N.C.C. will be consulted concerning the development of new curriculum materials.

END OF PROJECT STATUS # 7: Workshops, conferences, evaluations completed; information recorded and distributed.

Narrative: As the project continues all workshops and conferences will be evaluated according to the objectives agreed upon. The report from the mid-term evaluators did not incorporate any new suggestions for how these workshops and conferences should be evaluated other than to say that some effort should be made to evaluate how primary school classrooms have changed as a result of the inservice activities.

Annual Work Plan 1989-90 - Master Listing of Activities by Month

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Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	INST
Apr 1989									
Conduct a monthly workshop for all former LITS and DIES.									
	411	HHOH	INS	100.00	30.00	120.00			
	421	LUBO	INS	100.00	30.00	120.00			
	431	MANZ	INS	100.00	30.00	120.00			
	441	SHIS	INS	100.00	30.00	120.00			
								<u>1,000.00</u>	INS
Conduct Social Studies follow-up workshops for DIES and LITS. (Soc. St. Follow-up #3)									
	412	HHOH	INS	60.00	150.00	200.00			
	422	LUBO	INS	60.00	150.00	200.00			
	432	MANZ	INS	60.00	150.00	200.00			
	442	SHIS	INS	60.00	150.00	200.00			
								<u>1,640.00</u>	INS
Distribute and conduct training in the proper care and use of newly purchased commodities.									
	481	TTC	A/V	300.00	200.00	150.00			
								<u>650.00</u>	TTC
Facilitate the contribution of short-term Music Ed consultant to inservice unit and TIDCs.									
	401	INSET		100.00		200.00			
								<u>300.00</u>	INS
Hold residential session for the Diploma in Education programme. Procure and prepare materials.									
	491	PRIM	ED	1,000.00					
								<u>1,000.00</u>	UNI
Hold staff development seminar focusing on science / maths with the new prim. ed. Staff member.									
	492	PRIM	ED		500.00	600.00			
								<u>1,100.00</u>	UNI

Annual Work Plan 1989-90 - Master Listing of Activities by Month

Event or Activity (Monthly reports to MOE)	Line Item	Report Centre	Service	Material	Transport	Food	Printing	Subtotal	INST
	414	HHO	TIDC	2,370.00	150.00	650.00			
	424	LUB	TIDC	2,370.00	150.00	650.00			
	434	MAN	TIDC	2,370.00	150.00	650.00			
	444	SHI	TIDC	2,370.00	150.00	650.00			
								<u>12,680.00</u>	INS
Budget category Totals for the Month of Apr 1989			<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>	
			8,000.00	15,480.00	2,720.00	8,930.00	0.00	35,130.00	

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	INST
May 1989									
Create instructional materials and teaching aids for use in the new departmental programmes.	562	NGW DEPT		1,100.00				<u>1,100.00</u>	TTC
Develop and maintain the library facility and service machines during the second term of 1989.	551	NAZ LIBR	50.00	200.00					
	561	NGW LIBR	50.00	200.00					
	571	WPC LIBR	50.00	200.00				<u>750.00</u>	TTC
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	WPC AGRI		100.00					
	572	WPC ART		100.00					
	572	WPC EDU		100.00					
	572	WPC ENG		100.00					
	572	WPC HOME		100.00					
	572	WPC MATH		100.00					
	572	WPC MUS		100.00					
	572	WPC PED		100.00					
	572	WPC SCI		100.00					
	572	WPC SISW		100.00					
	572	WPC SOC		100.00				<u>1,100.00</u>	TTC
Host joint conference of INSET, Teacher leaders, Inspectors, and PCVs during the second term.	501	INSET		50.00	30.00	170.00		<u>250.00</u>	INS
Meet regularly as a committee to plan for the 5th annual Teacher Education Conference in August.	581	TTC MOE		100.00	200.00	150.00			

Annual Work Plan 1989-90 - Master Listing of Activities by Month

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	Subtotal	INST
Organize and conduct a Teaching Practice Conference for schools, teachers, and supervisors.	574	WPC EDUC			200.00	500.00		<u>450.00</u>	TTC,UNI,
Plan a Math/Science residential workshop for DIES and LITS.	511	HHOH INS		575.00	200.00	1,300.00		<u>700.00</u>	TTC
	521	LUBO INS		575.00	200.00	1,300.00			
	531	MANZ INS		575.00	200.00	1,300.00			
	541	SHIS INS		575.00	200.00	1,300.00		<u>8,300.00</u>	INS
Plan with BAI for admission of qualified PTC holders upgrading to PTD. To be in place by 1990.	582	TTC MOE		100.00	150.00	200.00	200.00	<u>650.00</u>	TTC,UNI
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	NAZ AGRI		60.00					
	552	NAZ ART		60.00					
	552	NAZ EDU		60.00					
	552	NAZ ENG		60.00					
	552	NAZ HOME		60.00					
	552	NAZ MATH		60.00					
	552	NAZ MUS		60.00					
	552	NAZ PED		60.00					
	552	NAZ SCI		60.00					
	552	NAZ SISW		60.00					
	552	NAZ SOC		60.00				<u>660.00</u>	TTC
Regularly meet with the teaching practice steering committee in the second term of 1989.	584	WPC EDUC			100.00	100.00			

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	<i>INST</i>
								<u>200.00</u>	<i>TTC</i>
Reimburse the DIES and LITS for any spin-off workshops held. (Social Studies Spin-off #4)	512	HHOH	INS	115.00		725.00			
	522	LUBO	INS	115.00		725.00			
	532	MANZ	INS	115.00		725.00			
	542	SHIS	INS	115.00		725.00		<u>3,360.00</u>	<i>INS</i>
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	573	WPC	ADM	250.00				<u>250.00</u>	<i>TTC</i>
Run a staff development workshop on tests and measurements for Nazarene college lecturers.	553	NAZ	ADM	300.00		100.00		<u>400.00</u>	<i>TTC</i>
Set up a Computer Depreciation Fund savings account to build up enough to add to TTC computers.	583	TTC	MOE	6,000.00				<u>6,000.00</u>	<i>TTC</i>
Budget category Totals for the Month of May 1989				<u>6,150.00</u>	<u>7,020.00</u>	<u>1,480.00</u>	<u>9,320.00</u>	<u>200.00</u>	<u>24,170.00</u>

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	INST
Jun 1989									
Conduct a monthly workshop for all former LITS and DIES.									
	611	HHOH	INS	100.00	30.00	120.00			
	621	LUBO	INS	100.00	30.00	120.00			
	631	MANZ	INS	100.00	30.00	120.00			
	641	SHIS	INS	100.00	30.00	120.00			
								<u>1,000.00</u>	INS
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #1)									
	612	HHOH	INS	60.00	150.00	200.00			
	622	LUBO	INS	60.00	150.00	200.00			
	632	MANZ	INS	60.00	150.00	200.00			
	642	SHIS	INS	60.00	150.00	200.00			
								<u>1,640.00</u>	INS
Field Trip/ Short Course for staff development of inservice lecturer/administrators.									
	601		INSET		100.00	200.00			
								<u>300.00</u>	INS
Organize and conduct a Teaching Practice Conference for schools, teachers, and supervisors.									
	661		NGW EDUC		200.00	500.00			
								<u>700.00</u>	TTC
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #1)									
	613	HHOH	INS	115.00		725.00			
	623	LUBO	INS	115.00		725.00			
	633	MANZ	INS	115.00		725.00			
	643	SHIS	INS	115.00		725.00			
								<u>3,360.00</u>	INS
Budget category Totals				<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>

Event or Activity	<i>Line</i> <i>Item</i> Report <i>No.</i> Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	<i>INST</i>
for the Month of Jun 1989		0.00	1,100.00	1,020.00	4,880.00	0.00	<u>7,000.00</u>	

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	INST
Jul 1989									
Conduct a monthly workshop for all former LITS and DIES.	711	HHOH	INS	100.00	30.00	120.00			
	721	LUBO	INS	100.00	30.00	120.00			
	731	MANZ	INS	100.00	30.00	120.00			
	741	SHIS	INS	100.00	30.00	120.00			
								<u>1,000.00</u>	INS
Conduct community activities to beautify the environment and/or raise public awareness.	771	WPC	ADM	50.00	100.00	100.00			
								<u>250.00</u>	TTC
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #2)	712	HHOH	INS	60.00	150.00	200.00			
	722	LUBO	INS	60.00	150.00	200.00			
	732	MANZ	INS	60.00	150.00	200.00			
	742	SHIS	INS	60.00	150.00	200.00			
								<u>1,640.00</u>	INS
Organize and conduct a Teaching Practice Conference for schools, teachers, and supervisors.	752	NAZ	EDUC		200.00	500.00			
								<u>700.00</u>	TTC
Plan community activities which beautify the environment and/or raise public awareness.	751	NAZ	ADM	100.00	50.00	50.00			
								<u>200.00</u>	TTC
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #2)	713	HHOH	INS	115.00		725.00			

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	INST
	723	LUBO	INS		115.00		725.00		
	733	MANZ	INS		115.00		725.00		
	743	SHIS	INS		115.00		725.00		
								<u>3,360.00</u>	INS
Budget category Totals for the Month of Jul 1989			<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>	
			0.00	1,250.00	1,070.00	4,830.00	0.00	7,150.00	

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	INST
Aug 1989									
Develop and maintain the library facility and service machines during the third term of 1989.	851	NAZ LIBR	50.00	200.00					
	861	NGW LIBR	50.00	200.00					
	871	WPC LIBR	50.00	200.00					
								<u>750.00</u>	TTC
Implement the 5th Annual Teacher Education Conference, including folders and invited speakers.	881	TTC MOE		1,800.00	2,300.00	6,200.00	2,200.00		
								<u>12,500.00</u>	TTC,UNI,
Participate in the planning and implementation of the 5th Annual Teacher Education Conference.	801	INSET				50.00			
								<u>50.00</u>	INS
Regularly meet with the teaching practice steering committee in the third term of 1989.	882	WPC EDUC			100.00	100.00			
								<u>200.00</u>	TTC
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	852	NAZ ADM		250.00					
	862	NGW ADM		250.00					
	872	WPC ADM		250.00					
								<u>750.00</u>	TTC
Undertake a college self-study as a first step in the process of institutional approval.	853	NAZ ADM		500.00	100.00	200.00	300.00		
								<u>1,100.00</u>	TTC

Event or Activity	Line Item Report No. Centre	Service	Material	Transport	Food	Printing	Subtotal	INST
Budget category Totals for the Month of Aug 1989		<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>	
		150.00	3,650.00	2,500.00	6,550.00	2,500.00	15,350.00	

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	INST
Sep 1989									
Conduct a monthly workshop for all former LITS and DIES.	911	HHOH INS		100.00	30.00	120.00			
	921	LUBO INS		100.00	30.00	120.00			
	931	MANZ INS		100.00	30.00	120.00			
	941	SHIS INS		100.00	30.00	120.00			
								<u>1,000.00</u>	INS
Conduct a learning fair or open day for parents, members of the community, and 0-level students.	951	NAZ ADM		300.00	100.00	500.00	100.00		
								<u>1,000.00</u>	TTC
Conduct an open day or learning fair for parents, members of the community, and 0-level students.	961	NGW ADM		300.00	100.00	500.00	100.00		
								<u>1,000.00</u>	TTC
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #3)	912	HHOH INS		60.00	150.00	200.00			
	922	LUBO INS		60.00	150.00	200.00			
	932	MANZ INS		60.00	150.00	200.00			
	942	SHIS INS		60.00	150.00	200.00			
								<u>1,640.00</u>	INS
Hold a 2nd annual learning fair day for parents, members of the community, and 0-level students.	972	WPC ADM		300.00	100.00	500.00	100.00		
								<u>1,000.00</u>	TTC
Host joint conference of INSET, Teacher leaders, Inspectors, and PCVs during the third term.	901	INSET		50.00	30.00	170.00			

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	Subtotal	INST
								<u>250.00</u>	INS
Plan and implement orientation of headmasters of target/sister schools to inservice activities.	913	HHOH	INS	140.00	140.00	300.00			
	923	LUBO	INS	140.00	140.00	300.00			
	933	MANZ	INS	140.00	140.00	300.00			
	943	SHIS	INS	140.00	140.00	300.00		<u>2,320.00</u>	INS
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #3)	914	HHOH	INS	115.00		725.00			
	924	LUBO	INS	115.00		725.00			
	934	MANZ	INS	115.00		725.00			
	944	SHIS	INS	115.00		725.00		<u>3,360.00</u>	INS
Revise, update, and reprint the college prospectus, and conduct related promotional activities.	952	NAZ	ADM	100.00			200.00		
	962	NGW	ADM	100.00			200.00		
	971	WPC	ADM	100.00			200.00	<u>900.00</u>	TTC
Budget category Totals for the Month of Sep 1989				<u>0.00</u>	<u>2,910.00</u>	<u>1,610.00</u>	<u>7,050.00</u>	<u>900.00</u>	<u>12,470.00</u>

Event or Activity	Line Item Report No. Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	<i>INST</i>
videos or slide presentations to use in the new PTD programme.	1071 WPC A/V		250.00	100.00			350.00	TTC
Budget category Totals for the Month of Oct 1989		<u>0.00</u>	<u>9,500.00</u>	<u>570.00</u>	<u>1,180.00</u>	<u>100.00</u>	<u>11,350.00</u>	

Annual Work Plan 1989-90 - Master Listing of Activities by Month

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	Subtotal	INST
Nov 1989									
Participate in NCC Orientation workshops to introduce new books and/or revised materials.	1101	INSET						0.00	INS
Renew the service contracts for photocopiers at inservice unit and 4 TIDCs.	1102	INSET	6,500.00					6,500.00	INS
Budget category Totals for the Month of Nov 1989			<u>6,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,500.00</u>	

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	<i>INST</i>
Dec 1989									
Develop and maintain the library facility and service machines during the first term of 1990.	1251	NAZ LIBR	50.00	200.00					
	1261	NGW LIBR	50.00	200.00					
	1271	WPC LIBR	50.00	200.00					
								<u>750.00</u>	<i>TTC</i>
Regularly meet with the teaching practice steering committee in the first term of 1990.	1281	WPC EDUC			100.00	100.00			
								<u>200.00</u>	<i>TTC</i>
Budget category Totals for the Month of Dec 1989			<u>150.00</u>	<u>600.00</u>	<u>100.00</u>	<u>100.00</u>	<u>0.00</u>	<u>950.00</u>	

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	INST
Jan 1990									
Create instructional materials and teaching aids for use in the new departmental programmes.	151	NAZ DEPT		770.00				<u>770.00</u>	TTC
Develop instructional materials and teaching aids for use in the new departmental programmes.	162	NGW DEPT		1,100.00				<u>1,100.00</u>	TTC
Organize infusion workshops with NCC and REOs to introduce new or revised NCC materials.	102	INSET		1,000.00	4,000.00	11,000.00		<u>16,000.00</u>	INS
Plan a Language Arts residential workshop for DIES and LITS.	112	HHOH INS		580.00	220.00	1,325.00			
	122	LUBO INS		580.00	220.00	1,325.00			
	132	MANZ INS		580.00	220.00	1,325.00			
	142	SHIS INS		580.00	220.00	1,325.00		<u>8,500.00</u>	INS
Produce instructional materials and teaching aids for use in the new departmental programmes.	171	WPC DEPT		1,100.00				<u>1,100.00</u>	TTC
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #4)	113	HHOH INS		115.00		725.00			
	123	LUBO INS		115.00		725.00			
	133	MANZ INS		115.00		725.00			
	143	SHIS INS		115.00		725.00			

Annual Work Plan 1989-90 - Master Listing of Activities by Month

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	Subtotal	INST
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.								<u>3,360.00</u>	INS
	152	NAZ ADM		250.00					
	163	NGW ADM		250.00					
	172	WPC ADM		250.00					
								<u>750.00</u>	TTC
Undertake a college self-study as a first step in the process of institutional approval.	161	NGW ADM		500.00	100.00	200.00	300.00		
								<u>1,100.00</u>	TTC
Budget category Totals for the Month of Jan 1990			<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>	
			0.00	8,000.00	4,980.00	19,400.00	300.00	<u>32,680.00</u>	

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	Subtotal	INST
Feb 1990									
Conduct a monthly workshop for all former LITS and DIES.									
	213	HHOH	INS	100.00	30.00	120.00			
	223	LUBO	INS	100.00	30.00	120.00			
	233	MANZ	INS	100.00	30.00	120.00			
	243	SHIS	INS	100.00	30.00	120.00			
								<u>1,000.00</u>	INS
Conduct Language Arts follow-up workshops for DIES and LITS. (Lang. Follow-up #1)									
	211	HHOH	INS	60.00	150.00	200.00			
	221	LUBO	INS	60.00	150.00	200.00			
	231	MANZ	INS	60.00	150.00	200.00			
	241	SHIS	INS	60.00	150.00	200.00			
								<u>1,640.00</u>	INS
Facilitate the work of visiting team reviewing the institution's self-study documentation.									
	251	NAZ	ADM	250.00	150.00	500.00	100.00		
								<u>1,000.00</u>	TTC
Host joint conference of INSET, Teacher leaders, Inspectors, and PCVs during the first term.									
	201	INSET		50.00	30.00	170.00			
								<u>250.00</u>	INS
Reimburse the DIES and LITS for any spin-off workshops held. (Language Arts Spin-off #1)									
	212	HHOH	INS	115.00		725.00			
	222	LUBO	INS	115.00		725.00			
	232	MANZ	INS	115.00		725.00			
	242	SHIS	INS	115.00		725.00			
								<u>3,360.00</u>	INS
Budget category Totals				<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>

Event or Activity	Line Item Report No. Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	INST
for the Month of Feb 1990		0.00	1,400.00	900.00	4,850.00	100.00	<u>7,250.00</u>	

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	Subtotal	INST
Mar 1990									
Conduct Language Arts follow-up workshops for DIES and LITS. (Lang. Follow-up #2)									
	311	HHOH	INS	60.00	150.00	200.00			
	321	LUBO	INS	60.00	150.00	200.00			
	331	MANZ	INS	60.00	150.00	200.00			
	341	SHIS	INS	60.00	150.00	200.00			
								<u>1,640.00</u>	INS
Reimburse the DIES and LITS for any spin-off workshops held. (Language Arts Spin-off #2)									
	312	HHOH	INS	115.00		725.00			
	322	LUBO	INS	115.00		725.00			
	332	MANZ	INS	115.00		725.00			
	342	SHIS	INS	115.00		725.00			
								<u>3,360.00</u>	INS
Budget category Totals for the Month of Mar 1990			Service	Material	Transport	Food	Printing	Totals	
			0.00	700.00	600.00	3,700.00	0.00	<u>5,000.00</u>	

Event or Activity	Line Item No.	Report Centre	Service	Material	Transport	Food	Printing	<u>Subtotal</u>	INST
1989-90 Work Plan by Month Bottom Line Totals			20,950.00	51,610.00	17,550.00	70,790.00	4,100.00	165,000.00	

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Annual Work Plan 1989-90 - Inservice Unit Monthly Budget

INSET	3,000.00	500.00	1,000.00	4,500.00	404	<u>4,500.00</u>	Director	Apr	Mar 1990	_____	[_____]
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Support Teacher Centre activity
for the entire fiscal year.
(Monthly reports to MOE)

HHD TIDC	2,370.00	150.00	650.00	3,170.00	414						
LUB TIDC	2,370.00	150.00	650.00	3,170.00	424						
HAN TIDC	2,370.00	150.00	650.00	3,170.00	434						
SHI TIDC	2,370.00	150.00	650.00	3,170.00	444						
						<u>12,600.00</u>	Coordinator	Apr	Mar 1990	_____	[_____]

Budget category Totals
for the Month of
Apr 1989

	<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>
	8,000.00	13,680.00	1,820.00	7,980.00	0.00	31,480.00

Annual Work Plan 1989-90 - Inservice Unit Monthly Budget

Event or Activity May 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Host joint conference of INSET, Teacher Leaders, Inspectors, and PCVs during the second term.	INSET		50.00	30.00	170.00		250.00	501	250.00	Director	May	Aug 1989	_____	[_____]
Plan a Math/Science residential workshop for DIES and LITS.	HHOH INS		575.00	200.00	1,300.00		2,075.00	511						
	LUBO INS		575.00	200.00	1,300.00		2,075.00	521						
	MANZ INS		575.00	200.00	1,300.00		2,075.00	531						
	SHIS INS		575.00	200.00	1,300.00		2,075.00	541	8,300.00	Director	May	Jul 1989	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Social Studies Spin-off #4)	HHOH INS		115.00		725.00		840.00	512						
	LUBO INS		115.00		725.00		840.00	522						
	MANZ INS		115.00		725.00		840.00	532						
	SHIS INS		115.00		725.00		840.00	542	3,360.00	Director	May	Jul 1989	_____	[_____]
Budget category Totals for the Month of May 1989		Service	Material	Transport	Food	Printing	Totals							
		0.00	2,810.00	830.00	8,270.00	0.00	11,910.00							

Annual Work Plan 1989-90 - Inservice Unit Monthly Budget

Event or Activity Jun 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Conduct a monthly workshop for all former LITS and DIES.														
	HHOH INS		100.00	30.00	120.00		250.00	611						
	LUBO INS		100.00	30.00	120.00		250.00	621						
	MANZ INS		100.00	30.00	120.00		250.00	631						
	SHIS INS		100.00	30.00	120.00		250.00	641						
									<u>1,000.00</u>	Director	Jun	Jul 1989	_____	[_____]
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. follow-up #1)														
	HHOH INS		60.00	150.00	200.00		410.00	612						
	LUBO INS		60.00	150.00	200.00		410.00	622						
	MANZ INS		60.00	150.00	200.00		410.00	632						
	SHIS INS		60.00	150.00	200.00		410.00	642						
									<u>1,640.00</u>	Director	Jun	Aug 1989	_____	[_____]
Field Trip/ Short Course for staff development of inservice lecturer/administrators.														
	INSET			100.00	200.00		300.00	601						
									<u>300.00</u>	Director	Jun	Sep 1989	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #1)														
	HHOH INS		115.00		725.00		840.00	613						
	LUBO INS		115.00		725.00		840.00	623						
	MANZ INS		115.00		725.00		840.00	633						
	SHIS INS		115.00		725.00		840.00	643						
									<u>3,360.00</u>	Director	Jun	Aug 1989	_____	[_____]
Budget category Totals for the Month of Jun 1989			<u>0.00</u>	<u>1,100.00</u>	<u>820.00</u>	<u>4,380.00</u>	<u>0.00</u>	<u>6,300.00</u>						

Annual Work Plan 1989-90 - Inservice Unit Monthly Budget

Event or Activity Jul 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Conduct a monthly workshop for all former LITS and DIES.														
	HHOH INS		100.00	30.00	120.00		250.00	711						
	LUBO INS		100.00	30.00	120.00		250.00	721						
	MANZ INS		100.00	30.00	120.00		250.00	731						
	SHIS INS		100.00	30.00	120.00		250.00	741						
									<u>1,000.00</u>	Director	Jul	Aug 1989	_____	[_____]
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #2)														
	HHOH INS		60.00	150.00	200.00		410.00	712						
	LUBO INS		60.00	150.00	200.00		410.00	722						
	MANZ INS		60.00	150.00	200.00		410.00	732						
	SHIS INS		60.00	150.00	200.00		410.00	742						
									<u>1,640.00</u>	Director	Jul	Sep 1989	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #2)														
	HHOH INS		115.00		725.00		840.00	713						
	LUBO INS		115.00		725.00		840.00	723						
	MANZ INS		115.00		725.00		840.00	733						
	SHIS INS		115.00		725.00		840.00	743						
									<u>3,360.00</u>	Director	Jul	Sep 1989	_____	[_____]
Budget category Totals for the Month of Jul 1989														
			<u>0.00</u>	<u>1,100.00</u>	<u>720.00</u>	<u>4,180.00</u>	<u>0.00</u>	<u>6,000.00</u>						

Annual Work Plan 1989-90 - Inservice Unit Monthly Budget

Event or Activity Aug 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Participate in the planning and implementation of the 5th Annual Teacher Education Conference.	INSET				50.00		50.00	801	50.00	Director	Aug	Oct 1989		()
Budget category Totals for the Month of Aug 1989		0.00	0.00	0.00	50.00	0.00	50.00							

Annual Work Plan 1989-90 - Inservice Unit Monthly Budget

Event or Activity Sep 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Conduct a monthly workshop for all former LITS and DIES.														
	HHOH INS		100.00	30.00	120.00		250.00	911						
	LUBO INS		100.00	30.00	120.00		250.00	921						
	MANZ INS		100.00	30.00	120.00		250.00	931						
	SHIS INS		100.00	30.00	120.00		250.00	941						
									<u>1,000.00</u>	Director	Sep	Oct 1989	_____	[_____]
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #3)														
	HHOH INS		60.00	150.00	200.00		410.00	912						
	LUBO INS		60.00	150.00	200.00		410.00	922						
	MANZ INS		60.00	150.00	200.00		410.00	932						
	SHIS INS		60.00	150.00	200.00		410.00	942						
									<u>1,640.00</u>	Director	Sep	Nov 1989	_____	[_____]
Host joint conference of INSET, Teacher leaders, Inspectors, and PCVs during the third term.														
	INSET		50.00	30.00	170.00		250.00	901						
									<u>250.00</u>	Director	Sep	Nov 1989	_____	[_____]
Plan and implement orientation of headmasters of target/sister schools to inservice activities.														
	HHOH INS		140.00	140.00	300.00		580.00	913						
	LUBO INS		140.00	140.00	300.00		580.00	923						
	MANZ INS		140.00	140.00	300.00		580.00	933						
	SHIS INS		140.00	140.00	300.00		580.00	943						
									<u>2,320.00</u>	Director	Sep	Nov 1989	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #3)														
	HHOH INS		115.00		725.00		840.00	914						
	LUBO INS		115.00		725.00		840.00	924						
	MANZ INS		115.00		725.00		840.00	934						
	SHIS INS		115.00		725.00		840.00	944						
									<u>3,360.00</u>	Director	Sep	Nov 1989	_____	[_____]
Budget category Totals for the Month of Sep 1989														
			<u>0.00</u>	<u>1,710.00</u>	<u>1,310.00</u>	<u>5,550.00</u>	<u>0.00</u>	<u>8,570.00</u>						

Annual Work Plan 1989-90 - Inservice Unit Monthly Budget

Event or Activity Oct 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Conduct a monthly workshop for all former LITS and DIES.	HHOH INS		100.00	30.00	120.00		250.00	1011						
	LUBO INS		100.00	30.00	120.00		250.00	1021						
	MANZ INS		100.00	30.00	120.00		250.00	1031						
	SHIS INS		100.00	30.00	120.00		250.00	1041						
										1,000.00	Director	Oct	Nov 1989	_____
Place a commodity order for audio-visual equipment and teaching aids for Inservice	INSET		8,000.00				8,000.00	1001						
									8,000.00	Director	Oct	Feb 1990	_____	[_____]
Plan and conduct Short Course for staff development of inservice lecturer/administrators.	INSEI		100.00		200.00		300.00	1002						
									300.00	Director	Oct	Feb 1990	_____	[_____]
Budget category Totals for the Month of Oct 1989														
		<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>							
		0.00	8,500.00	120.00	680.00	0.00	9,300.00							

Annual Work Plan 1989-90 - Inservice Unit Monthly Budget

Event or Activity Jan 1990	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Organize infusion workshops with NCC and REOs to introduce new or revised NCC materials.	INSET		1,000.00	4,000.00	11,000.00		16,000.00	102	<u>16,000.00</u>	Director	Jan	Mar 1990	_____	[_____]
Plan a Language Arts residential workshop for DIES and LITS.	HHOH INS		580.00	220.00	1,325.00		2,125.00	112						
	LUBO INS		580.00	220.00	1,325.00		2,125.00	122						
	MANZ INS		580.00	220.00	1,325.00		2,125.00	132						
	SHIS INS		580.00	220.00	1,325.00		2,125.00	142						
									<u>8,500.00</u>	Director	Jan	Feb 1990	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #4)	HHOH INS		115.00		725.00		840.00	113						
	LUBO INS		115.00		725.00		840.00	123						
	MANZ INS		115.00		725.00		840.00	133						
	SHIS INS		115.00		725.00		840.00	143						
									<u>3,360.00</u>	Director	Jan	Feb 1990	_____	[_____]
Budget category Totals for the Month of Jan 1990		<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>							
		0.00	3,780.00	4,880.00	19,200.00	0.00	27,860.00							

Annual Work Plan 1989-90 - Inservice Unit Monthly Budget

Event or Activity Feb 1990	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Conduct a monthly workshop for all former LITS and DIES.														
	HHOH INS		100.00	30.00	120.00		250.00	213						
	LUBO INS		100.00	30.00	120.00		250.00	223						
	MANZ INS		100.00	30.00	120.00		250.00	233						
	SHIS INS		100.00	30.00	120.00		250.00	243						
									<u>1,000.00</u>	Director	Feb	Mar 1990	_____	[_____]
Conduct Language Arts follow-up workshops for DIES and LITS. (Lang. Follow-up #1)														
	HHOH INS		60.00	150.00	200.00		410.00	211						
	LUBO INS		60.00	150.00	200.00		410.00	221						
	MANZ INS		60.00	150.00	200.00		410.00	231						
	SHIS INS		60.00	150.00	200.00		410.00	241						
									<u>1,640.00</u>	Director	Feb	Mar 1990	_____	[_____]
Host joint conference of INSET, Teacher leaders, Inspectors, and PCVs during the first term.														
	INSET		50.00	30.00	170.00		250.00	201						
									<u>250.00</u>	Director	Feb	Mar 1990	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Language Arts Spin-off #1)														
	HHOH INS		115.00		725.00		840.00	212						
	LUBO INS		115.00		725.00		840.00	222						
	MANZ INS		115.00		725.00		840.00	232						
	SHIS INS		115.00		725.00		840.00	242						
									<u>3,360.00</u>	Director	Feb	Mar 1990	_____	[_____]
Budget category Totals for the Month of Feb 1990			<u>0.00</u>	<u>1,150.00</u>	<u>750.00</u>	<u>4,350.00</u>	<u>0.00</u>	<u>6,250.00</u>						

Annual Work Plan 1989-90 - Inservice Unit Monthly Budget

Event or Activity Mar 1990	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Conduct Language Arts follow-up workshops for OIES and LITS. (Lang. Follow-up #2)	HHOH INS		60.00	150.00	200.00		410.00	311						
	LUBO INS		60.00	150.00	200.00		410.00	321						
	MANZ INS		60.00	150.00	200.00		410.00	331						
	SHIS INS		60.00	150.00	200.00		410.00	341						
										<u>1,640.00</u>	Director	Mar	Apr 1990	_____
Reimburse the OIES and LITS for any spin-off workshops held. (Language Arts Spin-off #2)	HHOH INS		115.00		725.00		840.00	312						
	LUBO INS		115.00		725.00		840.00	322						
	MANZ INS		115.00		725.00		840.00	332						
	SHIS INS		115.00		725.00		840.00	342						
										<u>3,360.00</u>	Director	Mar	Apr 1990	_____
Budget category Totals for the Month of Mar 1990		<u>0.00</u>	<u>700.00</u>	<u>600.00</u>	<u>3,700.00</u>	<u>0.00</u>	<u>5,000.00</u>							
1989-90 Inservice Unit Budget Bottom Line Totals		14,500.00	34,530.00	11,850.00	58,340.00	0.00	119,220.00							

Annual Work Plan 1989-90 - William Pitcher College Monthly Budget

Event or Activity Apr 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Distribute and conduct training in the proper care and use of newly purchased commodities.	TTC A/V		(see TTC Budget for	amounts)			0.00	481	0.00	Advisor	Apr	Jun 1989	_____	[_____]
Budget category Totals for the Month of Apr 1989		0.00	0.00	0.00	0.00	0.00	0.00							

Event or Activity May 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Develop and maintain the library facility and service machines during the second term of 1989.	WPC LIBR	50.00	200.00				250.00	571	250.00	Librarian	May	Aug 1989	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	WPC AGRI		100.00				100.00	572						
	WPC ART		100.00				100.00	572						
	WPC EDU		100.00				100.00	572						
	WPC ENG		100.00				100.00	572						
	WPC HOME		100.00				100.00	572						
	WPC MATH		100.00				100.00	572						
	WPC MUS		100.00				100.00	572						
	WPC PED		100.00				100.00	572						
	WPC SCI		100.00				100.00	572						
	WPC STSW		100.00				100.00	572						
	WPC SOC		100.00				100.00	572						
							1,100.00			Dept Chair	May	Aug 1989	_____	[_____]

Meet regularly as a committee to plan for the 5th annual Teacher Education Conference in August.	TTC MOE		(see TTC Budget for	amounts)			0.00	581	0.00	Comm Chr	May	Nov 1989	_____	[_____]
Organize and conduct a Teaching Practice Conference for schools, teachers, and supervisors.	WPC EDUC			200.00	500.00		700.00	574	700.00	Dept Chr	May	Sep 1989	_____	[_____]

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Plan with BAI for admission of qualified PTC holders upgrading to PTD. To be in place by 1990.

TTC MOE	(see TTC Budget for amounts)	0.00	582	<u>0.00</u>	Vice Princ	May	Dec 1989	[_____]
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Regularly meet with the teaching practice steering committee in the second term of 1989.

WPC EDUC	100.00	100.00	200.00	584	<u>200.00</u>	Comm Chair	May	Sep 1989	[_____]
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Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.

WPC ADM	250.00		250.00	573	<u>250.00</u>	Vice Princ	May	Jul 1989	[_____]
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Set up a Computer Depreciation Fund savings account to build up enough to add to TTC computers.

TTC MOE	(see TTC Budget for amounts)	0.00	583	<u>0.00</u>	Chief Insp	May	Apr 1989	[_____]
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Budget category Totals for the Month of May 1989

Service	Material	Transport	Food	Printing	Totals
50.00	1,550.00	300.00	600.00	0.00	2,500.00

Event or Activity Jul 1989

Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
WPC ADM		50.00	100.00	100.00		250.00	771	<u>250.00</u>	Vice Princ	Jul	Oct 1989	[_____]	

Budget category Totals for the Month of Jul 1989

Service	Material	Transport	Food	Printing	Totals
0.00	50.00	100.00	100.00	0.00	250.00

Event or Activity Aug 1989

Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
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Develop and maintain the library facility and service machines

Annual Work Plan 1989-90 - William Pitcher College Monthly Budget

during the third term of 1989.	WPC LIBR	50.00	200.00		250.00	871	<u>250.00</u>	Librarian	Aug	Dec 1989	_____	[_____]
Implement the 5th Annual Teacher Education Conference, including folders and invited speakers.	TTC MOE		(see TTC Budget for amounts)		0.00	881	<u>0.00</u>	Comm Chr	Aug	Oct 1989	_____	[_____]
Regularly meet with the teaching practice steering committee in the third term of 1989.	WPC EDUC		100.00	100.00	200.00	882	<u>200.00</u>	Comm Chair	Aug	Dec 1989	_____	[_____]
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	WPC ADM		250.00		250.00	872	<u>250.00</u>	Vice princ	Aug	Dec 1988	_____	[_____]

Budget category Totals for the Month of Aug 1989	<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>
	50.00	450.00	100.00	100.00	0.00	700.00

Event or Activity	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Hold a 2nd annual learning fair day for parents, members of the community, and O-level students.	WPC ADM		300.00	100.00	500.00	100.00	1,000.00	972	<u>1,600.00</u>	Vice Princ	Sep	Oct 1989	_____	[_____]
Revise, update, and reprint the college prospectus, and conduct related promotional activities.	WPC ADM		100.00			200.00	300.00	971	<u>200.00</u>	Principal	Sep	Dec 1989	_____	[_____]

Budget category Totals for the Month of Sep 1989	<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>
	0.00	400.00	100.00	500.00	300.00	1,300.00

Event or Activity	Report	Line Item	Person Requesting	Date Request	Expected Report	Date Receipts	Unused Cash
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Annual Work Plan 1989-90 - William Pitcher College Monthly Budget

such as disks, continuous feed paper, and printer ribbons.

WPC ADM

250.00

250.00 172

250.00 Vice Princ Jan

Mar 1990 _____ [_____]

Budget category Totals
for the Month of
Jan 1990

Service	Material	Transport	Food	Printing	Totals
0.00	1,350.00	0.00	0.00	0.00	1,350.00

1989-90 William Pitcher Workplan
Bottom Line Totals

Service	Material	Transport	Food	Printing	Totals
150.00	4,500.00	950.00	1,900.00	400.00	7,900.00

Annual Work Plan 1989-90 - Ngwane Teacher Training College Monthly Budget

the second term of 1989.

WPC EDUC	(see WPC Budget for amounts)	0.00	584	<u>0.00</u>	Comm Chair	May	Sep 1989	[_____]
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Set up a Computer Depreciation fund savings account to build up enough to add to TTC computers.

TTC MOE	(see TTC Budget for amounts)	0.00	583	<u>0.00</u>	Chief Insp	May	Apr 1989	[_____]
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Budget category Totals for the Month of May 1989

Service	Material	Transport	Food	Printing	Totals
50.00	1,300.00	0.00	0.00	0.00	1,350.00

Event or Activity Jun 1989

Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
NGW EDUC			200.00	500.00		700.00	661	<u>700.00</u>	Principal	Jun	Sep 1989	[_____]	

Organize and conduct a Teaching Practice Conference for schools, teachers, and supervisors.

Budget category Totals for the Month of Jun 1989

Service	Material	Transport	Food	Printing	Totals
0.00	0.00	200.00	500.00	0.00	700.00

Event or Activity Aug 1989

Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
NGW LIBR	50.00	200.00				250.00	861	<u>250.00</u>	Librarian	Aug	Dec 1989	[_____]	

Develop and maintain the library facility and service machines during the third term of 1989.

Implement the 5th Annual Teacher Education Conference, including folders and invited speakers.

TTC MOE	(see TTC Budget for amounts)	0.00	881	<u>0.00</u>	Comm Chr	Aug	Oct 1989	[_____]
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Regularly meet with the teaching practice steering committee in the third term of 1989.

WPC EDUC	(see WPC Budget for amounts)	0.00	882	<u>0.00</u>	Comm Chair	Aug	Dec 1989	[_____]
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Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.

NGW ADM	250.00	250.00	862	<u>250.00</u>	Vice Princ	Aug	Dec 1988	_____	[_____]
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Budget category Totals for the Month of Aug 1989

<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>
50.00	450.00	0.00	0.00	0.00	500.00

Event or Activity Sep 1989

Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
NGW ADM		300.00	100.00	500.00	100.00	1,000.00	961	<u>1,000.00</u>	Vice Princ	Sep		_____	[_____]

Conduct an open day or learning fair for parents, members of the community, and O-level students.

Revise, update, and reprint the college prospectus, and conduct related promotional activities.

NGW ADM	100.00				200.00	300.00	962	<u>300.00</u>	Principal	Sep	Dec 1989	_____	[_____]
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Budget category Totals for the Month of Sep 1989

<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>
0.00	400.00	100.00	500.00	300.00	1,300.00

Event or Activity Oct 1989

Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
NGW A/V		250.00	100.00			350.00	1061	<u>350.00</u>	A/V Specialist	Oct	Dec 1989	_____	[_____]

Develop promotional or training videos or slide presentations to use in the new PTD programme.

Budget category Totals for the Month of Oct 1989

<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>
0.00	250.00	100.00	0.00	0.00	350.00

Event or Activity	Report	Line Item	Person Requesting	Date Request	Expected Report	Date Receipts	Unused Cash
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Annual Work Plan 1989-90 - Ngwane Teacher Training College Monthly Budget

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Dec 1989	Centre	Service	Material	Transport	Food	Printing	Totals	No.	Subtotal	Funds	Processed	Date	Sent in	Balance
Develop and maintain the library facility and service machines during the first term of 1990.	NGW LIBR	50.00	200.00				250.00	1261	<u>250.00</u>	Librarian	Dec	Apr 1990	_____	[_____]
Regularly meet with the teaching practice steering committee in the first term of 1990.	WPC EDUC		(see WPC Budget for amounts)				0.00	1281	<u>0.00</u>	Comm Chair	Dec	Apr 1990	_____	[_____]
Budget category Totals for the Month of Dec 1989		<u>50.00</u>	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>							

Event or Activity	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Develop instructional materials and teaching aids for use in the new departmental programmes.	NGW DEPT		1,100.00				1,100.00	162	<u>1,100.00</u>	Principal	Jan	Mar 1990	_____	[_____]
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	NGW ADM		250.00				250.00	163	<u>250.00</u>	Vice Princ	Jan	Mar 1990	_____	[_____]
Undertake a college self-study as a first step in the process of institutional approval.	NGW ADM		500.00	100.00	200.00	300.00	1,100.00	161	<u>1,100.00</u>	Principal	Jan	Apr 1990	_____	[_____]
Budget category Totals for the Month of Jan 1990		<u>0.00</u>	<u>1,850.00</u>	<u>100.00</u>	<u>200.00</u>	<u>300.00</u>	<u>2,450.00</u>							

1989-90 Ngwane College Workplan Bottom Line Totals	Service	Material	Transport	Food	Printing	Totals
	150.00	4,700.00	500.00	1,200.00	600.00	7,150.00

Annual Work Plan 1989-90 - Nazarene Teacher Training College Monthly Budget

Event or Activity Apr 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Distribute and conduct training in the proper care and use of newly purchased commodities.	TTC A/V		(see TTC Budget for	amounts)			0.00	481	0.00	Advisor	Apr	Jun 1989	_____	[_____]
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	NAZ ADM		250.00				250.00	451	250.00	Vice Princ	Apr	Jul 1989	_____	[_____]
Budget category Totals for the Month of Apr 1989		<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>							
		0.00	250.00	0.00	0.00	0.00	250.00							

Event or Activity May 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Develop and maintain the library facility and service machines during the second term of 1989.	NAZ LIBR	50.00	200.00				250.00	551	250.00	Librarian	May	Aug 1989	_____	[_____]
Meet regularly as a committee to plan for the 5th annual Teacher Education Conference in August.	TTC MOE		(see TTC Budget for	amounts)			0.00	581	0.00	Comm Chr	May	Nov 1989	_____	[_____]
Plan with BAI for admission of qualified PIC holders upgrading to PTD. To be in place by 1990.	TTC MOE		(see TTC Budget for	amounts)			0.00	582	0.00	Vice Princ	May	Dec 1989	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	NAZ AGRI		60.00				60.00	552						
	NAZ ART		60.00				60.00	552						
	NAZ EDU		60.00				60.00	552						
	NAZ ENG		60.00				60.00	552						
	NAZ HOME		60.00				60.00	552						
	NAZ MATH		60.00				60.00	552						

Annual Work Plan 1989-90 - Nazarene Teacher Training College Monthly Budget

NAZ MUS	60.00			60.00	552			
NAZ PED	60.00			60.00	552			
NAZ SCI	60.00			60.00	552			
NAZ SISW	60.00			60.00	552			
NAZ SOC	60.00			60.00	552			
				<u>660.00</u>		Dept Chair	May	Aug 1989 [_____]

Regularly meet with the teaching practice steering committee in the second term of 1989.

WPC EDUC	(see WPC Budget for amounts)			0.00	584			
				<u>0.00</u>		Comm Chair	May	Sep 1989 [_____]

Run a staff development workshop on tests and measurements for Nazarene college lecturers.

NAZ ADM	300.00	100.00		400.00	553			
				<u>400.00</u>		Principal	May	Aug 1989 [_____]

Set up a Computer Depreciation fund savings account to build up enough to add to TTC computers.

TTC MOE	(see TTC Budget for amounts)			0.00	583			
				<u>0.00</u>		Chief Insp	May	Apr 1989 [_____]

Budget category Totals for the Month of May 1989	<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>	
	50.00	1,160.00	0.00	100.00	0.00	1,310.00	

Event or Activity Jul 1989
Organize and conduct a Teaching Practice Conference for schools, teachers, and supervisors.

Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
NAZ EDUC			200.00	500.00		700.00	752	<u>700.00</u>	Principal	Jul	Sep 1989	[_____]	

Plan community activities which beautify the environment and/or raise public awareness.

NAZ ADM		100.00	50.00	50.00		200.00	751	<u>200.00</u>	Vice Princ	Jul	Oct 1989	[_____]	
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Budget category Totals for the Month of Jul 1989	<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>	
	0.00	100.00	250.00	550.00	0.00	900.00	

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Event or Activity Aug 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Develop and maintain the library facility and service machines during the third term of 1989.	NAZ LIBR	50.00	200.00				250.00	851	<u>250.00</u>	Librarian	Aug	Dec 1989	_____	[_____]
Implement the 5th Annual Teacher Education Conference, including folders and invited speakers.	TTC MOE		(see TTC Budget for	amounts)			0.00	881	<u>0.00</u>	Comm Chr	Aug	Oct 1989	_____	[_____]
Regularly meet with the teaching practice steering committee in the third term of 1989.	WPC EDUC		(see WPC Budget for	amounts)			0.00	882	<u>0.00</u>	Comm Chair	Aug	Dec 1989	_____	[_____]
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	NAZ ADM		250.00				250.00	852	<u>250.00</u>	Vice Princ	Aug	Dec 1988	_____	[_____]
Undertake a college self-study as a first step in the process of institutional approval.	NAZ ADM		500.00	100.00	200.00	300.00	1,100.00	853	<u>1,100.00</u>	Principal	Aug	Dec 1989	_____	[_____]

Budget category Totals for the Month of Aug 1989	Service	Material	Transport	Food	Printing	Totals
	<u>50.00</u>	<u>950.00</u>	<u>100.00</u>	<u>200.00</u>	<u>300.00</u>	<u>1,600.00</u>

Event or Activity Sep 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Conduct a learning fair or open day for parents, members of the community, and O-level students.	NAZ ADM		300.00	100.00	500.00	100.00	1,000.00	951	<u>1,000.00</u>	Vice Princ	Sep	Nov 1989	_____	[_____]

Revise, update, and reprint the

Annual Work Plan 1989-90 - Nazarene Teacher Training College Monthly Budget

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and teaching aids for use in the new departmental programmes.

NAZ DEPT	770.00	770.00	151	<u>770.00</u>	Vice Princ	Jan	Mar 1990	_____	[_____]
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Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.

NAZ ADM	250.00	250.00	152	<u>250.00</u>	Vice Princ	Jan	Mar 1990	_____	[_____]
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Budget category Totals for the Month of Jan 1990

<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>
0.00	1,020.00	0.00	0.00	0.00	1,020.00

Event or Activity Feb 1990

Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
NAZ ADM		250.00	150.00	500.00	100.00	1,000.00	251	<u>1,000.00</u>	Principal	Feb	Apr 1990	_____ [_____]

Budget category Totals for the Month of Feb 1990

<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>
0.00	250.00	150.00	500.00	100.00	1,000.00

1989-90 Nazarene College Workplan Bottom Line Totals

<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>
150.00	4,580.00	700.00	1,850.00	700.00	7,980.00

Annual Work Plan 1989-90 - Teacher Training Colleges Monthly Budget

Event or Activity Apr 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Distribute and conduct training in the proper care and use of newly purchased commodities.	TTC A/V		300.00	200.00	150.00		650.00	481	650.00	Advisor	Apr	Jun 1989	_____	{_____}
Budget category Totals for the Month of Apr 1989		<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>							
		0.00	300.00	200.00	150.00	0.00	650.00							

Event or Activity May 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Meet regularly as a committee to plan for the 5th annual Teacher Education Conference in August.	TTC MOE		100.00	200.00	150.00		450.00	581	450.00	Comm Chr	May	Nov 1989	_____	{_____}
Plan with SAI for admission of qualified PTC holders upgrading to PTD. To be in place by 1990.	TTC MOE		100.00	150.00	200.00	200.00	650.00	582	650.00	Vice Princ	May	Dec 1989	_____	{_____}
Regularly meet with the teaching practice steering committee in the second term of 1989.	WPC EDUC		(see WPC Budget for amounts)				0.00	584	0.00	Comm Chair	May	Sep 1989	_____	{_____}
Set up a Computer Depreciation Fund savings account to build up enough to add to TTC computers.	TTC MOE	6,000.00					6,000.00	583	6,000.00	Chief Insp	May	Apr 1989	_____	{_____}
Budget category Totals for the Month of May 1989		<u>Service</u>	<u>Material</u>	<u>Transport</u>	<u>Food</u>	<u>Printing</u>	<u>Totals</u>							
		6,000.00	200.00	350.00	350.00	200.00	7,100.00							

Event or Activity Aug 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
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Annual Work Plan 1989-90 - Teacher Training Colleges Monthly Budget

Implement the 5th Annual Teacher Education Conference, including folders and invited speakers.

TTC MOE	1,800.00	2,300.00	6,200.00	2,200.00	12,500.00	881	<u>12,500.00</u>	Comm Chr	Aug	Oct 1989	_____	[_____]
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Regularly meet with the teaching practice steering committee in the third term of 1989.

WPC EDUC	(see WPC Budget for amounts)				0.00	882	<u>0.00</u>	Comm Chair	Aug	Dec 1989	_____	[_____]
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Budget category Totals for the Month of Aug 1989

Service	Material	Transport	Food	Printing	Totals
0.00	1,800.00	2,300.00	6,200.00	2200.00	12,500.00

Event or Activity Dec 1989

Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
WPC EDUC	(see WPC Budget for amounts)				0.00	1281	<u>0.00</u>	Comm Chair	Dec	Apr 1990	_____	[_____]

Budget category Totals for the Month of Dec 1989

Service	Material	Transport	Food	Printing	Totals
0.00	0.00	0.00	0.00	0.00	0.00

1989-90 Teacher Colleges Bottom Line Totals

Service	Material	Transport	Food	Printing	Totals
6,000.00	2,300.00	2,850.00	6,700.00	2400.00	20,250.00

Annual Work Plan 1989-90 - University of Swaziland Primary Education Department Monthly Budget

Event or Activity Apr 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Hold residential session for the Diploma in Education programme. Procure and prepare materials.	PRIM ED		1,000.00				1,000.00	491	1,000.00	Dept. Chair	Apr	Sep 1989	_____	[_____]
Hold staff development seminar focusing on science / maths with the new prim. ed. Staff member.	PRIM ED			500.00	600.00		1,100.00	492	1,100.00	Dept. Chair	Apr	Jun 1989	_____	[_____]
Meet with headmasters to discuss placement of B.Ed. II and III students for practice teaching.	PRIM ED			200.00	200.00		400.00	493	400.00	Dept. Chair	Apr	Aug 1989	_____	[_____]

Budget category Totals for the Month of Apr 1989	Service	Material	Transport	Food	Printing	Totals
	0.00	1,000.00	700.00	800.00	0.00	2,500.00

Event or Activity May 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
Meet regularly as a committee to plan for the 5th annual Teacher Education Conference in August.	TTC MOE		(See TTC Budget for		amounts)		0.00	581	0.00	Comm Chr	May	Nov 1989	_____	[_____]
Plan with BAI for admission of qualified PTC holders upgrading to PTD. To be in place by 1990.	TTC MOE		(See TTC Budget for		amounts)		0.00	582	0.00	Vice Princ	May	Dec 1989	_____	[_____]

Budget category Totals for the Month of May 1989	Service	Material	Transport	Food	Printing	Totals
	0.00	0.00	0.00	0.00	0.00	0.00

Event or Activity Aug 1989	Report Centre	Service	Material	Transport	Food	Printing	Totals	Line Item No.	Subtotal	Person Requesting Funds	Date Request Processed	Expected Report Date	Date Receipts Sent in	Unused Cash Balance
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Implement the 5th Annual Teacher Education Conference, including folders and invited speakers.

TTC MOE (See TTC Budget for amounts) 0.00 881 0.00 Com Chr Aug Oct 1989 []

Budget category Totals for the Month of Aug 1989

Service	Material	Transport	Food	Printing	Totals
0.00	0.00	0.00	0.00	0.00	0.00

1989-90 UNISWA Primary Education Bottom Line Totals

Service	Material	Transport	Food	Printing	Totals
0.00	1,000.00	700.00	800.00	0.00	2,500.00

Report/Receipt Due Date Summary

Institution

Inservice Unit

Reports Due in Jun 1989

Institution	Inservice Unit	Line No.	Totals	Month Requested	Response Centre	Person	Report Received	Cash Balance
	Conduct a monthly workshop for all former LITS and DIES.	411	250.00	Apr	HMOH INS	Director	_____	[_____]
	Conduct Social Studies follow-up workshops for DIES and LITS.	412	410.00	Apr	HMOH INS	Director	_____	[_____]
	Reimburse the DIES and LITS for any spin-off workshops held. (Social Studies Spin-off #3)	413	840.00	Apr	HMOH INS	Director	_____	[_____]
	Facilitate the contribution of short-term Music Ed consultant to inservice unit and TIDCs.	401	300.00	Apr	INSET	Director	_____	[_____]
	Conduct a monthly workshop for all former LITS and DIES.	421	250.00	Apr	LUBO INS	Director	_____	[_____]
	Conduct Social Studies follow-up workshops for DIES and LITS.	422	410.00	Apr	LUBO INS	Director	_____	[_____]
	Reimburse the DIES and LITS for any spin-off workshops held. (Social Studies Spin-off #3)	423	840.00	Apr	LUBO INS	Director	_____	[_____]
	Conduct a monthly workshop for all former LITS and DIES.	431	250.00	Apr	MANZ INS	Director	_____	[_____]
	Conduct Social Studies follow-up workshops for DIES and LITS.	432	410.00	Apr	MANZ INS	Director	_____	[_____]
	Reimburse the DIES and LITS for any spin-off workshops held. (Social Studies Spin-off #3)	433	840.00	Apr	MANZ INS	Director	_____	[_____]
	Conduct a monthly workshop for all former LITS and DIES.	441	250.00	Apr	SHIS INS	Director	_____	[_____]
	Conduct Social Studies follow-up workshops for DIES and LITS.	442	410.00	Apr	SHIS INS	Director	_____	[_____]
	Reimburse the DIES and LITS for any spin-off workshops held. (Social Studies Spin-off #3)	443	840.00	Apr	SHIS INS	Director	_____	[_____]

Teacher Colleges

	Distribute and conduct training in the proper care and use of newly purchased commodities.	481	650.00	Apr	TTC A/V	Advisor	_____	[_____]
	Set up a Computer Depreciation Fund savings account to build up enough to add to TTC computers.	583	6,000.00	May	TTC MOE	Chief Ins	_____	[_____]

University of Swaziland

	Hold staff development seminar focusing on science / maths with the new prim. ed. Staff member.	492	1,100.00	Apr	PRIM ED	Dept. Cha	_____	[_____]
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Inservice Unit

Reports Due in Jul 1989

	Conduct a monthly workshop for all former LITS and DIES.	511	250.00	Jun	HMOH INS	Director	_____	[_____]
	Plan a Math/Science residential workshop for DIES and LITS.	511	2,075.00	May	HMOH INS	Director	_____	[_____]
	Reimburse the DIES and LITS for any spin-off workshops held. (Social Studies Spin-off #4)	512	840.00	May	HMOH INS	Director	_____	[_____]
	Conduct a monthly workshop for all former LITS and DIES.	521	250.00	Jun	LUBO INS	Director	_____	[_____]
	Plan a Math/Science residential workshop for DIES and LITS.	521	2,075.00	May	LUBO INS	Director	_____	[_____]
	Reimburse the DIES and LITS for any spin-off workshops held. (Social Studies Spin-off #4)	522	840.00	May	LUBO INS	Director	_____	[_____]
	Conduct a monthly workshop for all former LITS and DIES.	531	250.00	Jun	MANZ INS	Director	_____	[_____]
	Plan a Math/Science residential workshop for DIES and LITS.	531	2,075.00	May	MANZ INS	Director	_____	[_____]
	Reimburse the DIES and LITS for any spin-off workshops held. (Social Studies Spin-off #4)	532	840.00	May	MANZ INS	Director	_____	[_____]
	Conduct a monthly workshop for all former LITS and DIES.	541	250.00	Jun	SHIS INS	Director	_____	[_____]
	Plan a Math/Science residential workshop for DIES and LITS.	541	2,075.00	May	SHIS INS	Director	_____	[_____]
	Reimburse the DIES and LITS for any spin-off workshops held. (Social Studies Spin-off #4)	542	840.00	May	SHIS INS	Director	_____	[_____]

Report/Receipt Due Date Summary

Institution	Line No.	Totals	Month Requested	Response Centre	Person	Report Received	Cash Balance
Nazarene TTC							
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	451	250.00	Apr	NAZ ADM	Vice Prin	_____	[_____]
Ngwane TTC							
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	461	250.00	Apr	NGW ADM	Vice Prin	_____	[_____]
William Pitcher TTC							
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	573	250.00	May	WPC ADM	Vice Prin	_____	[_____]
Inservic Unit							
<u>Reports Due in Aug 1989</u>							
Conduct a monthly workshop for all former LITS and DIES.	711	250.00	Jul	H-HOH INS	Director	_____	[_____]
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #1)	612	410.00	Jun	H-HOH INS	Director	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #1)	613	840.00	Jun	H-HOH INS	Director	_____	[_____]
Host joint conference of INSET, Teacher leaders, Inspectors, and PCVs during the second term.	501	250.00	May	INSET	Director	_____	[_____]
Conduct a monthly workshop for all former LITS and DIES.	721	250.00	Jul	LUBO INS	Director	_____	[_____]
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #1)	622	410.00	Jun	LUBO INS	Director	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #1)	623	840.00	Jun	LUBO INS	Director	_____	[_____]
Conduct a monthly workshop for all former LITS and DIES.	731	250.00	Jul	MANZ INS	Director	_____	[_____]
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #1)	632	410.00	Jun	MANZ INS	Director	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #1)	633	840.00	Jun	MANZ INS	Director	_____	[_____]
Conduct a monthly workshop for all former LITS and DIES.	741	250.00	Jul	SHIS INS	Director	_____	[_____]
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #1)	642	410.00	Jun	SHIS INS	Director	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #1)	643	840.00	Jun	SHIS INS	Director	_____	[_____]
Nazarene TTC							
Run a staff development workshop on tests and measurements for Nazarene college lecturers.	553	400.00	May	NAZ ADM	Principal	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	60.00	May	NAZ AGR	Dept Chair	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	60.00	May	NAZ ART	Dept Chair	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	60.00	May	NAZ EDU	Dept Chair	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	60.00	May	NAZ ENG	Dept Chair	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	60.00	May	NAZ HOME	Dept Chair	_____	[_____]
Develop and maintain the library facility and service machines during the second term of 1989.	551	250.00	May	NAZ LIBR	Librarian	_____	[_____]

Report/Receipt Due Date Summary

Institution	Line No.	Totals	Month Requested	Response Centre	Person	Report Received	Cash Balance
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	60.00	May	NAZ MATH	Dept Chai	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	60.00	May	NAZ MUS	Dept Chai	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	60.00	May	NAZ PED	Dept Chai	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	60.00	May	NAZ SCI	Dept Chai	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	60.00	May	NAZ SISW	Dept Chai	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	552	60.00	May	NAZ SOC	Dept Chai	_____	[_____]
Ngwane TTC							
Create instructional materials and teaching aids for use in the new departmental programmes.	562	1,100.00	May	NGW DEPT	Principal	_____	[_____]
Develop and maintain the library facility and service machines during the second term of 1909.	561	250.00	May	NGW LIBR	Librarian	_____	[_____]
University of Swaziland							
Meet with headmasters to discuss placement of B.Ed. II and III students for practice teaching.	493	400.00	Apr	PRIM ED	Dept. Cha	_____	[_____]
William Pitcher iTC							
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	100.00	May	WPC AGRI	Dept Chai	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	100.00	May	WPC ART	Dept Chai	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	100.00	May	WPC EDU	Dept Chai	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	100.00	May	WPC ENG	Dept Chai	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	100.00	May	WPC HOME	Dept Chai	_____	[_____]
Develop and maintain the library facility and service machines during the second term of 1969.	571	250.00	May	WPC LIBR	Librarian	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	100.00	May	WPC MATH	Dept Chai	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	100.00	May	WPC MUS	Dept Chai	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	100.00	May	WPC PED	Dept Chai	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	100.00	May	WPC SCI	Dept Chai	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	100.00	May	WPC SISW	Dept Chai	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	572	100.00	May	WPC SOC	Dept Chai	_____	[_____]

Report/Receipt Due Date Summary

Institution	Line No.	Totals	Month Requested	Response Centre	Person	Report Received	Cash Balance
<u>Reports Due in Sep 1989</u>							
Inservice Unit							
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #2)	712	410.00	Jul	HHOH INS	Director	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #2)	713	840.00	Jul	HHOH INS	Director	_____	[_____]
Field Trip/ Short Course for staff development of inservice lecturer/administrators.	601	300.00	Jun	INSET	Director	_____	[_____]
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #2)	722	410.00	Jul	LUBO INS	Director	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #2)	723	840.00	Jul	LUBO INS	Director	_____	[_____]
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #2)	732	410.00	Jul	MANZ INS	Director	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #2)	733	840.00	Jul	MANZ INS	Director	_____	[_____]
Conduct Maths/Science follow-up workshops for DIES and LITS. (Math/Sci. Follow-up #2)	742	410.00	Jul	SHIS INS	Director	_____	[_____]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #2)	743	840.00	Jul	SHIS INS	Director	_____	[_____]
<u>Nazarene TTC</u>							
Organize and conduct a Teaching Practice Conference for schools, teachers, and supervisors.	752	700.00	Jul	NAZ EDUC	Principal	_____	[_____]
<u>Ngwane ITC</u>							
Organize and conduct a Teaching Practice Conference for schools, teachers, and supervisors.	661	700.00	Jun	NGW EDUC	Principal	_____	[_____]
<u>Teacher Colleges</u>							
Regularly meet with the teaching practice steering committee in the second term of 1989.	584	200.00	May	WPC EDUC	Comm Chair	_____	[_____]
<u>University of Swaziland</u>							
Hold residential session for the Diploma in Education programme. Procure and prepare materials.	491	1,000.00	Apr	PRIM ED	Dept. Chair	_____	[_____]
<u>William Pitcher TTC</u>							
Organize and conduct a Teaching Practice Conference for schools, teachers, and supervisors.	574	700.00	May	WPC EDUC	Dept Chair	_____	[_____]
<u>Reports Due in Oct 1989</u>							
Inservice Unit							
Conduct a monthly workshop for all former LITS and DIES.	911	250.00	Sep	HHOH INS	Director	_____	[_____]
Participate in the planning and implementation of the 5th Annual Teacher Education Conference.	801	50.00	Aug	INSET	Director	_____	[_____]
Conduct a monthly workshop for all former LITS and DIES.	921	250.00	Sep	LUBO INS	Director	_____	[_____]
Conduct a monthly workshop for all former LITS and DIES.	931	250.00	Sep	MANZ INS	Director	_____	[_____]

Institution	Line No.	Totals	Month Requested	Response Centre	Person	Report Received	Cash Balance
Nazarene TTC	941	250.00	Sep	SHIS INS	Director	[]	[]
Nazarene TTC	751	200.00	Jul	NAZ ADM	Vice Prin	[]	[]
Teacher Colleges	881	12,500.00	Aug	TTC MOE	Coam Chr	[]	[]
William Pitcher TTC	771	250.00	Jul	WPC ADM	Vice Prin	[]	[]
			Sep	WPC ADM	Vice Prin	[]	[]
William Pitcher TTC	972	1,000.00	Jul	WPC ADM	Vice Prin	[]	[]
			Sep	WPC ADM	Vice Prin	[]	[]
Inservice Unit	1011	250.00	Oct	HHOH INS	Director	[]	[]
			Sep	HHOH INS	Director	[]	[]
Inservice Unit	912	410.00	Sep	HHOH INS	Director	[]	[]
			Sep	HHOH INS	Director	[]	[]
Inservice Unit	913	580.00	Sep	HHOH INS	Director	[]	[]
			Sep	HHOH INS	Director	[]	[]
Inservice Unit	914	840.00	Sep	HHOH INS	Director	[]	[]
			Sep	HHOH INS	Director	[]	[]
Inservice Unit	901	250.00	Sep	INSET	Director	[]	[]
			Nov	INSET	Director	[]	[]
Inservice Unit	1102	6,500.00	Sep	INSET	Director	[]	[]
			Nov	INSET	Director	[]	[]
Inservice Unit	1021	250.00	Oct	LU80 INS	Director	[]	[]
			Sep	LU80 INS	Director	[]	[]
Inservice Unit	922	410.00	Sep	LU80 INS	Director	[]	[]
			Sep	LU80 INS	Director	[]	[]
Inservice Unit	923	580.00	Sep	LU80 INS	Director	[]	[]
			Sep	LU80 INS	Director	[]	[]
Inservice Unit	924	840.00	Sep	LU80 INS	Director	[]	[]
			Sep	LU80 INS	Director	[]	[]
Inservice Unit	1031	250.00	Oct	MMWZ INS	Director	[]	[]
			Sep	MMWZ INS	Director	[]	[]
Inservice Unit	932	410.00	Sep	MMWZ INS	Director	[]	[]
			Sep	MMWZ INS	Director	[]	[]
Inservice Unit	933	580.00	Sep	MMWZ INS	Director	[]	[]
			Sep	MMWZ INS	Director	[]	[]
Inservice Unit	934	840.00	Sep	MMWZ INS	Director	[]	[]
			Sep	MMWZ INS	Director	[]	[]
Inservice Unit	1041	250.00	Oct	SHIS INS	Director	[]	[]
			Sep	SHIS INS	Director	[]	[]
Inservice Unit	942	410.00	Sep	SHIS INS	Director	[]	[]
			Sep	SHIS INS	Director	[]	[]
Inservice Unit	943	580.00	Sep	SHIS INS	Director	[]	[]
			Sep	SHIS INS	Director	[]	[]
Inservice Unit	944	840.00	Sep	SHIS INS	Director	[]	[]
			Sep	SHIS INS	Director	[]	[]
Nazarene TTC	951	1,000.00	Sep	NAZ ADM	Vice Prin	[]	[]
Teacher Colleges	951	1,000.00	Sep	NAZ ADM	Vice Prin	[]	[]

Report/Receipt Due Date Summary

Institution	Line No.	Totals	Month Requested	Response Centre	Person	Report Received	Cash Balance
Meet regularly as a committee to plan for the 5th annual Teacher Education Conference in August.	581	450.00	May	TTC MOE	Comm Chr	_____	(_____)
<u>Reports Due in Dec 1989</u>							
Nazarene TTC							
Create a promotional or training video or slide presentation to use in the new PTD programme.	1051	350.00	Oct	NAZ A/V	A/V Speci	_____	(_____)
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	852	250.00	Aug	NAZ ADM	Vice Prin	_____	(_____)
Revise, update, and reprint the college prospectus, and conduct related promotional activities.	952	300.00	Sep	NAZ ADM	Principal	_____	(_____)
Undertake a college self-study as a first step in the process of institutional approval.	853	1,100.00	Aug	NAZ ADM	Principal	_____	(_____)
Develop and maintain the library facility and service machines during the third term of 1989.	851	250.00	Aug	NAZ LIBR	Librarian	_____	(_____)
<u>Ngwane TTC</u>							
Develop promotional or training videos or slide presentations to use in the new PTD programme.	1061	350.00	Oct	NGW A/V	A/V Speci	_____	(_____)
Conduct an open day or learning fair for parents, members of the community, and O-level students	961	1,000.00	Sep	NGW ADM	Vice Prin	_____	(_____)
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	862	250.00	Aug	NGW ADM	Vice Prin	_____	(_____)
Revise, update, and reprint the college prospectus, and conduct related promotional activities.	962	300.00	Sep	NGW ADM	Principal	_____	(_____)
Develop and maintain the library facility and service machines during the third term of 1989.	861	250.00	Aug	NGW LIBR	Librarian	_____	(_____)
<u>Teacher Colleges</u>							
Plan with BAI for admission of qualified PTC holders upgrading to PTD. To be in place by 1990.	582	650.00	May	TTC MOE	Vice Prin	_____	(_____)
Regularly meet with the teaching practice steering committee in the third term of 1989.	882	200.00	Aug	WPC EDUC	Comm Chai	_____	(_____)
<u>William Pitcher TTC</u>							
Produce promotional or training videos or slide presentations to use in the new PTD programme.	1071	350.00	Oct	WPC A/V	A/V Speci	_____	(_____)
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	872	250.00	Aug	WPC ADM	Vice Prin	_____	(_____)
Revise, update, and reprint the college prospectus, and conduct related promotional activities.	971	300.00	Sep	WPC ADM	Principal	_____	(_____)
Develop and maintain the library facility and service machines during the third term of 1989.	871	250.00	Aug	WPC LIBR	Librarian	_____	(_____)
<u>Reports Due in Feb 1990</u>							
Inservice Unit							
Plan a Language Arts residential workshop for DIES and LITS.	112	2,125.00	Jan	HHOH INS	Director	_____	(_____)
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #4)	113	840.00	Jan	HHOH INS	Director	_____	(_____)

Report/Receipt Due Date Summary

Institution

Institution	Line No.	Totals	Month Requested	Response Centre	Person	Report Received	Cash Balance
Participate in NCC Orientation workshops to introduce new books and/or revised materials.	1101	0.00	Nov	INSET	Director	-----	[-----]
Place a commodity order for audio-visual equipment and teaching aids for Inservice	1001	8,000.00	Oct	INSET	Director	-----	[-----]
Plan and conduct Short Course staff development of inservice lecturer/administrators.	1002	300.00	Oct	INSET	Director	-----	[-----]
Plan a Language Arts residential workshop for DIES and LITS.	122	2,125.00	Jan	LUBO INS	Director	-----	[-----]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #4)	123	840.00	Jan	LUBO INS	Director	-----	[-----]
Plan a Language Arts residential workshop for DIES and LITS.	132	2,125.00	Jan	MANZ INS	Director	-----	[-----]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #4)	133	840.00	Jan	MANZ INS	Director	-----	[-----]
Plan a Language Arts residential workshop for DIES and LITS.	142	2,125.00	Jan	SHIS INS	Director	-----	[-----]
Reimburse the DIES and LITS for any spin-off workshops held. (Math/Sci. Spin-off #4)	143	840.00	Jan	SHIS INS	Director	-----	[-----]
William Pitcher TTC							
Facilitate the work of visiting team reviewing the institution's self-study documentation.	1072	1,000.00	Oct	WPC ADM	Principal	-----	[-----]

Reports Due in Mar 1990

Inservice Unit

Support Teacher Centre activity for the entire fiscal year. (Monthly reports to MOE)	414	3,170.00	Apr	HHO TIDC	Coordinat	-----	[-----]
Conduct a monthly workshop for all former LITS and DIES.	213	250.00	Feb	HHOH INS	Director	-----	[-----]
Conduct Language Arts follow-up workshops for DIES and LITS. (Lang. Follow-up #1)	211	410.00	Feb	HHOH INS	Director	-----	[-----]
Reimburse the DIES and LITS for any spin-off workshops held. (Language Arts Spin-off #1)	212	840.00	Feb	HHOH INS	Director	-----	[-----]
Host joint conference of INSET, Teacher leaders, Inspectors, and PCVs during the first term.	201	250.00	Feb	INSET	Director	-----	[-----]
Maintain and repair AV equipment at the Inservice Unit and TIDCs for the whole fiscal year.	402	2,000.00	Apr	INSET	Director	-----	[-----]
Organize infusion workshops with NCC and REOs to introduce new or revised NCC materials.	102	16,000.00	Jan	INSET	Director	-----	[-----]
Service contracts for computers (1 inservice unit, 4 TIDCs)	403	6,000.00	Apr	INSET	Director	-----	[-----]
Support Inservice Unit activity for the entire fiscal year. (Monthly reports to MOE)	404	4,500.00	Apr	INSET	Director	-----	[-----]
Support Teacher Centre activity for the entire fiscal year. (Monthly reports to MOE)	424	3,170.00	Apr	LUB TIDC	Coordinat	-----	[-----]
Conduct a monthly workshop for all former LITS and DIES.	223	250.00	Feb	LUBO INS	Director	-----	[-----]
Conduct Language Arts follow-up workshops for DIES and LITS. (Lang. Follow-up #1)	221	410.00	Feb	LUBO INS	Director	-----	[-----]
Reimburse the DIES and LITS for any spin-off workshops held. (Language Arts Spin-off #1)	222	840.00	Feb	LUBO INS	Director	-----	[-----]
Support Teacher Centre activity for the entire fiscal year. (Monthly reports to MOE)	434	3,170.00	Apr	MAN TIDC	Coordinat	-----	[-----]
Conduct a monthly workshop for all former LITS and DIES.	233	250.00	Feb	MANZ INS	Director	-----	[-----]
Conduct Language Arts follow-up workshops for DIES and LITS. (Lang. Follow-up #1)	231	410.00	Feb	MANZ INS	Director	-----	[-----]
Reimburse the DIES and LITS for any spin-off workshops held. (Language Arts Spin-off #1)	232	840.00	Feb	MANZ INS	Director	-----	[-----]
Support Teacher Centre activity for the entire fiscal year. (Monthly reports to MOE)	444	3,170.00	Apr	SHI TIDC	Coordinat	-----	[-----]
Conduct a monthly workshop for all former LITS and DIES.	243	250.00	Feb	SHIS INS	Director	-----	[-----]
Conduct Language Arts follow-up workshops for DIES and LITS. (Lang. Follow-up #1)	241	410.00	Feb	SHIS INS	Director	-----	[-----]
Reimburse the DIES and LITS for any spin-off workshops held. (Language Arts Spin-off #1)	242	840.00	Feb	SHIS INS	Director	-----	[-----]

Report/Receipt Due Date Summary

Institution	Line No.	Totals	Month Requested	Response Person	Report Received	Cash Balance
Nazarene TTC						
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	152	250.00	Jan	NAZ ADM Vice Prin	_____	[_____]
Create instructional materials and teaching aids for use in the new departmental programmes.	151	770.00	Jan	NAZ DEPT Vice Prin	_____	[_____]
Ngwane TTC						
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	163	250.00	Jan	NGW ADM Vice Prin	_____	[_____]
Develop instructional materials and teaching aids for use in the new departmental programmes.	162	1,100.00	Jan	NGW DEPT Principal	_____	[_____]
William Pitcher TTC						
Replenish computer consumables such as disks, continuous feed paper, and printer ribbons.	172	250.00	Jan	WPC ADM Vice Prin	_____	[_____]
Produce instructional materials and teaching aids for use in the new departmental programmes.	171	1,100.00	Jan	WPC DEPT Vice Prin	_____	[_____]

Inservice Unit	<u>Reports Due in Apr 1990</u>					
Conduct Language Arts follow-up workshops for DIES and LITS.	(Lang. Follow-up #2)	311	410.00	Mar	HHOH INS Director	_____ [_____]
Reimburse the DIES and LITS for any spin-off workshops held.	(Language Arts Spin-off #2)	312	840.00	Mar	HHOH INS Director	_____ [_____]
Conduct Language Arts follow-up workshops for DIES and LITS.	(Lang. Follow-up #2)	321	410.00	Mar	LUBO INS Director	_____ [_____]
Reimburse the DIES and LITS for any spin-off workshops held.	(Language Arts Spin-off #2)	322	840.00	Mar	LUBO INS Director	_____ [_____]
Conduct Language Arts follow-up workshops for DIES and LITS.	(Lang. Follow-up #2)	331	410.00	Mar	MANZ INS Director	_____ [_____]
Reimburse the DIES and LITS for any spin-off workshops held.	(Language Arts Spin-off #2)	332	840.00	Mar	MANZ INS Director	_____ [_____]
Conduct Language Arts follow-up workshops for DIES and LITS.	(Lang. Follow-up #2)	341	410.00	Mar	SHIS INS Director	_____ [_____]
Reimburse the DIES and LITS for any spin-off workshops held.	(Language Arts Spin-off #2)	342	840.00	Mar	SHIS INS Director	_____ [_____]

Nazarene TTC						
Facilitate the work of visiting team reviewing the institution's self-study documentation.	251	1,000.00	Feb	NAZ ADM Principal	_____	[_____]
Develop and maintain the library facility and service machines during the first term of 1990.	1251	250.00	Dec	NAZ LIBR Librarian	_____	[_____]

Ngwane TTC						
Undertake a college self-study as a first step in the process of institutional approval.	161	1,100.00	Jan	NGW ADM Principal	_____	[_____]
Develop and maintain the library facility and service machines during the first term of 1990.	1261	250.00	Dec	NGW LIBR Librarian	_____	[_____]

Teacher Colleges

Report/Receipt Due Date Summary

Institution	Line No.	Totals	Month Requested	Response Centre	Person	Report Received	Cash Balance
Regularly meet with the teaching practice steering committee in the first term of 1990.	1281	200.00	Dec	WPC EDUC	Comm Chair	_____	[_____]
William Pitcher TTC							
Develop and maintain the library facility and service machines during the first term of 1990.	1271	250.00	Dec	WPC LIBR	Librarian	_____	[_____]
	Total	<u>165,000.00</u>					