

MINUTES OF NG-CDFC MEETING HELD ON THE 5TH JANUARY 2024 AT KITUI RURAL NG-CDF BOARD ROOM

MEMBERS PRESENT

1. Muema Munyoki	Chairperson
2. Maurice Ngala	Secretary
3. Benson Mbula Kasina	Member
4. Salome Mwendu Joseph	Member
5. Pauline Kathini Maleve	Member
6. Maurice Kiema	Member
7. Rebecca Ndirangu	Member
8. Ezekiel K Mwangangi	Fund Account Manager
9. Juma Mutia	Member
10. Kaveki Moureen Nathan	Member

IN ATTENDANCE

1. Daniel Mulatya	COM
2. John Ndatho	SCDE

Agenda

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising
4. Ongoing Projects Report
5. Ministry of Education Grants for JSS Infrastructure Development
6. 2023/2024 Financial Year Project Proposal
7. A.O.B.



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MIN 01/05/JANUARY/2024/NG-CDF/KITUI RURAL: OPENING PRAYERS

The Chairman called the Meeting to order at 9:00 am and Madam Maureen Nathan said the opening prayer.

MIN 02/05/JANUARY/2024/NG-CDF/KITUI RURAL: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The secretary read the minutes of the previous minutes, they were confirmed by Mr. Juma Mutia and seconded by Mr Benson Mbula Kasina as true records of what was discussed.

MIN 03/05/JANUARY/2024/NG-CDF/KITUI RURAL: MATTERS ARISING FROM THE PREVIOUS MINUTES

There were no matters arising from the previous Minutes.

MIN 04/05/JANUARY/2024/NG-CDF/KITUI RURAL: ONGOING PROJECTS REPORT

The members were informed of the 3 pending ongoing projects that they had committed to fund to completion in the 2023/23 FY. Pending ongoing projects amounted to Kshs.1,500,000. The NG-CDFC now wishes to honor their commitment and allocate the respective balance.

MIN 05/05/JANUARY/2024/NG-CDF/KITUI RURAL: MINISTRY OF EDUCATION GRANTS FOR JSS INFRASTRUCTURE DEVELOPMENT.

Members were informed that the project proposal for financial year 2023/2024 was reverted in order to take into consideration the Board Circular Re: Infrastructure Development for Junior Secondary schools dated 16th October, 2023 and Ministry of Education circular Re: Infrastructure Development for Junior Schools dated 3rd October, 2023.

In this regard, the Ministry of Education has allocated **Kshs.11, 641,533** to Kitui Rural NG-CDF for construction of classrooms and integrated learning Resource Centres within JSS to be managed by the Ministry of education and Kitui Rural NG-CDF as a conditional grant.

The allocation was based on grade seven enrolment and as a constituency, the committee is required to match a shilling to a shilling to enable realization of the objective of the program.

The members discussed and resolved as follows to shows how the allocation is distributed between the two sources of funds:

S/NO	PROJECT NAME	PROJECT ACTIVITY	NG-CDF ALLOCATION (KSHS)	Ministry of Education ALLOCATION (KSHS)
1.	Kavumbu Primary School	Construction to completion of 1 classroom.		1,000,000
2.	Mbanaga Primary School	Construction to completion of 1 classroom.		1,000,000
3.	Ngiluni Primary	Construction to completion of 1		1,000,000

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FUND ACCOUNT MANAGER
05 JAN 2024
KITUI RURAL CONSTITUENCY NG-CDF

S/NO	PROJECT NAME	PROJECT ACTIVITY	NG-CDF ALLOCATION (KSHS)	Ministry of Education ALLOCATION (KSHS)
	School	classroom.		
4.	Ikave Primary School	Construction to completion of 1 classroom.		1,000,000
5.	Mwiwe Primary School	Construction to completion of 1 classroom.		1,000,000
6.	Knayonyoo Primary School	Construction to completion of 1 classroom.		1,000,000
7.	Kwavonza Primary	Construction to completion of 1 classroom.		1,000,000
8.	Nzeve Primary School	Construction to completion of 1 classroom.		1,000,000
9.	Mwangeni Primary School	Construction to completion of 1 classroom.		1,000,000
10.	Kyamusivi Primary School	Construction to completion of 1 classroom.		1,000,000
11.	Ulungu Primary School	Construction to completion of 1 classroom.		1,000,000
12.	Ndokeani Primary School	Construction to completion of 1 classroom.	358,467	641,533
13.	Kithiani Primary School	Construction to completion of 1 classroom.	1,000,000	
14.	Kavumbuni Primary School	Construction to completion of 1 classroom.	1,000,000	
15.	Yamunyu Primary school	Construction to completion of 1 classroom.	1,000,000	
16.	Kwa Kyee Primary Sch	Construction to completion of 1 classroom.	1,000,000	
	Katwala Primary School	Construction to completion of 1 classroom.	1,000,000	



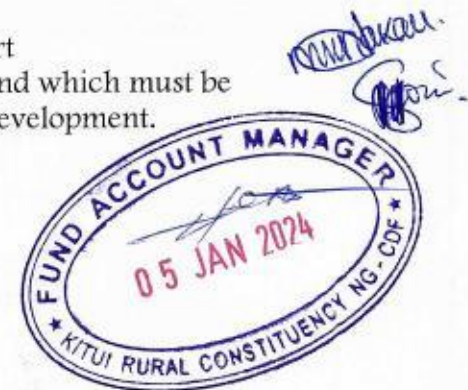
S/NO	PROJECT NAME	PROJECT ACTIVITY	NG-CDF ALLOCATION (KSHS)	Ministry of Education ALLOCATION (KSHS)
17.	Mukameni Primary School	Construction to completion of 1 classroom.	1,000,000	
18.	Kisavi Primary School	Construction to completion of 1 classroom.	1,000,000	
19.	Mukaini Primary School	Construction to completion of 2 classrooms.	2,000,000	
20.	Wayani Primary School	Construction to completion of 1 classroom.	1,000,000	
21.	Ngamyone Primary School	Construction to completion of 1 classroom.	1,000,000	
22.	Kathemboni Primary School	Construction to completion of 1 classroom.	1,000,000	
23.	Kyamusivi Primary School	Construction to completion of 1 classroom.	1,000,000	
	TOTAL		CDF KSHS.13,358,467	MOE- KSHS.11,641,533

MIN 06/05/JANUARY/2024/NG-CDF/KITUI RURAL FINANCIAL YEAR PROJECT PROPOSAL

The total allocation for Kitui Rural National Government Constituency Development Fund for 2023/2024 financial year is **Kshs.166,593,720**. The Ministry of Education has also allocated **Kshs.11, 641,533** to Kitui Rural NG-CDF for construction of classrooms and integrated learning Resource centers within JSS. Thus bring the grand total allocation to **Kshs. 178,235,253**

The Fund account manager informed the Committee in preparation of projects proposals the committee should look in to the following requirements.

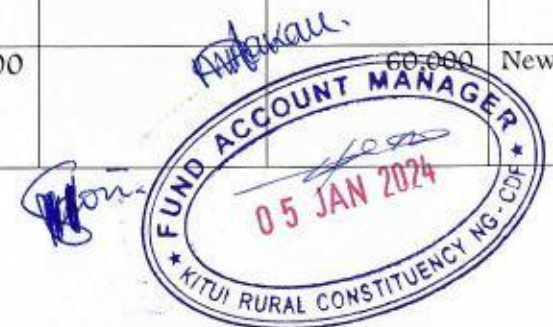
- i. Projects funded should have been identified in public forums and documented in the Ward Report
- ii. Where the project is eligible for funding i.e. projects that under national government functions and which must be community based benefiting a wider cross section of people and projects that foster sustainable development.
- iii. Priority to be given to on-going projects
- iv. Regional Balance
- v. Adherence to statutory ceilings
- vi. Branding of projects where the cost of labeling should be included in the total project cost



vii. Projects submitted should be in line with constituency strategic Plans.

After lengthy discussions the committee proposed the following projects for approval by the CDF Board as below;

	PROJECT NAME	PROJECT ACTIVITIES	ORIGINAL COST ALLOCATION	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED	STATUS
ADMINISTRATION AND RECURRENT EXPENDITURE						
1	Contractual Employees	Payment of basic salaries for 6 NG-CDF contractual employees.	2,223,024.00		2,223,024	New
2	NSSF	Employer contribution of NSSF for 6 NG-CDF contractual employees	77,760.00		77,760	New
3	Leave Allowance	Payment of Leave allowances for 6 NG-CDF contractual employees.	60,000.00		60,000	New
4	Housing levy	Employers contribution of housing levy for 6 NG-CDF contractual employees.	33,360.00		33,360	New
5	Gratuity-Contractual Employees	Payment of gratuity for 6 NG-CDF contractual employees.	592,417.00		592,417	New
6	Payment of Electricity charges	Payment of Electricity charge services.	24,000.00		24,000	New
7	Water and sewerage charges	Payment for Water and sewerage charge services.	60,000.00		60,000	New



8	Telephone, telex, mobile phone services	Payment for Telephone expenses.	60,000.00		60,000	New
9	Internet connections	Payment for internet connections.	120,000.00		120,000	New
10	Courier and postal services	Payment for Courier and Postal services.	656,000.00		656,000	New
11	Publishing and Printing services	Payment of Publishing and Printing Services	700,000.00		700,000	New
12	Advertisement awareness and publicity services	Payment of Advertising, Awareness and Publicity Campaigns services	180,000.00		180,000	New
13	Catering services (receptions), Accomodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	349,885.00		349,885	New
14	Supplies and accessories for office computers and printers	Payment for supply of accessories for office computers and printer's services.	950,000.00		950,000	
15	Sanitary and cleaning materials, supplies and services	Payment of Sanitary and Cleaning Materials, Supplies and Services	180,000.00		180,000	
16	Travel cost(Bus , railway)	Payment of transport expenses.	100,000.00		100,000	New
17	Daily subsistence allowance	Payment of daily subsistence allowance.	450,000.00		450,000	New
18	Refined fuels and lubricants	Purchase of refined fuels and lubricants.	600,000.00		600,000	New
19	Other Committee Expenses	Payment of Other committee expenses.	571,177.00		571,177	New



20	NGCDFC Allowance	Payment of NGCDFC sitting allowances.	1,128,000.00		1,128,000	New
21	Motor vehicle insurance	Payment of motor vehicle insurance for GK 969 F Toyota landcruiser.	130,000.00		130,000	New
22	General office supplies	Purchase of office general supplies (Papers, pencils, forms, small office equipment.	500,000.00		500,000	New
23	Other fuels	Payment of Other Fuels: wood, charcoal and cooking gas expenses.	20,000.00		20,000	New
24	Bank Service Commission and Charges	Payment of Bank Service Commission and Charges	30,000.00		30,000	New
25	Maintenance Expenses - Motor Vehicles	Payment for maintenance of motor vehicle, GKB 969F Toyota Landcruiser.	200,000.00		200,000	New
BURSARY						
26	Bursary - Secondary Schools	Payment of Bursary to needy students in secondary Schools.	37,675,642		37,675,642	New
27	Bursary - Tertiary Institutions	Payment of Bursary to needy students in tertiary institutions.	15,000,000		15,000,000	New
EMERGENCY						
28	Emergency Projects	To cater for any unforeseen occurrences in the constituency during the financial year .	8,768,091		8,768,091	New
MONITORING AND EVALUATION						
29	Refined fuels and lubricants	Purchase of refined fuels and lubricants.	200,000		200,000	New



30	Maintenances expenses	Maintenance expenses for NG-CDFC Vehicle. GK 969 F Toyota Landcruiser.	100,000	100,000	New
31	Travel cost (Bus, railway)	Payment of transport expenses.	120,000	120,000	New
32	Daily subsistence allowance	Payment of daily subsistence allowance.	178,150	178,150	New
33	Airtime expenses	Payment of airtime expenses	60,000	60,000	New
34	Publishing and printing services	Payment for publishing and printing services	70,000	70,000	New
35	Hire of Transport	Payment for hire of transport	120,000	120,000	New
36	NGCDFC Allowance	Payment of NGCDFC sitting allowances.	1,128,000	1,128,000	New
38	Travel allowances on trainings	Payment of travel allowances for NG-CDFC Members and other government officers during trainings.	100,000	100,000	New
39	Remuneration of instructors, contractors during trainings	Payment of instructors, contractors during trainings.	350,000	350,000	New
40	Production and printing of training materials	Payment of production and printing of training materials.	100,000	100,000	New
41	Hire of training facilities	Payment for hire of training facilities.	60,000	60,000	New
42	Accommodation allowance	Payment for accommodation allowances for NG-CDFC Members during trainings.	840,000	840,000	New
43	Catering services	Payment for catering services during trainings.	300,000	300,000	New



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44	Other Committee Allowances	Payment of other Committee Allowances.	1,271,662		1,271,662	New
PRIMARY SCHOOL PROJECTS						
45	Kitooni Primary School	Fencing of 467M school compound with chain link and concrete posts, Kshs. 700,000, construction to completion of a gate, Kshs. 100,000.	800,000		800,000	New
46	Kisasi Primary School	Fencing of 400M school compound with perimeter wall.	2,000,000		2,000,000	New
47	Kyunduani Primary School - Kadogo	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
48	Katumba Primary School	Fencing of 500M school compound with chain link and concrete posts, Kshs. 750,000, construction to completion of a gate, Kshs. 100,000.	850,000		850,000	New
49	Maliku Primary School	Fencing of 622M school compound with chain link and concrete posts, Kshs. 931533, construction to completion of a gate, Kshs. 100,000.	1,031,533		1,031,533	New
50	Kitamaa Primary School	Construction to construction of an Administration block comprising of 2 offices and 1 staffroom	1,600,000		1,600,000	New
51	Yovovo Primary School	Fencing of 567M school compound with chain link and concrete posts, Kshs. 850,000, construction to completion of a gate, Kshs. 100,000	950,000		950,000	New



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52	Mukundi Primary School	Renovation to completion of 5 classrooms; plastering, Fixing of doors and windows, flooring and painting	750,000		750,000	New
53	Makolongo Primary School	Construction to completion of a 130 capacity boy's dormitory (Size 210 square meters)	2,000,000		2,000,000	New
54	Wingoo Primary School	Fencing of 467M school compound with chain link and concrete posts, Kshs. 700,000, construction to completion of a gate, Kshs. 100,000.	8,000,000		800,000	New
55	Kivuuni Primary School	Construction to construction of an Administration block comprising of 2 offices and 1 staffroom	1,600,000		1,600,000	New
56	Kathome Primary School	Fencing of 513M school compound with chain link and concrete posts, Kshs. 769,500, construction to completion of a gate, Kshs. 100,500.	870,000		870,000	New
57	Kalima Primary School	Renovation to completion of 5 classrooms: plastering, fixing of doors and windows, flooring and painting	750,000		750,000	New
58	Kawongo Primary School	Renovation to completion of 6 classrooms; plastering, fixing of doors and windows, flooring and painting.	900,000		900,000	New
59	Kyamboo Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
60	Ilovi Primary School	Construction to construction of an Administration block comprising of 2 offices and 1 staffroom.	1,600,000		1,600,000	New



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61	Usengyo Primary School	Fencing of 467M school compound with chain link and concrete posts, Kshs. 700,000, construction to completion of a gate, Kshs. 100,000.	800,000		800,000	New
62	Mbitini Primary School-Kanyonyoo	Renovation to completion of 5 classrooms; plastering, fixing of doors and windows, flooring and painting.	750,000		750,000	New
63	Maito Primary School	Renovation to completion of 5 classrooms; plastering, fixing of doors and windows, flooring and painting.	750,000		750,000	New
64	Kyaithani Primary School	Renovation to completion of 5 classrooms; plastering, fixing of doors and windows, flooring and painting.	750,000		750,000	New
65	Thome Primary School	Renovation to completion of 6 classrooms; plastering, fixing of doors and windows, flooring and painting	900,000		900,000	New
66	Ngakaani Primary School	Additional funds for completion of one classroom; Shuttering, Roofing, Plastering, Flooring and painting.	900,000.00	500,000	400,000	on-going
67	Kyoani Primary School	Fencing of 613M school compound with chain link and concrete posts, Kshs. 900,000, construction to completion of a gate, Kshs. 100,000.	1,000,000		1,000,000	New
68	Ungaatu Primary	Renovations of 3 classrooms; plastering, flooring, fixing of doors and windows and painting	450,000		450,000	New
69	Itooma Primary School	Construction to completion of 1 classrooms.	1,000,000		1,000,000	New
CDF JSS PROJECTS						
70	Kithiani Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New



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71	Kavumbuni Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
72	Yamunyu Primary school	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
73	Kwa Kye Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
74	Katwala Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
75	Mukameni Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
76	Kisavi Primary School	Construction to completion of 1 classrooms.	1,000,000		1,000,000	New
77	Mukaini Primary School	Construction to completion of 2 classrooms.	2,000,000		2,000,000	New
78	Wayani Primary School	Construction to completion of 1 classrooms.	1,000,000		1,000,000	New
79	Ngamyone Primary School	Construction to completion of 1 classrooms.	1,000,000		1,000,000	New
80	Kathemboni Primary School	Construction to completion of 1 classrooms.	1,000,000		1,000,000	New
81	Kyamusivi Primary School	Construction to completion of 1 classrooms.	1,000,000		1,000,000	New



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82	Ndokeani Primary	Construction of Class room	358,467		358467	The project to be funded partly by NG-CDF and ME O
SECONDARY SCHOOL PROJECTS						
83	Matu Mixed Day Secondary School	Drilling and equiping of borehole; purchase and installation of solar pump.	3,000,000		3,000,000	New
84	Mandongoi Mixed Secondary School	Construction to completion of dining hall with a capacity of 150 students.	2,500,000		2,500,000	New
85	Ngomoni Mixed Secondary School	Construction to completion of 2 classrooms.	2,000,000		2,000,000	New
86	Ituki Mixed Secondary School	Construction to completion of 2 classrooms.	2,000,000		2,000,000	New
87	Kavisuni Mixed Seondry School	Additional funds for completion of one classroom; Shuttering, Roofing, Plastering, Flooring and painting	1,200,000.00	500,000	700,000	on-going
88	Kalatine Mixed Secondary School	Construction to completion of 2 classrooms	2,000,000		2,000,000	New
89	Mosa Mixed Secondary School	Purchase of 46-seater school Bus .	8,500,000		8,500,000	New
90	Hon Mwalika -Kilevi Secondary School	Construction to completion of 2 classrooms.	2,000,000		2,000,000	New



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91	Maangani Secondary School	Construction to completion of a laboratoy with a capacity of 45 students.	2,500,000		2,500,000	New
92	Mbitini Complex High School	Construction to completion of dining hall with a capacity of 150 students.	2,500,000		2,500,000	New
93	Kilamba Mixed Secondary School	Construction to completion of 1 classroom.	2,000,000		2,000,000	New
94	Kimuuni Mixed Secondary School	Fencing of 467M school compound with chain link and concrete posts, Kshs.700,000, construction to completion of a gate, Kshs. 100,000.	800,000		800,000	New
95	Nyanyaa Mixed Secondary School	Purchase of 46-seater school Bus.	8,500,000		8,500,000	New
96	Lower Yatta Girls Secondary School	Additional funds for completion of a classroom; Shuttering, Roofing, Plastering, Flooring and painting	900,000	500,000	400,000	On-going
SECURITY PROJECTS						
97	Kalulini Chief's Office	Fencing of 268M school compound with chain link and concrete posts, Kshs. 400,000, construction to completion of a gate, Kshs. 100,000.	500,000		500,000	New
98	Assistant County Commissione's Office- Kanyangi Office	Fencing of 534M school compound with chain link and concrete posts, Kshs. 800,000, construction to completion of a gate, Kshs. 100,000.	900,000		900,000	New
99	Kathome Assistant Chief's Office	Construction to completion of Chief's office with two offices and a boardroom.	700,000		700,000	New



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100	Tanganyika Assistant Chief's Office	Construction to completion of Chief's office with two offices and a boardroom.	700,000		700,000	New
101	Kwavonza Police Station	Fencing of 366 M police compound with chain link and concrete posts	547,811		547,811	New
102	Kanyonyoo Chief's Office	Construction to completion of Chief's office with 3 offices and a boardroom.	1,000,000		1,000,000	New
KITUI RURAL STRATEGIC PLAN						
103	Strategic Plan	Additional funds for the preparation of Constituency strategic plan	1,300,000	2,200,000	1,300,000	On-going
CLIMATE CHANGE MITIGATION						
104	Kalala Primary School	Purchase of a 8000L water tank, Kshs. 100,000, construction of a water tank base, Kshs. 30,000, purchasing of 183 indegenous trees, Kshs. 169 per tree seedling(Ksh 30970).	160,970		160,970	New
105	Kavumbu Primary School	Purchase of a 8000L water tank, Kshs. 100,000, construction of a water tank base, Kshs. 30,000, purchasing of 183 indegenous trees, Kshs. 169 per tree seedling(Ksh 30970).	160,970		160,970	New
106	Ulungu Primary School	Purchase of a 8000L water tank, Kshs. 100,000, construction of a water tank base, Kshs. 30,000, purchasing of 183 indegenous trees, Kshs. 169 per tree seedling(Ksh 30970).	160,970		160,970	New
107	Kisavi Primary School	Purchase of a 8000L water tank, Kshs. 100,000, construction of a water tank base, Kshs. 30,000, purchasing of 183 indegenous trees, Kshs. 169 per tree seedling(Ksh 30970).	160,970		160,970	New



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108	Ituki Mixed Secondary School	Purchase of a 8000L water tank, Kshs. 100,000, construction of a water tank base, Kshs. 30,000, purchasing of 183 indigenous trees, Kshs. 169 per tree seedling(Ksh 30970).	160,970		160,970	New
109	Kalivini Primary School	Purchase of a 8000L water tank, Kshs. 100,000, construction of a water tank base, Kshs. 30,000, purchasing of 183 indigenous trees, Kshs. 169 per tree seedling(Ksh 30970).	160,970		160,970	New
110	Kyoani Primary School	Purchase of a 8000L water tank, Kshs. 100,000, construction of a water tank base, Kshs. 30,000, purchasing of 183 indigenous trees, Kshs. 169 per tree seedling(Ksh 30970).	160,970		160,970	New
111	NG-CDF Office	Purchase of a 8000L water tank, Kshs. 100,000, construction of a water tank base, Kshs. 30,000, purchasing of 183 indigenous trees, Kshs. 169 per tree seedling(Ksh 30981)	160,981		160,981	New
112	Kitoneo Primary School	Purchase of a 8000L water tank, Kshs. 100,000, construction of a water tank base, Kshs. 30,000, purchasing of 183 indigenous trees, Kshs. 169 per tree seedling(Ksh 30970).	160,970		160,970	New
OTHERS						



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113	REREC	Funds for matching facility with Rural Electrification and Renewable Energy Corporation for the listed projects; Kwa Kamuli-Kasevi -Kavandani -Kwa Ngomo in Mbitini ward, Kavoo Primary and Borehole in Kanyangi ward and Kyaithani B Village in Yatta Kwavonza Ward.	5,000,000		5,000,000	New
TOTAL					166,593,720	
MOE JSS PROJECTS						
114	Kavumbu Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
115	Mbanaga Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
116	Ngiluni Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
117	Ikave Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
118	Mwiwe Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
119	Knayonyoo Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
120	Kwavonza Primary	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
121	Nzeve Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
122	Mwangeni Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
123	Kyamusivi Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
124	Ulungu Primary School	Construction to completion of 1 classroom.	1,000,000		1,000,000	New
125	Ndokeani Primary School	Construction to completion of 1 classroom.	641,533		641,533	New
TOTAL					11,641,533	
GRAND TOTAL					178,235,253	

It is noted that the NG-CDFC allocated a classroom to completion in constituency between Kshs. 1,000,000 though due to increased cost of material the Committee needs to increase the funding to a figure of Ksh 1,200,000 in the next financial year.



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The Constituency is vast and sometimes with poor road network thus making cost of transportation of materials albeit costly especially for the far end areas of the constituency

The amount allocated to school bus is adequate to purchase on a one-off basis and not through asset financing, and it is exclusive of insurance premiums or any other recurrent cost.

The NG-CDF Committee resolved to approve the above Project proposal for funding in Kitui Rural NG-CDF funds in 2023/2024 financial year.

The committee members tasked the Fund Account Manager, NG-CDFC chairperson and secretary to move with speed in documenting the Project proposal for onward submission to the NG-CDF Board for approval.

ANNEX
Employee's compensation

Item	Description	Scale	Number	Rate	Total Amount Pm	Total Amount Pa
	Contractual Employees					
1	Accounts assistant	CSG 11	1	33,187	33187	398,244
2	Clerk of works	CSG 11	1	33,187	33,187	398,244
3	Records Management Assistant	CSG 12	1	27,038	27,038	324,456
4	Administrative Assistant/Secretary	CSG 13	1	23,650	23,650	283,800
5	Driver	CSG 12	1	25,300	25,300	303,600
6	Security officer	CSG 14	1	16,890	16,890	202,680



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Employer contribution to NSSF

1	Accounts assistant	CSG 11	1	1080	1080	12,960
2	Clerk of works	CSG 11	1	1,080	1,080	12,960
3	Records Management Assistant	CSG 12	1	1,080	1,080	12,960
4	Administrative Assistant/Secretary	CSG 13	1	1,080	1,080	12,960
5	Driver	CSG 12	1	1,080	1,080	12,960
6	Security officer	CSG 14	1	1,080	1,080	12,960
TOTAL						77,760

House Allowance

1	Accounts assistant	CSG 11	1	5,000	5,000	60,000
2	Clerk of works	CSG 11	1	5,000	5,000	60,000
3	Records Management Assistant	CSG 12	1	5,000	5,000	60,000
4	Administrative Assistant/Secretary	CSG 13	1	4,000	4,000	48,000
5	Driver	CSG 12	1	4,000	4,000	48,000
6	Security officer	CSG 14	1	3,000	3,000	36,000



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TOTAL

312,000

Leave Allowance

1	Accounts assistant	CSG 11	1	10,000	10,000	10,000
2	Clerk of works	CSG 11	1	10,000	10,000	10,000
3	Records Management Assistant	CSG 12	1	10,000	10,000	10,000
4	Administrative Assistant/Secretary	CSG 13	1	10,000	10,000	10,000
5	Driver	CSG 12	1	10,000	10,000	10,000
6	Security officer	CSG 14	1	10,000	10,000	10,000
				TOTAL		60,000

Employers Contribution for Housing Levy



1	Accounts assistant	CSG 11	1	573	573	6,876
2	Clerk of works	CSG 11	1	573	573	6,876
3	Records Management Assistant	CSG 12	1	481	481	5,772
4	Administrative Assistant/Secretary	CSG 13	1	415	415	4,980
5	Driver	CSG 12	1	440	440	5,280
6	Security officer	CSG 14	1	298	298	3,576
TOTAL						33,360

GRATUITY

				Basic Salary		
1	Accounts assistant	CSG 11	1	33,187	10,288	123,456
2	Clerk of works	CSG 11	1	33,187	10,288	123,456
3	Records Management Assistant	CSG 12	1	27,038	8,382	100,581
4	Administrative Assistant/Secretary	CSG 13	1	23,650	7,332	87,978
5	Driver	CSG 12	1	25,300	7,843	94,116
6	Security officer	CSG 14	1	16,890	5,236	62,830
TOTAL						592,417

MIN 06/05/JANUARY/2024/NG-CDF/KITUI RURAL ANY OTHER BUSINESS.

The NG-CDFC members approved the following;

1. NG-CDF Committee sitting allowance for the meeting to be paid together with transport cost.



2. The Fund Account manager, Chairperson and Secretary to be paid allowances and night outs for the period of projects proposal preparation and submission to the NG - CDF Board.

Adjournment

The meeting was adjourned at 3:51pm by a word of prayer from Pauline Kathini

Fund Account Manager *[Signature]* Sign Date 05/01/24

Secretary NG-CDFC MAURICE NGAZA Sign *[Signature]* Date 5/01/2024

Chairperson NG-CDFC MUEMA MUYOICE Sign *[Signature]* Date 5th Jan 2024

