



Kangundo National Government Constituency Development Fund
Behind Kangundo Sub County Offices
P.O Box 1035-90115
Kangundo, Kenya
Cell: 0724-781-421
Email: cdfkangundo@ngcdf.go.ke

MINUTES OF KANGUNDO NG-CDF COMMITTEE MEETING HELD ON 29th JANUARY 2021 AT THE NGCDFC BOARDROOM

Members Present:

1. John Nzuki Kituku- Chairperson
2. Catherine Mary Ngila- Secretary
3. Willis Mwenda- Fund account manager
4. Cosmas Kinguyu Kalavi- Member
5. Belita M. Mutie - Member
6. Cecilia Ndunge- Member
7. Stephen Mutunga- Member
8. James Kilonzo Kivondo- Member
9. Stephen Mutua- Member
10. Daniel Kivilu- ACC 2

Agenda

1. Confirmation of previous minutes
2. 5M & 9M AIE
3. Bursary
4. Reallocation
5. Transfer of funds
6. Leave allowance
7. Contract Renewal
8. Monitoring & Evaluation
9. Former Staff Gratuity
10. AOB

KANG- CDFC MIN 01:29/01/2021 CONFIRMATION OF PREVIOUS MINUTES

The Chairperson called the meeting to order at 10.30 am and lead Catherine Ngila led in a word of prayer. The FAM then read the minutes of the previous meeting which were confirmed as a true copy. Stephen Mutua proposed and he was seconded by Stephen Mutunga.

KANG-CDFC MIN 02: 29/01/2021 5M & 9M AIE

The FAM informed the committee that the office had received the remaining allocation for 2019/2020 Kshs 5 million through AIE number 104954. The committee resolved to vote funds to tertiary bursary.



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The FAM also informed the committee that the office had received an allocation for 2020/2021 Kshs 9 million through AIE 124538. The committee resolved to allocate the funds to the following votes:

1. Goods & Services- Kshs 950,000
2. Employee Salaries- Kshs 1,101,000
3. Committee Allowances(Admin)- Kshs 1,002,000
4. Bursary Secondary- Kshs 5,947,000

KANG- CDFC MIN 03:29/01/2021 BURSARY

The committee resolved to give bursary to 3268 number of students at Kshs 3000 to each student totaling Kshs 9,804,000. The committee also decided to revote Kshs 3 million from bursary tertiary to bursary secondary due to the urgency in secondary schools where students were being sent home due to lack of school fees. The money will be returned to tertiary later.

The committee resolved to engage four persons to assist the office staff in typing bursary names. The four will be paid from office funds at the rate of Kshs 2 for every name typed. The committee approved Kshs 20,000 for this purpose.

The committee approved payment of allowances for the bursary forms distribution exercise that took place between 26th and 28st January. The committee approved Kshs 186,000 for this purpose

The committee approved a budget of Kshs 186,000 for the activity of bursary forms vetting that will take three days at a date to be decided.

The committee also approved payment of an allowance for 78 bursary subcommittee members at a rate of Kshs 2000 each. The total for the activity is Kshs 156,000.

KANG- CDFC MIN 04:29/01/2021 REALLOCATIONS & CHANGE OF ACTIVITY

The committee discussed the following reallocations:

Mikoikoni Primary School which had received Kshs 1,500,000 in the financial year 2018/2019 for purchase of a one acre piece of land for school expansion had been unsuccessful in getting one acre of land and instead was only successful in getting one-quarter of an acre at Kshs 673,575. The balance of Kshs 826,425 they propose to renovate two classrooms and put up a 50meter concrete posts fence with a chainlink.

Syanamu Primary School which had been allocated Kshs 968,417 in the financial year 2016/2017 for construction of a 8-door pit latrine informed the committee that a donor had



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already put up the pit latrine for them. They proposed instead that the funds be used to build a perimeter fence around the school and do some landscaping of the field

Kwanwilile Primary School which had been allocated Kshs 1,000,000 for purchase of half an acre for school expansion had a balance of Kshs 200,000 which the committee suggested be reallocated to Kawauni Assistant Chiefs Office which had been allocated Kshs 500,000 for purchase of 0.5 acre for chief's office construction and was not enough to cater for the conveyancing fees.

Mulingana Secondary School which had been allocated Kshs 1,000,000 for purchase of 0.5 acres for school expansion had been unable to purchase the land since the land they were targeting was bought by someone else. Being unable to purchase land they have suggested that the money be used for construction of a classroom in the school.

The committee also resolved to write to the board to allow them to use balances that are in the account which were from previous years but there specific projects were not known. The account had a balance of Kshs 537,836 identified as security vote balances which the committee would like to reallocate to purchase of 50ft by 100ft plot of land for construction of an office for Kiliku Assistant Chief Kshs 417,836 and Kshs 120,000 for purchase of a plot of land measuring 86ft by 15ft for expansion of Masewani primary school.

The account also has a balance of Kshs 1,505,523 identified as bursary from previous years which the committee would like to reallocate to Bursary for Special Primary Schools.

The FAM is to write to the board to request for the approvals.

KANG- CDFC MIN 05:29/01/2021 TRANSFER OF FUNDS

The committee approved transfer of Kshs 636,530.42 to Kawauni Secondary School for construction of a bedsitter with washroom, kitchen sink.

KANG- CDFC MIN 06:29/01/2021 STAFF LEAVE ALLOWANCE

The committee approved the leave allowance of Kshs 19,815 for Damaris Maluki since she is unable to take leave due to the lack of another staff to fill her role. The leave allowance will be paid in the month of February.

KANG- CDFC MIN 07:29/01/2021 CONTRACT RENEWAL

The committee discussed the contract renewal of Emmanuel Mutua and Isaac Mwendia and resolved to consider the contract renewal once a performance evaluation is done.

KANG- CDFC MIN 08:29/01/2021 MONITORING & EVALUATION



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The committee approved payment of allowances for monitoring and evaluation exercise that took place from 19th to 22nd January to Kangundo police station, Mulingana Primary School, Kangundo D.E.B Primary School, ABC Katatha Maweu, Mukuyuni S.A Secondary School, Manyatta Primary School, Kakutha Primary school, Kivaani Township Primary school, A.I.C Matithini Secondary School, Malatani Primary School, Kilalani D.EB Primary school, ABC Kathithyamaa Secondary School, Kawauni Chief's Office. The budget is as follows:

Budget for four days	
Allowance for 1 chair @Kshs 7000(4 days)	28,000
Allowance for 9 members @Kshs 5000 (4 days)	180,000
Lunch for 10 members (4 days)	40,000
Total	248,000

KANG- CDFC MIN 09:29/01/2021 FORMER STAFF GRATUITY

The committee approved the payment of the balance for former staff gratuity totaling to Kshs 491,350. This is the final payment of the balance of gratuity for former staff which had accumulated from the previous regime.

KANG- CDFC MIN 10:29/01/2021 AOB

The committee approved payment of the following funds:

1. Kshs 62,000 for the allowances of the day's meeting and lunch:
 - 9 members @ Kshs 5,000 each- Kshs 45,000
 - 1 chair @ Kshs 7000- Kshs 7,000
 - Lunch and refreshments for 10 members- Kshs 10,000
2. Kshs 42,000 as airtime for the FAM, chairperson and secretary for the month of December and January @ Kshs 10,000 each- Kshs 30,000 and fare for the Chairperson and Secretary when they come to sign minutes @ Kshs 6000 each- Kshs 12,000
3. Kshs 243,000 to Sampal East Africa for printing of bursary forms
4. Kshs 20,000 for the auditors entry and exit meeting held on 11th January and 21st January


There being no other business, the meeting closed with a word of prayer from James Kilonzo at 1pm.



NG-CDF KANGUNDO

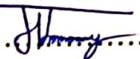
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Minutes compiled by:


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Catherine Mary Ngila
Secretary

Minutes approved by


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John Nzuki Kituku
Chairperson

Minutes confirmed by


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Willis Mwenda Mbabu
Fund Account Manager

