



National Government Constituency Development Fund
Machakos Town Constituency
P.O Box 2521-90100
Machakos, Kenya
Cell: 0707 522 509
Email: cdfmachakostown@ngcdf.go.ke

17th July, 2023

OUR REF. NG-CDF/MKS:17/07/2023-001

The Chief Executive Officer,
National Government Constituencies Development Fund Board,
Harambee Cooperative Plaza, 5th Floor,
Junction of Haile Selassie Avenue & Uhuru Highway,
P. O. Box 46682-00100,
Nairobi, Kenya.
Cell: 0709 894 000.

Dear Sir,

RE: MACHAKOS TOWN RE-ALLOCATION OF PROJECT FUNDS FOR 2022-2023 FINANCIAL YEAR

The above subject refers.

Forwarded herewith is the Machakos Town NG-CDF Committee request to re-allocate project funds for the 2022-2023 financial year.

Yours faithfully,

Nicholas N. Kimanzi
FUND ACCOUNT MANAGER



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)
081/2210802	Committee Expenses	615,000.00
081/2640101	Bursary Secondary Schools	5,176,654.90
081/2640102	Bursary Tertiary Schools	5,000,000.00
081/3110701	Purchase of Motor vehicles	2,000,000.00
081/2211310	Contracted Professional Services - e.g Strategic Planning	1,500,000.00
081/2210302	Accommodation - Domestic Travel	45,000.00
081/2210303	Daily Subsistence Payment of Daily Subsistence Allowance	300,000.00
081/2210401	Travel Costs (airlines, bus, railway, etc.)	90,000.00
081/2210504	Advertising, Awareness and Publicity Campaigns	300,000.00
081/2211201	Refined Fuels and Lubricants for Transport	250,000.00
TOTAL		15,276,654.90

Joseph Mbotia Mathew

Chairman



Signature

14 / 07 / 2023

Date

Nicholas Kimanzi

Fund Manager



Signature

14 / 07 / 2023

Date



**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 -2022-2023-10	Kasinga Primary School	1,000,000.00	0.00	1,000,000.00	1,000,000.00
4-0016-081-2630209-263 -2022-2023-17	Katoloni Primary School	300,000.00	0.00	300,000.00	300,000.00
4-0016-081-2630209-263 -2022-2023-28	Kusyomuomo Primary School	300,000.00	0.00	300,000.00	300,000.00
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
4-0016-081-2630209-263 -2022-2023-45	Mikuini Primary School	2,500,000.00	0.00	2,500,000.00	2,500,000.00
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
4-0016-081-2630209-263 -2022-2023-65	Kanyongo Primary School	1,000,000.00	0.00	1,000,000.00	1,000,000.00
TOTALS:		15,276,654.90	0.00	15,276,654.90	15,276,654.90

SIGNATURE: *Nicholas Kimanzi* DATE: 14 / 07 / 2023
NAME: Nicholas Kimanzi POSITION: Fund Acc. Manager



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

Constituency No 081

Constituency Name MACHAKOS TOWN County Machakos

Project Number 3110701

Project Title Purchase of Motor vehicles

Sector ACQUISITION OF ASSETS

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 2,000,000.00 dated

Amount allocated last financial year dated

Sub projects

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
Purchase of Toyota Landcruiser, HZJ79R-TJMRS, 4X4 (Converted to 9 seater station wagon) - 131945	4-0016-081-3110701-310-2022-2023-3	Additional funds to purchase Toyota Land-cruiser, HZJ79R-TJMRS, 4X4 (Converted to 9 seater station wagon)	New Project	1,000,000.00
Purchase of Toyota Landcruiser, HZJ79R-TJMRS, 4X4 (Converted to 9 seater station wagon) - 131946	4-0016-081-3110701-310-2022-2023-4	Purchase of Toyota Landcruiser, HZJ79R-TJMRS, 4X4 (Converted to 9 seater station wagon)	New Project	1,000,000.00
TOTAL:				2,000,000.00

Person completing form

SIGNATURE: _____

DATE: _____

NAME: _____

POSITION: _____



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

Constituency No 081

Constituency Name MACHAKOS TOWN County Machakos

Project Number 2211310

Project Title Contracted Professional Services - e.g Strategic Planning

Sector Others

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 1,500,000.00 dated

Amount allocated last financial year dated

Sub projects

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
Development of Strategic Plan for the Constituency (2023-2027) - 131947	4-0016-081-2211310-108-2022-2023-2	Development of Strategic Plan for the Constituency (2023-2027)	New Project	1,500,000.00
TOTAL:				1,500,000.00

Person completing form

SIGNATURE:  DATE: 14 / 07 / 2023

NAME: Nicholas Kinanzi POSITION: Fund Acc Manager



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

Constituency No 081
 Constituency Name MACHAKOS TOWN County Machakos
 Project Number 2210401
 Project Title Travel Costs (airlines, bus, railway, etc.)
 Sector Constituency Oversight

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 90,000.00 dated
 Amount allocated last financial year dated
 Sub projects

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
Travel Costs(Bus, Railway, Millage allowance) - 131962	4-0016-081-2210401-114-2022-2023-1	Travel Costs(Bus, Railway, Millage allowance)	New Project	90,000.00
TOTAL:				90,000.00

Person completing form

SIGNATURE: *Nicholas Kimanzi* DATE: 14 / 07 / 2023
 NAME: Nicholas Kimanzi POSITION: Fund Acc. Manager



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

Constituency No 081
 Constituency Name MACHAKOS TOWN County Machakos
 Project Number 2210302
 Project Title Accommodation - Domestic Travel
 Sector Constituency Oversight

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 45,000.00 dated
 Amount allocated last financial year dated
 Sub projects

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
Accommodation - Domestic Travel - 131963	4-0016-081-2210302-114-2022-2023-1	Accommodation -Domestic Travel	New Project	45,000.00
			TOTAL:	45,000.00

Person completing form

SIGNATURE: *Nicholas Kimanzi* DATE: 14 / 07 / 2023
 NAME: Nicholas Kimanzi POSITION: Fund Acc. Manager



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

Constituency No 081
Constituency Name MACHAKOS TOWN County Machakos
Project Number 2210303
Project Title Daily Subsistence Payment of Daily Subsistence Allowance
Sector Constituency Oversight

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 300,000.00 dated
Amount allocated last financial year dated
Sub projects

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
Daily Subsistence Allowance - 131966	4-0016-081-2210303-114-2022-2023-13	Daily Subsistence Allowance	New Project	300,000.00
TOTAL:				300,000.00

Person completing form

SIGNATURE:

DATE:

14 / 07 / 2023

NAME:

Nicholas Kinanzi

POSITION:

Fund Acc Manager



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

Constituency No 081
Constituency Name MACHAKOS TOWN County Machakos
Project Number 2210504
Project Title Advertising, Awareness and Publicity Campaigns
Sector Constituency Oversight

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 300,000.00 dated
Amount allocated last financial year dated
Sub projects

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
	4-0016-081-2210504-114-2022-2023-14	Advertising, Awareness and Publicity Campaigns	New Project	300,000.00
TOTAL:				300,000.00

Person completing form

SIGNATURE: *Nicholas Kimanzi* DATE: 14 / 07 / 2023
NAME: Nicholas Kimanzi POSITION: Fund Acc. Manager



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

Constituency No 081
Constituency Name MACHAKOS TOWN County Machakos
Project Number 2210802
Project Title Committee Expenses
Sector Constituency Oversight

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 615,000.00 dated
Amount allocated last financial year dated
Sub projects

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
	4-0016-081-2210802-114-2022-2023-25	Committee expenses	New Project	615,000.00
TOTAL:				615,000.00

Person completing form

SIGNATURE:

DATE:

14 / 07 / 2023

NAME:

Nicholas Kinanzi

POSITION:

Fund Acc. Manager



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

Constituency No 081
Constituency Name MACHAKOS TOWN County Machakos
Project Number 2211201
Project Title Refined Fuels and Lubricants for Transport
Sector Constituency Oversight

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 250,000.00 dated
Amount allocated last financial year dated
Sub projects

Project Name	Project Code	Activity	Original Status	Amount (Ksh)
Refined Fuels & Lubricants for Transport - 131965	4-0016-081-2211201-114-2022-2023-19	Refined Fuels & Lubricants for Transport	New Project	250,000.00
TOTAL:				250,000.00

Person completing form

SIGNATURE: [Signature] DATE: 14 / 07 / 2023
NAME: Nicholas Kianzi POSITION: Fuel Acc. Manager



CONSTITUENCY OVERSIGHT COMMITTEE	
Travel Costs (Bus, Railway, Millage Allowances)	90,000
Accommodation - Domestic Travel	45,000
Daily Subsistence Allowance	300,000
Advertising, Awareness and Publicity Campaigns	300,000
Committee Expenses	615,000
Refined Fuels and Lubricants for Transport	250,000
Total	1,600,000



MINUTES OF MACHAKOS TOWN NGCDF COMMITTEE MEETING HELD ON 04th JULY 2023 AT THE NGCDFC BOARDROOM.

Members Present:

1. Joseph Mbola Mathew- Chairperson
2. Nicholas N. Kimanzi- Fund Account Manager
3. Judith Mwende Ngute- Secretary
4. Francis Muli Nzomo- Member
5. Theresia Ngina Peter- Member
6. Jackline Ndinda Ngayai- Member
7. Everlyne Nthambi Wambua- Member
8. Peter Muasya Malonza- Member
9. Joseph Munyao Paul- Member

Absent with apology

1. David K. Rotich-Deputy County Commissioner

Agenda

1. Reading and confirmation of previous minutes
2. Allowances/meeting frequency
3. Re-allocations
4. Change of activity
5. Funds received from board 16 and 15 Million
6. Bursary
7. F/Y 2021-2022 KNAO Audit
8. Emergency cases
9. Motor Vehicle disposal
10. Constituency oversight committee
11. Strategic Plan
12. Constituency deposit account opening
13. Training
14. A.O.B

PRELIMINARIES

The Chairperson opened the meeting at 11.00am and Joseph Munyao opened in a word of prayer.

MIN 01: 04/07/2023 READING AND CONFIRMATION OF PREVIOUS MINUTES

The secretary took members through the previous minutes of 23rd May, 2023 after which the same were proposed as true records by Jackline Ngayai and seconded by Peter Malonza.





MATTERS ARISING

The chairman requested the FAM to give an update on the NG-CDF board training held at Lysak Hotel. The FAM reported to the committee the training was conducted well and the members present during the training were trained on the various new reporting templates.

MIN 02:04/07/2023 ALLOWANCES/MEETING FREQUENCY

NG-CDFC member Joseph Munyao requested the FAM to pay allowances due to them which are in arrears. The FAM tabled to the committee the funds status report which showed the funds available for allowances was Ksh 74,000. The members deliberated on the matter and resolved to source funds from the M&E vote to pay their allowances. The FAM informed the committee that the maximum meetings or the year should not exceed twenty-four. The members also deliberated to start monitoring the on-going and new projects.

MIN 03:04/07/2023 RE-ALLOCATION

The FAM reported to the members the need to re-allocate Ksh 5.1 million to the following projects;

1. Office Motor Vehicle -Ksh 2,000,000
2. Strategic Plan -Ksh 1,500,000
3. Constituency Oversight Committee -Ksh 1,600,000

After deliberation the members resolved to re-allocated funds from the projects listed below;

1. Mikuini Primary School – Drilling of a borehole and equipping with solar panels to completion for water distribution in the school Ksh 2,500,000
2. Kanyongo Primary School- Renovation to completion of 2 classrooms: flooring with tiles, plastering, re-roofing and painting Ksh 1,000,000
3. Kasinga Primary School- Renovation to completion of 2 classrooms: flooring with tiles, plastering, re-roofing and painting Ksh 1,000,000
4. Katoloni Primary School- Construction of a 2-door pit latrine toilet for staff with one door catering for People with Disability Ksh 300,000
5. Kusyomuomo Primary School - Construction to completion of 2 door pit latrine for staff with one door catering for People with Disability Ksh 300,000

The committee authorized the FAM to do the re-allocations and forward to the board.

MIN 03:04/07/2023 CHANGE OF ACTIVITY

The FAM informed the committee the office is in need of a printer, three laptops, cabinets and curtains for the whole office. The committee deliberated on this matter and agreed to request the board for the change of activity from the following project.





MIN 11:04/07/2023 STRATEGIC PLAN

The FAM informed the committee the office requires a strategic plan. The members authorized the FAM to commence the process of developing the strategic plan.

MIN 12:04/07/2023 CONSTITUENCY DEPOSIT ACCOUNT OPENING

The FAM informed members that the office needs to open a deposit account with the FAM, Sub-County accountant and Secretary as signatories. The members agreed to have the account opened immediately.

MIN 13:04/07/2023 TRAINING

The FAM informed the members on the need to conduct a training for the NG-CDFC, staff and PMCs. The members echoed the idea and agreed to conduct the trainings subject to availability of funds.

A.O.B

The FAM informed the committee that the office has contracted Skypack Security Ltd for night security services effective 1st July 2023. The members also pointed the need to have the washrooms repaired as they are in a bad state.

The committee approved payment of allowances for the days meeting. The budget is as follows:

Allowances for the days meeting	Kshs
Allowances for members	52,000

Without any other agenda the meeting ended at 4:00 pm with a word of prayer from Theresia Ngina.

Minutes compiled by:


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Judith Mwende Ngute

Secretary

Minutes approved by


.....

Joseph Mbola Mathew

Chairperson

