



National Government Constituencies Development Fund  
Mwala Constituency  
P.O Box 858-0090100  
MACHAKOS  
Tel:..... | Cell: 0722 594 319  
Email:ngcdfmwala@ngcdf.go.ke | Website:www.ngcdf.go.ke

## **NG-CDF MWALA**

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### MWALA NG CDF COMMITTEE MEETING HELD ON 28<sup>TH</sup> SEPTEMBER 2020 AT THE NG CDF BOARDROOM AT 9.00AM.

#### MEMBERS PRESENT.

1. Danson Muange – Chairman
2. Dominic Mutiso – Member
3. Catherine Musau - Member
4. Mary S. Nzuki - Member
5. Sammy Ndivo – Member
6. Athanas M. Muinde – Member
7. Thomas M. Kitonyi - Member
8. Eric Munyao – FAM

#### Agendas.

1. Prayer and Welcoming Remarks
2. Reading and Confirmation of Previous Minutes
3. Emergency Projects
4. Staff Training by KRA
5. Bursary
- \*6. Change of Priority for Kasolong Primary School
7. Capacity Building for NG CDFC Members
8. A.O.B

#### Min 01/28/09/2020: Prayer and Welcoming Remarks

The meeting started at 9.35am with a word of prayer from Mary Nzuki. The Chairman welcomed all the members and thanked them for attending.

#### Min 02/28/09/2020: Reading and Confirmation of Previous Minutes

The previous minutes were read by Secretary. They were proposed and seconded by Athanas Mbatha and Thomas M. Kitonyi respectively as true records of the deliberations.

#### Min 03/28/09/2020: Matters Arising

It was confirmed that there were no matters arising.

#### Min 04/28/09/2020: Emergency Projects

The members approved the following emergency projects;



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S.NO	Project Name	Project Activity	Amount
1.	Utithi primary school	Construction of pit latrine	63,000.00
2.	Mbaikini Primary School	Construction of pit latrine	50,000.00
		Total	113,000.00

### Min 5/28/09/2020: Staff Training

Members agreed there was need for the staffs to be trained on KRA tax returns filing. The training was to be done at the NG-CDF Boardroom. The training will base on the following activities:-

- a. Technical presentation- PAYE, Withholding VAT-supplier details and CSV
- b. Role of HR and finance/accounts in PAYE
- c. Role of procurement and finance/accounts in WHVAT payments
- d. Payment reconciliation
- e. Consulting ledger
- f. Objections on tax
- g. Payment plan
- h. Rent income etc.

The committee came up with a budget of Kshs193,270.00 to cater for the training as tabulated below:-

SN NO:	ITEM	AMOUNT	DAYS	TOTAL
1	2- Trainers	@15000.00	3	90,000.00
2	4-staff	@ 2500.00	3	30,000.00
3	3-cdf members	@ 5000.00	3	45,000.00
4	Consumables	@ 5590.00	3	16,770.00
5	Projector hiring	@ 2000.00	3	6000.00
6	Stationery & flip chart	@ 5500	1	5500.00
			<b>TOTAL</b>	<b>193,270.00</b>



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### Min 6/28/09/2020: Bursary

The committee agreed to pay bursary amounting to Kshs. 210,000.00 to extremely needy students as per the attached schedules.

### MIN 7/28/09/2020: Change of Priority for Kasolongo Primary School

The School Project Management Committee requested for change of Project Activity from Renovation to construction of Administration Block since the school had already been renovated as per their Committee\_Resolution Min 2/14/09/2020.

### Min 8/28/09/2020: Capacity Building for NG CDFC Members

The members agreed that they should go for a bench marking since there was need for the same in order to exchange ideas and learn more from others on how to implement projects.

### Min 09/28/09/2020 : A.O.B

There being no other business the meeting ended with a word of prayer from Danson Mutinda Muange at 2.00PM.

Minutes Taken by,

Dominic Mutiso,

Confirmed by,

Danson Muange-NG CDFC Chairman.