



REF: NG/LCDFC/1/8/2021

**MINUTES OF THE LANGATA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT  
FUND MEETING HELD ON 27<sup>TH</sup> AUGUST 2021 AT LANGATA BOARD ROOM**

Members present:

NAME	POSITION
1. DAVID MUCHAI	Chairman
2. DONNIE K. LANGAT	Member
3. JOSPHAT OMWOYO	Secretary
4. LINET KISOI	Member
5. HENRY OCHAKO	DCC
6. MICHAEL OMONDI	Member
7. PHYLISS CHIBAYI	F.O. O
8. LYDIA OTIENO	Member
9. NOORIA ALI WARIO	Member
10. JOEL KIRATU	Member

**AGENDA**

1. Confirmation of previous minutes
2. 2020/2021 Financial statements review
3. Funds reallocation to bursary
4. Pending bills
5. Individual bills incurred during the capacity building trip at Sai Rock Hotel
6. A.O.B



## PRELIMINARIES

The Chairman called the meeting to order at 1.30p.m which was followed by a word of prayer from Linnet Kisoi.

## MIN 01/01/08/2021. CONFIRMATION OF PREVIOUS MEETING MINUTES

Minutes of the previous meeting were read by the committee Secretary and confirmed to be true by Donnie Langat and was seconded by Nooria Wario.

## MIN 02/01/08/2021: 2020/2021 FINANCIAL STATEMENTS REVIEW

The Field Operations Officer informed members that Financial Statements for the entire 290 constituencies are usually reviewed annually. Nairobi region had been invited vide Circular No. NGCDF BOARD/CIRCULARS/VOL.II (29) dated 9<sup>th</sup> August 2021 to attend this exercise in Thika between 9<sup>th</sup> September – 11<sup>th</sup> September 2021. Instructions were to have each constituency take care of its team that would constitute of the Field Operations Officer, NG-CDFC Chairperson and Regional National Sub-County Accountant.

Members discussed this issue in depth whereby during the discussion, the F.O.O requested to have the Accounts Assistant on board since she had worked hand in hand with him to ensure that the reports are submitted in time. This request was approved by members and the following budget was discussed and approved.



NAIROBI REGION IPSAS WORKSHOP - THIKA				
PROPOSED BUDGET				
LANGATA NG-CDF				
ACCOUNTS ASSISTANT	RATE	QUANTITY	AMOUNT	ACCOUNT
PER DIEM	5,000.00	4	20,000.00	
TRANSPORT	1,000.00	2	2,000.00	
<b>SUB-TOTAL</b>			<b>22,000.00</b>	<b>22,000.00</b>
<b>FIELD OPERATIONS OFFICER</b>				
PER DIEM	7,000.00	4	28,000.00	
TRANSPORT	1,000.00	2	2,000.00	
<b>SUB-TOTAL</b>			<b>30,000.00</b>	<b>30,000.00</b>
<b>CORNELIUS</b>				
PER DIEM	7,000.00	4	28,000.00	28,000.00
TRANSPORT	1,000.00	2	2,000.00	2,000.00
<b>SUB TOTAL</b>			<b>30,000.00</b>	
<b>DIVIDE BY 5 CONSTITUENCIES</b>			<b>6,000.00</b>	<b>30,000.00</b>
<b>CHAIRMAN</b>				
TRANSPORT	1,000.00	2	2,000.00	
ALLOWANCE	5,000.00	4	20,000.00	
HOTEL	3,000.00	3	9,000.00	
<b>SUB TOTAL</b>			<b>31,000.00</b>	<b>31,000.00</b>
		<b>TOTAL</b>		<b>113,000.00</b>



**MIN 03/01/08/2021: REALLOCATION OF FUNDS TO BURSARY:**

The committee was informed that the office had done well as far as secondary school bursary was concerned in that out of the total allocation of KShs. 29M, bursary applicants had been awarded a total amount of KShs. 26M meaning the vote had a remainder of KShs. 3M.

Currently, the office had bursary requests for the post-secondary school education amounting to KShs. 16M posing a deficit of KShs. 13M. The following projects were discussed for reallocation;

NO.	INSTITUTION	PROJECT DESCRIPTION	AMOUNT
1.	Madaraka Primary School	Payment of bursary to needy students in colleges, universities and tertiary institutions.	8,100,000.00
2.	Uhuru Gardens Primary School	Payment of bursary to needy students in colleges, universities and tertiary institutions.	1,600,000.00
3.	Kenya Medical Training College - Karen	Payment of bursary to needy students in colleges, universities and tertiary institutions.	1,450,000.00
4.	Security of Government Building (SGB Uhuru Administration police camp)	Payment of bursary to needy students in colleges, universities and tertiary institutions.	2,480,000.00
5.	NG-CDF Social Security Programme	Payment of bursary to needy students in colleges, universities and tertiary institutions.	1,800,000.00
5.	Emergency	Payment of bursary to needy students in colleges, universities and tertiary institutions.	400,000.00
	<b>TOTAL</b>		<b>15,830,000.00</b>

The above was discussed and its adoption was seconded by the co-opted Member of Parliament who reiterated that the pending application for post-secondary education was already causing

anxiety by the public. It is this regard that the committee approved the reallocation of the above projects to bursary thus bringing the total bursary allocation at 33.6% out of the possible maximum of 35%

**MIN 04/01/08/2021: PENDING BILLS**

Members were informed of two pending bills which included water and electricity as follows:

NO.	DECRPTION	PAYEE	AMOUNT
1.	Office electricity	K.P.L.C	10,000.00
2.	Office water and sewage services	NW&SC	5,000.00

Members agreed to have the above payments cleared to maintain the smooth operation of the office.

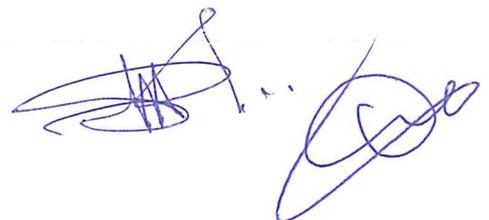
**MIN 05/1/8/2021: INDIVIDUAL BILLS INCURRED DURING THE CAPACITY BUILDING TRIP AT SAI ROCK HOTEL.**

The committee was brought to attention that one committee member had sneaked out of the hotel without clearing his bills which were incurred on several days. This amounted to a total of KShs. 23,050.00.

The chairman reiterated that truly this was bad and proposed that since this was a committee member not on the payroll, his allowance be accumulated in order to clear this bill because the F.O.O had already been contacted and the said signed receipts shared.

**MIN 06/1/8/2021: A.O.B.**

- A member requested the F.O.O to have one of the trainers who had trained during the 2020/2021 capacity building in Sai Rock Beach hotel to train the office including the PSC team on majorly how cope with life post-employment and other general employment related issues.





National Government Constituencies Development Fund  
Langata Constituency  
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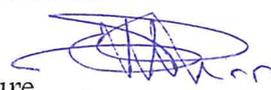
There being no other business the meeting was adjourned at 4.00PM with a word of prayer from the Joel Kiratu.

Minutes Compiled by;  
Josphat Omwoyo

Signature.....

Date..... 6/9/2021

Minutes Confirmed by;  
David Muchai

Signature.....

Date..... 6<sup>th</sup> Sept 2021

