

NAKURU TOWN WEST CONSTITUENCY NG-CDF MEETING HELD ON 20TH MAY 2021, AT 10:30 A.M. AT THE CDF BOARD ROOM.

PRESENT

- | | |
|--------------------|------------|
| 1. Wilfred Omariba | -Chairman |
| 2. Michael Lesimam | -Dcc |
| 3. Jane Alfonzo | -Member |
| 4. Faith Kathambi | -FAM |
| 5. Dorcah Gwako | -Secretary |
| 6. Patrick Chege | -Member |
| 7. Douglas Sengera | -Member |
| 8. Elphas Museve | -Member |
| 9. Mathew Kirui | -Member |
| 10. Hannah Wambui | -Member |

AGENDA

1. Prayers & Preliminary
2. Reading & Confirmation of previous minutes
3. Matters Arising
4. Funds Disbursed
5. Review of strategic plan & Magazine writing
6. Funds Prioritization & Payment
7. Reallocation of Funds
8. Emergency Funding
9. Office Report
10. A.O.B

MIN 001 PRAYERS & PRELIMINARY

The meeting started at 10:45 a.m. with a word of prayer from Mr. Sengera.

Complied by

Secretary

Dorcah Gwako:

Sign.....

Date.....20/5/2021

Witnessed by

Chairman

Wilfred Omariba:

Sign.....

Date.....20/5/2021

MIN 002 READING AND CONFIRMATION OF PREVIOUS MINUTES

The Secretary went through the minutes of the previous meeting which was confirmed as a true record of what was deliberated. The minutes were confirmed by Mr. Musseve and seconded by Ms. Alfonzo.

MIN 003 MATTERS ARISING

- It was reported that various beneficiaries for bursaries for FY 2020/2021 have received their bursaries award and the office has received several acknowledgement and return forms from the beneficiary institutions.
- It was reported that the re-submission of CSR project for Mwariki Secondary to Moi Primary school has been submitted to NG-CDF awaiting response.

MIN 004 FUNDS DISBURSED

The manager tabled an AIE No: B 126246 of kshs 6,100,000.00 (Six million one hundred thousand) and AIE NO: B 105041 to the members. It was noted that the funds had been disbursed from the NG-CDF Board to the Nakuru town west NG-CDF account at Family Bank Account No 018000049795

The funds disbursed for FY 2020/2021 is as follows: -

AIE NO	Amount
1. B 124629	9,000,000.00
2. B119598	10,000,000.00
3. B119988	13,000,000.00
4. B128229	6,900,000.00
5. B129191	6,000,000.00
6. B132285	6,000,000.00
7. B 138954	13,000,000.00
8. B 126246	6,100,000.00
9. B 105011	<u>10,000,000.00</u>
Total	<u>80,000,000.00</u>

Complied by

Secretary

Dorcah Gwako:

Sign.....*Dorcah*.....

Date.....*20/5/2021*.....

Witnessed by

Chairman

Wilfred Omariba:

Sign.....*Wilfred Omariba*.....

Date.....*20/5/2021*.....

MIN 005 REVIEW OF STRATEGIC PLAN & MAGAZINE WRITING

The manager informed members that the strategic plan was due for review as per the guideline from the headquarters. It was noted that the strategic plan for year 2017 to 2022 need to be reviewed annually and mid-term review as per the corporate department guidelines. The 2018-2022 strategic review is due for mid-term review for strategic plan. The members deliberated on the issue and requested the manager to initiate the review process.

The manager informed members that the funds for review of strategic plan is drawn from the NG-CDF statutory funds for goods and services. It was noted that earlier the strategic plan funds were budgeted but the review process is done via the office operations.

The manager informed the members that the quotations for strategic review and Nakuru Town wets Constituency magazine were floated on 8th April 2021, The procurement report will be tabled in the next meeting for approval purposes.

The members deliberated on the issue of strategic plan and constituency magazine and approved the procurement of the exercise and requested the manager to table the minutes once done with procurement. Members went through the strategic plan which was previously done and requested the manager to initiate the process of the mid-term strategic review.

MIN 006 FUNDS PRIORITIZATION & PAYMENT

The FY 2020/2021 proposed and approved budget is kshs 137,088,879.31. (One hundred thirty-seven million, eighty eight thousand eight hundred seventy nine shillings and thirty one cent)

The amount received from the NG-CDF Board to NG-CDF account is kshs. 80,000,000.00. (Eighty million shillings only). The chairman requested the manager to give a report on the projects funded and projects awaiting funding. The manager tabled a list of projects funded by kshs. 63,900,000.00 received from NG-CDF board.

Complied by

Secretary

Dorcah Gwako:

Sign... *Dorcah Gwako*

Date... *20/5/2021*

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The list of projects funded with previous AIE's was tabled as follows: -

Project Prioritized for payment

S/No	Project Name	Activity	Amount
1.	Salaries	Paying Staff salaries	3,240,000.00
2.	M&E Committee Expenses	To cater for monitoring and Evaluation of CDF projects and capacity.	1,000,000.00
3.	M&E Goods & services	Purchase of fuel, repairs and maintenance, printing stationery, air, travel and subsistence	638,000.00
4.	Administration Goods & Services	Purchase of fuel, repairs and maintenance, printing stationery, air time & office bundles, travel and subsistence, office tea, office rent.	1,902,000.00
5.	Admin committee expenses	Payment of committee sitting allowance, transport, conferences.	566,601.70
6.	NG-CDFC/PMC Capacity building	Undertake training of the PMCs/NG-CDFC's on NG-CDF Related issues	1,000,000.00
7.	Sports	Support sports clubs in the constituency in sports uniforms, balls and other accessories.	2,741,777.59
8.	DCC	Additional Funding for Completion of 2 storey Sub-County Headquarter Offices Comprising of Ground Floor ;- Painting, installation of Tiles in 1 boardroom, 1 waiting bay, 1 accounts office, 1 General office, 1 Deputy County Commissioner (DCC) office, 2 secretary offices, 4 Departmental offices, 1 reception, 1 urinal, 2 PWD WCs, 6 WCs, to completion (Ksh 1,005,470) First floor ;- Construction of 1 General office, 1 accounts office, 2 secretary offices, 2 lobby, 7 Departmental offices, 1 urinal, 6 WCs to completion (Kshs 7,968,810) Second floor ;- Construction of 1 boardroom, 1	4,846,222.41

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		accounts office, 2 secretary offices, 2 lobby, 6 Departmental offices, 1 urinal, 6 WCs, to completion (Kshs 8,275,720). General preliminaries Ksh 150,000 , Particular Preliminary Ksh. 200,000 , Provisional Sum Ksh. 4,200,000.	
8.	Kapkules –keben Hill Academy Access Roads	Heavy grading without watering and compaction, fill in hard material and compact heavy bush clearing, culvert installation ,culvert cleaning gravel patching wit watering and compaction of 3km Access road	4,374,500.00
9.	Sub-County Commander (SCPC) office at Kaptembwo	Purchase of office furnitures; Executive Office Chairs 4 pcs, Executive Office Table 4 pcs, Boardroom Chairs 20 pcs, Boardroom Tables 6 pcs, Steel Cabinets 10 pcs, Reception Waiting Bench 6 pcs, Office Desks 21 pcs, Office Chairs 38 pcs.	1,500,000.00
10.	St luke Mwariki Police Post	Purchase of office furnitures; Executive office chair 1 pc, Executive Office table Office Tables 1 pc, Cabinets 6 pcs, Visitors waiting chairs 3 pcs, Lab table 1 pc, Office Tables 9 pcs, Office chairs 20 pcs	500,000.00
11.	Kiptenden Primary School	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000, Renovation of 2 classrooms plastering, flooring, painting, installation of steel doors and windows Labeling and re-roofing to completion	1,010,898.30
12.	Emergency	To cater for any unforeseen occurrences in the constituency during the financial year falling under NG-CDF and National Government projects.	3,400,000.00
16.	Bursary Tertiary Schools	Payment of bursary to needy students in Tertiary institutions.	4,000,000.00

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17.	Parkview Assistant Chief Office	Completion of 3 roomed Assistant chief Office, Lintel, Roofing, Plastering, installation of Doors and windows, Flooring, wiring and Painting to completion	1,000,000.00
19.	Mogoon Secondary School - Ingobor Police Post Access Roads	Heavy Grading without watering and compaction, Heavy Bush Clearing, Fill in Hard Material and compact, Gravel Patching with watering and compaction of 3.5km Access Roads.	4,230,000.00
20.	Bursary secondary	Payment of bursary to needy students in Secondary schools	23,000,000.00
21	Kapkules Health Centre Soimet Access Roads	Heavy grading with watering and compaction, gravel patching with watering and compaction of 4km Access Roads	3,750,000.00
22.	Kaptembwo chief/ Ass chief office	Construction of 3 roomed chief / assistance chief offices to completion	1,200,000.00
	TOTAL		63,900,000.00

The manager tabled a list of project awaiting funds as follows:-

PROJECTS AWAITING FUNDING FY. 2020/2021

PROJECT NAME	OROGINAL COST	CUMULATIVE ALLOCATION	PRO JECT ACTIVITY	AMOUNT ALLOCATED	CURRENT STATUS
ADMINISTRATION AND RECURRENT COSTS					
Goods and Services	3,529,332.72	0.00	Purchase of fuel, repairs and maintenance, printing, stationery, airtime and office bundles, travel and subsistence, office tea, office rent	1,627,332.72	New
Committee Expenses	1,456,000.00	0.00	Payment of Committee sitting allowances, transport, conferences.	889,398.30	New
MONITORING AND EVALUATION					

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Goods and Services	1,260,666.38	0.00	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	622,666.38	New
Committee Expenses	1,352,000.00	0.00	Payment of Committee sitting allowances, transport, conferences.	352,000.00	New
CDFC/PMC Capacity Building	1,500,000.00	0.00	Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues	500,000.00	New
EMERGENCY					
Emergency	7,192,206.90	0.00	To cater for any unforeseen occurrences in the constituency during the financial year falling under NG-CDF and National Government projects.	3,792,206.90	New
ENVIRONMENT					
Kaptembwo Chief/ Assistant Chief Office	500,000.00	0.00	Construction of 2 Doors Male and 2 Doors Female public septic toilet block with urinal to completion and labeling.	500,000.00	New
Mwariki Chief/ Assistant Chief Office	500,000.00	0.00	Construction of 2 Doors Female and 2 Doors Male public septic toilet block with urinal to completion and labeling.	500,000.00	New
Parkview Assistant Chief Office	541,777.59	0.00	Construction of 2 Doors Female and 2 Doors Male public septic toilet block with urinal to completion and labeling.	541,777.59	New

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Muslim Primary School	1,200,000.00	0.00	Construction of 12 Doors Girls toilet block: 90 Cubic Meters (m3), 90,000 LTRS septic pit wall construction from pit bottom and reinforcing the corners using columns due to loose soil and labeling.	1,200,000.00	New
BURSARY					
Bursary Secondary Schools	30,272,219.83	0.00	Payment of bursary to needy students in Secondary schools	2,274,219.83	New
Nakuru town west NG-CDF social security programme	4,998,000.00	0.00	Payment of NHIF medical insurance cover to 833 vulnerable in the constituency	4,998,000.00	New
PRIMARY SCHOOL PROJECTS					
Uhuru Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New
Mogoon Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New
Lalwet Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New

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Kiptenden Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New
Mama Ngina Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New
Koinange Primary School	2,000,000.00	0.00	Renovation of 16 No. Classrooms to completion and labeling as indicated below; Re-roofing of 4 No. Classrooms, Replacement of 12 No. wooden doors to steel doors, Flooring, Re-roofing, Brandering and Ceiling, Electrical Conducting, Keying 2 No. classrooms and painting of 2 No. classrooms.	2,000,000.00	New

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Milimani Primary School	3,700,000.00	0.00	Renovation of 16 Classrooms, 1 No. Staffroom, 1 No. Administration Office and 2 No. Stores; Flooring Ksh. 742,000.00, Window panes installation Ksh. 314,000.00, Re-roofing 7 Classrooms Ksh. 410,000.00, Replacement of 21 wooden doors to steel doors Ksh. 189,000.00, Brandering and Complete Ceiling works Ksh. 900,000.00, Stanchions 11 classrooms Ksh. 60,000.00, electrical installation Ksh. 250,000.00, Internal and external paint works Ksh. 650,000.00, Provisional Sum Ksh. 185,000.00 to completion and labeling	3,700,000.00	New
Mwariki Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New
Ingobor Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New

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Muslim Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000.	2,400,000.00	New
Kibowen Komen Primary School	1,200,000.00	0.00	Construction of 1 Classrooms to completion, labeling Ksh. 1,050,000 and Furnishing with 40 lockers Ksh. 150,000,	1,200,000.00	New
Eileen Ngochoch Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000.	2,400,000.00	New
SECONDARY SCHOOL ROJECTS					
Kenyatta Secondary School	2,500,000.00	0.00	Removal of asbestos and re-roofing 22 classrooms to completion and labeling	2,500,000.00	New
Mwariki Secondary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000.	2,400,000.00	New
SECURITY PROJECTS					

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<p>Deputy County Commissioner (DCC) Sub-County Headquarter Offices at Kapkures Ward</p>	<p>32,800,000.00</p>	<p>11,000,000.00</p>	<p>Additional Funding for Completion of 2 storey Sub-County Headquarter Offices Comprising of Ground Floor;- Painting, installation of Tiles in 1 boardroom, 1 waiting bay, 1 accounts office, 1 General office, 1 Deputy County Commissioner (DCC) office, 2 secretary offices, 4 Departmental offices, 1 reception, 1 urinal, 2 PWD WCs, 6 WCs, to completion (Ksh 1,005,470) First floor;- Construction of 1 General office, 1 accounts office, 2 secretary offices, 2 lobby, 7 Departmental offices, 1 urinal, 6 WCs to completion (Kshs 7,968,810) Second floor;- Construction of 1 boardroom, 1 accounts office, 2 secretary offices, 2 lobby, 6 Departmental offices, 1 urinal, 6 WCs, to completion (Kshs 8,275,720). General preliminaries Ksh 150,000, Particular Preliminary Ksh. 200,000, Provisional Sum Ksh. 4,200,000.</p>	<p>16,953,777.59</p>	<p>Ongoing</p>
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Complied by

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Mwariki Chief/ Assistant Chief Office	1,200,000.00	0.00	Construction of 3 roomed Chief/ Assistant chief Offices to completion	1,200,000.00	New
Full Gospel Church - Merissa Academy - Lalwet Borehole Access Roads	3,837,500.00	0.00	Heavy Grading without watering and compaction, Fill in Hard Material and compact, Heavy Bush Clearing, Gravel Patching with watering and compaction, Ditch/Meter drain/Catch water drain excavation of 4km Access Roads.	3,837,500.00	New
TOTAL				73,188,879.31	

It was noted that the NG-CDF board are yet to disburse funds of kshs 73,188,879.31

The AIE No: B 126246 of kshs 6,100,000.00 was not prioritized. The members went through the list of projects awaiting funding and approved the projects to be funded for AIE as follows

AIE No: of kshs **B 126246 of kshs 6,100,000.00**

S/NO	Project Name	Activity	Amount
.1.	Bursary Secondary	Payment of bursary to needy students in Secondary schools	2,274, 219.83
	Admin		
2.	Admin & goods and services	Purchase of fuel, repairs and maintenance, printing, stationery, airtime and office bundles, travel and subsistence, office tea, office rent	1,627,332.72
3.	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	889,398.30

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	M&E		
4.	Good & Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	457,049.15
5.	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	352,000.00
6.	CDFC Capacity building	Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues	500,000.00
	Total		6,100,000.00

The AIE No: - B 105041 of kshs 10,000,000.00 (ten million) was also not prioritized the members went through the list of projects awaiting funding and deliberated and funded. After deliberations members agreed to have the funds allocated and prioritized to the following projects. The projects approved to be funded by AIE NO: - B 105041 are as follows: -

AIE No:- B 105041 of kshs. 10,000,000.00 (ten million)

S/NO	Project Name	Activity	Amount
.1.	Mama Ngina Pry School	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00
2.	Full Gospel church – Merissa Academy- Lalwet Borehole Access Roads	Heavy Grading without watering and compaction, Fill in Hard Material and compact, Heavy Bush Clearing, Gravel Patching with watering and compaction, Ditch/Meter drain/Catch	3,837,500.00

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		water drain excavation of 4km Access Roads.	
3.	Deputy County commissioner Sub county headquarters	Construction of 2 nd phase Deputy county commissioners Sub-county Head quarters	2,096,882.77
4.	Emergency	To cater for any unforeseen occurrences in the constituency during the financial year falling under NG-CDF and National Government projects.	1,500,000.00
	M&E		
4.	Good & Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	165,617.23
	Total		10,000,000.00

The projects approved for prioritization was approved for payment by the committee. The members requested the fund manager to initiate the bursary payment for students as attached list of beneficiaries.

MIN 007 REALLOCATION OF FUNDS

Reallocation of Primary and Secondary and secondary projects.

It was noted that during the financial year 2019/2020 due to covid 19 pandemic the bursary cheques which become stale as a result of school being closed was reallocated to construct the classrooms at various schools.

During the financial year the demand for bursary for needy students was is high and allocated amount cannot cater for all the students needs especially with effects and impact of Covid-19

Complied by

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which has rendered most of the parents jobless. After deliberations the members have approved a budget of kshs. 9,600,000 to be reallocated from the bursary reallocation.

The members have approved a reallocation of funds from the following schools: -

1. Mwariki secondary school
2. Mwariki Primary school
3. Magoon primary school
4. Muslim Primary school

A total of kshs. 9,600,000 which was meant for construction of two class rooms to completion labelling and furnishing with lockers and chairs for each school to the funding of bursary secondary school to cater for payment for bursary to needy students in secondary school and joining students joining form one during the month of July 2021. It was noted that this will go a long way in helping the needy students to join form one. The committee noted that the schools in Nakuru town west Sub-county had really performed well during the just concluded KCPE Exams. The committee pointed out this to the great support and encouragement, the NG-CDF committee has offered to the students joining form ones through the first term scholarship for the students. This has encouraged pupils in various primary school since they are sure of school fees during form one entry.

The reallocation of projects was approved as follows: -

Reallocation from: -

Reallocation to: -

S/NO	Project Name	Activity	Amount	Project Name	Activity	Amount
1.	Mwariki Sec School	Construction of two classrooms	2,400,000.00	Bursary secondary	Payment of bursary to needy student	

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					in secondary schools	
2.	Mwariki Pry School	Construction of two classrooms	2,400,000.00			9,600,000.00
3.	Mogoon Pry School	Construction of two classrooms	2,400,000.00			
4.	Muslim Pry School	Construction of two classrooms	2,400,000.00			
	Total	9,000,000				9,600,000.00

Members deliberated on the proposal of reallocation of the four (4) projects and approved the reallocation to payment of bursary for needy students in secondary school unanimously. The chairman requested the manager to start the reallocation process at the NG-CDF Board for approval purposes to ensure the project is implemented.

MIN 008 EMERGENCY FUNDING

The manager tabled a proposal for the repair and rehabilitation of perimeter wall which collapsed as a result of heavy rains and having been weakened by the crash of lorries as the lorries loose breaks during police raid. The members had been notified of the collapse of the perimeter wall and some members had visited the site to ascertain the extent of the damage with the officer from public works who advised the members to have the perimeter front fare repaired, rehabilitated and fare lifted to ensure in future the wall does not go down. The gate also was widened to avoid situations of big lorries bumping unto the fence in future. The members agreed the fence to be painted with police colours and reinforcement to be done. The members went through the monitoring and evaluation report, the bills of quantities and proposal for the rehabilitation of the perimeter and deliberated on it. After the deliberation members agreed to fund the rehabilitation of the perimeter wall as per the bill of quantities. The members approved a budget of kshs

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1,780,000 for the repair of the perimeter wall at Kaptembwo police station. The members agreed to fund the project and requested the fund manager to liaise with the project management committee at Kaptembwo police station to ensure the project is funded and rehabilitation done to ensure the security of the station.

MIN 009 OFFICE REPORT

The manager tabled a report to members which the NG-CDFC deliberated on regarding employment of NG-CDF staff which was discussed during April meeting, where members agreed on advertisement of NG-CDF staff on a position of ward field officers One book keeper officer.

It was noted that the advertisement was done and the following staff were selected as successful employees to fill the vacant positions of ward field officer.

The new recruit includes: -

Hellen Moraa Machoka I.D No:- 22219996

Joshua Wanjala Nyotoa I.D No: -39432363

Callen Moraa Nyankabaria I.D No: -13325789

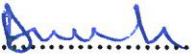
The bookkeeper officer position was filled by Mr. Willy Gwako of ID. No:23001592 and he was the most qualified during the interview with the panel. The members recommended the recruitments of the ward field officer and the bookkeeper officer respectively.

The book keeper requirements needed degree in any business related courses since the roles included payroll preparations, preparing tax reports, monthly expenditure returns among other duties assigned to the officer by the manager in charge. The ward field officers requirement was basic educations with communication skills and public relation. The roles of the officers is to ensure all the projects initiated in the ward level are carried out efficiently, involvement of the locals in skilled and non-skilled labour, sensitize the community on the work done by the NG-CDF at the ward levels.

Complied by

Secretary

Dorcah Gwako:

Sign.....

Date.....20/5/2021

Witnessed by

Chairman

Wilfred Omariba:

Sign.....

Date.....20/5/2021

The officers will be reporting at NG-CDF office and report to the NG-CDF manager for the assignment of their duties daily

Members went through the appointment letters which the fund manager had drafted for the staff who had reported for work on 10th May 2021 as per the instructions by the fund manager.

Members approved the recruitment process of the staff and after deliberations approved to start the employees with a salary as follows: -

Name	ID NO	Position	Salary
Willy Gwako	23001592	Bookkeeper officer	28,000.00
Hellen Moraa Machoka	22219996	ward field officers	15,000.00
Joshua Wanjala Nyotoa	39432363	ward field officers	15,000.00
Callen Moraa Nyankabaria	13325789	ward field officers	15,000.00

It was agreed unanimously to engage the staff for six (6) months contract as a probation. The renewal will be based on performance basis and ethics of the office. The salary includes other benefits for the employees recruited.

The committee requested the manager to process the salary payment for employees for the days worked as from the reporting date. It was noted that the staff will be paid for 22 days for the month of May year 2021.

It was reported that the committee have been paid sitting allowance for 4 meeting at kshs. 208,000 which has been paid.


i. Replacement of stale cheques

The manager tabled a list of bursaries for bursary beneficiaries which during the cheques preparations were erroneously written and needed replacements. The members went through the list of cheques which were physical due to errors which needed to be corrected and approved the replacement of all cheques as attached list.

Complied by

Secretary

Dorcah Gwako:

Sign.....

Date.....20/5/2021

Witnessed by

Chairman

Wilfred Omariba:

Sign.....

Date.....20/5/2021

ii. Stale cheques

The manager also attached bank reconciliation for the month ended 30th April 2021 to members for perusal and approval. Members went through the bank reconciliation. It was noted that there were cheques which were stale and needed the approval of the members for the replacement to the needy students who had applied for bursaries and did not get since funds have been exhausted. Members approved the replacement of the cheques as per the list attached for the beneficiaries.

iii. Monthly Expenditure Returns

The manager tabled the reports of monthly expenditure returns for the month of March & April 2021 to members for perusal and approval.

Members went through the reports and deliberated on it. The report was approved by members and attached to the minutes for record purposes.

iv. Project Implementation report as at 30th March 2021

The manager tabled to the members a report of project implementation status for the quarter ended on 30th March 2021.

The members went through the report and deliberated on it. The members were happy on the work the NG-CDF staff are doing through the leadership of the funds manager. The members approved the report of the quarterly report on project implementation status.

The report was as attached.

MIN 010 A.O.B

The meeting ended at 1:35 p.m with prayers from Mr. Maina .

Complied by

Secretary

Dorcah Gwako:

Sign.....*Dorcah*.....

Date.....*20/5/2021*.....

Witnessed by

Chairman

Wilfred Omariba:

Sign.....*Wilfred*.....

Date.....