



**GATUNDU SOUTH  
NG-CDF**

**National Government Constituency Development Fund Board**

**GATUNDU SOUTH NG-CDF**

GATUNDU CDF BUILDING

P.O Box 213-01030

GATUNDU

TEL:0726-322626

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**OUR REF GTD-S/REALLOCATION/001/09/06/2021**

**09/06/2021**

**THE CHIEF EXECUTIVE OFFICER  
NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND,  
P.O. BOX 46682-00100,  
NAIROBI.**

Dear Sir,

**RE: REALLOCATION OF BURSARY VOTE HEAD FY- 2020/2021**

The above matter refers;

Kindly attached please find the NGCDFC minutes, third and fourth schedule for reallocating funds  
From bursary tertiary school vote and bursary special school vote to bursary secondary school.

Yours faithfully,



FUND ACCOUNT MANAGER

**GATUNDU SOUTH CONSTITUENCY**



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**MINUTES OF THE NG-CDFC MEETING HELD ON 25<sup>TH</sup> MAY 2021, IN THE NG-CDF BOARDROOM STARTING AT 10:00 AM.**

**MEMBERS PRESENT.**

- |                              |             |
|------------------------------|-------------|
| 1. Mr. James Kimani Nage     | - Chairman  |
| 2. Ms. Alice Njoki Kinyanjui | - Secretary |
| 3. Mrs. Susan Ngina Thumi    | - Member    |
| 4. Mr. Benard Karanja Njeri  | - Member    |
| 5. Ms. Scola Wambui Kiruku   | - Member    |
| 6. Mr. John Maina Kariuki    | - Member    |
| 7. Mr. John Mwangi Kiarie    | - Member    |
| 8. Mrs. Lucy Wanjiru Ngethe  | - Member    |
| 9. Mr. Samuel Nzuki          | - FAM       |
| 10. Ms. Agneta Modo Odedere  | - ACC 1     |

**IN- ATTENDANCE**

- |                    |                          |
|--------------------|--------------------------|
| 1. Mr. Eric Mwenda | - Sub- County Accountant |
|--------------------|--------------------------|

**AGENDA:**

1. Preliminaries.
2. Reading and confirmation of previous minutes.
3. Matters arising
4. Bursary funds release phase 2- Kshs. 10,000,000.
5. Bursary funds reallocation/Transfer
6. A.O.B

**MIN: 01/25/05/2021: PRELIMINARIES.**

The meeting started at 10:00 Am and members present were welcomed. The meeting was opened with a word of prayer led by Mr. Benard Karanja.

**MIN: 02/25/05/2021: READING AND CONFIRMATION OF PREVIOUS MINUTES.**

The secretary read the minutes of the previous meeting .The minutes were proposed by John Maina and seconded by Lucy Ngethe as true minutes of the day.

**MIN: 03/25/05/2021: MATTERS ARISING.**

***Min: 04/17/05/2021: Bursary Funds Release Phase 1***

Members had discussed and approved in the previous meeting that release of phase 1 bursary funds to cater for bursary disbursed at sub location level for both secondary schools and tertiary institutions.

**MIN: 04/25/05/2021: BURSARY FUNDS RELEASE PHASE 2- KSHS. 10,000,000.**

Chairman informed members that NG-CDF Board has released an additional funds which will cater for the pending bursary issues in the office. Members discussed that the available funds should cater for sub location tertiary balance, Children's Home, students living with disability and sponsored students both secondary schools and tertiary schools. Members agreed and approved that the available funds Kshs.10,000,000 to be released as follows:

S/No.	Institution	Number of students	Amount allocated per student	Total amount
1.	Sponsored Secondary schools students	240	Partial	4,487,200
2.	Sponsored Tertiary schools students	118	Partial	4,749,400
3.	Students Living with Disability	44	Partial	763,400
	<b>Total</b>			<b>10,000,000.</b>

After a lengthy discussion concerning bursaries, Members deliberated and agreed to combine the remaining secondary school bursary whereby the allocated amount from the NG-CDF Board is now used. They agreed that since tertiary students are not many compared to secondary schools, members approved that bursary tertiary vote to cater for both secondary and tertiary students.

Members noted that this financial year bursary funds will not be enough to cater every bursary applicants mostly those students who were issued with promissory letters from the office, they will wait for bursaries in the next financial year. Furthermore, members found it essential to increase bursary funds for secondary schools in the next proposal to cater for the pending issues in the office.

**MIN: 05/25/05/2021: BURSARY FUNDS REALLOCATION**

Through the chairman, members summarized the bursary allocation for secondary schools and noted that the initial funds allocated for secondary schools was Kshs. 11,500,000 and the amount disbursement is totaling to Kshs. 17,887,200 having a deficit of Kshs. 6,387,200 to cater for bursary secondary schools. Considering this issue, members unanimously agreed to reallocate funds from bursary Tertiary schools and bursary special schools to bursary secondary school which will ease the pressure from the applicants. Fund Account Manager was mandated to write to the NGCDF Board requesting for approval of the reallocation of bursary funds.

The summary is as follows:

S/No.	Project Name	Amount Allocated	Amount Committed	Balance/deficit	Amount to be reallocated
1.	Bursary Secondary Schools	11,500,000	17,887,200	-6,387,200	
2.	Bursary Tertiary Schools	13,600,000	7,249,400	6,350,600	6,350,600
3.	Bursary Special Schools	800,000	763,400	36,600	36,600

	<b>Total Amount Transferred</b>				<b>6,387,200</b>
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The balance to be relocated to:

S/No.	Activity Approved	Activity	Amount allocated
	Bursary secondary school	Payment of bursary to needy students in secondary school	6,387,200
	<b>Total</b>		<b>6,387,200</b>

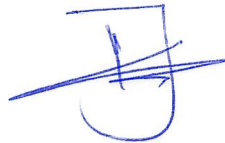
MIN: 06/25/05/2021: A.O.B.

1. **NGCDFC Meeting allowance:-**Members approved payment of sitting allowance of **Kshs.60, 000.**

There being no other business, the meeting ended at 1:30 PM with a word of prayer by Scola Wambui.

Minutes prepared by:

Minutes confirmed by:

Ms. Alice Kinyanjui,  
SECRETARY.

James Kimani Nage,  
CHAIRMAN.

THIRD SCHEDULE

(ss. 25 (6), 11 and, 29(1))

CONSTITUENCY PROJECTS SUBMISSION FORM

CONSTITUENCY NO: 111 CONSTITUENCY NAME: GATUNDU SOUTH NG-CDF FINANCIAL  
YEAR: 2019/2020

SERIAL NO.	NAME OF PROJECT	AMOUNT ALLOCATED
111/2630206	Bursary Secondary School	6,387,200.00
TOTAL AMOUNT KSH.		6,387,200.00



Chairman NG-CDF Committee. **JAMES KIMANI**

Signature: ..... Date: .....



Fund Account Manager.....**SAMUEL NZUKI**

Signature: ..... Date: .....

National Government Constituencies Development Fund  
**FOURTH SCHEDULE**

(s. 30)

**PROJECT DISCRIPTION FORM**

Constituency No: **111** Constituency name: **GATUNDU SOUTH NG-CDF**  
**KIAMBU**

County:

Project Number **111/2640101**

Project Title : Bursary Secondary School

Sector: Education

Status of projects (Tick one)

New..........Extension..........Ongoing.....

Rehabilitation.....

Brief Statement on progress at time of submission.

**Funds allocated to needy students in secondary schools**

Financial year under reference **1<sup>st</sup> July 2020– 30<sup>th</sup> June 2021**

Original Cost Estimates, in Kshs **6,387,200.00** Date... ..

Amount allocated last financial year Ksh. **10,500,000**

Amount allocated this financial year Ksh. **13,500,000**

Project Name	Project Number	Project Activity	Amount allocated	Status
Bursary Secondary School	4-0022-111-2640101-1 03-2020-2021-1	Payment of bursary to needy students in secondary schools	<b>6,387,200.00</b>	<b>New</b>
	<b>TOTAL Amount Ksh</b>		<b>6,387,200.00</b>	

Person completing form: Name **SAMUEL NZUKI**

Position **Fund Account Manager**

Signature.......... Date.....

