AUTHORIZATION

WARNING

PENALTY
Basic Maintenance

Major Maintenance
MANPOWER 60,000 Le
Spare Parts 100,000 Le
Chlorination 10,000 Le
Tool Kit 70,000 LE
In each country of European Union, people give part of their money to their State. Then, all the States in the European Union gather part of this money to reach a big amount. A proportion of this amount is dedicated to other countries, including Sierra Leone.

Illustration: Imagine you give every year a small part of your money to the Paramount Chief. Because everybody gives some money, there is a big amount of money by the end of the year in each Chiefdom. Then, all the Chiefdoms meet to gather this money. The money will be used to help, for instance, people in Liberia or Guinea who don’t have a hand pump.
1. The Chairman is in charge of the money collection with the Secretary and the Treasurer

2. The Secretary is in charge of the money collection with the Chairman and the Treasurer

3. The Chairlady (Treasurer) is in charge of the money collection with the Chairman and the Secretary
1. **The Chairman** organises monthly meetings with the community to present the accountability with the Treasurer and the Secretary.

2. **The Secretary** presents the monthly contribution and the defaulters.

3. **The Chairlady (Treasurer)** brings the cash box to the monthly meeting.
1. The **Chairman** takes decisions when problems occur.

2. If the **Chairman** cannot solve the issue, the **Adviser** will reinforce the bylaws and take a decision.

3. The **Secretary** records every important decision made by the Water Committee to report it to the community.
1. If a member of the water committee needs to be replaced, the **Chairman** organises a general meeting to elect a new member.

2. As a major event, the **Secretary** is reporting the result of the election in the record book.
THE SECRETARY RECORDS EVERY CONTRIBUTOR TO THE RECORD BOOK
THE PUMP CARE TAKER GREASES THE CHAIN EVERY 2 WEEKS
The pump Care Taker opens and closes the pump every day
The pump Care Taker sensitises community members on the danger of animal defecation, stagnant water and rubbish around the water point.
THE PUMP CARE TAKER APPOINTS COMMUNITY MEMBERS TO CLEAN THE WATER POINT AREA
THE PUMP CARE TAKER TEACHES THE COMMUNITY MEMBERS HOW TO USE THE HAND PUMP
THE PUMP CARE TAKER REPORTS ANY REPETITIVE MISUSE OF THE HAND PUMP TO THE CHAIRMAN
The pump Care Taker witnesses any maintenance or repair done by the pump Officer
CHAIRMAN
SECRETARY
TREASURER
CHAIRLADY
PUMP CARE TAKER
ADVISOR
PUMP OFFICER
SECRETARY
COMMUNITY MEMBER
PUMP CARE TAKER
ADVISOR
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**Enter the year of the money collection**  
*Ex: 2014*

**Enter the name of each contributor**  
*Ex: Ma Sesay*

**Enter the amount of the monthly money contribution**  
*Ex: 2000 Le per month*

**Enter the number of contributors**

**Enter the total amount of money collected each month**

**Tick each time the monthly contribution has been made**
<table>
<thead>
<tr>
<th>Date</th>
<th>Money IN</th>
<th>Money OUT</th>
<th>Cash Box</th>
<th>What</th>
<th>Who</th>
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**Money collected** from the contribution of community members

**Money spent** for maintenance or reparation

*ex: pump officer manpower, spare parts, grease, etc.*

**Money in the Cash Box** after IN or OUT cash movement

**What** is the explanation of a cash movement?

*ex: monthly contribution, purchase of grease, yearly maintenance, etc.*

**Who** gave/received the money?

*ex: Pa Bangura, the pump officer*
Inspection cover opening

Chain greasing

Bearings greasing

Bolts and nuts tightening
WATER POINT CLEANING
SOAK AWAY

NOT GOOD

GOOD