



HUMAN RESOURCE DEVELOPMENT

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**TO: HEAD OF DEPARTMENT
CHIEF FINANCIAL OFFICER
ALL DDG'S
ALL CHIEF DIRECTORS
ALL CLUSTER CHIEF DIRECTOR
ALL DIRECTORS
ALL DISTRICT DIRECTORS
ALL CIRCUIT MANAGERS**

FROM: PROJECT MANAGER

**SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF STIPENDS FOR AUDIT
CHAMPIONS PLACED IN CIRCUITS IN THE PRESIDENTIAL YOUTH
EMPLOYMENT INITIATIVE PHASE 2**

DATE: 25 JANUARY 2022

1. This memorandum serves as a guideline on the implementation of stipends for Audit Champions placed in circuits across all Districts in the Presidential Youth Employment Initiative (PYEI) Phase 2.
2. The guidelines are to ensure that processes related to the payment of stipends for Audit Champions in PYEI Phase 2 are standardised and consistent across all Districts.
3. In trying to assist Circuit Managers and Districts for audit readiness in the PYEI Phase 2, the project recruited Audit Champions who will be responsible for checking of completeness of documents from school as well as ensuring that schools are implementing the Initiative in accordance to the grant framework.
4. Districts are requested to submit all required documents on the 20th of every month to ensure that stipends are implemented timeously.
5. For payment to be effected the following documents should be submitted:

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- Populated payment spreadsheet (**see attached spreadsheet**) of all Audit Champions per District.
 - Certified ID copy of each Audit Champion
 - Bank confirmation of banking Details for each Audit Champion
 - Copy of monthly attendance register
 - Certified copy of qualifications
 - CV
 - BAS Entity Form (**see attached**)
6. No payments will be implemented without all the required documents.
7. NB for January 2022 stipends Districts are required to submit all the required documents on or before close of business 28 January 2022.

Yours in quality education

L. SIDIYA
PROJECT MANAGER PYEI