



NG – CDF BOARD

National Government Constituencies Development Fund
Lugari Constituency
P.O.Box 700
Turbo
Email: cdflugari@ngcdf.go.ke

Ref: NGCDF/LUG/GEN/VOL I/026

Date: 20th May, 2024

The Chief Executive Officer
NGCDF Board
P.O.Box 46882 – 00100
Nairobi

Dear Sir

RE: FY 2023 / 2024 BUDGET PROPOSAL

Attached herewith please find our proposal for the FY 2023 / 2024 including:

- NGCDF minutes
- Third Schedule
- Fourth Schedule
- Bills of Quantities

Yours Faithfully

Perez Anyango

FUND ACCOUNT MANAGER





NG-CDF BOARD

NATIONAL Government Constituency Development Fund
Lugari Constituency

P.O.Box 700

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Email: cdflugari@ngcdf.go.ke

MINUTES OF LUGARI NG-CDFC MEETING HELD ON 14th FEBRUARY, 2024 AT THE NG-CDF BOARDROOM

MEMBERS PRESENT

- | | |
|------------------------|----------------------|
| 1. Wycliffe Soita | Chairman |
| 2. Winnie Kageha | Secretary |
| 3. Perez Anyango | Fund Account Manager |
| 4. Simon Mutai | DCC |
| 5. Mispella Mulari | Member |
| 6. Beatrice Shirandula | Member |
| 7. Abraham Otieno | Member |
| 8. Nelly Alividza | Member |
| 9. John Wafula Sabuni | Member |
| 10. Oliver Amuko | Member |

IN ATTENDANCE

- | | |
|---------------------|----------------------------------|
| 1. Magdalene Kikwai | Sub-county Director of Education |
|---------------------|----------------------------------|

AGENDA

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising from the previous minutes
4. Brief about the circulars on submission of the projects
5. Consideration of ongoing projects
6. Consideration of Junior Secondary Matching Funds with the Ministry
7. FY 2023/2024 Budget
8. Approval of Projects Proposal for the Financial Year 2023/2024
9. Approval of Payment(s)
10. AOB



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MIN 1: 17/01/2024 – PRELIMINARIES

The Chairman called the meeting to order at 11.30 a.m. A word of prayer was offered by Mr. Oliver Amuko.

MIN 2: 17/01/2024 - READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The Secretary read through the minutes of the previous meeting which were proposed by Mr. Abraham Otieno, seconded by Mrs. Beatrice Shirandula and adopted by the Committee as a true record of the previous meeting.

MIN 3: 17/01/2024 - MATTERS ARISING FROM THE PREVIOUS MINUTES

- There were no matters arising from the previous Minutes.

MIN4: 17/01/2024 - BRIEF ABOUT THE CIRCULARS ON SUBMISSION OF THE PROJECTS

The Fund Account Manager brought the contents of the Circular No. NGCDF/CEO/NG-CDF CIRCULARS/VOL II (035) dated 4th January, 2024, to the attention of the Committee.

She informed the Committee that the amendments as documented in the above mentioned Circular necessitated changes to the FY 2023/2024 Proposal that had been submitted earlier as certain provisions had significantly affected the allocation of Funds as detailed below:

- Expunging Sports as one of the eligible Projects,
- Removal of the Oversight Committee.
- Funding recurrent costs of running digital hubs at 3% of the total allocation.
- Cupping the ceiling for Bursary at 40% from 35%
- Introduction of Climate change and mitigation activities at at least 5% of the amount allocated.

Hence, the Committee unanimously agreed to align the FY 2023/2024 Proposal to the amended Act as instructed in the said Circular.

MIN 5: 17/01/2024 - CONSIDERATION OF ONGOING PROJECTS

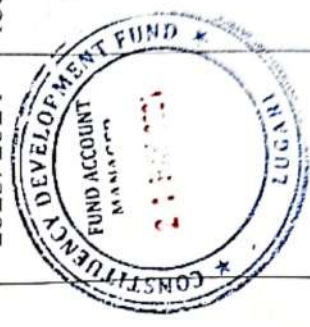
The Fund Account Manager reminded the Committee that the NGCDF Act 2015 provides that NGCDFCS shall prioritize the ongoing Projects during allocation of Funds and that the Act has also given a timeline of 3 years within which all Projects should be complete.

However, it was noted that Environmental Projects in FY 2022/2023 had been implemented to completion as stated in the Codelist hence the Committee adjusted the ongoing Projects Reports to exclude the affected Projects i.e Panpaper Primary School – Kshs 759,800.87, Mukangu Primary School – Kshs 759,800.87, Mukhalanya Primary School – Kshs 759,800.87 and Mautuma DEB Primary School – Kshs 759,800.87)



Hence she tabled the list of ongoing Projects for consideration during allocation of Funds during FY 2023/2024 as detailed below:

S/No.	Project	Entire scope of project	Initial approved Activities	Pending activities requiring Funding	Estimated Cost	Cumulative allocation to the project		Balance to completion
						FY	Amount	
1.	Fanpaper Primary School	Construction of one storey building housing 8No. classrooms	Construction of a storey building housing 8No Classrooms up to laying of first floor - Phase I (Sub-structure, and walling, and slabbing, at 30% completion level)	Slabbing - first floor, columns, beams and roofing	18,900,000.00	2022/2023	7,500,000.00	4,400,000
						2023/2024	7,000,000.00	
2.	Itumbu Primary School	Construction of Administration Block containing staff room, Head teacher's office, deputy Head teacher's office and two heads of Department (5 offices)	Additional funds for completion of construction of an administration block containing staff room for Head teacher, deputy and two head of departments, 40% complete (Plastering, fittings, facial	Tiling, paving and ceiling Board	1,590,000.00	2022/2023	1,190,000.00	Nil
						2023/2024	400,000.00	



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			board, glazing & painting)						
3.	Locho Primary School	Construction of one storey building housing 8No. classrooms	Construction of a storey building housing 8No Classrooms up to laying of first floor - Phase I (Sub-structure, and walling, and slabbing, at 40% completion level)	Slabbing - first floor, columns, beams and roofing	18,900,000.00	2022/2023	7,500,000.00	4,400,000	
						2023/2024	7,000,000.00		
4.	Tekoa Primary School	Construction of one storey building housing 8No. classrooms	Construction of a storey building housing 8No Classrooms up to laying of first floor - Phase I (Sub-structure, and walling, and slabbing, at 35% completion level)	Slabbing - first floor, columns, beams and roofing	18,900,000.00	2022/2023	7,500,000.00	4,400,000	
						2023/2024	7,000,000.00		
5.	Mukhomo Primary School	Construction of one storey building	Construction of a storey building	Slabbing - first floor, columns,	20,500,000.00	2022/2023	7,500,000.00	6,000,000	



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		housing 8No. classrooms	housing 8No classrooms up to laying of first floor - Phase I (Sub-structure, walling and slabbing, at 40% completion level)	beams and roofing				
6.	Lwandeti DEB Primary School	Construction of one storey building housing 8No. classrooms	Construction of a storey housing 8No classrooms up to laying of first floor - Phase I (Sub-structure, walling and slabbing, at 40% completion level)	Slabbing - first floor, columns, and beams and roofing	21,000,000.00	7,500,000.00	3,354,244.00	10,145,756.00
7.	Mlimani Primary School	Renovation of 6No. classrooms	Renovation of 6No. Classrooms - Roofing, fittings, painting, flooring and wiring.	Flooring - Terrazzo, glazing, facier board, paving	4,090,000.00	2022/2023	2,500,000.00	Nil
						2023/2024	1,300,000.00	
8.	Mukuyu Special School	Construction of 200 capacity dormitory	Construction of 200 capacity dormitory -	Construction of 200 capacity dormitory -	5,510,000.00	2022/2023	3,000,000.00	Nil



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 - Another signature that appears to be "K. S. S."
 - Initials "M.P." in a circle.

	classrooms	Classrooms up to laying of first floor - Phase I (Sub-structure, and walling and slabbing, at 40% completion level)	roofing		2023/2024	7,000,000.00
13.	Mukhalanya Primary School	Renovation of 5No. classrooms	Flooring - terrazzo, glazing, paving, facier board	3,300,000.00	2022/2023	2,436,359.74
		Classrooms - Roofing, fittings, painting, flooring and wiring			2023/2024	863,640.00
14.	Lukhokho Secondary School	Renovation of 5No. classrooms	Flooring - terrazzo, glazing, paving, facier board	3,300,000.00	2022/2023	2,000,000.00
		Classrooms - roofing, plastering, flooring, and wiring and painting.			2023/2024	1,300,000.00
15.	Chekalini Secondary School.	Construction of a 200-capacity dormitory	Flooring - terrazzo, facier board, paving, plumbing, septic tank	7,800,000.00	2022/2023	3,000,000.00
		Additional funds for completion of construction of one 45 capacity Dormitory - Roofing, plastering, fittings, wiring and painting			2023/2024	4,800,000.00
TOTALS				183,790,000.00	71,526,359.74	36,445,856.00



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The Committee agreed to prioritize the ongoing projects in the proposal for FY 2024/2025 as per the timelines set by the Act.

However, it was noted that limitations in funding, could not allow completion of all ongoing Projects, hence, the Committee committed to allocating Kshs 36,445,856.00 to ongoing Projects that commenced in FY 2022/2023 as listed in the ongoing Projects Report above, so that they shall all be completed within three years as stipulated in the NGCDF Act.



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MIN 6: 17/01/2024 – JUNIOR SECONDARY SCHOOLS ALLOCATIONS

The Fund Account Manager reminded the Committee that we had received an additional allocation of Kshs 20,120,483.00 for construction of classrooms and Integrated Learning Resource Centers in Junior Secondary Schools as matching Funds to allocations for construction of classrooms in Junior Secondary Schools within the Constituency in FY 2023/2024.

In consultation with the Subcounty education officer who attended the meeting, members proposed that the funding be channelled towards construction of classrooms in Junior Secondary Schools.

The projects were incorporated in the main project listings as shown in minute 04 below.

The Committee deliberated at length and allocated the Funds as follows:

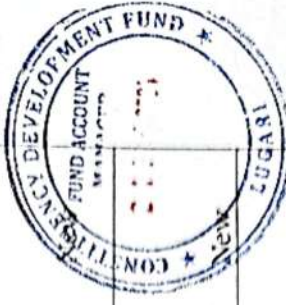
S/No.	Project Name	Project Activity	Original Cost	Cumulative allocation	Allocated Amount	Current Status
FUNDING BY NGCDF COMMITTEE						
1.	Kipkaren Rural Primary School	Additional Funds for construction of 4No. classrooms to completion on the ground floor of a one - storey building housing 8No. classrooms - roofing, plastering, fittings and painting	20,000,000.00	0	3,560,241.50	New
2.	Mwivona Primary School	Additional Funds for construction of 4No. classrooms to completion on the ground floor of a one - storey building housing 8No. classrooms - roofing, plastering, fittings and painting	20,000,000.00	0	3,560,241.50	New
3.	Mukangu Primary School	Construction of 2No. classrooms – to completion	2,600,000.00	0	2,600,000.00	New
4.	Mukavane Primary School	Construction of 2No. classrooms to completion	2,600,000.00	0	2,600,000.00	New
5.	Mwilolo Primary	Construction of 2No. classrooms to completion	2,600,000.00	0	2,600,000.00	New



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School	completion	2,600,000.00	0	2,600,000.00	New
6. Makina Primary School	Construction of 2No. classrooms – to completion	2,600,000.00	0	2,600,000.00	New
7. Nzoia Bridge Primary School	Construction of 2No. classrooms to completion	2,600,000.00	0	2,600,000.00	New
TOTAL				20,120,483.00	
FUNDING BY MINISTRY OF EDUCATION					
1.	Construction of 4No classrooms to completion on the ground floor of a one storey building housing 8No. classrooms - substructure, columns, walling, wiring - JSS	20,000,000.00	0	6,810,241.50	New
2.	Construction of 4No classrooms to completion on the ground floor of a one storey building housing 8No. classrooms - substructure, columns, walling, wiring - JSS	20,000,000.00	0	6,810,241.50	New
3.	Construction of 1No. classrooms – to completion	1,300,000.00	0	1,300,000.00	New
4.	Construction of 1No. classrooms – to completion	1,300,000.00	0	1,300,000.00	New
5.	Construction of 1No. classrooms – to completion	1,300,000.00	0	1,300,000.00	New
8.	Construction of 1No. classrooms – to completion	1,300,000.00	0	1,300,000.00	New






9.	Nzoia Bridge Primary School	Construction of No. classrooms -	1,300,000.00,	0	1,300,000.00	New
TOTAL				0	20,120,483.00	

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MIN 7: 17/01/2024 – FY 2023/2024 PROPOSAL

The Fund Account Manager informed the Committee that the total Budget for FY 2023/2024 is Kshs 204,650,384, whose breakdown she gave as follows:

- Kshs 184,329,901.00 – NGCDF Allocation
- Kshs 20,120,483 – Ministry of Education conditional grant to support infrastructure development in JSS
- Kshs 200,000 – AIA collected during the Financial Year 2022/2023

The Committee agreed to allocate all the Funds to the Projects as detailed in the Project Proposal for FY 2023/2024.

MIN 8: 17/01/2024 – FY 2023/2024 PROPOSAL

The Fund Account Manager informed the Committee that the initial Budget that had been submitted to the Board was returned for inclusion of the JSS Allocation.

The Committee discussed and agreed to allocate funds to the Projects for FY 2023/2024 as follows:



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PROJECT PROPOSALS FOR LUGARI NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND

FINANCIAL YEAR 2023/2024

S/No	Project Name	Project Activity	Project Number	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
ADMINISTRATION AND RECURRENT EXPENDITURE							
EMPLOYEES SALARIES							
1	Contractual employees	Payment of staff Basic salaries		2,100,000.00		2,100,000.00	New
2	House Allowance	Payment of House Allowance to NGCDF Employees		352,800.00	-	352,800.00	New
3	Commuter Allowance	Payment of commuter allowance for employees		336,000.00	-	336,000.00	New
4	NSSF	Employer contribution to NSSF		112,400.00	-	122,400.00	New
5	Housing Levy	Employer's contribution to the housing levy		41,832.00	-	41,832.00	New
6	Gratuity-contractual employees	Payment of gratuity to NGCDF staff		462,000.00		462,000.00	New
GOODS AND SERVICES							
7	Electricity	Payment of Electricity charges		50,000.00		50,000.00	New



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8	Water & sewerage charges	Payment of Water & sewerage charges		200,000.00	-	200,000.00	New
9	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone, Telex, Facsimile and Mobile Phone Services		120,000.00	-	120,000.00	New
10	Internet Connections	Payment of Internet Connections		50,000.00	-	50,000.00	New
11	Courier and Postal Services	Payment of Courier and Postal Services		257,153.00	-	257,153.00	New
12	Publishing and Printing services	Payment of Publishing and Printing Services		300,000.00	-	300,000.00	New
13	Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns		400,000.00	-	400,000.00	New
14	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks		300,000.00	-	300,000.00	New
15	Motor Vehicle	Payment of Motor vehicle		100,000.00	-	100,000.00	New



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Insurance	insurance					
16	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	200,000.00	-	200,000.00	New
17	Sanitary and Cleaning Materials, Supplies and Services	Purchase of Sanitary and Cleaning Materials, Supplies and Services	150,000.00	-	150,000.00	New
TRAVEL AND ACCOMMODATION SERVICES						
18	Travel Costs (airlines, bus, railway, mileage allowances)	Payment of Travel costs	80,000.00	-	80,000.00	New
19	Accommodation - Domestic Travel	Payment of accommodation on domestic travel	400,000.00	-	400,000.00	New
20	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	500,000.00	-	500,000.00	New
21	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	500,000.00	-	500,000.00	New
COMMITTEE EXPENSES						
22	Other committee	Payment of Other	400,000.00	-	400,000.00	New



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expenses	committee expenses					
23	NGCDFC allowance	Payment of allowance charges	1,248,000.00	-	1,248,000.00	New
OTHER EXPENSES						
24	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	1,100,000.00	-	1,100,000.00	New
25	Other Fuels (wood, charcoal, cooking gas etc...)	Payment of other fuels (wood, charcoal, cooking gas expenses)	38,000.00	-	38,000.00	New
26	Bank service commission and charges	Payment of Bank service commission and charges	51,609.00	-	51,609.00	New
27	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles	500,000.00	-	500,000.00	New
28	Maintenance of Plant, Machinery and Equipment (including lifts)	Payment of Maintenance of Plant, Machinery and Equipment (including lifts)	300,000.00	-	300,000.00	New



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Campaigns							
42	Remuneration of Instructors and Contract Based Training Services - Drug and HIV trainings are mandatory.	Remuneration of Instructors and Contract Based Training Services during NG-CDF Staff, NG-CDFC and PMCs Training (specify the type of training)	100,000.00	-	100,000.00		New
43	Production and Printing of Training Materials	Payment of Production and Printing of Training Materials	120,000.00	-	120,000.00		New
44	Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment	150,000.00	-	150,000.00		New
45	Accommodation - Domestic Travel	Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC	380,000.00	-	380,000.00		New
46	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	315,897.00	-	315,897.00		New



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47	Other committee expenses	Payment of Other committee expenses		400,000.00	-	400,000.00	New
48	NGCDFC allowance	Payment of NGCDFC allowance		1,400,000.00	-	1,400,000.00	New
49	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)		514,000.00	-	514,000.00	New
50	Supplies and Accessories for Computers and Printers	Purchase of supplies and accessories for Computers and Printers		150,000.00	-	150,000.00	New
51	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles		600,000.00	-	600,000.00	New
Sub - Total				5,529,897.00		5,529,897.00	
EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS							
52	Bursary Secondary Schools	Payment of bursary for needy students in secondary schools		39,000,000.00	-	39,000,000.00	New
53	Bursary Tertiary Institutions	Payment of bursary for needy students in tertiary institutions		10,000,000.00	-	10,000,000.00	New



K. S. S.
W. M. M.

54	Bursary Special Institutions	Payment of bursary to needy students in special Institutions	1,000,000.00	-	1,000,000.00	New
55	Bursary - Secondary Schools	Additional funds for payment of Bursary for needy students in Secondary Schools	6,000,000.00	-	6,000,000.00	New
Sub - Total			56,000,000.00	-	56,000,000.00	
EMERGENCY RESERVE						
55	Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	9,691,047.00	-	9,691,047.00	New
Sub - Total			9,691,047.00	-	9,691,047.00	
CLIMATE CHANGE MITIGATION PROJECTS						
56	Panpaper Primary School	Supply, delivery and installation 10,000ltrs water tank @ Kshs 240,199.00, planting and watering 125 tree seedlings @ Kshs 12,500.00	252,699.00	-	252,699.00	New



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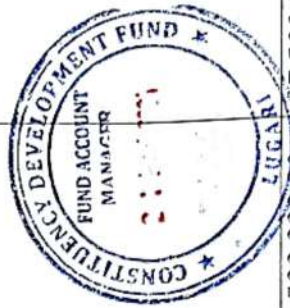
57	Tekoa Primary School	Supply, delivery and installation 10,000ltrs water tank @ Kshs 240,199.00, planting and watering 125 tree seedlings @ Kshs 12,500.00	252,699.00	-	252,699.00	New
58	Makhukhuni Primary School	Supply, delivery and installation 10,000ltrs water tank @ Kshs 240,199.00, planting and watering 125 tree seedlings @ Kshs 12,500.00	252,699.00	-	252,699.00	New
59	Mahiga Primary School	Supply, delivery and installation 10,000ltrs water tank @ Kshs 240,199.00, planting and watering 125 tree seedlings @ Kshs 12,500.00	252,699.00	-	252,699.00	New
Sub - Total			1,010,796.00	-	1,010,796.00	



PRIMARY SCHOOLS PROJECTS

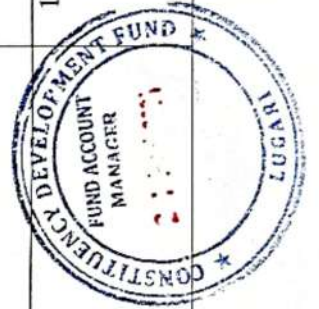
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61	Locho Primary School	Additional funds for the construction of a storey building housing 8No. classrooms upto roofing level: erection of first floor columns, walling and roofing	18,900,000.00	7,500,000.00	7,000,000.00	Ongoing
62	Tekoa Primary School	Additional funds for the construction of a storey building housing 8No. classrooms upto roofing level: erection of first floor columns, walling and roofing	18,900,000.00	7,500,000.00	7,000,000.00	Ongoing
63	Panpaper Primary School	Additional funds for the construction of a storey building housing 8No. classrooms upto roofing level: erection of first floor columns, walling and roofing	18,900,000.00	7,500,000.00	7,000,000.00	Ongoing
64	Mukhomo Primary School	Additional funds for the construction of a storey building housing 8No. classrooms upto roofing	20,500,000.00	7,500,000.00	7,000,000.00	Ongoing



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65	Mlimani Primary School	level: erection of first floor columns, walling and roofing Additional funds for the completion of renovation of 6No. Classrooms: terrazzo flooring, lintel, wall plate, glazing and wiring	4,090,000.00	2,500,000.00	1,590,000.00	Ongoing
66	Mukuyu Special School	Additional funds for the completion of construction of 200 capacity dormitory - plastering, fittings, painting, plumbing, septic tank.	5,510,000.00	3,000,000.00	2,510,000.00	Ongoing
67	Nzoia DEB Primary School	Additional funds for the completion of construction of 2No. Classrooms: terrazzo flooring.	2,500,000.00	2,100,000.00	400,000.00	Ongoing
68	Mahiga Primary School	Additional funds for the construction of a storey building housing 8No.	18,900,000.00	6,100,000.00	7,000,000.00	Ongoing



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69	Mugutga Primary School	classrooms upto roofing level: erection of first floor columns, walling and roofing	Additional funds for completion of renovation of 8No. Classrooms - Lintel, wall plate, plastering, fittings, wiring, paving.	8,800,000.00	4,900,000.00	3,900,000.00	Ongoing
70	Makhukhuni Primary School	Additional funds for the construction of a storey building housing 8No. classrooms upto roofing level: erection of first floor columns, walling and roofing		18,900,000.00	4,800,000.00	7,000,000.00	Ongoing
71	Mukhalanya Primary School	Additional funds for renovation of 5No. Classrooms: Re-roofing, fittings, painting and wiring		3,300,000.00	2,436,360.00	863,640.00	Ongoing
72	Itumbu Primary School	Additional funds for completion of		2,600,000.00	2,190,000.00	+00,000.00	Ongoing



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73	Muyugi Primary School	construction of an administration block consisting staff room, headteacher's office, deputy headteacher's office and two heads of department offices: Plastering, fittings, facier board, glazing and painting.	Construction to completion of two classrooms	2,700,000.00	-	2,700,000.00			New
74	Frank Primary School	Construction to completion of two classrooms	Construction to completion of two classrooms	2,600,000.00	-	2,600,000.00			New
75	Lwandeti DEB Primary School	Additional funds for the construction of a storey building housing 8No. classrooms upto roofing level: erection of first floor columns, walling and roofing	Additional funds for the construction of a storey building housing 8No. classrooms upto roofing level: erection of first floor columns, walling and roofing	20,000,000.00	7,500,000.00	3,354,244.00			Ongoing
76	Makonge Primary School	Renovation to completion of	Renovation to completion of	5,000,000		5,000,000.00			New



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	6No.classrooms: Re-roofing, fittings, facier board					
Sub-total						
FUNDING OF JUNIOR SECONDARY SCHOOLS – NGCDF ALLOCATIONS						
78	Kipkaren Rural Primary School	Additional funding for construction of 4No classrooms, to completion, (ground floor) of a one storey building comprising of 8No. classrooms - slabbing	20,000,000.00	-	3,560,241.50	New
79	Mwivona Primary School	Additional funding for construction of 4No classrooms, to completion, (ground floor) of a one storey building comprising of 8No. classrooms - slabbing	20,000,000.00	-	3,560,241.50	New
80	Mukangu Primary School	Construction to completion of two classrooms	2,600,000.00	-	2,600,000.00	New



K. S. S.
M. Mwangi
M.R.

81	Mukavane Primary School	Construction to completion of two classrooms	2,600,000.00	-	2,600,000.00	New
82	Mwilolo Primary School	Construction to completion of two classrooms	2,600,000.00	-	2,600,000.00	New
83	Makina Primary School	Construction to completion of two classrooms	2,600,000.00	-	2,600,000.00	New
84	Nzoia DEB Primary School	Construction to completion of two classrooms	2,600,000.00	-	2,600,000.00	New
Sub - Total					20,120,483.00	
SECONDARY SCHOOLS' PROJECTS						
84	Chekalini Secondary School.	Additional funds for the completion of construction of a 45 students capacity dormitory: Plumbing works, construction of a septic tank, terrazzo flooring, glazing and paving	7,800,000.00	3,000,000.00	4,800,000.00	Ongoing



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85	Holy Family Musembe Secondary School	Purchase 4.6-acres of land, including processing of the Title Deed	4,000,000.00	-	4,000,000.00	New
86	St. Pauls Lugari Boys High School	Renovation to completion of a twin 90 students laboratory: Piping, plumbing, fittings, terrazzo flooring, glazing, painting and install 1 fume chamber	2,000,000.00	-	2,000,000.00	New
87	Ayub Savula Secondary School	Purchase of 2-acre piece of land including processing of the title deed	2,500,000.00	-	2,500,000.00	New
88	Lukhokho Secondary School	Additional funds for completion of renovation of 5No. Classrooms: - terrazzo flooring.	3,300,000.00	2,000,000.00	1,300,000.00	Ongoing
Sub - Total			19,600,000.00	5,000,000.00	14,600,000.00	
TERTIARY PROJECTS						
89	Chevaywa Technical	Purchase of furniture: 150 metallic lecture	1,000,000.00	-	1,000,000.00	New



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	Training Institute	room arm chairs Kshs. 4,000, 50 armless metallic lecture room chairs Kshs.3,000 and 5 drawing tables Kshs 5,000							
	Sub - Total				1,000,000.00	-		1,000,000.00	
	LUGARI NGCDF OFFICE								
90	Bursary - Secondary School	Payment of bursary to needy students in secondary schools - Using AIA			200,000.00	-		200,000.00	New
	Sub - Total				200,000.00	-		200,000.00	

JUNIOR SECONDARY SCHOOL (CONDITIONAL GRANT BY THE MINISTRY OF EDUCATION)

91	Kipkaren Rural Primary School	Construction of 4No classrooms to the completion on the ground floor of a one storey building housing 8No. classrooms - substructure, columns, walling, wiring - JSS			20,000,000.00			6,810,241.50	New
92	Mwivona Primary School	Construction of 4No classrooms to				0		0	



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		completion on the ground floor of a one storey building housing 8No. classrooms - substructure, columns, walling, wiring - JSS		20,000,000.00		6,810,241.50	New
93	Mukangu Primary School	Construction to completion of one classroom.		1,300,000.00	0	1,300,000.00	New
94	Mukavane Primary School	Construction to completion of one classroom.		1,300,000.00	0	1,300,000.00	New
95	Mwilolo Primary School	Construction to completion of one classroom.		1,300,000.00	0	1,300,000.00	New
98	Makina Primary School	Construction to completion of one classroom.		1,300,000.00	0	1,300,000.00	New
99	Nzoia Bridge Primary School	Construction to completion of one classroom.		1,300,000.00	0	1,300,000.00	New
Sub-Total						20,120,483.00	
TOTAL ALLOCATION INCLUSIVE OF MINISTRY MATCHING FUND						204,650,384.00	



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BUDGET BREAKDOWN – ADMINISTRATION AND RECURRENT

Item	Description	Scale	Number	Rate	Total Amount PM	Total Amount PA	Staff Responsibility
Basic Salaries For Staff	Accounts Assistant	C1	1	30,000	30,000	360,000	<ul style="list-style-type: none"> Preparation of Monthly and quarterly Financial Reports. Preparation and coding of Payment Vouchers Communication and liaison services Receive complaints and ensure they are addressed Preparation of complaints reports
	Liaison Officer	C1	1	30,000	30,000	360,000	<ul style="list-style-type: none"> Preparation of BQs Supervision of ongoing Projects and ensuring timely implementation as per the BQ. Liaise with the FW department during Project implementation on Technical issues
	Clerk of Works	C1	1	30,000	30,000	300,000	<ul style="list-style-type: none"> Ensure Project files are regularly updated Maintain the records movement register Ensure safe custody of records and files
	Records Officer	B5	1	25,000	25,000	300,000	<ul style="list-style-type: none"> Receiving and direction visitors Maintain a record of all the visitors
Secretary	B5	1	25,000	25,000	300,000		



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								and ensuring they are attended to.
								<ul style="list-style-type: none"> • Ensure proper maintenance of Office equipment and report any malfunctioning
Driver	B4	1	20,000	20,000	240,000			<ul style="list-style-type: none"> • Proper maintenance of the NGCDF Vehicle – cleanliness, security, report defects, if any etc • Maintain motor vehicle work ticket and ensure it is properly signed before any journey. • Observe traffic rule all the time and ensure only authorised persons board the vehicle at any given time.
Office Assistant	B4	1	15,000	15,000	180,000			<ul style="list-style-type: none"> • Cleanliness of the Office • Receiving and directing visitors • Preparing Office tea
Sub – total		7			2,100,000			
House Allowance	C1	1	4,200	4,200	50,400			<ul style="list-style-type: none"> • Preparation of Monthly and quarterly Financial Reports. • Preparation and coding of Payment Vouchers
Liaison Officer	C1	1	4,200	4,200	50,400			<ul style="list-style-type: none"> • Communication and liaison services • Receive complaints and ensure they are addressed • Preparation of complaints reports
Clerk of Works	C1	1	4,200	4,200	50,400			<ul style="list-style-type: none"> • Preparation of BQs • Supervision of ongoing Projects and



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								ensuring timely implementation as per the BQ. <ul style="list-style-type: none"> Liaise with the PW department during Project implementation on Technical issues
Records Officer	B5	1	4,200	4,200	4,200	50,400	50,400	<ul style="list-style-type: none"> Ensure Project files are regularly updated Maintain the records movement register Ensure safe custody of records and files
Secretary	B5	1	4,200	4,200	4,200	50,400	50,400	<ul style="list-style-type: none"> Receiving and direction visitors Maintain a record of all the visitors and ensuring they are attended to. Ensure proper maintenance of Office equipment and report any malfunctioning
Driver	B4	1	4,200	4,200	4,200	50,400	50,400	<ul style="list-style-type: none"> Proper maintenance of the NGCDF Vehicle – cleanliness, security, report defects, if any etc Maintain motor vehicle work ticket and ensure it is properly signed before any journey. Observe traffic rule all the time and ensure only authorised persons board the vehicle at any given time.
Office Assistant	B4	1	4,200	4,200	4,200	50,400	50,400	<ul style="list-style-type: none"> Cleanliness of the Office Receiving and directing visitors



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Sub - Total									<ul style="list-style-type: none"> • Preparing Office tea
	Commuter Allowance	C1	1	4,000	4,000	4,000	48,000	352,800	<ul style="list-style-type: none"> • Preparation of Monthly and quarterly Financial Reports. • Preparation and coding of Payment Vouchers • Communication and liaison services • Receive complaints and ensure they are addressed • Preparation of complaints reports • Preparation of BQs • Supervision of ongoing Projects and ensuring timely implementation as per the BQ. • Liaise with the PW department during Project implementation on Technical issues • Ensure Project files are regularly updated • Maintain the records movement register • Ensure safe custody of records and files • Receiving and direction visitors • Maintain a record of all the visitors and ensuring they are attended to. • Ensure proper maintenance of
	Accounts Assistant	C1	1	4,000	4,000	4,000	48,000		
	Liaison Officer	C1	1	4,000	4,000	4,000	48,000		
	Clerk of Works	C1	1	4,000	4,000	4,000	48,000		
	Records Officer	B5	1	4,000	4,000	4,000	48,000		
	Secretary	B5	1	4,000	4,000	4,000	48,000		



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								Office equipment and report any malfunctioning
Driver	B4	1	4,000	4,000	4,000	48,000		<ul style="list-style-type: none"> • Proper maintenance of the NGCDF Vehicle – cleanliness, security, report defects, if any etc • Maintain motor vehicle work ticket and ensure it is properly signed before any journey. • Observe traffic rule all the time and ensure only authorised persons board the vehicle at any given time.
Office Assistant	B4	1	4,000	4,000	4,000	48,000		<ul style="list-style-type: none"> • Cleanliness of the Office • Receiving and directing visitors • Preparing Office tea
Sub – Total		7				336,000		
Accounts Assistant	C1	1	1,800	1,800	1,800	21,600		<ul style="list-style-type: none"> • Preparation of Monthly and quarterly Financial Reports. • Preparation and coding of Payment Vouchers
Liaison Officer	C1	1	1,800	1,800	1,800	21,600		<ul style="list-style-type: none"> • Communication and liaison services • Receive complaints and ensure they are addressed • Preparation of complaints reports
Clerk of Works	C1	1	1,800	1,800	1,800	21,600		<ul style="list-style-type: none"> • Preparation of BQs • Supervision of ongoing Projects and ensuring timely implementation as per the BQ.



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								<ul style="list-style-type: none"> Liaise with the PW department during Project implementation on Technical issues
Records Officer	B5	1	1,500	1,500	1,500	18,000	<ul style="list-style-type: none"> Ensure Project files are regularly updated Maintain the records movement register Ensure safe custody of records and files 	
Secretary	B5	1	1,500	1,500	1,500	18,000	<ul style="list-style-type: none"> Receiving and direction visitors Maintain a record of all the visitors and ensuring they are attended to. Ensure proper maintenance of Office equipment and report any malfunctioning 	
Driver	B4	1	900	900	900	10,800	<ul style="list-style-type: none"> Proper maintenance of the NGCDF Vehicle - cleanliness, security, report defects, if any etc Maintain motor vehicle work ticket and ensure it is properly signed before any journey. Observe traffic rule all the time and ensure only authorised persons board the vehicle at any given time. 	
Office Assistant	B4	1	900	900	900	10,800	<ul style="list-style-type: none"> Cleanliness of the Office Receiving and directing visitors Preparing Office tea 	
Sub - Total							122,400	



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 - A signature that appears to be 'M. H. ...'
 - Another signature below it.
 - The name 'K. H. ...' written vertically on the right side.

Employer's contribution towards housing levy	Accounts Assistant	C1	1	573	573	6,876	<ul style="list-style-type: none"> Preparation of Monthly and quarterly Financial Reports. Preparation and coding of Payment Vouchers
	Liaison Officer	C1	1	573	573	6,876	<ul style="list-style-type: none"> Communication and liaison services Receive complaints and ensure they are addressed Preparation of complaints reports
	Clerk of Works	C1	1	573	573	6,876	<ul style="list-style-type: none"> Preparation of BQs Supervision of ongoing Projects and ensuring timely implementation as per the BQ. Liaise with the PW department during Project implementation on Technical issues
	Records Officer	B5	1	498	498	5,976	<ul style="list-style-type: none"> Ensure Project files are regularly updated Maintain the records movement register Ensure safe custody of records and files
	Secretary	B5	1	498	498	5,976	<ul style="list-style-type: none"> Receiving and direction visitors Maintain a record of all the visitors and ensuring they are attended to. Ensure proper maintenance of Office equipment and report any malfunctioning



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Driver	B4	1	423	423	5,076	<ul style="list-style-type: none"> • Proper maintenance of the NGCDF Vehicle – cleanliness, security, report defects, if any etc • Maintain motor vehicle work ticket and ensure it is properly signed before any journey. • Observe traffic rule all the time and ensure only authorised persons board the vehicle at any given time.
Office Assistant	B4	1	348	348	4,176	<ul style="list-style-type: none"> • Cleanliness of the Office • Receiving and directing visitors • Preparing Office tea
Sub – total		7			41,832	
Accounts Assistant	C1	1	6,600	6,600	79,200	<ul style="list-style-type: none"> • Preparation of Monthly and quarterly Financial Reports. • Preparation and coding of Payment Vouchers
Liaison Officer	C1	1	6,600	6,600	79,200	<ul style="list-style-type: none"> • Communication and liaison services • Receive complaints and ensure they are addressed • Preparation of complaints reports
Clerk of Works	C1	1	6,600	6,600	79,200	<ul style="list-style-type: none"> • Preparation of EQs • Supervision of ongoing Projects and ensuring timely implementation as per the EQ. • Liaise with the FW department during Project implementation on



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								Technical issues
Records Officer	B5	1	5,500	5,500	66,000			<ul style="list-style-type: none"> • Ensure Project files are regularly updated • Maintain the records movement register • Ensure safe custody of records and files
Secretary	B5	1	5,500	5,500	66,000			<ul style="list-style-type: none"> • Receiving and direction visitors • Maintain a record of all the visitors and ensuring they are attended to. • Ensure proper maintenance of Office equipment and report any malfunctioning
Driver	B4	1	4,400	4,400	52,800			<ul style="list-style-type: none"> • Proper maintenance of the NGCDF Vehicle – cleanliness, security, report defects, if any etc • Maintain motor vehicle work ticket and ensure it is properly signed before any journey. • Observe traffic rule all the time and ensure only authorised persons board the vehicle at any given time.
Office Assistant	B4	1	3,300	3,300	39,600			<ul style="list-style-type: none"> • Cleanliness of the Office • Receiving and directing visitors • Preparing Office tea
Sub – total						7		462,000







MIN 7: 27/10/2023 – AOB

There being no other business, the meeting ended at 4.48 pm, with a word of prayer from Mrs. Mispella Mulari

Signed:

Chairman: 

Secretary: 

Fund Account Manager: 

Date: 14/2/24

Date: 14/02/2024

Date: 14/02/2024

