



**NG-CDF KITUI
CENTRAL CONSTITUENCY**

**Kitui Central National Government Constituencies
Development Fund**

Offices Near District Commissioners offices
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**MINUTES OF THE KITUI CENTRAL NG-CDFC MEETING HELD ON
8th JANUARY 2024 AT THE NGCDF BOARDROOM**

MEMBERS PRESENT

- | | | |
|----------------------|---|-----------|
| 1) Justus Mumo | - | Chairman |
| 2) Elizabeth Muthui | - | Secretary |
| 3) Josephine Mutua | - | FAM |
| 4) Alex Mwangangi | - | member |
| 5) Susan Syokau | - | member |
| 6) Gillian Mwikali | - | member |
| 7) Augustine Mukunu | - | member |
| 8) Benedict Musili | - | member |
| 9) Alexander Muthami | - | member |
| 10) Dorcas Rono | - | DCC |

IN ATTENDANCE

1. Mary Shano -Sub County Director of Education.

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AGENDA

- 1) Conflict of interest
- 2) Preamble
- 3) Chairperson remarks
- 4) Reading and confirmation of previous minutes
- 5) Matters Arising
- 6) Infrastructure development for Junior Secondary Schools
- 7) Project Proposal FY 2023/2024
- 8) AOB

MIN 01 of 08 /O1/2024: CONFLICT OF INTEREST

After the meeting the Chairperson requested members to declare their interest in any of the above deliberations. None of them expressed any interest on the matters to be deliberated on.

MIN 02 of 08 /O1/2024: PREAMBLE

The meeting was called to order by the Chairman Mr Justus Mumo at 10.15 hrs and requested Mr alexander Muthami to lead with a word of prayer.

MIN 03 of 08 /O1/2024 CHAIRMAN'S REMARKS

The chairman welcomed the NGCDFC members to the meeting and requested them to be focussed and proactive on the matters to be deliberated on.

MIN 04 of 08 /O1/2024 READING AND CONFIRMATION OF PREVIOUS MINUTES

The Secretary read the previous days minutes, which were confirmed to be the true deliberations by Gilian Mwikali seconded by Susan Syokau

MIN 05 of 08 /O1/2024: MATTERS ARISING

Emergencies funded in FY 2022-2023- they are all complete except Kyalilini Primary school which is at procurement level.



MIN 06 of 08 /01/2024: INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS

The FAM presented before the NGCDFC a Circular from the NGCDF Board Ref NGCDFB-CEO /MOE/VOLI (046) attached thereon was a letter from the state department for basic education on allocation of funds to infrastructure development projects for junior Secondary Schools. The funds were to be managed by the ministry of Education (MOE) and National Development Fund Committees .The NGCDFC therefore were expected to match every shilling given by the MOE with another shilling.

The Subcounty director of education informed the NGCDFC members that Kitui central constituency has a total number of 74 Junior Secondary Schools .

Kitui Central Constituency was allocated Kshs 11,437,133 and therefore the NGCDFC were also expected to incorporate their respective counterpart funding in their proposal for the 2023/2024 Financial Year.

The FAM read the list of the deserving Junior Secondary Schools as received from the Sub county Director of Education, and after a lengthy deliberation by the NGCDFCs in consultation with the Sub county Director of Education and the DCC who were present in the meeting the below projects for construction of two classrooms to completion were funded except for

Tiva Junior Secondary School, which was funded by the NGCDFC with one classroom to completion and by the MOE with one classroom to completion.

JUNIOR SECONDARY SCHOOL	MOE FUNDING	NGCDFC FUNDING	ACTIVITY
Nzukini	2,000,000		Construction of 2 classrooms
Kyambiti		2,100,000	Construction of 2 classrooms
Central	2,000,000		Construction of 2 classrooms

JUNIOR SECONDARY SCHOOL	MOE FUNDING	NGCDFC FUNDING	ACTIVITY
Ngiini		2,000,000	Construction of 2 classrooms
Kwa Nzou		2,137,133	Construction of 2 classrooms
Mulutu		2,000,000	Construction of 2 classrooms
Tiva	1,000,000	1,000,000	Construction of 1 classroom
Miambani		2,200,000	Construction of 2 classrooms
Nzaaya	2,200,000		Construction of 2 classrooms
Mutula	2,200,000		Construction of 2 classrooms
Waluku	2,037,133		Construction of 2 classrooms
Total	11,437,133	11,437,133	

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MIN 07 of 08 /01/2024: PROJECTS PROPOSAL FY 2023-2024

The FAM informed the NGCDFC that the allocation for this financial year was Kshs 175,389,810, money raised, as AIA was Kshs 14,000 and Grant by the MOE for junior secondary schools infrastructure was Kshs 11,437,133 totalling to Kshs 186,826,943. The FAM also presented before the NGCDFC a circular issued by the NGCDF Board on realignment of the project proposals for this financial year with the NGCDF (Amendment) Act 2023 and the summary was as below

- The provision for sports activities as eligible projects was repealed.
- The Ceiling for Social Security programmes and education bursary, Mocks and continuous assessment tests was increased from thirty five percent to forty percent of the total allocation to the constituency for any particular financial year.
- Constituency oversight committees ceased to exist and therefore their allocation was to be channelled to other development projects
- A sum not exceeding three percent of the total annual allocation to a constituency may be used for payment of recurrent utilities costs of constituency digital hubs
- Climate change mitigation activities (environment) was provided a ceiling of five percent

The NGCDFC members with the guidance of the FAM understood the amendments and after a lengthy deliberation they did away with the allocation for sports activities amounting to Kshs 3,507,796 and Kshs 1,753,898, which was allocated to Constituency oversight committee

The monies amounting to Kshs 5,261,694 was allocated to projects as below

Name of project	Activity	Amount	Status
Kilingile Primary school	Roofing 5 classrooms and 1 office(capacity of 15 teachers), doors 7, windows 15, plastering plinth of classroom, repair of cracks, repair of floor and painting whole school, disconnecting of solar panels and reconnecting and walling above ring beam	2,500,000	New
Maaingi Primary school	Roofing 3 classrooms, doors 1, windows 17, plastering external walls 2 classrooms, 12 permanent ventilation,	1,500,000	New

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	repair of floors, repair of cracks, painting 12 classrooms		
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Bursary Secondary Schools	Payment of bursary to needy students in Secondary Schools	1,261,694	New
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PROPOSED PROJECTS 2023/2024

PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
Payment of staff salaries	3,200,000		Payment of no. 9 staff salaries	3,200,000	New
Sub-total				3,200,000	
Payment of gratuity to no. 9 staff (31% Of basic salary)	1,200,000		Payment of gratuity to no. 9 staff (31% Of basic salary)	1,200,000	New
Sub-total				4,400,000	

PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
NSSF	80,000		Payment of NSSF deductions of no.9 staff at kshs. 200 p/m	80,000	New

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PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
Sub-total				80,000	
NHIF	120,000		Payment of NHIF deduction of no. 9 staff, kshs. 790 per person	120,000	New
Goods and services					
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
Payment of electricity charges	48,000		Payment of electricity charges	48,000	New
Water and sewerage charges	24,000		Payment of water and sewerage company	24,000	New
Telephone, telex facsimile and mobile phone service	50,000		Payment of telephone expenses	50,000	New
Internet connection	40,000		Payment of internet connections	40,000	New
Courier and postal services	120,000		Payment of courier and postal services	120,000	New
Publishing and printing services	30,000		Payment of publishing and printing services	30,000	New
Subscriptions to newspapers	14,400	1	Payment of subscriptions to newspapers	14,400	New
Advertising, awareness and publicity campaigns	80,000		Payment of advertising awareness and publicity campaigns	80,000	New
Catering services	50,000		Payment of food and drinks	50,000	New
Supplies and accessories (for computers and printers)	300,000		Purchase of supplies and accessories for computers and printers	300,000	New
Sanitary and cleaning	40,000		Purchase of sanitary and cleaning materials	40,000	New

PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
materials supplies and services			supplies and services		
Sub -total				796,400	
Travelling and accommodation expenses					
Travel costs (bus), railway	50,000		Payment of transport expenses	50,000	New
Daily subsistence allowance	100,000		Payment of daily subsistence allowance	100,000	New
Hire of transport	100,000		Payment of hire of transport	100,000	New
Refined fuels and lubricants	750,000		Purchase of refined fuels and lubricants	750,000	New
Sub-total				1,000,000	
Committee expenses					
Ngcdfc allowance charges	960,000 168,000		Payment of ngcdfc allowance charges.	960,000 168,000	New
Other committee expenses	1,500,000		Payment of other committee expenses	1,500,000	New
Sub-total				2,628,000	
Sub-total					

Other expenses					
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
Motor vehicle insurance	300,000		Payment of motor vehicle insurance(1 toyota double cab gk354 v)	300,000	New
General office supplies (papers,pens,sm all office equipment etc.	700,000		Purchase of small office supplies (papers, pens, small office equipment etc	700,000	New

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Bank service commission and charges	70,000		Payment of bank charges	70,000	New
Maintenance of motor vehicles and motorcycles	331,292		(maintenance of 1 toyota double cab gk354 v)	331,292	New
Maintenance of office furniture and equipment	97,696		Maintenance of office furniture and equipment	97,696	New
Sub total				1,498,388	
Total				10,523,388	

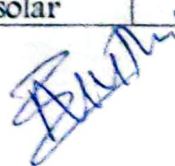
Monitoring and evaluation					
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STAT US
Daily subsistence allowance	80,000		Payment of daily subsistence	80,000	New
Publishing and printing services	40,000		Payment of publishing and printing services	40,000	New
Travel allowance on training of pmc	250,000		Payment of travel allowance of ngcdfc; national government officers and pmc during pmc ,ngcdfc staff training	250,000	New
Remuneration of instructors and contract based training services	350,000		Payment of instructors and contract-based training services during ngcdfc training	350,000	New
Production and printing of training materials	32,694		Payment of production and printing of training materials for pmc and ngcdfc training	32,694	New
Hire of training facilities and equipment	350,000		Hire of training facilities and equipment during pmc and ngcdfc training	350,000	New
Accommodation allowance	500,000		Payment of accommodation allowance of ngcdfc and	500,000	New

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			national government officers during ngcdfc and pmc training		
Catering services-food and drinks	50,000		Payment of catering services such as, food and drinks	50,000	New
Other committee expenses	1,300,000		Payment of other committee expenses	1,300,000	New
Ngcdfc allowance	2,309,000		Payment of committee allowances	2,309,000	New
Sub total				5,261,694	
CLIMATE CHANGE MITIGATION					
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STAT US
Kwa Maundu Sand Dam	600,000		Construction of a sand dam to prevent flooding to completion	600,000	New
Kwa Malusi Sand Dam	620,663		Construction of a sand dam to prevent flooding to completion	620,663	New
Kwa Mutwii Sand Dam	600,000		Construction of a sand dam to prevent flooding to completion	600,000	New
Kwa Makuthu Sand Dam	650,000		Construction of a sand dam to prevent flooding to completion	650,000	New
Nzevu River Sand Dam	600,000		Construction of a sand dam to prevent flooding to completion	600,000	New
BURSARY AND SOCIAL SECURITY PROGRAMME.					
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STAT US
Bursary Secondary Schools	58,568,127		Payment of bursary to needy students in Secondary Schools	58,568,127	New
Bursary tertiary institutions	7,000,000		Payment of bursary to needy students in tertiary institutions	7,000,000	New
Nhif social security programme	1,080,000		Payment of nhif vulnerable to 180	1,080,000	New

			individuals (180 people at 6000 per year)		
Total				66,648,127	
Item	Original cost	Cumulative allocation	Project activity	Amount allocated	Status
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
Emergency	9,229,569		To cater for any unforeseen occurrences in the constituency during the financial year	9,229,569	New
Total				9,229,569	
SECONDARY SCHOOL PROJECTS					
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
Tiva Secondary School	4,000,000	.	Construction of a 45 students capacity science laboratory to completion.	4,000,000	New
St Thomas Aquinas Secondary School	2,500,000	-	Face lifting of the school: Re-roofing of 2 classrooms, laboratory with a capacity of 45 students and library capacity of 30 students, repair of floor, glazing, painting and walling above ring beam of 2 classrooms and laboratory with a capacity of 45 students.	2,500,000	New
St Charles Lwanga Secondary School	4,000,000	.	Construction of a 45 students capacity science laboratory to completion.	4,000,000	New
Kamandio Mixed Secondary School	1,800,000		Facelifting of the school: Re-roofing, glazing, repair of flooring, disconnecting of solar	1,800,000	New




			panels and reconnecting and painting. of 5 classrooms, one roomed kitchen and 2 laboratories with a capacity each with a capacity of 30 students each.		
Katyethoka Secondary School	3,500,000		Completion of two classrooms (Ground floor) of a storey building started by the parents: walling above the ring beam, floor slabbing, shuttering, fixing of 15 windows, fixing of 3 doors, plastering, flooring, and painting.	3,500,000	New
Kathungi Secondary School	2,000,000		Construction to completion of a one roomed administration block to accommodate 15 teachers	2,000,000	New
Sub Total				17,800,000	
PRIMARY SCHOOL PROJECTS					
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
Kithambangiii Primary school	2,000,000		Facelifting of the school: Re-roofing and flooring 4 classrooms, fixing of 2 doors and 28 windows, painting of 12 classrooms and one office, repair of cracks and internal plastering of 6 classrooms.	2,000,000	New

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Kathukini Primary school	1,500,000		Renovation to completion of 6 classrooms and 2 offices: flooring, fixing of 3 doors and 20 windows and painting.	1,500,000	New
Yakalia Primary school	1,700,000		Facelifting of school: Re-roofing and flooring of 5 classrooms, fixing of 2 doors and 11 windows, repair of major cracks, fixing of fascia board and painting of 6 classrooms.	1,700,000	New
Kwa Mukasa Primary School	1,800,000		Facelifting of the school: Re-roofing 4 classrooms and 2 offices, fixing of 6 doors and 13 windows, plastering plinth of 1 classroom and repair of cracks, flooring and painting of 4 classrooms.	1,800,000	New
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
Mangina Primary School	2,000,000		Facelifting of the school: Re-roofing of 8 classrooms, fixing of 8 doors and 23 windows, flooring of 5 classrooms and 3 offices, internal and external plastering of 5 classrooms and repair of major cracks and painting of the whole school.	2,000,000	New




Kangose Primary School	2,000,000		Face lifting of the school: Flooring of 8 classrooms, fixing of 4 doors and 24 windows, internal plastering of 1 classroom and repair of major cracks and painting whole school.	2,000,000	New
Ngoleni Primary School	1,800,000		Face lifting of the school: Fixing of 4 doors and 24 windows, flooring of 8 classrooms, internal plastering of one classroom, and repair of major cracks and painting of the whole school.	1,800,000	New
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
Mutune Girls Primary School	2,000,000		Facelifting of the school: Re-roofing and flooring of 5 classrooms, glazing, painting and walling above ring beam of 2 classrooms, fixing of 2 doors and 12 windows, demolition of walls, painting repair of major cracks of 2 classrooms.	2,000,000	New
Kaveta Primary School	1,500,000		Facelifting of the school: Re-roofing and flooring of 6 classrooms, fixing of 2 double doors, glazing and painting of 6 classrooms, one office and a dormitory with a	1,500,000	New

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Makaan Primary school	1,800,000		capacity of 30 students. Facelifting of the school: Re-roofing and flooring of 7 classrooms, fixing of 6 doors and 16 windows of 7 classrooms, internal and external plastering of walls and plinth, painting, repair of major cracks, walling plinth and fascia board of one classroom.	1,800,000	New
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STAT US
Kiviu Primary School	2,000,000		Facelifting of the school: Re-roofing and flooring of 7 classrooms and one office, fixing of 3 doors and 23 windows, plastering plinth of 7 classrooms, painting, repair of major cracks, walling plinth and stairs and fascia board of 7 classrooms and 1 office	2,000,000	New
Mukuku Primary School	1,800,000		Facelifting of the school: Re-roofing of 6 classrooms, fixing of 5 doors and 9 windows, glazing and flooring of 6 classrooms, flooring of one classroom, internal and external repair of walls, repair of major cracks and painting of 3 classrooms.	1,800,000	New
Mwanyani Primary	2,000,000		Facelifting of the school:	2,000,000	New




school			Re-roofing and flooring of 7 classrooms, fixing of 1 door and 18 windows, internal plastering of 3 classrooms, renovation of one classroom: external plastering and plinth, painting, repair of major cracks, walling plinth and fascia board.		
Umuu Primary school	2,000,000		Facelifting of the school: Re-Roofing 5 classrooms, internal and external plastering of 4 classrooms, fixing of 12 windows and 3 doors, painting of 8 classrooms and fixing of fascia board.	2,000,000	New
Kilingile Primary school	2,500,000		Facelifting of the school: Re-roofing 5 classrooms and 1 office, fixing of 7 doors and 15 windows, plastering plinth of one classroom, repair of cracks, repair of floor and painting whole school, disconnecting of solar panels and reconnecting and walling above ring beam	2,500,000	New
Maaini Primary school	1,500,000		Face lifting of the school: Re-roofing 3 classrooms, fixing of 1 door and 17 windows, plastering of external walls 2 classrooms, fixing of permanent ventilation, repair of floors, repair of cracks, painting of 12	1,500,000	New

			classrooms		
NGCDF INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SCHOOLS PROJECTS					
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STAT US
Kyambiti Primary School	2,100,000		Construction to completion of 2 Classrooms	2,100,000	New
Ngiini Primary School	2,000,000		Construction to completion of 2 Classrooms	2,000,000	New
Kwa Nzou	2,137,133		Construction to completion of 2 Classrooms	2,137,133	New
Mulutu Primary School	2,000,000		Construction to completion of 2 Classrooms	2,000,000	New
Tiva Primary School	1,000,000		Construction of 1 Classroom to completion	1,000,000	New
Miambani Primary School	2,200,000		Construction to completion of 2 classrooms	2,200,000	New
Sub-Total			.	41,337,127	
SECURITY PROJECTS					
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STAT US
Mulutu Police Post	1,500,000		Fencing of the Police Post compound with chainlink and concrete poles measuring 310 meters, Kshs.1,350,000 and installation of a gate, Kshs.150,000,	1,500,000	New

Total					
				1,500,000	
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
NG-CDF OFFICE					
Kitui Central NG-CDF office	4,500,000		Installation of Cabros on the NGCDF Office compound measuring 870 m2.	4,500,000	New
Kitui Central NG-CDF office	519,236		Purchase of office furniture: 20 executive chairs, Kshs.25,961.	519,220	New
OTHERS					
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
Rural Electrification and Renewable Energy Corporation (REREC)	15,000,000		Installation of Transformers and electricity connection to Katumiloni, Kiasa, Kiliku, Malili, Kithambangii, Kasokolo, Kailini, Mikuyuni, Silonga, Mbathoni, Kakia, Kilingile, Waluku, Ithambaa ka, Kisyoka Villages.	15,000,000	New
TOTAL ALLOCATION				175,389,810	
MOE INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SCHOOLS PROJECTS					
PROJECT NAME	ESTIMATED COST	CUMULATIVE COST	PROJECT ACTIVITY	AMOUNT ALLOCATED	STATUS
Nzukini Primary School	2,000,000		Construction to completion of 2 Classrooms to completion	2,000,000	New




Central Primary School	2,000,000		Construction to completion of 2 Classrooms to completion	2,000,000	New
Tiva Primary School	1,000,000		Construction to completion of 1 Classroom to completion	1,000,000	New
Nzaaya Primary School	2,200,000		Construction to completion of 2 classrooms	2,200,000	New
Mutula Primary School	2,200,000		Construction to completion of 2 classrooms	2,200,000	New
Waluku Primary School	2,037,133		Construction to completion of 2 classrooms.	2,037,133	New
Total				11,437,133	
GRAND TOTAL				186,826,943	

ANNEXES

(i) PROJECTS ANNEXES

(a) Administration and Recurrent Expenditure

Please note, that the allocation for staff salaries is higher than tabulated below, because we are anticipating increasing their salaries to cushion inflation.

EXPENDITURE ITEMS						
Item	Description	Scale	Number	Rate	Total Amount pm	Total Amount
	Contractual Employees					
	Accountant	CSG 10	1	42,000	42,000	50

Clerk of works	CSG 11	1	36,000	36,000	432,000
Office Secretary	CSG 12	1	28,000	28,000	336,000
Driver	CSG 12	1	31,000	31,000	372,000
Office assistant	CSG 12	1	24,000	24,000	288,000
Record management officer	CSG 14	1	17,000	17,000	204,000
Office assistant	CSG 13	1	22,000	22,000	264,000
Security officer	CSG 13	1	21,000	21,000	252,000
Security officer	CSG 14	1	17,000	17,000	204,000
		9			2,856,000
Gratuity-Contractual Employees					
Accountant	CSG 10	1	13,020	13,020	156,240
Clerk of works	CSG 11	1	11,160	11,160	133,920
Office Secretary	CSG 12	1	8,680	8,680	104,160
Driver	CSG 12	1	9,610	9,610	115,320
Office assistant	CSG 12	1	7,440	7,440	89,280
Record management officer	CSG 14	1	5,270	5,270	63,240
Office assistant	CSG 13	1	6,820	6,820	81,840
Security officer	CSG 13	1	6,510	6,510	78,120
Security officer	CSG 14	1	5,270	5,270	63,240
Sub-Total		9			885,360
Sub Total					
Employer Contribution to NSSF					
Accountant	CSG 10	1	200	200	2,400
Clerk of works	CSG 11	1	200	200	2,400
Office Secretary	CSG 12	1	200	200	2,400
Driver	CSG 12	1	200	200	2,400

Sub Total	Office assistant	CSG 12	1	200	200	2,400	
	Receptionist	CSG 14	1	200	200	2,400	
	Office assistant	CSG 13	1	200	200	2,400	
	Security officer	CSG 13	1	200	200	2,400	
	Security officer	CSG 14	1	200	200	2,400	
			9			21,600	
	Contribution to NHIF						
	Accountant	CSG 10	1	1000	1000	12,000	
	Clerk of works	CSG 11	1	950	950	11,400	
	Office Secretary	CSG 12	1	850	850	10,200	
	Driver	CSG 12	1	900	900	10,800	
	Office assistant	CSG 12	1	750	750	9,000	
	Receptionist	CSG 14	1	600	600	7,200	
	Office assistant	CSG 13	1	750	750	9,000	
Security officer	CSG 13	1	750	750	9,000		
Security officer	CSG 14	1	600	600	7,200		
Sub Total			9			85,800	
USE OF GOODS AND SERVICES							
Utilities, Supplies and Services							
2210101	Electricity					48,000	
2210102	Water & Sewerage Charges					24,000	
Sub Total						72,000	
Communication, Supplies and Services							
2210201	Telephone, Telex, Facsimile and Mobile Phone Service					50,000	
2210202	Internet Connections					40,000	
2210203	Courier and Postal Services					120,000	




Domestic Travel and Subsistence & Other Transport Costs						
2210301	Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.)	Persons	3	5,000	15,000	50,000
2210604	Hire of transport	Persons	10	2,500	25,000	100,000
2210303	Daily Subsistence Allowance	Persons	5	5,000	25,000	100,000
Printing, Advertising and Information Supplies & Services						
2210502	Publishing and Printing Services					30,000
2210503	Subscriptions to Newspapers, Magazines and Periodicals					14,400
2210504	Advertising, Awareness and Publicity Campaigns					80,000
Hospitality Supplies and Services						
2210801	Catering Services (Receptions), Accommodation, Gifts, Food and Drinks					50,000
Sub Total						634,400
Committee Expenses						
2210802	Other Committee Expenses	Members	10	5,000	50,000	1,500,000
2210811	NGCDFC Allowance	Members	8	10,000	80,000	960,000
		Chair	1	14,000	14,000	168,000
Sub Total						2,628,000
Insurance Costs						
2210904	Motor Vehicle Insurance (1 Toyota double cab GK354 V)					300,000
Specialised Materials and Services Office and General Supplies and Services						
2211101	General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.)					700,000
2211102	Supplies and Accessories for Computers and Printers					300,000

2211103	Sanitary and Cleaning Materials, Supplies and Services								
	Fuel , Oil & Lubricants								40,000
2211201	Refined Fuels and Lubricants for Transport								750,000
	Other Operating Expenses								
2211301	Bank Service Commission and Charges								70,000
	Routine Maintenance - Vehicles and Other Transport Equipment								
2220101	Maintenance Expenses - Motor Vehicles (1 Toyota double cab GK354 V)								331,292
	Routine Maintenance - Other Assets								
2220202	Maintenance of Office Furniture and Equipment								97,696
Sub Total									2,588,988
TOTAL									10,523,388

(b) MONITORING EVALUATION AND CAPACITY BUILDING

EXPENDITURE ITEMS

MONITORING EVALUATION AND CAPACITY BUILDING

Item	Description	Scale	Number	Rate	Total Amount pm	Total Amount pa
	Domestic Travel and Subsistence & Other Transport Costs					
2210301	Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.)	Persons	10	5000	50,000	250,000
2210302	Accommodation - Domestic Travel	Persons	10	10,000	100,000	
2210303	Daily Subsistence Allowance	Persons	10	2000	20,000	80,000
	Printing, Advertising and Information Supplies & Services					


2210502	Publishing and Printing Services					40,000
	Training Expenses					
2210701	Travel Allowance					
2210702	Remuneration of Instructors and Contract Based Training Services					350,000
2210703	Production and Printing of Training Materials					32,694
2210704	Hire of Training Facilities and Equipment					350,000
2210710	Accommodation Allowance					500,000
	Hospitality Supplies and Services					
2210801	Catering Services (Receptions), Accommodation, Gifts, Food and Drinks					50,000
	Committee Expenses					
		Members	9	10,000	90,000	1,110,000
2210802	Other Committee Expenses	Chair	1	14,000	14,000	190,000
		Members	9	20,000	180,000	2,160,000
2210811	NGCDFC Allowance	Chair	1	21,000	21,000	149,000
	Office and General Supplies and Services					
2211101	General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.)					
2211102	Supplies and Accessories for Computers and Printers					
	Fuel , Oil & Lubricants					
2211201	Refined Fuels and Lubricants for Transport					
TOTAL						5,261,69





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- The Chair thanked members for their proactviness during the meeting.
- There being no other business the meeting ended through a word of prayer from Mr Alexander Muthami at 02.20hrs.

Minutes signed by:-

Signature : 
Name : Justus Mumo
Position : Chairperson

Signature : 
Name : Elizabeth Muthui
Position : Secretary