



National Government Constituencies Development Fund Board
Khwisero Constituency
P. o. Box 124 – 50135
KHWISERO, KENYA
Tel: +254 722269298
Email: cdfkhwisero@ngcdf.go.ke/ Website: www.ngcdf.go.ke

**MINUTES OF THE KHWISERO NG-CDF COMMITTEE MEETING HELD ON 16/09/2021
AT 10.00AM IN THE FUND ACCOUNT MANAGER'S OFFICE.**

Members present

- | | |
|--------------------------|-------------|
| 1. Mr. Daniel Sumba | Chairperson |
| 2. Mrs. Phanice Amadi | Secretary |
| 3. Mr. Geoffrey Ayuku | Member |
| 4. Mrs. Betty Aliviza | Member |
| 5. Mr. Conrad Lukania | Member |
| 6. Mr. Musa Ochieng | Member |
| 7. Mr. Bernard S. Misiko | (FAM) |
| 8. Mrs. Everlyn Okumu | Member |

Absent

- | | |
|----------------------------|-----|
| 1. Joseph Orambui Nyakwara | DCC |
|----------------------------|-----|

Agenda

- 1.) Preliminaries.
- 2.) Reading and Confirmation of the Previous Minutes.
- 3.) Matters arising from the previous minutes.
- 4.) NG-CDFC Main Account transfer
- 5.) Budget proposal 2021/2022 FY
- 6.) AOB.

Min 01/16/09/2021: Preliminaries.

The meeting was called to order at 10.00 a.m. A word of prayer was given by Madam Betty Aliviza. Chairman welcomed all the members to the meeting and thanked them for coming to work on this very important exercise.

Handwritten signature of Betty Aliviza

Handwritten signature of Daniel Sumba



21/9/2021

Min 02/16/09/2021: 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. Musa Ochieng and seconded by Mrs. Evelyn Okumu as a true record of what was discussed in the previous meeting.

Min 03/16/09/2021: Matters Arising from the Previous Minutes.

- A member wanted to know whether the PMC of St. Mathew's Ikomero Secondary School had a meeting to do the payment to the current contractor as it was discussed in the previous meeting. It was noted that the PMC meeting had been held. It was clarified that an agreement had been entered between the initial and current contractor on how payment would be done. This is because the initial contractor did some work on site before declared unable to proceed.
- A member wanted to know how the issue of Mr. Nehemiah Ndeti (Nehru Construction Company), who proposed to be exempted from paying taxes was handled since he is now living with disability. The Fund Account Manager stated that it is only KRA that exempts one from paying taxes. It was therefore important for the contractor to visit KRA offices with his proof of disability for further advice on the same. KRA is likely to issue an exemption certificate, which can then be used by the school PMC during payment to the contractor not to remit taxes. Otherwise, the FAM has no authority to write a letter to the school for exemption.

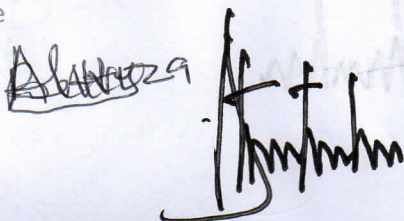
Min 04/16/09/2021: Transfer of NG-CDFC Main Account to Equity Bank

Members agreed to transfer the NG-CDFC Main Account from KCB Bank to Equity Bank since KCB made several commitments which were not honored. The bank does not relate well with us as client despite the fact that NG-CDFC is a corporate client. At some point some payments have been done by PMC without the Fund Account Manager's authorization. As a committee we feel our internal control measures are being compromised and some PMCs might withdraw or pay for what has not been done. It has not been possible for the bank even to offer scholarships to any of our constituents.

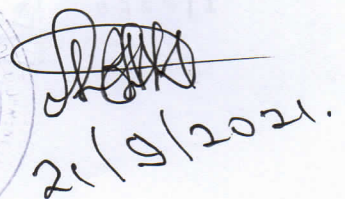
Having instructed some PMCs to open accounts with Equity Bank, we have noted great difference between the two banks. Equity is better than KCB, especially on internal control measures. With Equity bank our students have benefited from Elimu scholarship. Wings to fly scholarship is felt in the constituency and several students are on scholarship courtesy of Equity Bank..

Listed below are the benefits from Equity Bank, which therefore made members unanimously resolve to move to Equity:

- ✓ No monthly maintenance fee
- ✓ No minimum operating balance
- ✓ No cheque processing fee
- ✓ Personalized account relationship management - public relation is reasonable.
- ✓ Good internet banking platform that enable tracking transactions






21/9/2021.

- ✓ Full scholarship for needy students in the constituency – through Wings to fly program
- ✓ Offer free financial literacy and entrepreneurship education to identified constituents
- ✓ Supporting farmers to upscale to agribusiness entrepreneurs
- ✓ Call back the signatories to confirm instructions, which is a better control measure on payments.

The committee mandated the Fund Account Manager to speed up the process of requesting the NG-CDF Board for Account transfer so that the next disbursement from the Board for 2021/2022 financial year does not come through KCB Bank.

Min 5/16/09/2021: Budget Proposal 2021/2022 FY

FAM presented a circular from the Board showing official allocation per constituency for 2021/2022 financial year. He confirmed that the constituency had been allocated **Ksh.137,088,879**. He explained that during the 2020/2021 financial year, the Tender Sub Committee sold Pre-qualification tender documents and realized a total of **Ksh.41,000**. This is known as A-In-A (**Appropriation In Aid**). He did a report on the same and forwarded to the Board. Therefore, our total budgetary allocation is **Ksh.137,129,879** (i.e circular allocation plus A-In-A). The committee has been given up to 30th September 2021 to have submitted a budget, but the earlier it is done the better.

The Fund Account Manager reminded the committee to make use of Public Participation 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
- ✓ Response to Covid-19 pandemic - the committee may allocate funds to fight the pandemic such as provision of hand washing areas in public schools, water tanks, PPEs etc.
- ✓ Reference must be made to our strategic plan.
- ✓ Procurement of NGCDF Vehicle or Motorbike is allowed. We are unable to budget for a new vehicle since the Board is yet to clear us for disposal of the stalled one.
- ✓ 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 30th September 2021. Otherwise early submission is better.

[Handwritten signature]

[Handwritten signature]



[Handwritten signature]
21/9/2021

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

Project Name	Project Number	Project activity	Amount allocated	Current Status
Employees' Salaries	4-037-208-2110000-100-2021/22-001	Payment of staff salaries @ Ksh. 2,570,000.	2,570,000.00	New
Employees' Gratuity	4-037-208-2110000-100-2021/22-002	Payment of staff gratuity on completion of contract term.	200,000.00	New
Goods and Services	4-037-208-2110000-100-2021/22-003	Printing, Stationery, Telephone, Domestic Travel and Subsistence, publications and public awareness, office utility bills, legal services, risk management, postage expenses, advertisement and Bank charges.	2,272,792.00	New
NSSF	4-037-208-2110000-100-2021/22-004	Payment of NSSF Deductions	115,000.00	New
NHIF	4-037-208-2110000-100-2021/22-005	Payment of NHIF Deductions	70,000.00	New
Committee Expenses	4-037-208-2110000-100-2021/22-006	Payment of Committee sitting allowances, transport and conferences.	3,000,000.00	New
Goods and Services	4-037-208-2210000-111-2021/22-001	Purchase of fuel, Repairs and Maintenance, Printing, Stationery, Airtime, Travel and Subsistence.	613,896.00	New
Committee Expenses	4-037-208-2210802-111-2021/22-002	Payment of Committee sitting allowances, transport, conferences.	1,500,000.00	New
NG-CDFC/PMCs Capacity Building	4-037-208-2210700-111-2021/22-003	Undertake Training of the PMCs/NG-CDFCs and Staff, relevant Government	2,000,000.00	New

[Handwritten signature]

[Large handwritten signature]



[Handwritten signature]
21/9/2021

		Agencies and development partners on NG-CDF related issues.		
Bursary Secondary Schools	4-037-208-2640101-103-2021/22-001	Payment of bursary to needy students in Secondary Schools.	28,093,147.00	New
Bursary Tertiary Institutions	4-037-208-2640102-103-2021/22-002	Payment of bursary to needy students in Tertiary Institutions.	5,000,000.00	New
Bursary Special Institutions	4-037-208-2640105-103-2021/22-003	Payment of bursary to special need students in Special Need Institutions.	500,000.00	New
Emergency	4-037-208-2640200-101-2021/22-001	To cater for any unforeseen occurrences in the constituency during the financial year.	7,192,207.00	New
Constituency Sports Activities	4-037-208-2640509-112-2021/22-001	To carry out Constituency Sports tournaments where the winning teams will be awarded with trophies, balls and uniforms.	1,500,000.00	New
Shiongo Primary School	4-037-208-2630204-104-2021/22-001	Renovation of 1no.classroom - By re-doing the verandah, Roofing, Plastering, Window panes, Fascia board & Painting to completion.	400,000.00	New
Emulunya Primary School	4-037-208-2630204-104-2021/22-002	Renovation of 1no.classroom - By re-doing the verandah, Plastering, Window panes, Fascia board & Painting to completion.	300,000.00	New
Elwangale Primary School	4-037-208-2630204-104-2021/22-003	Construction of 2no.classrooms to completion.	1,700,000.00	New
Khwisero Primary School	4-037-208-2630204-104-2021/22-004	Renovation of 3no.classrooms - By re-doing the verandah, Roofing, Plastering, Window	1,200,000.00	New

[Handwritten signature]

[Large handwritten signature]

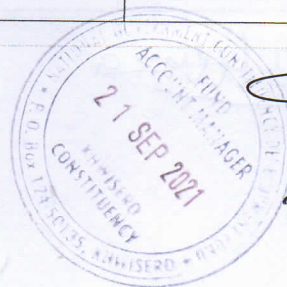


[Handwritten signature]
21/9/2021

		panes, Fascia board & Painting to completion.		
Emalindi Primary School	4-037-208-2630204-104-2021/22-005	Construction of 2no.classrooms to completion.	1,700,000.00	New
Mushikongolo Primary School	4-037-208-2630204-104-2021/22-006	Construction of Administration block comprising of 4 roomed offices and 1 staffroom to completion.	1,800,000.00	New
Mukhonzulu Primary School	4-037-208-2630204-104-2021/22-007	Construction of 2no.classrooms to completion.	1,700,000.00	New
Ekambuli Primary School	4-037-208-2630204-104-2021/22-008	Renovation of 4no.classrooms - By re-doing the verandah, Roofing, Plastering, Windows, panes, Fascia board & Painting to completion.	1,600,000.00	New
Mulwanda Primary School	4-037-208-2630204-104-2021/22-009	Renovation of 3no.classrooms - By re-doing the verandah, Roofing, Plastering, Windows, panes, Fascia board & Painting to completion.	1,200,000.00	New
Emutsasa Primary School	4-037-208-2630204-104-2021/22-010	Construction of 2no.classrooms to completion.	1,700,000.00	New
Emulole Primary School	4-037-208-2630204-104-2021/22-011	Renovation of 3no.classrooms - By re-doing the verandah, Roofing, Plastering, Windows, panes, Fascia board & Painting to completion.	1,200,000.00	New
Elukari Primary School	4-037-208-2630204-104-2021/22-012	Renovation of 3no.classrooms - By re-doing the verandah, Roofing, Plastering, Windows, panes, Fascia board & Painting to completion.	1,200,000.00	New

[Handwritten signature]

[Large handwritten signature]



[Handwritten signature]
21/9/2021.

Emwiru Primary School	4-037-208-2630204-104-2021/22-013	Construction of Administration block comprising of 4 roomed offices and 1 staffroom to completion.	1,800,000.00	New
Mwibelenya Primary School	4-037-208-2630204-104-2021/22-014	Construction of Administration block comprising of 4 roomed offices and 1 staffroom to completion.	1,800,000.00	New
Shirotsa Primary School	4-037-208-2630204-104-2021/22-015	Construction of 2no.classrooms to completion.	1,700,000.00	New
Muhaka Primary School	4-037-208-2630204-104-2021/22-016	Construction of 2no.classrooms to completion.	1,700,000.00	New
Dudi Township Primary School	4-037-208-2630204-104-2021/22-017	Renovation of 3no.classrooms - By re-doing the verandah, roofing, Plastering, Window panes, Fascia board & Painting to completion.	1,200,000.00	New
Munyanza Primary School	4-037-208-2630204-104-2021/22-018	Purchase of land - 1.5 Acres (Ksh.750,000) + processing title deed (sh.50,000).	800,000.00	New
Emung'abo Secondary School	4-037-208-2630205-104-2021/22-001	Completion of 2no.classrooms - Fascia board, pavement slab and painting. The site falls within a swampy place. We have always exceeded the cost of a classroom in such a place by Ksh.100,000. Because they are 2no.classrooms, we erroneously under-budgeted by Ksh.200,000. Hence the allocation to complete.	200,000.00	Ongoing

[Handwritten signature]

[Large handwritten signature]



[Handwritten signature]
21/9/2021

Emwaniro Secondary School	4-037-208-2630205-104-2021/22-002	Completion of Storey block of 4no.classrooms/ Administration offices comprising of 5 roomed offices plus 1 staffroom - Blundering, ceiling board, fascia board, pavement slab, electrical works and painting.	2,282,345.00	Ongoing
Ekambuli Secondary School	4-037-208-2630205-104-2021/22-003	Completion of a Storey block of 4no.classrooms/ Administration offices comprising of 5 roomed offices plus 1 staffroom - Blundering, ceiling board, fascia board, pavement slab and painting.	2,031,458.00	Ongoing
St. Mathew's Ikomero Secondary School	4-037-208-2630205-104-2021/22-004	Completion of a Storey block of 4no.classrooms / library of a capacity of 70 - Blundering, ceiling board, fascia board, pavement slab and painting.	2,031,339.00	Ongoing
St. Stephen's Mulwanda Secondary School	4-037-208-2630205-104-2021/2022-005	Completion of a Storey block of 4no.classrooms / library of a capacity of 70 - Blundering, ceiling board, fascia board, pavement slab and painting.	2,031,990.00	Ongoing
Khwisero Mixed Secondary School	4-037-208-2630205-104-2021/22-006	Completion of a Storey block of 4no.classrooms/ Administration offices comprising of 5 roomed offices plus 1 staffroom - electrical fittings, fascia board, blundering, ceiling board, pavement slab and painting.	2,032,309.00	Ongoing

[Handwritten signature]



[Handwritten signature]
21/9/2021.

Eshibinga Secondary School	4-037-208-2630205-104-2021/22-007	Completion of Storey block of 6no.classrooms - Ceiling board, fascia board, pavement slab and painting.	943,396.00	Ongoing
Eshinutsa Secondary School	4-037-208-2630205-104-2021/22-008	Construction of Storey block of 4no.classrooms / library of 70 capacity - First floor columns and beams, roofing, first floor walling. The first allocation was under 2020/2021 financial year. This is the second financial year allocation- 2021/2022 fy. The Committee has planned to allocate the third and final funds under 2022/2023 financial year.	4,500,000.00	Ongoing
Ekatsombero Secondary School	4-037-208-2630205-104-2021/22-009	Construction of 1no.classroom to completion.	850,000.00	New
Mundoli Girls' Secondary School	4-037-208-2630205-104-2021/22-010	Construction of Storey block of Administration block comprising of 5 roomed offices plus 1 staffroom / 1no.classroom/ Library of 60 capacity & Computer Lab of capacity 40 - Substructure works, Columns, vertical sides of columns and Beams.	4,500,000.00	New

[Handwritten signature]

[Handwritten signature]

21/9/2021.

[Large handwritten signature]



Namasoli Secondary School	4-037-208-2630205-104-2021/22-011	Construction of Storey block of 1no. classroom/ Administration offices comprising of 5 roomed offices plus 1 staffroom/Library of capacity 60 & Computer Lab of capacity 40 - Substructure works, Beams and Columns, formwork to sides of columns.	4,500,000.00	New
Emalindi Girls' Secondary School	4-037-208-2630205-104-2021/22-012	Construction of Storey block of 4no.classrooms/ Administration offices comprising of 5 roomed offices plus 1 staffroom - Substructure works, Beams and Columns, formwork to sides of columns.	4,500,000.00	New
Emwiru Secondary School	4-037-208-2630205-104-2021/22-013	Construction of Storey block of 6no.classrooms - Substructure works, Columns, formwork to vertical side of columns.	4,500,000.00	New
Luanda Dudi Secondary School	4-037-208-2630205-104-2021/22-014	Construction of Storey block of Library of capacity 60/Computer Lab of capacity 40 /2Laboratories of capacity 80 - Substructure works, Columns, vertical sides of columns and Beams.	4,500,000.00	New

[Handwritten signature]

[Large handwritten signature]



[Handwritten signature]
21/9/2021

Khwisero Girls' Secondary School	4-037-208-2630205-104-2021/22-015	Construction of Storey block of 1no. classroom/ Administration offices comprising of 5 roomed offices plus 1 staffroom/Library of capacity 60 & Computer Lab of capacity 40 - Substructure works, Beams and Columns, formwork to sides of columns.	4,500,000.00	New
Shiongo Secondary School	4-037-208-2630205-104-2021/22-016	Construction of Storey block of 4no.classrooms/ Administration offices comprising of 5 roomed offices plus 1 staffroom - Substructure works, Beams and Columns, formwork to sides of columns.	4,500,000.00	New
St. Dennis Munjiti Secondary School	4-037-208-2630205-104-2021/22-017	Construction of 2no.classrooms to completion.	1,700,000.00	New
ACK Ematundu Boys' Secondary/Vocational School for the Deaf	4-037-208-2630205-104-2021/22-018	Construction of 2no.classrooms to completion.	1,700,000.00	New
Khwisero District Criminal Investigation Officer Offices	4-037-208-2640507-108-2021/22-001	Completion of District Criminal Investigation Officer's offices of 6 rooms to completion - Window panes, fascia board, pavement slab and painting. This project was allocated funds under 2020/2021 fy. The total cost including PMC Adm costs is Ksh.3,000,000. Unfortunately, we allocated Ksh.2,500,000.	500,000.00	Ongoing

Adhika

At



21/9/2021

Assistant Chief's Office, Mundeku	4-037-208- 2640507-108- 2021/22-002	Purchase of land - 0.25 Acres inclusive of processing title deed (sh.500,000)+ Construction of offices of 3 rooms (sh.1000,000) to completion.	1,500,000.00	New
Chief's Office Shirombe	4-037-208- 2640507-108- 2021/22-003	Construction of Administrative offices comprising of 3 rooms to completion.	1,000,000.00	New
Khwisero Officer Commanding Police Division Office	4-037-208- 2640507-108- 2021/22-004	Renovation of Gender Based Violence office - Reroofing, new ring beam, steel windows, steel doors, wall plaster, flooring, fascia board and painting to completion.	1,000,000.00	New
Khwisero Officer Commanding Police Division Office	4-037-208- 2640507-108- 2021/22-005	Expansion of Officer Commanding Station office/Traffic office - Foundation works, slab, walling, ring beam, roofing, doors & windows, plaster, fascia board, ceiling board, electrical works, plumbing works, flooring & painting to completion.	1,000,000.00	New
Doho Assistant Chief's office	4-037-208- 2640507-108- 2021/22-006	Construction of Assistant Chief's office comprising of 2 rooms to completion.	1,000,000.00	New
		Grand total	137,129,879.00	

- 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 new storey blocks (Mundoli Girls', Namasoli Secondary, Emalindi Girls', Emwiru Mixed Secondary,

[Handwritten signature]

[Large handwritten signature]



[Handwritten signature]
21/9/2021

Luanda Dudi Secondary, Khwisero Girls' and Shiongo Secondary) shall be allocated funds continuously in the next two financial years i.e 2022/2023 and 2023/2024 to completion within set time frame.

- **Eshinutsa Secondary School** is being allocated funds for the second time, having started under 2020/2021 financial year. It shall be allocated the final balance for completion in the 2022/2023 financial year, which is the third and final financial year as per the Act. It had erroneously been captured in ongoing projects report as started in 2019/2020 financial year.

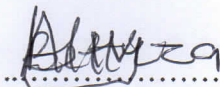
The committee mandated the FAM to move with speed and submit our budget proposals as soon as possible.

Min 06/16/09/2021: 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.

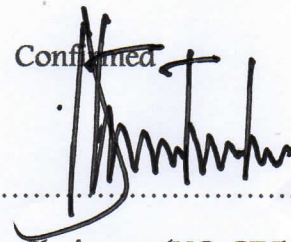
There being no other business Mr. Conrad Lukania proposed the adjournment of the meeting at 12.30pm. He was seconded by Mr. Musa Ochieng. Closing prayer was done by Mr. Musa Ochieng.

Compiled by


.....

Secretary (NG-CDFC)

Confirmed


.....

Chairman (NG-CDFC)




21/9/2021.