

Annual Resource Tracking Form

Fomu ya Mwaka ya Ufuatiliaji Rasilimali

Instructions to Complete this Form
Maelekezo ya Kujaza Fomu hii

1. This Form is meant for ALL organisations involved in implementing HIV and AIDS interventions (NOT those involved in coordinating HIV and AIDS interventions). It is a Form that is completed once a year IN ADDITION to the other TOMSHA Forms that you are supposed to complete.

Fomu hii ni kwa ajili ya Asasi zote zinazojishughulisha na afua za kuzuia VVU/UKIMWI(Na Si zile ASASI zinazoratibu afua za VVU/UKIMWI).Ni fomu inayojazwa mara moja kwa mwaka.ni nyongeza ya fomu nyingine za TOMSHA unazotakiwa kujaza.

2. Unlike the other TOMSHA Forms, you need to complete only ONE Form per organisation where you are from. Only ONE TOMSHA Resource Tracking Form is submitted by each organisation/

Tofauti na fomu za TOMSHA za robo mwaka, unatakiwa kujaza fomu moja tu ya Asasi ambayo unatoka. Fomu moja tu ya ufuatiliaji wa rasmali iwasilishwe na kila asasi.

3. Fill in the Form in duplicate, and have it signed by the Head of your Organisation (or a person designated to do so

Jaza fomu mbili na zisainiwe na Mkuu wa Asasi(au mtu aliyeteuliwa kwa ajili ya kusaini)

4. This form should be submitted by the **31st of July** (for the previous financial year, based on the financial year of the Tanzanian Government which starts on July 1st to June 30th)

Fomu hii iwasilishwe kabla ya tarehe 31 Julai(kwa mwaka wa fedha uliopita kulingana na mwaka wa fedha wa Serikali ya Tanzania)

5. Once the Form has been signed by your organisation, you should

Baada ya fomu kusainiwa na Asasi yako,unatakiwa

- ⇒ Submit the **YELLOW** copy of this Form to the respective CHAC of the district where your organisation's head office is base
- ⇒ **Kuwasilisha nakala ya NJANO kwa Mratibu wa UKIMWI wa Wilaya ambapo Makao makuu ya Asasi yako ipo.**
- ⇒ Retain the **WHITE** copy for your own records and use
- ⇒ **Baki na nakala NYEUPE kwa ajili ya kumbukumbu na matumizi yako.**

Name of your organisation Jina la Asasi yako					
TACAIDS Registration Code Namba ya usajili ya TACAIDS					
Physical address of your organisation Anuani ya mahali asasi ilipo					
Postal address of Organisation/ Anuani ya posta ya asasi yako					
Name of TOMSHA Focal Person Jina la msimamizi wa TOMSHA					
Contact details of TOMSHA Focal Person Maelezo ya mawasiliano ya msimamizi wa TOMSHA		Telephone simu		Fax faksi	
		Email Address Anuani ya baruapepe			
What were the sources of funding for your organisation last year? Tick all appropriate options. Vyanzo vya pesa kwa mwaka uliopita ni vipi? Weka alama mahali panapohusika	<i>Government</i> Serikali	<i>Dev Agency</i> Wadau/wa kala wa Maendeleo	<i>Faith-based sector</i> Mashirika ya Dini	<i>NGO</i> Mashirika yasiyo ya Ki serikali	
What were the sources of funding for your organisation last year? Tick all appropriate options. Vyanzo vya pesa kwa mwaka uliopita ni vipi kwa shirika lako? Weka alama mahali panapohusika	<i>OTHER</i> Vingine	Specify type of funding source for 'OTHER' Orodhesha vyanzo vingine vya pesa			
How much did you plan to spend on HIV and AIDS (i.e. what was in your budget for HIV and AIDS)? Please put the amount in TSH Kiasi gani umepanga kutumia kwa huduma za VVU na UKIMWI (i.e. Bajeti yako ni kiasi gani kwa kwa huduma za VVU na UKIMWI) ? Tafadhali weka kiasi kwa TSHS	<i>HIV Prevention</i> Kuzuia VVU TSH.	<i>HIV Impact Mitigation</i> Kupunguza madhara yatokanayo na VVU TSH	<i>HIV Treatment care and support</i> Kutibu,kutunza na kusaidiwa wenye VVU TSH	<i>Coordination/management of HIV services</i> Kuratibu na usimamizi masuala ya VVU. TSH	
How much was your actual expenditure on HIV and AIDS? Please put the amount in TSH Ulitumia kiasi gani kutoa huduma za VVU na UKIMWI? Tafadhali weka kiasi Tsh	<i>HIV Prevention</i> Kuzuia VVU TSH	<i>HIV Impact Mitigation</i> Kupunguza madhara yatokanayo na VVU TSH	<i>HIV Treatment care and support</i> Kutibu,kutunza na kusaidiwa wenye VVU TSH	<i>Coordination management of HIV services/</i> Kuratibu na usimamizi masuala ya VVU. TSH	
How much of the total expenditure for HIV and AIDS was for monitoring and evaluation? Please put the amount in TSH Katika matumizi yote ni kiasi gani kilitumika kwa Ufuatiliaji na Tathmini shughuli za VVU na UKIMWI? Tafadhali weka kiasi kwa Tshs.	<i>TOTAL Expenditure on HIV and AIDS activities TSHS</i> Matumizi yote katika shughuli za VVU na UKIMWI TSH				

**COMMENTS FROM ORGANIZATION'S TOMSHA FOCAL PERSON/ACCOUNT.
MAONI YA MSIMAMIZI WA TOMSHA WA ASASI/MHASIBU.**

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I verify that the data on this TOMSHA Resource Tracking Form are accurate and based on the records kept by my organisation. I also verify that my organisation has completed all relevant sections of this Form/ Nakiri kwamba taarifa katika fomu za TOMSHA za ufuatiliaji rasilimali ni sahihi na zimetokana na kumbukumbu zinazotunzwa na Asasi/Taasisi yangu. Pia nakiri kwamba Asasi/Taasisi yangu imejaza sehemu zote muhimu za fomu hii

Signed/Imesainiwa: _____ Name/Jina: _____

Position in Organisation/Cheo: _____ Date/Tarehe: _____

Thank you for completing the Form
Ahsante kwa kujaza fomu

OFFICE USE Matumizi ya Ofisi	Date received Tarehe iliyopokelewa		Date verified Tarehe iliyothibitishwa	
	Date captured Tarehe ya Kushughulikiwa		Verified by Imethibitishwa na	
	Captured by/ Aliyeshughulikia		Date filed Tarehe uliyoweka katika faili	