



National Government Constituencies Development Fund
Wajir West Constituency Development Fund Offices
Off Wajir Eldas Road, Opposite Griftu Boys Secondary
Wajir West Constituency
P.O Box 23- 70202
Griftu
Cell: 0721827370
Email: ngcdfwajirwest@ngcdf.go.ke | Website: www.ncdf.go.ke

OUR REF: NG-CDF/WW/General/Vol.11 / (387)

4th October 2023

The Chief Executive Officer
NG-Constituencies Development Fund Board
P.O. Box 46682 - 00100
NAIROBI

Dear Sir,

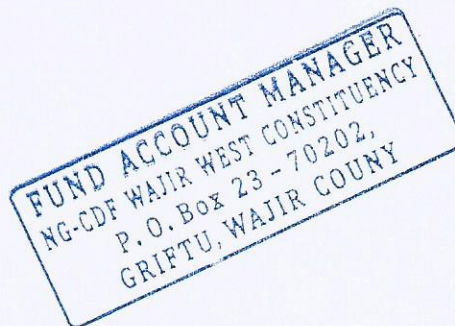
RE: CHANGE OF PROJECT ACTIVITY FOR THE FINANCIAL YEAR 2022/2023

Attached please find the following:

1. NG-CDFC Minutes approving the Change of project Activity.
2. First, third and fourth schedules.

Kindly do not hesitate to contact us for any queries and clarifications. Thank you for your continued support.

MOHAMED MAALIM OSMAIL,
FUND ACCOUNT MANAGER.



Agenda

1. Prayers and Chairman's remarks.
2. Confirmation of minutes of previous meeting.
3. Matters Arising.
4. Payment of Office Expenses.
5. Change of project Activity.
6. Any Other Business.

PRESENT

- | | |
|-----------------------------|------------------------|
| 1. Ibrahim Abdullahi Ahmed | Chairman |
| 2. Abdikarim Dagane Abdille | Secretary |
| 3. Samuel Kimani | DCC- Ex-officio Member |
| 4. Mohamed Maalim | FAM- Ex-officio Member |
| 5. Kaha Mohamed Bulle | Member |
| 6. Mumtaz Abdi Mohamed | Member |
| 7. Ibrahim Osman Madey | Member |
| 8. Fatuma Ali Ibrahim | Member |
| 9. Adan Abdikadir Olow | Member |
| 10. Anab Mohamed Abdow | Member |

The meeting started at 9.30 a.m. with a word of prayer led by Ibrahim Madey.

Agreed: to adopt the agenda as it is.

NG-CDFC/Wajir West/7/09/2023 PRAYERS AND CHAIRMAN'S REMARKS

The chairman thanked the members for their prompt attendance and active participation in all the NG-CDF activities despite the short notice. He also emphasized the need to work very hard so as render services to the people.

NG-CDFC/Wajir West/8/09/2023 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

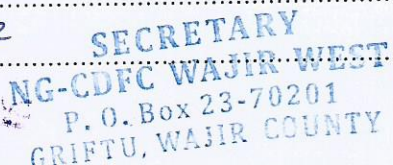
The secretary read through the minutes of the previous meeting held by the NG-CDFC on 2nd September 2023. It was confirmed as true record of what transpired in the meeting by Adan Abdikadi and seconded by Mumtaz Abdi.

NG-CDFC/Wajir West/9/09/2023 MATTERS ARISING

There were no matters arising from the previous meeting.

Chairman NG-CDFC.....

Secretary NG-CDFC.....



NG-CDFC/Wajir West/10/09/2023 PAYMENT OF OFFICE EXPENSES

a) WORKSHOP ON REVIEW OF CONSTITUENCIES ANNUAL REPORTS AND FINANCIAL STATEMENTS FOR 2022/2023 FINANCIAL YEAR

Tabled: the Fund Account Manager tabled a circular from the NGCDF Board Ref No: NGCDF/CEO/NGCDF CIRCULARS/ VOL II(034) dated August 31, 2023 on a workshop on review of Constituencies Annual Reports and Financial Statements for 2022/2023 Financial Year and Performance Contract Evaluation and Signing new Performance Contracts.

Agreed: the Chairman, the Fund Account Manager and the Sub-county Accountants to be facilitated to attend the workshop on behalf of the NGCDFC. The approved budget is as follows:

| | | |
|----------------------------------------------------------------------|----------------------|-----------------------|
| i. Subsistence Duty Allowance for the FAM and Sub-county Accountant: | ❖ 2 persons*11,200*4 | 89,600 |
| ii. Sitting Allowances for the Chairman | 7,000*5 days | 35,000 |
| iii. Transport Refund | 3 persons*8,000 | 24,000 |
| iv. Transportation of PC Files, Cashbooks to Embu | | 10,000 |
| v. Printing and binding | | <u>1,400</u> |
| Total | | <u>160,000</u> |

b) SITTING ALLOWANCE FOR SELECTION PANEL FORMED TO CONSTITUTE THE NGCDFC

Agreed: that the Sitting Allowance for Members of the Selection Panel for formation of the NGCDFC should be paid as follows:

| | | |
|-------------------|-------------------------|----------------------|
| i. Chairman | 3 days*7,000 | 21,000 |
| ii. Other Members | 3 Members*5,000* 3 days | <u>45,000</u> |
| Total | | <u>66,000</u> |

NG-CDFC/Wajir West /11/08/2023 CHANGE OF PROJECT ACTIVITY

Adan Awale Primary School

Noted: there is a request from Adan Awale Primary School Board of Management to have the renovation of the 2No classrooms in Adan Awale Primary School changed to renovation of 2 roomed staff house at Adan Awale Primary School. The project was proposed and approved by the NGCDF Board during the FY 2022-2023. The reason for the request for the change of project activity is because of the fact that the project for the renovation of 2No classrooms was implemented by the county government of Wajir through the ward based funds by the area member of the county assembly (MCA). This was brought to the attention of the Wajir West NGCDFC through a letter by the Head teacher Adan Awale Primary School.

CHAIRMAN
NG-CDFC WAJIR WEST
P.O. Box 23-70201
GRIFTU

Chairman NG-CDFC.....

Secretary NG-CDFC.....

SECRETARY
NG-CDFC-WAJIR WEST
P. O. Box 23-70201
GRIFTU, WAJIR COUNTY

| Name of Initial approved project (where funds are reallocated from) | Financial year | Amount allocated and approved | Amount to be reallocated | Reasons for reallocation | Name and activity of the project being funded with the reallocated Funds | Amount |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------|--------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------|
| Adan Awale Primary school-Renovation of 2No Classrooms to Completion: Re-flooring, repair of walls, replacement of doors, windows and painting. | 2022/2023 | 600,000 | 600,000 | The project has been implemented by the County government of Wajir through the Ward based funds | Adan Awale primary school-Renovation of 2 roomed staff house to completion: re-roofing, repair of walls, floor tiling and painting. | 600,000 |

NG-CDFC/Wajir West /12/09/2023 A.O.B

There being no other business the meeting ended at 11.50 a.m. with a closing prayer led by Mr. Madey.

Next meeting will be held on a later date to be communicated.

Minutes approved for circulation.

Secretary.....*Abdikarim Dagane* Date: 9th September 2023.

Abdikarim Dagane

Minutes confirmed by

Secretary.....*Abdikarim Dagane* Date: 09-09-2023

Abdikarim Dagane

Chairman.....*Ibrahim Abdullahi* Date: 09/9/2023

Ibrahim Abdullahi

CHAIRMAN
NG - CDF WAJIR WEST
P.O. BOX 23-70202
GRIFTU

SECRETARY
NG-CDFC WAJIR WEST
P. O. Box 23-70201
GRIFTU, WAJIR COUNTY

CHAIRMAN
NG - CDF WAJIR WEST
P.O. BOX 23-70202
GRIFTU

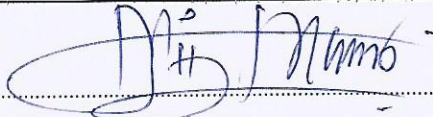
Chairman NG-CDFC.....*Ibrahim Abdullahi*

Secretary NG-CDFC.....*Abdikarim Dagane* **SECRETARY**
NG-CDFC WAJIR WEST
P. O. Box 23-70201
GRIFTU, WAJIR COUNTY

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

CONSTITUENCY NO. 036 NAME: WAJIR WEST FINANCIAL YEAR: 2022-2023

| PROJECT NO | PROJECT TITLE | AMOUNT ALLOCATED (KSHS) | AMOUNT DISBURSED (KSHS) | BALANCE(KSHS) | UNSPENT TO BE REALLOCATED |
|-----------------------------------------|---------------------------|-------------------------|-------------------------|---------------|---------------------------|
| 4-0008-036-2630204-104 -2022-2023-25 | Adan Awale Primary School | 600,000.00 | 0.00 | 600,000.00 | 600,000.00 |
| TOTALS: | | 600,000.00 | 0.00 | 600,000.00 | 600,000.00 |

SIGNATURE:  DATE: 04, 10, 2023
NAME: MOHAMED MAARIM POSITION: FUND ACCOUNT MANAGER

FUND ACCOUNT MANAGER
NG-CDF WAJIR WEST CONSTITUENCY
P. O. Box 23 - 70202,
GRIFTU, WAJIR COUNY

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

CONSTITUENCY NO. 036 CONSTITUENCY NAME: WAJIR WEST FINANCIAL YEAR: 2023-2024

| SERIAL | NAME OF PROJECT | AMOUNT ALLOCATED (KSHS) |
|-------------|-------------------------|-------------------------|
| 036/2630204 | Primary School Projects | 600,000.00 |
| TOTAL | | 600,000.00 |

Ibrahim Abdunali [Signature] 04, 10, 2023
Chairman Signature Date

MOHAMED MAALIM [Signature] 04, 10, 2023
Fund Manager Signature Date

FUND ACCOUNT MANAGER
NG-CDF WAJIR WEST CONSTITUENCY
P. O. Box 23 - 70202,
GRIFTU, WAJIR COUNY

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

Constituency No 036
Constituency Name WAJIR WEST County Wajir
Project Number 2630204
Project Title Primary School Projects
Sector Education

Status of projects

Brief statement on project status at time of submission

Financial year 2023-07-01 to 2024-06-30
Original Cost Estimates, in Ksh 600,000.00 dated
Amount allocated last financial year dated
Sub projects

| Project Name | Project Code | Activity | Original Status | Amount (Ksh) |
|------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------|--------------|
| Adan Awale Primary School - 132331 | 4-0008-036-2630204-104-2023-2024-1 | Renovation of two roomed staff house to completion re-roofing, repair of walls, floor tiling and painting | New Project | 600,000.00 |
| TOTAL: | | | | 600,000.00 |

Person completing form *[Signature]*
SIGNATURE: **DATE:** 04, 10, 2023
NAME: MOHAMED MAARIM **POSITION:** FUND ACCOUNT MANAGER.



ADAN AWALE PRIMARY SCHOOL

P.O BOX 24-70202, GRIFTU

1st September 2023

THE CHAIRMAN,
NG-CDFC WAJIR WEST
P.O. BOX 23-70200
WAJIR

Dear Sir,

RE: CHANGE OF PROJECT PRIORITIES AT THE SCHOOL

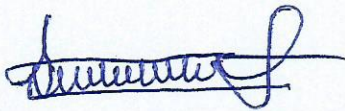
We appreciate the good gesture from Wajir West NG-CDF where they had allocated **Kshs. 600,000** for the renovation of two classrooms at Adan Awale Primary School during the Financial Year 2023-2024.

However, the School Board of Management wishes to inform the Wajir West NG-CDFC that the project has already been implemented by the area Member of County Assembly through the Ward based funds from the County Government of Wajir.

This is therefore to request that the allocated funds be changed to the renovation of two roomed staff houses which are in a dilapidated state. Part of the roof had been blown off, the walls have huge cracks and the floor has potholes.

We look forward to your positive consideration.

Yours Sincerely,



IDRIS ABDI MUHUMED
HEAD TEACHER,
ADAN AWALE PRIMARY SCHOOL

