

## THE WESTERN PROVINCE SICOPSIA ORDINANCE 1992

**[Consolidation:** This is a consolidation of the principal Ordinance and amendments or intended amendments as at 1 October 1995. Errors in spelling or grammar or omissions of words in the Gazetted Ordinance have been corrected in this Consolidation. This is not an authorised version of the Ordinance,

The principal Ordinance came into effect on 9 October upon Gazettal under LN 116/92,

The enactments consolidated are

### WP SICOPSIA Ordinance 1

**AN ORDINANCE** to establish and administer funds paid directly to Area Councils by Central Government

### ARRANGEMENT OF SECTIONS

#### **PART I PRELIMINARY**

1. Title and Commencement
2. Interpretation

#### **PART II SPECIAL ACCOUNTS OF AREA COUNCILS**

3. Establishment of Account
4. Uses of Account
5. Treasurer to be Responsible
6. Records of Account
7. Signatories of Account
8. Annual Budget of Expenditure
9. Annual Accounts
10. Disbursement of Account Funds

#### **PART III DISTRIBUTION OF ACCOUNT FUNDS**

11. Screening Committee
12. Use of Account funds
13. Area Council to decide Allocations
14. Duty to seek Provincial Assistance
15. Procedures and Regulations

### SCHEDULE

Information to accompany application to Area Council for an allocation of SICOPSIA Account funds,

---

## **PART I PRELIMINARY**

**1. Title and Commencement** - This Ordinance may be cited as the Western Province SICOPSIA Ordinance 1992. It comes into force upon approval by the Minister in accord with section 32 of the Provincial Government Act 1981 and publication in the Solomon Islands Gazette.

**2. Interpretation** - In this Ordinance except where the context otherwise requires:

"Area Council" means an Area Council established under Part II of the Western Province Area Council Ordinance 1989.

"SICOPSIA" means the Small Islands Communities and Provinces Special Assistance Scheme whereby Central Government makes funds available to Area Councils for local community benefit.

## **PART II SPECIAL ACCOUNTS OF AREA COUNCILS**

**3. Establishment of Account** - All Area Councils must establish one or more accounts with the Province's bankers known as the particular Area Council's "SICOPSIA" Account"

**4. Uses of Account** - The SICOPSIA Account must be used for all financial transactions involving money paid by the Central Government directly to the Area Council under the SICOPSIA scheme and otherwise.

**5. Treasurer to be responsible** - The Area Council Treasurer is responsible for the administration of the SICOPSIA Account.

**6. Records of Account** - (1) The Area Council Treasurer must keep proper records of the SICOPSIA Account including passbooks, a cash book, deposit slips, receipts and payment vouchers.

(2) The Area Council Treasurer must use the duties imposed on him or her by the Western Province Area Council Ordinance 1989 as a guide to the administration of the SICOPSIA Account

(3) The records of the SICOPSIA Account must be kept available for inspection upon demand by Ministry of Provincial Government officials by the Government Auditor.

**7. Signatories of Account** - The signatories of the SICOPSIA Account must be any two of the Area Council Treasurer the Area Council Secretary the Area Council President.

**8. Annual Budget of Expenditure** - (1) The Area Council Treasurer must draw up an annual budget for the estimated expenditure by the Area Council of the money given to the Area Council by Central Government for the following financial year from 1 July to 30 June and of any other supplies or other funds in the SICOPSIA account.

(2) The Area Council Treasurer must *arrange* for the annual budget to be presented to the Area Council within such time as to allow the Area Council to approve the budget by the 30th day of May every year.

(3) Immediately upon the Area Council approving the annual budget for the following years expenditure, the Area Council Treasurer must send a copy to the Western Provincial Treasurer and to the Permanent Secretary of the Ministry of Provincial Government.

**9. Annual Accounts** - (1) At the end of every financial year the Area Council Treasurer must draw up annual accounts of the Income and expenditure of the SICOPSIA Account and forward a copy to the Western Provincial Treasurer.

(2) The Western Provincial Treasurer must upon receipt of the annual accounts report to the Area Council with his or her comments on the annual accounts, and forward a copy of the report and the annual accounts to the Permanent Secretary of the Ministry of Provincial Government.

(3) The Western Provincial Treasurer's report must consider whether the annual accounts comply with this Ordinance and with the principals of prudent financial management, and the report may make any approvals, criticisms, suggestions or recommendations as are considered appropriate.

**10. Distribution of Account Funds** - (1) The SICOPSIA Account may be disbursed by the Area Council Treasurer progressively to projects approved by the Area Council at any times between 1 July and 30 June for the allocations made and included the annual budget pursuant to section 8(1) alone.

(2) The Area Council Treasurer must only make payments from the SICOPSIA Account for projects upon being satisfied that the money is reasonably required when demanded and the project is being carried on in accord with the project proposals made in the application, to the Area Council and the grant of the Area Council.

(3) If the Area Council Treasurer is conceited about the payment of money to, or the viability of a particular project he or she must refer the matter to the next meeting of the Area Council.

(4) The Area Council may grant, cancel modify or set conditions on any allocation of funds from the SICOPSIA Account.

(5) The initial distribution of funds under this Ordinance may be made by the Area Council Treasurer pursuant to a resolution of the Area Council.

### **PART III** **DISTRIBUTION OF ACCOUNT FUNDS**

**11. Screening Committee** - (1) A SICOPSIA Screening Committee must be established by every Area Council.

(2) The Screening Committee must be the Area Council Treasurer, the Area Council Secretary and the Area Council President or his or her nominee from among the Area Council members.

(3) The Screening Committee must receive all applications for grants from the SICOPSIA Account, assess all of them, and make recommendations in a report to every meeting of the Area Council on all applications plus those it endorses which have been received since its previous report to the Area Council.

**12. Use of Accounts Funds** - (1) The SICOPSIA Account funds must be used as grants to finance projects beneficial to the community in the Area Council area.

(2) The projects must be designed to benefit communities or groups rather than individuals.

(3) The projects should be small scale and able to be accomplished within one year.

(4) Projects which have a significant contribution in cash or kind from participants and projects which benefit women equally with men must be given priority.

(5) In all the circumstances the project should be one which is an appropriate use of limited funds available for community use.

(6) The SICOPSIA Account funds must not be used for recurrent expenditure for personal emoluments.

**13. Area Council to decide Allocations** - (1) The Area Council must consider every report of the Screening Committee received pursuant to section 10(3) above and upon receiving any other information it considers appropriate (if any) must decide where and in what quantities it will distribute the SICOPSIA Account.

**14. Duty to seek Provincial Assistance** - The Screening Committee, The Area Council, and the participants in an approved project must seek advice and technical

assistance from the appropriate Western Provincial Government Ministries in the selection and implementation of those projects with a significant financial, legal, medical, works, fisheries, agricultural, planning, water supply, cultural, youth or educational involvement..

**15. Procedures and Regulations** - (1) The Area Council may pass By-Law setting procedures for application for the SICOPSIA Account funds or for incidental administration of the SICOPSIA Account.

(2) The information contained in the Schedule is the minimum which must be submitted with any application for funds from the SICOPSIA Account.

---

### **SCHEDULE**

#### **INFORMATION TO ACCOMPANY APPLICATION TO AREA COUNCIL FOR AN ALLOCATION OF SICOPSIA ACCOUNT FUNDS**

1. Name of Project.
2. Location of Project.
3. Name and Address of Person(s) in charge of and responsible for your Project.
4. To whom the money be paid if this application is successful.
5. When will you be ready to start your Project?
6. Description of Project.
7. What are the objects of the Project?
8. Is there any objection in your community to your Project? And if so what are the grounds or objection or opposition to it?
9. Is the Project intended to generate income? If so, explain the proposed marketing arrangements for your products or services.
10. What management and administration skills are available in your community or group to run an income generating Project?
11. Is your Project intended to generate income, a cash flow and profit/loss estimates must be attached to your application.
12. Describe the benefits the Project will bring to your community, group or organisation and explain how these benefits will be distributed among the community.

13. Does your Project benefit women as well as men? If so, describe how this will occur.

14. Describe how your Project will be carried out.

15. What is your planned starting date?

16. List the main steps needed to carry out your Project aim the total time needed to complete each step.

17. Explain any proposed input from your community group or organisation in cash or kind (eg: labour, local materials) and give an estimate of its value.

18. Will the Project result in recurring costs for your community, group or organisation? If so how will these recurring costs be met in the future?

19. Give a budget for your Project listing the expenses of the Project itemising the cost of each item and where you propose to obtain each item from.