

# NG-CDFC KISAUNI COMMITTEE MEETING

## MINUTES OF NG-CDFC MEETING HELD ON 16<sup>TH</sup> APRIL 2021 AT THE NG-CDFC BOARD ROOM AT 10.30AM

### MEMBERS PRESENT

1. Khamisi Ali Mwabashiri - Chairman
2. Zainab Abdi - Secretary
3. Martha Kagore - Member
4. Herman Charo Nyundo - Member
5. Erick Odipo - Member
6. John Daudi - Member
7. Roselyne Omusula - Member
8. Said Mwakutanga - Member
9. Fatma M Abubakar - FAM
10. Jamlick Imbuba Mutambei - DCC.

### AGENDA

1. Preliminaries
2. Reading and Confirmation of Previous Minutes.
3. AIE
4. Reallocation
5. Projects.
6. Complain committee.
7. Staff gratuity.
8. A.O.B



### MIN NO: NG-CDFC/KISAUNI/01/16<sup>TH</sup> APRIL 2021: PRELIMINARIES

The chairman called the meeting to order at 10.30am with a word of prayer from M/s Martha Kagore.

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Chairman .....  ..... Date 26/04/2021 .....

Secretary .....  ..... Date 26/04/2021 .....



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### MIN NO: NG-CDFC/KISAUNI/02/16<sup>TH</sup> APRIL 2021: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The minutes of the previous meeting were read by M/s. Zainab Abdi which was accepted as true records of the proceedings. The minutes were confirmed by Mr Said Mwakutanga and seconded by Mr Herman Charo Nyundo.

### MIN NO: NG-CDFC/KISAUNI/03/16<sup>TH</sup> APRIL 2021: AIE

The Fund Account Manager informed the members that she has received the following AIEs for the financial year 2020/2021 which has already been deposited in the NG-CDFC bank account

- AIE no. B128145 Kshs. 6,900,000.00
- AIE no. B128457 Kshs. 6,000,000.00
- AIE no. B132201 Kshs. 6,000,000.00



Members resolved to distribute all AIEs received Kshs.18, 900,000 as follows,

Project Name	Project Number	Project activity	Amount Allocated
<b>Administrations / Recurrent (6%)</b>	<b>VARIOUS VOTE HEADS</b>	<b>Office Running &amp; Administration</b>	
Goods and Services	4-001- 003 -2210000-100-2020/21 -002	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, rent, insurance photocopying machine, one laptop and seven Metallic cabinets.	118,892.24
<b>BURSARY</b>			
Bursary -Secondary Schools	4-001-003-2640101-103-2020/21 -001	Payment of bursary to needy students in Secondary Schools	15,781,107.76
Bursary University/College/ Driving	4-001-003-2640102-103-2020/21 -002	Payment of bursary to needy students in University and colleges	3,000,000.00
<b>TOTAL</b>			<b>18,900,000.00</b>

### MIN NO: NG-CDFC/KISAUNI/04/16<sup>TH</sup> APRIL 2021: REALLOCATION

The Fund Account Manager informed the members that the total bursary allocation for the this Financial Year 2020/2021 Kshs. 47,981,107.76 as follows,

Project Name	Project Number	Project activity	Amount Allocated
Bursary -Secondary Schools	4-001-003-2640101-103-2020/21 -001	Payment of bursary to needy students in Secondary Schools	26,981,107.76

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Chairman ..... *[Signature]* ..... Date 26/04/2021 .....

Secretary ..... *[Signature]* ..... Date 26/04/2021 .....



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Bursary University/College/Driving	4-001-003-2640102-103-2020/21 -002	Payment of bursary to needy students in University and colleges	20,000,000.00
Bursary special school	4-001-003-2640102-103-2020/21 -003	Payment of bursary to needy students in special Schools	1,000,000.00
			<b>47,981,107.76</b>

The Kshs. 26,981,107.76 allocated o Secondary is not adequate because the total needed for the boarders, day scholars and scholarship program for the form ones is approximate **Kshs.35,981,107** hence a shortfall by kshs. 9,000,000.00. **The budget needed for tertiary is Kshs. 11,000,000** for the **formal sector** Members deliberated and forfeited bursary for driving school by considering driving in the next financial year and was finally agreed to reallocate the unutilized funds of Kshs. 9,000,000 from Bursary for University, college and driving school to secondary school bursary.

### **MIN NO: NG-CDFC/KISAUNI/05/16<sup>TH</sup> APRIL 2021: PROJECTS**

The Fund Manager informed the members that she has advertised the following projects and will be opened on 20/04/2021.

1. Magogoni primary school
2. Mtopanga Chiefs office
3. Shanzu Chiefs office
4. Expression of interest for purchase of land for constructions of school at Junda ward (Kajiweni primary school) and Mjambere ward (Barani primary school)




### **MIN NO: NG-CDFC/KISAUNI/06/16<sup>TH</sup> APRIL 2021: TRAINING**

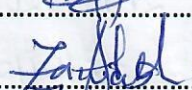
The members commented on the training which was successful and requested to allocate more days for future trainings.

### **MIN NO: NG-CDFC/KISAUNI/07/16<sup>TH</sup> APRIL 2021: COMPLAIN COMMITTEE**

The complaint committee presented their report on the stolen Television set for the Constituency Office and was resolved to deduct half of the watchman salary for the month of March pending police investigation due to his negligence.

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### MIN NO: NG-CDFC/KISAUNI/08/16<sup>TH</sup> APRIL 2021: STAFF GRATUITY

The chairman informed the members that he has received request from the IT staff for payment of staff gratuity. Members resolved to pay the gratuity as follows;

Name	Basic salary	31%	No. of months	Total
Yusra Shee	21,500.00	6,665	12	<b>Kshs.79,980.00</b>

### A.O.B

There being no other business the meeting ended at 12.45 pm by a word of prayer from Mr. Erick Odipo.

### CONFIRMED BY:

CHAIRMAN..........DATE:.....26/04/2021.....

SECRETARY..........DATE:.....26/04/2021.....



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Chairman .......... Date .....26/04/2021.....

Secretary .......... Date .....26/04/2021.....