

# NG-CDFC KISAUNI COMMITTEE

## MINUTES OF NG-CDF HELD ON 10<sup>TH</sup> FEBRUARY 2023 AT THE NG-CDF BOARDROOM AT 10.40AM

### MEMBERS PRESENT

1. Rev. Allan Owano - Chairman
2. Ratibu Mehebuba - Secretary
3. Mohamed Yusuf - Member
4. Kingi Ian Yaa - Member
5. Sauda Khamis - Member
6. Tumaini Ngumbao - Member
7. Luciana Mwangemi - Member
8. George Omondi - Member
9. Monica Mwai - FAM
10. Jamlek M. Mbuba - DCC

### AGENDA

1. PRELIMINARIES
2. READING AND CONFIRMATION OF THE PREVIOUS MINUTES
3. AIE RECEIVED
4. REALLOCATION
5. PROPOSAL ADJUSTMENT
6. CHANGE OF NAME
7. A.O.B

### MIN: NG-CDFC/KISAUNI/01/10<sup>TH</sup> FEBRUARY 2023: PRELIMINARIES

The chairman called the meeting to order at 10.40am with a word of prayer from Mr. Mohamed Yusuf.

### MIN. NG-CDFC/KISAUNI /02/10<sup>TH</sup> FEBRUARY 2023: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The minutes of the previous meeting were read by Mr. Ratibu Mehebuba which was accepted as true records of the proceedings. The minutes were confirmed by M/s. Sauda Khamis and seconded by Mr. George Omondi.

---

#### 1 | NG-CDFC KISAUNI MINUTES ON 10<sup>TH</sup> FEBRUARY 2023

Name: Rev. Allan Owano Signature..........Date..10/02/2023.....Chairman

Name: Ratibu Mehebuba Signature..........Date..10/02/2023.....Secretary



## NG-CDFC KISAUNI COMMITTEE

**MIN NO.: NG-CDF KISAUNI /03/10<sup>TH</sup> FEBRUARY 2023: AIE RECEIVED**

The Fund Account Manager informed the members that she has received the AIE NO.

**B185529** and **B185659** of Kshs. **6,000,000.00** and **15,000,000.00** for the financial year 2022/2023 which has already been deposited in the NG-CDF bank account.

Members resolved to distribute Kshs. 21,000,000.00 as follows;

GOVERNMENT FINANCIAL STATISTICS (GFS) CODES				
Project Name	Project Number	Project activity	Amount Allocated	Status
<b>Administrations / Recurrent (6%)</b>	<b>VARIOUS VOTE HEADS</b>	<b>Office Running &amp; Administration</b>		
4-001-003-2110201-100-2022-2023-1	Contractual employees	Payment of staff Basic salaries	90,280	New
4-001-003-2120201-100-2022-2023-3	NSSF	Employer contribution to NSSF	6,000	New
4-001-003-2120101-100-2022-2023-4	NHIF	Employer contribution to NHIF	9,500	New
4-001-003-2110301-100-2022-2023-6	House allowance	Payment of House allowances to NGCDFC staff	14,760	New
4-001-003-2110314-100-2022-2023-8	Transport allowance	Payment of Transport allowances to NGCDFC staff	8,000	New
4-001-003-2210203-100-2022-2023-11	Contracted Professional Services e.g Website	Payment of Courier and Postal Services	28,000	New
4-001-003-2210203-100-2022-2023-12	Courier and Postal Services	Payment of Courier and Postal Services	10,000	New
4-001-003-2210801-100-2022-2023-10	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	5,832	New
4-001-003-2210303-100-2022-2023-13	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	18,000	New

**2** | NG-CDFC KISAUNI MINUTES ON **10<sup>TH</sup> FEBRUARY 2023**

Name: Rev. Allan Owano Signature..... Date... 10/02/2023... **Chairman**

Name: Ratibu Mehebuba Signature..... Date... 10/02/2023... **Secretary**



## NG-CDFC KISAUNI COMMITTEE

4-001-003-2210101-100-2022-2023-14	Electricity	Payment of Electricity charges	2,000	New
4-001-003-2211101-100-2022-2023-15	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	12,000	New
4-001-003-2211204-100-2022-2023-21	Other Fuels (wood, charcoal, cooking gas etc...)	Payment of other fuels (wood, charcoal, cooking gas expenses	2,000	New
4-001-003-2211102-100-2022-2023-25	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	2,000	New
4-001-003-2210704-100-2022-2023-16	Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment	50,000	New
4-001-003-2210201-100-2022-2023-26	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	20,000	New
4-001-003-2210301-100-2022-2023-27	Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of Transport Expenses	5,000	New
4-001-003-2220205-100-2022-2023-17	Maintenance of Building and stations – Non residential	Payment of Maintenance of Buildings and stations –Non residential	1,150,000	New
4-001-003-2210102-100-2022-2023-28	Water & sewerage charges	Payment of Water & sewerage charges	2,000	New
<b>BURSARY</b>				
Bursary Secondary Schools	4-001-003-2640100-100-2022-2023-1	Payment of bursary to needy students in secondary schools	19,592,628	New
<b>Total</b>			<b>21,000,000</b>	

3

NG-CDFC KISAUNI MINUTES ON **10<sup>TH</sup> FEBRUARY 2023**

Name: Rev. Allan Owano Signature  Date 10/02/2023 Chairman

Name: Ratibu Mehebuba Signature  Date 10/02/2023 Secretary



## NG-CDFC KISAUNI COMMITTEE

**MIN NO: NG-CDFC/KISAUNI/04/10<sup>TH</sup> FEBRUARY 2023: REALLOCATION**

### 1. Bursary

The Fund Account Manager informed the members that the total bursary allocation for the Financial Year 2022/2023 Kshs. 47,636,628 as follows,

Project Name	Project Number	Project activity	Amount Allocated
Bursary - Secondary Schools	4-001-003-2640101-103-2022/23-001	Payment of bursary to needy students in Secondary Schools	24,592,628.00
Bursary Tertiary Institutions	4-001-003-2640102-103-2022/23 -002	Payment of bursary to needy students in University and colleges	19,000,000.00
NG-CDFC Social Security Programmes	4-001-003-2640103-103-2022/23 -003	Provision of annual medical insurance cover for Kisauni 674 vulnerable families including orphans and vulnerable children (OVCs), poor older persons , Persons with Disabilities(PWDs) and destitute families in partnership with NHIF as shall be identified within the Constituency.	4,044,000.00
			<b>47,636,628.00</b>

Kshs. 24,592,628.00 allocated to Secondary is not adequate due to high increase in number of needy students in secondary schools.

The total funds needed for the boarders and day scholars is approximate Kshs.49,330,452 hence a shortfall of Kshs. 24,774,121.

Members deliberated on the matters above and agreed to reallocate all unutilized funds including those from closed PMC's Accounts to Bursary for Secondary students as follows;

Name of initial approved project	Financial Year	Amount to be reallocated	Project to be Reallocated	Reason for Reallocation
Bursary Tertiary Institutions	2022/2023	17,484,266	Bursary secondary Schools-Payment of bursary to needy students in secondary schools	The budget needed for tertiary is Kshs. 7,000,000 hence members resolved to utilize Kshs. 5,484,266 unutilized funds from Bursary Tertiary Institutions for the financial year 2021/2022 and an additional of Kshs. 1,515,734 in financial year 2022/2023 and reallocate the unutilized balance of Kshs. 17,484,266.

**4** | **NG-CDFC KISAUNI MINUTES ON 10<sup>TH</sup> FEBRUARY 2023**

Name: Rev. Allan Owano Signature.....Date..10/02/2023.....Chairman

Name: Ratibu Mehebuba Signature.....Date..10/02/2023.....Secretary

## NG-CDFC KISAUNI COMMITTEE

Bursary Special	2021/2022	700,000.00		Unutilized funds for the Financial year 2021/2022 and 2020/2021
	2020/2021	1,000,000		
Emergency	2019/2020	395,832		Unutilized balance for the financial year 2019/2020 and 2020/2021
	2020/2021	715,106		
Jcc – Utange Road (Bamburi) - Grading,Rockfill, Murraming & Drainage - 2KM	2015/2016	719,596		Unutilized balance for the financial year 2015/2016  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
NguuTatu – Mwakirunge Road (Mwakirunge)- Gravelling,Cabro Paving & Murraming of the Road - 200m2	2015/2016	719,596		Unutilized balance from for the financial year 2015/2016  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
Junda -Installation of High Mast Security Flood Lights(solar powered) New	2014/2015	490,630		Unutilized balance for the financial year 2014/2015 Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
Mwakirunge- Installation of High Mast Security Flood Lights(solar powered) New	2014/2015	490,628		Unutilized balance for the financial year 2014/2015  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
Concordia secondary school Construction of two classrooms on a storey building, Kshs.4,000,000 and administration block comprising of 3 roomed offices , receptionist and 1 staffroom storey building, Kshs.4,000,000 to completion	2020/2021	771,850		Unutilized balance from for the financial year 2020/2021

5

NG-CDFC KISAUNI MINUTES ON 10<sup>TH</sup> FEBRUARY 2023

Name: Rev. Allan Owano Signature..........Date.. 10/02/2023.....Chairman

Name: Ratibu Mehebuba Signature..........Date.. 10/02/2023.....Secretary



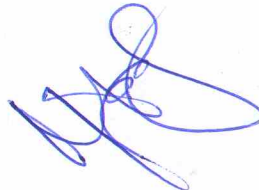
## NG-CDFC KISAUNI COMMITTEE

Hassan Joho Girls High School- construction of canteen Kshs.700,000, fencing of the whole school Kshs.4M and landscaping Kshs.300,000	2012/2013	555,317	Unutilized balance for the financial year 2012/2013  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
Marimani Secondary school additional funds for construction of Administration block with two classrooms	2017/2018	150,000	Unutilized balance for the financial year 2017/2018  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
Mjambere (Barani) Gravelling, Cabro Paving & Murraming of the Road - 200m <sup>2</sup>	2015/2016	18,348	Unutilized balance for the financial year 2015/2016  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
Magogoni (Kagujo) -Renovation of Borehole	2015/2016	1,700	Unutilized balance for the financial year 2015/2016  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
Digirikani Primary School - Completion of Toilet Block (Finishes and Drainage Works) Store Veranda	2014/2015	11,425	Unutilized balance for the financial year 2014/2015  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
Digirikani Nursery completion of two classrooms: roofing, painting & electrical works	2013/2014	140,178	Unutilized balance for the financial year 2013/2014  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
Kashani Primary School - completion of 1 classroom- 500,000 reroofing	2011/2012	1,575	Unutilized balance for the financial year 2011/2012  Account closed unutilized balance transferred to NG-CDF Kisauni

6 | NG-CDFC KISAUNI MINUTES ON **10<sup>TH</sup> FEBRUARY 2023**

Name: Rev. Allan Owano Signature..... Date.....10/02/2023.....**Chairman**

Name: Ratibu Mehebuba Signature..... Date.....10/02/2023.....**Secretary**



## NG-CDFC KISAUNI COMMITTEE

of entire block and painting 1,000,000 and construction of toilet block at 1,000,000				Main Account.
Kiembeni Baptist Construction of two classrooms to completion.	2016/2017	975		Unutilized balance for the financial year 2016/2017  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
Baraka Vroni High school- Construction of Administration block with 2no. classrooms.	2017/2018	180,000		Unutilized balance for the financial year 2017/2018  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
Shimo la Tewa Secondary school completion of the storey building Hostel block	2013/2014	220,801		Unutilized balance from for the financial year 2013/2014  Account closed unutilized balance transferred to NG-CDF Kisauni Main Account.
<b>Total</b>		<b>24,767,824</b>		

### 2. Mjambere Secondary School

The chairman informed the members that the community complained on construction of NG-CDF office on the land meant to construct a public secondary school. They further explained that there is no public secondary school nearby and the students walk for a long distance to school.

Members deliberated and resolved to reallocate the Kshs. 10,000,000.00 for the financial year 2021/2022 that was meant for construction of NG-CDF Office to Construction of Administration block ;(Principal Office, Head of Department, Secretary, Bursar, staffroom, ablution block and store) at Mjambere Secondary School as they identify another premise for construction of NG-CDF Office.

**7 | NG-CDFC KISAUNI MINUTES ON 10<sup>TH</sup> FEBRUARY 2023**

Name: Rev. Allan Owano Signature:  Date: 10/02/2023 Chairman

Name: Ratibu Mehebuba Signature:  Date: 10/02/2023 Secretary



## NG-CDFC KISAUNI COMMITTEE

### MIN NO: KISAUNI NG-CDF/05/10<sup>TH</sup> FEBRUARY 2023: PROPOSAL ADJUSTMENT

The Fund Account Manager informed the members that Kashani Mdengerekeni Access Road project that had been allocated via 11<sup>th</sup> January 2023 for the financial year 2022-2023 cannot be approved since we have not received a letter from KERRA confirming whether the road falls under their jurisdiction and also not in their annual work plan.

Members deliberated on the above matters and resolved to adjust the proposal by allocating Kshs. 12,000,000.00 that had initially been allocated to Kashani Mdengerekeni Road project to Security Mast lights in Shanzu and Junda Wards due to increased insecurity in those areas.

The total allocation for security Mast lights will be Kshs. 25,000,000.00 (Kshs. 13,000,000 that had initially been allocated in the proposal for the financial year 2022/2023 via minutes dated 11<sup>th</sup> January 2023 and Kshs. 12,000,000 from Kashani Mdengerekeni Road).

To enhance the security of Kisauni Constituency especially Junda and Shanzu Wards Members resolved to distribute the Kshs. 25,000,000 as follows;

Project Name	Project Activity	Original Cos	Cumulative Allocation	Amount Allocated	Current Status	Ward
Security Mast lights in Junda ward	Purchase and installation of 49 solar Security Mast lights in Junda Ward at Bedzimba Primary School, Junda Chiefs office, Manyani Road, Bengala to Makumba Road, Kajiweni Road, Sakina Road, Kadzonzo road, Mlangosaba to new hope road and Machafuko to Junda Police booth	14,000,000		14,000,000	New	Junda
Security Mast lights in Shanzu ward	Purchase and installation of 38 solar Security Mast lights in Shanzu Ward at Shimo La Tewa Secondary, Shimo la Tewa Primary School, Shanzu TTC, Utange Primary School to Maweni, Hassan Joho Girls	11,000,000		11,000,000	New	Shanzu

8

NG-CDFC KISAUNI MINUTES ON 10<sup>TH</sup> FEBRUARY 2023

Name: Rev. Allan Owano Signature..........Date.....10/02/2023.....Chairman

Name: Ratibu Mehebuba Signature..........Date.....10/02/2023.....Secretary





## NG-CDFC KISAUNI COMMITTEE

	Secondary School, KalumaUpepo,Hodihodi, Wayani, ZawadiArea,Malaika,Sanzala ni,Ngorofani, Zimlat, WemaCentre,Keroport, Mwembelegeza and Shanzu Chiefs Office				
--	--	--	--	--	--

### **MIN. NG-CDFC/KISAUNI /06/10<sup>TH</sup>FEBRUARY 2023: CHANGE OF SCHOOL NAME**

The Chairman informed the members that the residents of Mjambere ward especially of level villages of kadongo, twatugawe, barani, minazimangi and Magogoni area were not satisfied with school being named Barani Primary School as it represents another village.

The school was constructed at Kwamaka village in Mjambere ward and not Barani and the community had organized themselves and conducted a public participation on 14<sup>th</sup> November 2022 with assistance of the local administration and resolved the above via the minutes presented to the NG-CDF Kisauni committee on 10<sup>th</sup> February 2023.

Members deliberated on the above matters and resolved to change the school name from Barani Primary School to Mjambere Primary as the attached public participation minutes.

### **MIN NO: KISAUNI NG-CDF/07/10<sup>TH</sup> FEBRUARY 2023: A.O.B**

There being no other business the meeting ended with a word of prayer from Mr. Ratibu Mehebuba at 2.15pm.

9

NG-CDFC KISAUNI MINUTES ON 10<sup>TH</sup> FEBRUARY 2023

Name: Rev. Allan Owano Signature.....Date..10/02/2023.....Chairman

Name: Ratibu Mehebuba Signature.....Date..10/02/2023.....Secretary

