



National Government Constituencies Development Fund

Machakos Constituency

P.O Box 2521-90100

Machakos

Cell: 0707 522 509

NG-CDF MACHAKOS TOWN

Email: [cdfmachakostown@ngcdf.go.ke](mailto:cdfmachakostown@ngcdf.go.ke) / Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke)

14<sup>TH</sup> JUNE, 2023

OUR REF: NG-CDF/MKS/14/06/23-002

THE CHIEF EXECUTIVE OFFICER,  
NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND (NG-CDF) BOARD,  
6<sup>th</sup> Floor, Ukulima Co-operative Building,  
Junction of Uhuru Highway and Haile Selassie Avenue,  
P.O BOX 46682-00100  
NAIROBI, Kenya

Dear Sir,

**RE: MACHAKOS TOWN BURSARY**

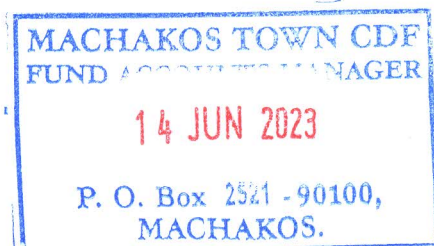
Forwarded herewith is bursary re-allocation request comprising of the following documents;

1. Cover letter
2. First Schedule
3. Third Schedule
4. Forth Schedule
5. NG-CDF Minutes of 8<sup>th</sup> March 2023

Yours faithfully,

CPA Nicholas N. Kimanzi

**FUND ACCOUNT MANAGER**



**FIRST SCHEDULE (s.6(5))  
CONSTITUENCY PROJECTS RE-ALLOCATION FORM**

CONSTITUENCY NO. 081 NAME: MACHAKOS TOWN FINANCIAL YEAR: 2022-2023

PROJECT NO	PROJECT TITLE	AMOUNT ALLOCATED (KSHS)	AMOUNT DISBURSED (KSHS)	BALANCE(KSHS)	UNSPENT TO BE REALLOCATED
4-0016-081-2630209-263-2022-2023-3	Ikokani Primary School	2,500,000.00	0.00	2,500,000.00	2,500,000.00
4-0016-081-2630209-263-2022-2023-7	Ivutini Primary School	1,000,000.00	0.00	1,000,000.00	1,000,000.00
4-0016-081-2630209-263-2022-2023-30	Kwa Kitaa Primary School	2,500,000.00	0.00	2,500,000.00	2,500,000.00
4-0016-081-2630209-263-2022-2023-31	Kyaani Primary School	1,000,000.00	0.00	1,000,000.00	1,000,000.00
4-0016-081-2640509-264-2022-2023-1	Constituency Sports	2,676,654.90	0.00	2,676,654.90	2,676,654.90
4-0016-081-2640509-264-2022-2023-2	Regional Sports	500,000.00	0.00	500,000.00	500,000.00
<b>TOTALS:</b>		<b>10,176,654.90</b>	<b>0.00</b>	<b>10,176,654.90</b>	<b>10,176,654.90</b>

SIGNATURE: *Nicholas Kimanzi* DATE: 14 / 06 / 2023  
NAME: NICHOLAS KIMANZI POSITION: FAM



### RE-ALLOCATION THIRD SCHEDULE(ss. 25(6),(11) and 29(1)) CONSTITUENCY PROJECTS RE-ALLOCATION THIRD SCHEDULE

CONSTITUENCY NO. 081

CONSTITUENCY NAME: MACHAKOS TOWN

FINANCIAL YEAR: 2022-2023

SERIAL	NAME OF PROJECT	AMOUNT ALLOCATED (KSHS)
081/2640101	Bursary Secondary Schools	5,176,654.90
081/2640102	Bursary Tertiary Schools	5,000,000.00
TOTAL		10,176,654.90

JOSEPH MIBOLA



14 / 06 / 23

Chairman

Signature

Date

NICHOLAS KIMANZI



14 / 06 / 2023

Fund Manager

Signature

Date



**RE-ALLOCATION FOURTH SCHEDULE (s. 30)  
 PROJECT DESCRIPTION FORM**

Constituency No 081

Constituency Name MACHAKOS TOWN County Machakos

Project Number 2640102

Project Title Bursary Tertiary Schools

Sector OTHER GRANTS AND OTHER PAYMENTS

**Status of projects**

**Brief statement on project status at time of submission**

Financial year 2022-07-01 to 2023-07-31

Original Cost Estimates, in Ksh 5,000,000.00 dated

Amount allocated last financial year dated

**Sub projects**

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
Bursary Tertiary Institutions - 131484	4-0016-081-2640102-264-2022-2023-3	Payment of bursary to needy students in tertiary institutions	New Project	500,000.00
Bursary Tertiary Institutions - 131485	4-0016-081-2640102-264-2022-2023-4	Payment of bursary to needy students in tertiary institutions	New Project	2,500,000.00
Bursary tertiary Institutions - 131486	4-0016-081-2640102-264-2022-2023-5	Payment of bursary to needy students in tertiary institutions	New Project	1,000,000.00
Bursary Tertiary Institutions - 131487	4-0016-081-2640102-264-2022-2023-6	Payment of bursary to needy students in tertiary institutions	New Project	1,000,000.00
<b>TOTAL:</b>				5,000,000.00

Person completing form

SIGNATURE:  DATE: 14 / 06 / 2023

NAME: NICHOLAS KIMANI POSITION: FAM



**RE-ALLOCATION FOURTH SCHEDULE (s. 30)  
 PROJECT DESCRIPTION FORM**

Constituency No 081

Constituency Name MACHAKOS TOWN County Machakos

Project Number 2640101

Project Title Bursary Secondary Schools

Sector OTHER GRANTS AND OTHER PAYMENTS

**Status of projects**

**Brief statement on project status at time of submission**

Financial year 2022-07-01 to 2023-07-31

Original Cost Estimates, in Ksh 5,176,654.90 dated

Amount allocated last financial year dated

**Sub projects**

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
Bursary Secondary Schools - 131482	4-0016-081-2640101-264-2022-2023-3	Payment of bursary to needy students in secondary schools	New Project	2,676,654.90
Bursary Secondary Schools - 131483	4-0016-081-2640101-264-2022-2023-4	Payment of bursary to needy students in secondary Schools	New Project	2,500,000.00
			<b>TOTAL:</b>	5,176,654.90

Person completing form

SIGNATURE: *Nicholas Kimani* DATE: 14 / 06 / 2023

NAME: NICHOLAS KIMANI POSITION: FAM





**MINUTES OF MACHAKOS TOWN NGCDF COMMITTEE MEETING HELD ON 8<sup>TH</sup> MARCH 2023  
AT THE NGCDFC BOARDROOM.**

**Members Present:**

1. Joseph Mbola Mathew- Chairperson
2. Judith Mwende Ngute- Secretary
3. Willis Mwenda Mbabu- Fund Account Manager
4. Francis Muli Nzomo- Member
5. Theresia Ngina Peter- Member
6. Jackie Ndinda Ngayai- Member
7. Everlyne Nthambi Wambua- Member
8. Peter Muasya Malonza- Member
9. Joseph Munyao Paul- Member
10. David K. Rotich-Deputy County Commissioner

**Agenda**

1. Reading and confirmation of previous minutes
2. Confirmation of bursary beneficiaries
3. Staff recruitment
4. Projects re-allocation
5. A. O. B

**PRELIMINARIES**

The Chairman called the meeting to order at 11.00am and requested Peter Malonza to assist with opening prayer after which the chairman tabled the business of the day.

**MIN 01: 08/03/2023 READING AND CONFIRMATION OF PREVIOUS MINUTES**

The secretary took members through the previous minutes of 28th February, 2023 after which the same were proposed as true records by Theresia Ngina Peter and seconded by Peter M. Malonza

**MIN 02: 08/03/2023 CONFIRMATION OF BURSARY BENEFICIARIES**

The Chairman informed the committee that the bursary beneficiaries verification exercise of four days as discussed in the CDFC meeting of 28<sup>th</sup> February 2023 is still ongoing and reports of the actual beneficiaries from the schools visited by the committee members are being compiled. The committee authorized the processing of bursary cheques for the schools which beneficiary lists had been confirmed.

**MIN 03: 08/03/2023 STAFF RECRUITMENT**

The chairman informed the committee the need to employ staff as discussed in MIN 04:8/2/2023. After deliberations the committee tasked the FAM to recruit the staff.

**MIN 04: 08/03/2023 PROJECTS RE-ALLOCATIONS**

The chairman informed the committee that the constituency had received over 20,000 bursary applicants and the approved bursary ceiling of 35 % equivalent to 56,157,134.77 could not meet the high demand for bursary. The committee deliberated on this matter and resolved to re-allocate funds totaling Ksh 10,176,654.90 from the projects listed below as follows;

PROJECT NAME	ACTIVITY	AMOUNT
Constituency Sports	Organizing constituency sports tournaments, where the participating and Winning teams will be awarded with trophies, uniforms and balls.	2,676,654.90
Ikokani Primary School	Borehole drilling & Solar Equipping to completion for water distribution in the school	2,500,000.00
<b>BURSARY SECONDARY SCHOOLS</b>		<b>5,176,654.90</b>
Regional Sports	Facilitate regional sports tournament in partnership with other constituencies within the Lower Eastern Region	500,000.00
Kwa Kitaa Primary School	Borehole drilling & Solar Equipping to completion for water distribution within the school	2,500,000.00
Ivutini Primary School	Renovation of 2 classrooms: flooring-tiles, plastering, re-roofing and painting	1,000,000.00
Kyaani Primary School	Renovation of 2 classrooms: flooring-tiles, plastering, re-roofing and painting	1,000,000.00
<b>BURSARY TERTIARY INSTITUTIONS</b>		<b>5,000,000.00</b>

The funds will be allocated to the following needy cases;

	BENEFICIARIES	AMOUNT	TOTAL
Secondary Schools	1,726	3,000	5,178,000
University	447	6,000	2,682,000
Colleges	464	5,000	2,320,000



National Government Constituency Development Fund  
Machakos Town Constituency  
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Machakos, Kenya  
Cell: 0723 82 40 49  
Email: [cdfmachakostown@ngcdf.go.ke](mailto:cdfmachakostown@ngcdf.go.ke)

MIN 05: 08/03/2023 A.O.B

The committee approved payment of the following:

Allowances for the days meeting (8th March, 2023)	Kshs
Allowance for 1 Chairperson @ Ksh 7,000	7,000
Allowance for 9 members @Kshs 5,000 each	45,000
Lunch & refreshments	10,000
Total	62,000

Allowance for Signing Minutes of 28/2/2023 for the Chair & Sec	6,000
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The meeting was closed at 5.30pm with a word of prayer from Theresia Ngina Peter.

Minutes complied by:

  
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Judith Mwende Ngute  
Secretary

Minutes approved by

  
.....

Joseph Mbola Mathew  
Chairperson

Minutes confirmed by

  
.....

Willis Mwenda Mbabu  
Fund Account Manager