



National Government Constituencies Development Fund Board

Khwisero Constituency

P. o. Box 124 - 50135

KHWISERO, KENYA

Tel: +254 722 269298

Email: [cdfkhwisero@ngcdf.go.ke](mailto:cdfkhwisero@ngcdf.go.ke) / Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke)

OUR REF: NGCDFC/NGCDF Board/8/February/2023

8 February 2023

The Chief Executive Officer  
NG-CDF Board  
Harambee Plaza  
P.O. BOX 46682 - 00100  
NAIROBI.

Dear Sir,

**RE: KHWISERO BUDGET PROPOSALS 2022/2023 FINANCIAL YEAR**

The above subject matter refers.

Kindly attached is the NG-CDFMIS generated Budget Proposal for 2022/2023 financial year. It includes the following signed and stamped documents:

- 1) Third Schedule;
- 2) Fourth Schedules (Administration/Recurrent, M&E/ Capacity Building, Emergency, Sports, Bursary, Primary Schools, Secondary Schools, Security projects, Strategic Plan & Constituency Office );
- 3) Projects Code List;
- 4) NG-CDF Committee Minutes and
- 5) Wards Report
- 6) BoQs

Also attached is the manual Budget Proposals for Constituency Oversight Committee including:

- 1) Third Schedule
- 2) Fourth Schedule

Thanks for your continued support.

Yours sincerely,

  
Bernard S. Misiko

(Fund Account Manager)



Cc.

The Chairman, NG-CDF Committee  
Area Member of National Assembly

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Vision: Equitable socio-economic development countrywide



**NG-CDF BOARD**

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**MINUTES OF THE KHWISERO NG-CDF COMMITTEE MEETING HELD ON 02/01/2023  
AT 11.25AM IN THE KHWISERO NG-CDF FUND ACCOUNT MANAGER'S OFFICE**

**Members present**

- |                           |                        |
|---------------------------|------------------------|
| 1. Mr. Daniel Sumba       | Chairperson            |
| 2. Mr. Conrad Lukania     | Secretary              |
| 3. Mr. Geoffrey Ayuku     | Member                 |
| 4. Ms. Rose Ombewa        | Member                 |
| 5. Mr. Stephen Ombwenya   | Member                 |
| 6. Mr. Roberts Mayienga   | Member                 |
| 7. Ms. Christine Agiso    | Member                 |
| 8. Ms. Abgael Olukasi     | Member                 |
| 9. Mr. Shedrack Munyaio   | DCC (Ag.)              |
| 10. Mr. Bernard S. Misiko | (Fund Account Manager) |

**In-attendance**

- |                      |      |
|----------------------|------|
| 1. Mr. Meshack Yaura | NSCA |
|----------------------|------|

**Agenda**

- 1.) Preliminaries.
- 2.) Reading and Confirmation of the Previous Minutes.
- 3.) Matters arising from the previous minutes.
- 4.) Identified Projects in Performance Contract 2022/2023 FY
- 5.) Deliberations on Wards Report
- 6.) Budget proposals 2022/2023 FY
- 7.) AOB.

**Min 01/02/01/2023: Preliminaries.**

The meeting was called to order at 11.25 a.m. A word of prayer was given by Madam Christine Agiso. Chairman welcomed all the members to the meeting and thanked them for coming to work on this very important exercise. He wished members a happy New Year, 2023 since it



was the first meeting in the New Year. He urged members to have the heart and willingness to serve Khwisero constituents.

**Min 02/02/01/2023: Reading and Confirmation of the Previous Minutes.**

The minutes of the previous meeting were read through by the secretary of the NG-CDFC. They were proposed by Mr. Geoffrey Ayuku and seconded by Mr. Roberts Mayienga as a true record of what was discussed in the previous meeting.

**Min 03/02/01/2023: Matters Arising**

**Bursary debts to our Centers of Excellence** - Mwihila Boys' and Emalindi Girls' Secondary School - A member raised concern that the pending bills for bursary are too high. The committee might not sustain the students. This is because two academic years converged in one financial year. Funding is done once every financial year. This has created a big challenge and the bill is huge. After lengthy deliberations, it was agreed that new admissions shall have to be minimized so that we have a sustainable number. All pending fee balances shall have to be cleared since the two schools are in a financial crisis given that most of the students are fully sponsored by NG-CDF kitty.

**Min 04/02/01/2023: Identified Projects in Performance Contract 2022/2023 FY**

The secretary to the committee read through a circular from the Board on preparation and submission of project proposals for 2022/2023 financial year. The FAM had also sent a soft copy of the same to the members through our whatsapp group earlier for reading. The FAM informed members that all NGCDF Committees are on Performance Contract with the Board. Under the current financial year, 2022/2023, five projects were identified as high impact projects.

- They must be funded to completion in one financial year - 2022/2023 FY.
- They must be implemented to completion within this financial year.
- During next evaluation, the FAM & chairman must have evidence that they were correctly implemented to completion.

They are the following and must be included in our budget:

- 1) Mushinaka Primary School - Construction of Administration Block (Ksh.2,200,000)
- 2) Mwihila Girls' Secondary - Construction of Administration Block (Ksh.2,000,000)
- 3) Ibinda Secondary School - Construction of 2no.classrooms (2,000,000)
- 4) Emaholia Mixed Secondary School - Construction of 2no.classrooms (2,000,000) and
- 5) Emuruba Secondary School - Construction of 2no.classrooms (2,000,000)

**Min 05/02/01/2023: Deliberations on Wards Report**

The chairman thanked members for the active role they played during Public Participation across the four wards. He reminded members that through such exercise, the committee would be able to understand the needs of the constituents unlike many years ago when a committee could decide for them. Since the funds could not finance all the proposed projects, the NG-CDF Act allows the committee to utilize the wards report for two financial years before going back



to the constituents for fresh proposals. After lengthy deliberations, the committee settled on the following proposals for funding in this current financial year, 2022/2023:

S/NO.	PROPOSED PROJECT	WARD
1	Ekambuli Primary School	Kisa Central
2	Namasoli Secondary School	Kisa Central
3	Khwisero Girls' Secondary School	Kisa Central
4	Ekambuli Secondary School	Kisa Central
5	Ibinda Secondary School	Kisa Central
6	Shiongo Secondary School	Kisa Central
7	Assistant Chief's Office, Wambulishe	Kisa Central
8	Assistant Chief's Office, Emutsasa	Kisa Central
9	Luanda Dudi Secondary School	Kisa West
10	Munjeche Primary School	Kisa West
11	St. Mathew's Ikomero Secondary School	Kisa West
12	St. Anne's Dudi Girls' Secondary School	Kisa West
13	Khwisero Primary School	Kisa North
14	Mushinaka Primary School	Kisa North
15	Eshilongo Primary School	Kisa North
16	Mwihila Girls' Secondary School	Kisa North
17	Emwiru Secondary School	Kisa North
18	Mwihila Boys' High School	Kisa North
19	Emaholia Mixed Secondary School	Kisa North
20	Emalindi Girls' Secondary School	Kisa East
21	Eshinutsa Secondary School	Kisa East
22	St. Dennis Munjiti Secondary School	Kisa East
23	Emalindi Mixed Secondary School (Proposed New School)	Kisa East
24	Emuruba Secondary School	Kisa East
25	Assistant Chief's Office, Emuruba	Kisa East

### Min 06/02/01/2023: Budget Proposals 2022/2023 FY

With reference to a circular from the Board (including Constituencies allocation table) showing official allocation per constituency for 2022/2023 financial year, the FAM confirmed that the constituency had been allocated **Ksh.138, 215,033**. He explained that during previous financial years, the Tender Sub Committee sold Pre-qualification tender documents and realized a total of **Ksh.76, 000**. This is known as A-In-A (**Appropriation In Aid**). Therefore, our total budgetary allocation is will include the accumulated A-In-A. Our total amount to budget for is therefore **sh.138, 291,033** (sh. 41,000 under 2020/2021 fy + sh.35, 000 under 2021/2022 fy). The amount of **sh.76, 000** was resolved to be allocated for Main Account Bank Charges in our budget proposals. He informed members that in the Amended Act 2022, the formula for sharing NG-CDF has been changed. Khwisero will receive a lower amount due to its few wards - 4 (the higher the wards the higher the amount). The committee has been given up to 13<sup>th</sup> January 2023 to have submitted a budget, but the earlier it is done the better.

The Fund Account Manager thanked members for the role they played during Public Participation exercise. He reminded the committee to make use of Wards Report while working on the budget as it is a requirement. He advised the committee to be guided by the following:



- ✓ Ongoing projects to be given priority before new ones are allocated funds
- ✓ Fairness in distribution of resources across the four wards
- ✓ Public Participation is mandatory since there is a checklist to be followed
- ✓ Ensure enough funds are allocated to a project so that they take not more than three financial years to complete
- ✓ Since CBC grade seven pupils will be domiciled in the Primary schools, NGCDF is required to support infrastructural projects - additional classrooms and Science Laboratories.
- ✓ We must allocate funds for our Strategic Plan - 2023/2027.
- ✓ Procurement of NGCDF Vehicle or Motorbike is allowed. We are allowed to budget for a new vehicle since the Board aware of our old stalled vehicle, whose disposal documents were received.
- ✓ Clearance of outstanding issues with regard to previous financial year's projects' proposals - we have no pending issue on our previous year's budget proposals.
- ✓ Labeling/branding costs of our projects should be included in our project costs and be factored in the BoQs.
- ✓ Adherence to Statutory ceilings - cannot budget beyond the allocated amount.
- ✓ Take into consideration A-In-A (if any) and specify what the fund will be used for.
- ✓ Timeline for submission of budget proposals must be adhered to. Late submissions disadvantage the constituents apart from inconveniencing the Board during approvals. As per the official circular, the latest date is 13<sup>th</sup> January 2023. Otherwise early submission is better.

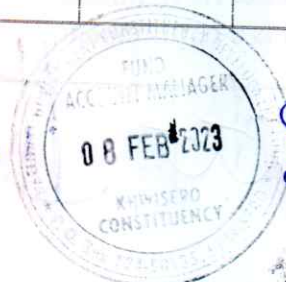
Having considered the above mentioned instructions and received proposals from the public, the committee came up with the budget proposals as follows:

#### Appropriation in Aid (A-I-A)

The FAM reported to the members that a total of **Ksh.76, 000** had been accumulated in the past two financial years (i.e. **sh. 41,000** under 2020/2021 fy + **sh.35, 000** under 2021/2022 fy). He did a report on the same and forwarded to the Board. As per the circular, this amount is to be budgeted for, specifying the actual activity. After lengthy deliberations, it was resolved that this be set aside in the budget proposals to take care of Bank Charges. Therefore, the normal allocation to the Constituency is **Ksh.138, 215,033** and an A-In-A of **Ksh.76, 000**. Total amount to be budgeted for is **(sh.138, 215,033 + sh.76, 000 = sh.138, 291,033)**.

Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
ADMINISTRATION AND RECURRENT EXPENDITURE						
4-037-208-2210302-100-2022/2023-1	Accommodation - Domestic Travel	Payment of accommodation on domestic travel	600,000	-	600,000	New

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4-037-208-2210504-100-2022/2023-2	Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	160,000	-	160,000	New
4-037-208-2211301-100-2022/2023-3	Bank service commission and charges	Payment of Bank service commission and charges	76,000	-	76,000	New
4-037-208-2110201-100-2022/2023-4	Contractual employees	Payment of 10 NG-CDFC staff Basic salaries	2,493,120	-	2,493,120	New
4-037-208-2210801-100-2022/2023-5	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	120,000	-	120,000	New
4-037-208-2210203-100-2022/2023-6	Courier and Postal Services	Payment of Courier and Postal Services	60,000	-	60,000	New
4-037-208-2210303-100-2022/2023-7	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	300,000	-	300,000	New
4-037-208-2210101-100-2022/2023-8	Electricity	Payment of Electricity charges	120,000	-	120,000	New
4-037-208-2211101-100-2022/2023-9	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	932,869	-	932,869	New
4-037-208-2710102-100-2022/2023-10	Gratuity-contractual employees	Payment of gratuity to 10 NGCDFC staff	249,312	-	249,312	New
4-037-208-2210604-100-2022/2023-11	Hire of Transport	Payment of Hire of Transport	200,000	-	200,000	New
4-037-208-2110301-100-2022/2023-12	House allowance	Payment of House allowances to 10 NG-CDFC staff	300,000	-	300,000	New
4-037-208-2110314-100-2022/2023-13	Commuter allowance	Payment of transport allowances to 10 NG-CDFC staff	264,000	-	264,000	New
4-037-208-2210910-100-2022/2023-14	Medical Insurance - NHIF	Payment of Medical Insurance to 10 NG-CDFC staff	90,000	-	90,000	New

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4-037-208-2210811-100-2022/2023-15	NG-CDFC allowance	Payment of NG-CDFC allowance charges	1,248,000	-	1,248,000	New
4-037-208-2120201-100-2022/2023-16	NSSF	Employer contribution to NSSF	129,600	-	129,600	New
4-037-208-2210502-100-2022/2023-17	Publishing and Printing Services	Payment of Publishing and Printing Services	450,000	-	450,000	New
4-037-208-2210201-100-2022/2023-18	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	228,000	-	228,000	New
4-037-208-2210401-100-2022/2023-19	Travel Costs (airlines, bus, railway, etc.)	Payment of Transport Expenses	228,560	-	228,560	New
4-037-208-2210102-100-2022/2023-20	Water & sewerage charges	Payment of Water & sewerage charges	48,000	-	48,000	New
<b>Constituency Oversight Committee (C.O.C)</b>						
4-037-208-2210811-100-2022/2023-21	Constituency Oversight Committee Allowances	Payment of Constituency Oversight Committee allowances.	1,000,000	-	1,000,000	New
4-037-208-2210604-100-2022/2023-22	Hire of Transport	Payment of Hire of Transport	300,000	-	300,000	New
4-037-208-2211101-100-2022/2023-23	General Office Supplies (papers, pencils, forms, small office equipment etc).	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	82,150	-	82,150	New
<b>MONITORING, VALUATION AND CAPACITY BUILDING</b>						
4-037-208-2210801-111-2022/2023-1	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	450,000	-	450,000	New

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4-037-208-2211101-111-2022/2023-2	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	596,450	-	596,450	New
4-037-208-2210604-111-2022/2023-3	Hire of Transport	Payment of Hire of Transport	300,000	-	300,000	New
4-037-208-2210704-111-2022/2023-4	Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment (NG-CDFC, Constituency Oversight Committee, employees of the NG-CDF Committee, Project Management Committees & National Government officers training).	249,000	-	249,000	New
4-037-208-2210703-111-2022/2023-5	Production and Printing of Training Materials	Payment of Production and Printing of Training Materials (NG-CDFC, Constituency Oversight Committee, employees of the NG-CDF Committee, Project Management Committees & National Government officers training)	300,000	-	300,000	New
4-037-208-2210702-111-2022/2023-6	Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services (NG-CDFC, Constituency Oversight Committee, employees of the NG-CDF Committee, Project	500,000	-	500,000	New

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		Management Committees & National Government officers training)				
4-037-208-2210701-111-2022/2023-7	Travel Allowance on training	Payment of Travel Allowance of NG-CDFC, National Government officers and PMC (NG-CDFC, Constituency Oversight Committee, employees of the NG-CDF Committee, Project Management Committees & National Government officers training)	500,000	-	500,000	New
4-037-208-2210802-111-2022/2023-8	Other committee expenses	Payment of Other committee expenses	1,251,000	-	1,251,000	New
<b>EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS</b>						
4-037-208-2640101-103-2022/2023-1	Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	37,892,782	-	37,892,782	New
4-037-208-2640102-103-2022/2023-2	Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions	7,056,000	-	7,056,000	New
4-037-208-2640106-103-2022/2023-3	Bursary Special Institutions	Payment of bursary to needy students in special Institutions	300,000	-	300,000	New
<b>EMERGENCY RESERVE</b>						
4-037-208-2640200-101-2022/2023-1	Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	7,636,190	-	7,636,190	New
<b>SPORT PROJECT</b>						

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4-037-208-2640509-112-2022/2023-1	Constituency Sports Tournament	Funds to facilitate Constituency Sports tournament: Purchase of trophies, balls and goal nets for 12 teams for <b>sh.200,000</b> and purchase of sports uniforms for <b>Ksh.1,000,000.</b>	1,200,000	-	1,200,000	New
4-037-208-2640509-112-2022/2023-2	Regional Sports Tournament	Facilitation of Regional sports tournament in partnership with other Constituencies within Western Region.	300,000	-	300,000	New
<b>PRIMARY SCHOOL PROJECTS</b>						
4-037-208-2630209-104-2022/2023-1	Munjeche Primary School	Construction to completion of 2no.classrooms	2,000,000	-	2,000,000	New
4-037-208-2630209-104-2022/2023-2	Mushinaka Primary School	Construction to completion of Administration block comprising of 3 roomed offices - (Head teacher, Deputy, Senior Teacher) and 1 staffroom.	2,200,000	-	2,200,000	New
4-037-208-2630209-104-2022/2023-3	Eshilongo Primary School	Purchase of Land - (1.0 acre @ 800,000 + Processing Title deed @ 200,000)- <b>(Scanned Title deed attached). Valuation report and Land search to be availed when funds received.</b>	1,000,000	-	1,000,000	New

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4-037-208-2630209-104-2022/2023-4	Khwisero Primary School	Construction of storey block up to murrum blinding of 6no.classrooms - Site clearance, foundation excavation works, and foundation bases & trench concrete works, foundation slab columns, foundation walling, hardcore filling and murrum blinding. Funding shall be done in not more than 3 financial years, starting with this 2022/2023 fy. (Scanned BQ attached)	18,000,000	-	3,000,000	New
4-037-208-2630209-104-2022/2023-5	Ekambuli Primary School	Construction of storey block up to murrum blinding of 6no.classrooms - Site clearance, foundation excavation works, and foundation bases & trench concrete works, foundation slab columns, foundation walling, hardcore filling and murrum blinding. Funding shall be done in not more than 3 financial years, starting with this 2022/2023 fy. (Scanned BQ attached).	18,000,000	-	3,000,000	New
<b>SECONDARY SCHOOL PROJECTS</b>						



4-037-208-2630210-104-2022/2023-1	Eshinutsa Secondary School	Construction of Storey block of 4no. Classrooms /Library of 70 capacity - Roofing, staircase, ramp, 1st floor doors, plaster, flooring, electrical wiring, glazing and painting. This is the third financial year allocation-2022/2023 fy. The Committee had committed to fund the project in three financial years.	13,500,000	9,500,000	4,000,000	Ongoing
4-037-208-2630210-104-2022/2023-2	Mundoli Girls' Secondary School	Construction of Storey block up to 1st floor columns of Administration block comprising of 5 roomed offices (Principal, Deputy Principal, Director of Studies, Secretary & Accounts)+ 1 staffroom /1no.classroom / Library of 60 capacity & Computer Lab of capacity 40 - Substructure works, ground floor columns, ground floor walling, suspended floor slab & beams, ground floor doors & windows and first floor columns. This is	15,000,000	4,500,000	4,000,000	Ongoing





		the second allocation to the project after 2021/22 fy. (BQ attached).				
4-037-208-2630210-104-2022/2023-3	Namasoli Secondary School	Construction of Storey block up to 1st floor columns of 1no. classroom/ Administration offices comprising of 5 roomed offices (Principal, Deputy Principal, Director of Studies, Secretary & Accounts) +1 staffroom/Library of capacity 60 & Computer Lab of capacity 40 - Substructure works, ground floor columns, ground floor walling, suspended floor slab & beams, ground floor doors & windows and first floor columns. This is the second allocation to the project after 2021/22 fy. (BQ attached).	15,000,000	4,500,000	4,000,000	Ongoing
4-037-208-2630210-104-2022/2023-4	Emalindi Girls' Secondary School	Construction of Storey block up to 1st floor columns of 4no. Classrooms/ Administration offices comprising of 5 roomed offices (Principal, Deputy Principal, Director of Studies, and Secretary &	15,000,000	4,500,000	4,000,000	Ongoing



		Accounts) +1 staffroom - Substructure works, ground floor columns, ground floor walling, suspended floor slab & beams, ground floor doors & windows and first floor columns. This is the second allocation to the project after 2021/22 fy. (BQ attached).				
4-037-208-2630210-104-2022/2023-5	Emwiru Secondary School	Construction of Storey block up to suspended slab of 6no. Classrooms - Substructure works, ground floor columns, ground floor walling, suspended slab and beams. This is the second allocation to the project after 2021/22 fy. (BQ attached).	15,000,000	4,500,000	3,000,000	Ongoing
4-037-208-2630210-104-2022/2023-6	Luanda Dudi Secondary School	Construction of Storey block up to suspended slab of Library of capacity 60/Computer Lab of capacity 40 /2Laboratories of capacity 80 - Substructure works, ground floor columns, ground floor walling, suspended slab and beams. This is the second allocation to the project after 2021/22 fy. (BQ attached).	17,000,000	4,500,000	3,000,000	Ongoing

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4-037-208-2630210-104-2022/2023-7	Khwisero Girls' Secondary School	<p>Construction of Storey block up to 1st floor walling &amp; beams of 1 no. classroom/ Administration offices comprising of 5 roomed offices (Principal, Deputy Principal, Director of Studies, Secretary &amp; Accounts) + 1 staffroom/ Library of capacity 60 &amp; Computer Lab of capacity 40 - Substructure works, ground floor columns, ground floor walling, suspended floor &amp; beams, electrical piping, ramp &amp; staircase superstructure, first floor columns &amp; beams and first floor walling.</p> <p><b>This is the second allocation to the project after 2021/22 fy. (BQ attached).</b></p>	15,000,000	4,500,000	5,000,000	Ongoing
4-037-208-2630210-104-2022/2023-8	Shiongo Secondary School	<p>Construction of Storey block up to 1st floor walling &amp; beams of 4 no. classrooms/ Administration offices comprising of 5 roomed offices (Principal, Deputy Principal, Director of Studies,</p>	15,000,000	4,500,000	5,000,000	Ongoing






		<p>Secretary &amp; Accounts) +1 staffroom - Substructure works, ground floor columns, ground floor walling, suspended floor &amp; beams, electrical piping, ramp &amp; staircase superstructure, first floor columns &amp; beams and first floor walling.</p> <p>This is the second allocation to the project after 2021/22 fy. (BQ attached).</p>				
4-037-208-2630210-104-2022-2023-9	St. Mathew's Ikomero Secondary School	<p>Completion of a Storey block of 3no. Classrooms / Library of a capacity of 70 &amp; Computer room of capacity 30 - Terrazzo finishes on the ramp &amp; tiles on stair case.</p> <p>(Scanned BQ attached).</p>	14,542,390	12,535,787	580,000	Ongoing
4-037-208-2630210-104-2022/2023-10	Mwihila Boys' High School. BQ attached	<p>Construction of Multi-Purpose Hall up to superstructure walling of capacity 400 &amp; 2no.Changing rooms, Serving area, Store, Cateress office, Dish washing area, 2no.door Toilet and 2no.door shower rooms - Preliminaries, Sub-structure works and Superstructure column erection works. This is</p>	12,000,000	-	4,000,000	New





		the first allocation under 2022/2023 fy. The NG-CDF Committee has committed to fund in not more than three (3) financial years.				
4-037-208-2630210-104-2022-2023-11	Ekambuli Secondary School	Construction to completion of a Dormitory of capacity 60 students.	2,200,000	-	2,200,000	New
4-037-208-2630210-104-2022-2023-12	Emaholia Mixed Secondary School	Construction to completion of 2no.classrooms.	2,000,000	-	2,000,000	New
4-037-208-2630210-104-2022-2023-13	Emuruba Secondary School	Construction to completion of 2no.classrooms.	2,000,000	-	2,000,000	New
4-037-208-2630210-104-2022-2023-14	Ibinda Secondary School	Construction to completion of 2no.classrooms.	2,000,000	-	2,000,000	New
4-037-208-2630210-104-2022-2023-15	St. Anne's Dudi Girls' Secondary School	Construction to completion of Administration block comprising of 4 roomed offices - (Principal, Deputy Principal, Accounts, Secretary) +1 staffroom.	2,000,000	-	2,000,000	New
4-037-208-2630210-104-2022-2023-16	Mwihila Girls' Secondary School	Construction to completion of Administration block comprising of 4 roomed offices - (Principal, Deputy Principal, Accounts, Secretary) +1 staffroom.	2,000,000	-	2,000,000	New
4-037-208-2630210-104-2022-2023-17	St. Dennis Munjiti Secondary School	Construction to completion of 1no.classroom.	1,000,000	-	1,000,000	New






4-037-208-2630210-104-2022-2023-18	Emalindi Mixed Secondary School <b>(Proposed new school)</b>	Purchase of Land - 1.0 acre (sh.800,000)+Processing of Title deed (sh.200,000) <b>(Scanned Title deed attached). Valuation report and land search to be availed when funds are received.</b>	1,000,000	-	1,000,000	New
<b>SECURITY PROJECTS</b>						
4-037-208-2640507-113-2022-2023-1	Assistant Chief's Office, Emuruba	Construction to completion of Administrative offices comprising of 3 rooms - <b>(Assistant chief, Secretary &amp; Boardroom).</b>	1,000,000	-	1,000,000	New
4-037-208-2640507-113-2022-2023-2	Assistant Chief's Office, Emutsasa	Construction to completion of Administrative offices comprising of 3 rooms - <b>(Assistant chief, Secretary &amp; Boardroom).</b>	1,000,000	-	1,000,000	New
4-037-208-2640507-113-2022-2023-3	Assistant Chief's Office, Wambulishe	Construction to completion of Administrative offices comprising of 3 rooms - <b>(Assistant chief, Secretary &amp; Boardroom)</b> to completion (sh.1,000,000) + 2no.door Pit latrine - with a ramp (sh.100,000).	1,100,000	-	1,100,000	New
<b>OTHER PROJECTS</b>						

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4-037-208-2211310-108-2022/2023-001	Strategic Plan	To facilitate in preparation, facts collection designing, typesetting and printing of <b>Khwisero</b> Constituency Strategic Plan for the period between 2023-2027 - (Budget attached)	2,000,000	-	2,000,000	New
4-037-208-3110302-108-2022/23-001	Khwisero NG-CDFC Offices	Renovation of Khwisero NG-CDF Offices: Re-roofing, Wall plastering, Plumbing works, Electrical works, Water gutters, Ceiling Board and Painting. <b>Public Works Estimates attached.</b>	3,000,000	-	3,000,000	New
<b>TOTAL ALLOCATION</b>					138,291,033	

**ONGOING PROJECTS:**

- Given that the NG-CDF Act 2015 allows funding of major projects for a period not exceeding three (3) financial years, the Committee resolved that the ongoing storey blocks, which received first allocation under 2021/2022 financial year (**Mundoli Girls', Namasoli Secondary, Emalindi Girls', Emwiru Mixed Secondary, Luanda Dudi Secondary, Khwisero Girls' and Shiongo Secondary**) shall be allocated additional funds continuously in the next two financial years i.e 2022/2023 and 2023/2024 to completion within set time frame.

S/NO	Project	2021/2022	2022/23	2023/24	Total
1	Mundoli Girls' Secondary School	4,500,000	4,000,000	6,500,000	15,000,000
2	Namasoli Secondary School	4,500,000	4,000,000	6,500,000	15,000,000
3	Emalindi Girls' Secondary School	4,500,000	4,000,000	5,500,000	15,000,000
4	Emwiru Mixed Secondary School	4,500,000	3,000,000	9,500,000	15,000,000
5	Luanda Dudi Secondary School	4,500,000	3,000,000	9,500,000	17,000,000
6	Khwisero Girls' Secondary School	4,500,000	5,000,000	5,500,000	15,000,000
7	Shiongo Secondary School	4,500,000	5,000,000	5,500,000	15,000,000

- Eshinutsa Secondary School** is being allocated funds for the third time, having started under 2020/2021 financial year. It shall be allocated the final balance for completion in this 2022/2023 financial year budget proposals, although the contractor completed the works, handed over and is in use. The contractor agreed to complete the project



using his money and claim later for the third allocation to the school PMC because the cost of construction materials has been rising.

S/NO	Project	2020/2021	2021/22	2023/24	Total
1	Eshinutsa Secondary School	5,000,000	4,500,000	4,000,000	13,500,000

- **St. Mathew's Ikomero Secondary School:** Completion of a Storey block of 3no. Classrooms / Library of a capacity of 70 & Computer room of capacity 30 - Terrazzo finishes on the ramp & tiles on stair case. The **Ksh.580,000** is for terrazzo finishes on the ramp and tiles on stair case. Due to the needs of the school, the building is already in use.

#### NEW PROJECTS

- Three new school projects (**Khwisero Primary, Ekambuli Primary and Mwihila Boys' Secondary**) are being allocated the first funds under this 2022/2023 financial year.

S/NO	Project	2022/2023	2023/24	2024/25	Total
1	Khwisero Primary School	3,000,000	7,500,000	7,500,000	18,000,000
2	Ekambuli Primary School	3,000,000	7,500,000	7,500,000	18,000,000
3	Mwihila Boys' High School	4,000,000	4,000,000	4,000,000	12,000,000

They shall be funded continuously for not more than three financial years as per the NG-CDF Act 2015, amended 2016 i.e. 2023/2024 and 2024/2025 fy.

The committee mandated the FAM to move with speed and submit our budget proposals as soon as possible.

#### SUMMARY OF PROJECTS PER WARD AS PROPOSED IN THE CODE LIST

Serial Number	Ward	No. of Projects
1	KISA CENTRAL	9
2	KISA EAST	3
3	KISA WEST	4
4	KISA NORTH	9
<b>TOTAL</b>	<b>4</b>	<b>25</b>



**Annex II**

A prescribed budget on Administration & Recurrent expenditure							
Item	Description	Scale	No.	Rate (Ksh.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibilities
Payment of staff salaries	Accounts Assistant	CSG 11	1	30,170	30,170	362,040	Will be responsible for preparation of budget for office operations, maintenance and updating of all books of accounts & PMC financial returns.
	Information Communication Technology Assistant	CSG 12	1	24,580	24,580	294,960	Will be responsible for providing day to day support to users on ICT issues.
	Clerk of Works	CSG 11	1	30,170	30,170	362,040	Will be responsible for routine monitoring of projects and maintenance of projects database.
	Records Management Assistant/ Secretary	CSG 13	1	21,500	21,500	258,000	Will be responsible for maintaining and updating all NGCDF Committee and PMC Records.



	Security Officer	CSG 14	1	16,890	16,890	202,680	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Security Officer	CSG 14	1	16,890	16,890	202,680	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Security Officer	CSG 14	1	16,890	16,890	202,680	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Security Officer	CSG 14	1	16,890	16,890	202,680	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Cleaner	CSG 14	1	16,890	16,890	202,680	Will be responsible for the general cleanliness of the offices.
	Gardener	CSG 14	1	16,890	16,890	202,680	Will be responsible for the general cleanliness of outside the offices and its

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							environs.
<b>Sub - Total</b>			<b>10</b>			<b>2,493,120</b>	
<b>Other Allowances - Housing Allowance</b>	Accounts Assistant	CSG 11	1	3,500	3,500	42,000	Will be responsible for preparation of budget for office operations, maintenance and updating of all books of accounts & PMC financial returns.
	Information Communication Technology Assistant	CSG 12	1	3,000	3,000	36,000	Will be responsible for providing day to day support to users on IT issues.
	Clerk of Works	CSG 11	1	3,500	3,500	42,000	Will be responsible for routine monitoring of projects and maintenance of projects database.
	Records Management Assistant/ Secretary	CSG 13	1	3,000	3,000	36,000	Will be responsible for maintaining and updating all NGCDF Committee and PMC Records.
	Security Officer	CSG 14	1	2,000	2,000	24,000	Will be responsible for maintaining the general security of the offices and environs



							including office assets.
	Security Officer	CSG 14	1	2,000	2,000	24,000	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Security Officer	CSG 14	1	2,000	2,000	24,000	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Security Officer	CSG 14	1	2,000	2,000	24,000	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Cleaner	CSG 14	1	2,000	2,000	24,000	Will be responsible for the general cleanliness of the offices.
	Gardener	CSG 14	1	2,000	2,000	24,000	Will be responsible for the general cleanliness of outside the offices and its environs.





Sub - Total			10			300,000	
Item	Description	Scale	No.	Rate (Ksh.)	Total Amount (Pm)	Total Amount (Pa)	Staff Responsibilities
<b>Other Allowances - Commuter Allowance</b>	Accounts Assistant	CSG 11	1	2,500	2,500	30,000	Will be responsible for preparation of budget for office operations, maintenance and updating of all books of accounts & PMC financial returns.
	Information Communication Technology Assistant	CSG 12	1	2,500	2,500	30,000	Will be responsible for providing day to day support to users on ICT issues.
	Clerk of Works	CSG 11	1	2,500	2,500	30,000	Will be responsible for routine monitoring of projects and maintenance of projects database.
	Records Management Assistant/ Secretary	CSG 13	1	2,500	2,500	30,000	Will be responsible for maintaining and updating all NGCDF Committee and PMC Records.
	Security Officer	CSG 14	1	2,000	2,000	24,000	Will be responsible for maintaining the general security of the offices and its environs including office assets



	Security Officer	CSG 14	1	2,000	2,000	24,000	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Security Officer	CSG 14	1	2,000	2,000	24,000	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Security Officer	CSG 14	1	2,000	2,000	24,000	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Cleaner	CSG 14	1	2,000	2,000	24,000	Will be responsible for the general cleanliness of the offices.
	Gardener	CSG 14	1	2,000	2,000	24,000	Will be responsible for the general cleanliness of outside the offices and its environs.
<b>Sub - Total</b>			<b>10</b>			<b>264,000</b>	



Payment of staff Gratuity (10% of Basic Salary)	Accounts Assistant	CSG 11	1	3,017	3,017	36,204	Will be responsible for preparation of budget for office operation maintenance and updating of all books of accounts & PMC financial returns.
	Information Communication Technology Assistant	CSG 12	1	2,458	2,458	29,496	Will be responsible for providing day to day support to users on IT issues.
	Clerk of Works	CSG 11	1	3,017	3,017	36,204	Will be responsible for routine monitoring of projects and maintenance of project database.
	Records Management Assistant/ Secretary	CSG 13	1	2,150	2,150	25,800	Will be responsible for maintaining and updating all NGCDF Committee and PMC Records.
	Security Officer	CSG 14	1	1,689	1,689	20,268	Will be responsible for maintaining the general security of the offices and its environs including office assets.



	Security Officer	CSG 14	1	1,689	1,689	20,268	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Security Officer	CSG 14	1	1,689	1,689	20,268	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Security Officer	CSG 14	1	1,689	1,689	20,268	Will be responsible for maintaining the general security of the offices and its environs including office assets.
	Cleaner	CSG 14	1	1,689	1,689	20,268	Will be responsible for the general cleanliness of the offices.
	Gardener	CSG 14	1	1,689	1,689	20,268	Will be responsible for the general cleanliness of outside the offices and its environs.
<b>Sub - Total</b>			<b>10</b>			<b>249,312</b>	
<b>Item</b>	<b>Description</b>	<b>No.</b>	<b>Rate (Ksh.)</b>	<b>Total Amount (Pm)</b>	<b>Total Amount (Pa)</b>		



NSSF	Employer contribution to NSSF	10	1,080	10,800	129,600		
<b>Sub - Total</b>		<b>10</b>			<b>129,600</b>		
<b>Goods and Services</b>							
Item	Description	No.	Rate (Ksh.)	Total Amount (Pm)	Total Amount (Pa)		
Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns				160,000		
Bank service commission and charges	Payment of Bank service commission and charges				76,000		
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks				120,000		
Courier and Postal Services	Payment of Courier and Postal Services			5,000	60,000		
Electricity	Payment of Electricity charges			10,000	120,000		
General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)				932,869		
Medical Insurance NHIF	Payment of Medical Insurance to NG-CDFC staff				90,000		
Publishing and Printing Services	Payment of Publishing and Printing Services				450,000		



Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	FAM, Chairman, NG-CDFC Secretary, Clerk of works & Accounts Assistant		19,000	228,000		
Water & sewerage charges	Payment of Water & sewerage charges			4,000	48,000		
<b>Sub-Total</b>					<b>2,284,869</b>		
Traveling & Accommodation Expenses							
<b>Item</b>	<b>Description</b>	<b>No.</b>	<b>Rate (Ksh.)</b>	<b>Total Days</b>	<b>Total Amount (Ksh.)</b>		
Travel Costs (airlines, bus, railway, etc.)	Payment of Transport Expenses	Fund Account Manager	10,000 5,000	3 6	60,000		
		Chairman	10,000 5,000	1 6	40,000		
		NSCA	10,000 5,000	1 6	40,000		
		8 members	5,000	4	160,000		
<b>Sub-Total</b>					<b>300,000</b>		
<b>Item</b>	<b>Description</b>	<b>No.</b>	<b>Rate</b>	<b>Total days</b>	<b>Total Amount (Ksh.)</b>		
Accommodation - Domestic Travel	Payment of accommodation on domestic travel	Fund Account Manager	14,000 10,500	12 14	315,000		
		Chairman	7,000	14	98,000		
		NSCA					



			8,400	14	117,600		
		Accounts Assistant	6,500	11	69,400		
<b>Sub-Total</b>							
<b>Item</b>	<b>Description</b>	<b>No.</b>	<b>Rate</b>	<b>Days</b>	<b>600,000</b>		
					<b>Total Amount (Ksh.)</b>		
Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	Fund Account Manager	2,500	40	100,000		
		Chairman	1,500	40	60,000		
		Clerk of works	4,000	30	120,000		
		Accounts Assistant	2,000	10	20,000		
<b>Sub-Total</b>					<b>300,000</b>		
Hire of Transport	Payment of Hire of Transport				200,000		
<b>Sub-Total</b>					<b>200,000</b>		
NG-CDF Committee Expenses							
<b>Item</b>	<b>Description</b>	<b>No.</b>	<b>Rate (Ksh.)</b>	<b>Total Amount (Pm)</b>	<b>Total Amount (Pa)</b>		
Payment of NG-CDFC allowance charges	Members	9	10,000	90,000	1,080,000		
	Chairman	1	14,000	14,000	168,000		
<b>Sub-Total</b>					<b>1,248,000</b>		
<b>Constituency Oversight Committee (COC)</b>							
<b>Item</b>	<b>Description</b>	<b>No.</b>	<b>Rate (Ksh.)</b>	<b>Total Amount (Pm)</b>	<b>Total Amount (Ksh.)</b>		



Payment of Constituency Oversight Committee Allowances	Members	5	5,000	100,000	1,000,000		
Payment of Hire of Transport					300,000		
Purchase of General Office Supplies (papers, pencils, forms, small office equipment)					82,150		
<b>Sub-Total</b>					<b>1,382,150</b>		
Monitoring, Evaluation & Capacity Building							
<b>Item</b>	<b>Description</b>	<b>No.</b>	<b>Rate (Ksh.)</b>	<b>Total Days</b>	<b>Total Amount (Ksh.)</b>		
Catering Services (receptions), Accommodation, Gifts, Food and Drinks					500,000		
General Office Supplies (papers, pencils, forms, small office equipment etc)					596,450		
Hire of Transport					300,000		
Hire of Training Facilities and Equipment					249,000		
Production and Printing of Training Materials					300,000		





Remuneration of Instructors and Contract Based Training Services					500,000		
<b>Sub-Total</b>					<b>2,445,450</b>		
<b>Item</b>	<b>Description</b>	<b>No.</b>	<b>Rate (Ksh.)</b>	<b>Total Days</b>	<b>Total Amount (Ksh.)</b>		
Travel Allowance on training	Members	10	5,000	4	200,000		
	Heads of Departments	7	5,000	4	140,000		
	Constituency office	6	5,000	2	60,000		
	Staff	10	5,000	2	100,000		
<b>Sub-Total</b>					<b>500,000</b>		
<b>Item</b>	<b>Description</b>	<b>No.</b>	<b>Rate (Ksh.)</b>	<b>Total Days</b>	<b>Total Amount (Ksh.)</b>		
Other Committee expenses	Members	9	5,000	90,000	810,000		
	Chairman	1	7,000	14,000	126,000		
	Departmental Heads	7	2,500	35,000	315,000		
<b>Sub-Total</b>					<b>1,251,000</b>		

**Min 06/02/01/2023: AOB**

The Fund Account Manager advised the members to keep the proposed budget confidential until when approved as it is subject to amendments. They should not leak allocations to the general public. There being no other business Mr. Geoffrey Ayulu proposed the adjournment of the meeting at 2.30pm. He was seconded by Ms. Abgael Olukasi. Closing prayer was done by Ms. Rose Ombewa.

Compiled by:

Secretary (NG-CDFC)



Confirmed by:

Chairman (NG-CDFC)