



NG-CDF

National Government Constituencies Development Fund
Ikolomani Constituency
P.O Box 2773-50100
Kakamega, Kenya
Tel: +254-716-830-440 | **Cell:** +254-723-884-383
Email: cdfikolomani@cdf.go.ke / cdfikolomani@outlook.com
Website: www.cdf.go.ke

**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING
NO. III OF 2020/2021 HELD ON 22/09/2020 AT IKOLOMANI NGCDF OFFICES-MALINYA**

PRESENT

NO.	NAME OF COMMITTEE MEMBER	DESIGNATION
1.	Mr. David Muliru Lisamula	Chairman
2.	Mr. Tom Oriwa Ageng'a	Fund Account Manager
3.	Ms. Philis Malesi Muliro	Secretary
4.	Mr. William Murindatt	Deputy County Commissioner
5.	Mr. Joseph Manyonyi Mwanjilwa	Member
6.	Mrs. Pasilisa Khatayi Shitsukane	Member
7.	Mrs. Hellen Ingato Munzala	Member
8.	Mr. Gideon Khasiani Malukas	Member
9.	Ms. Christine Amwalitsa Maliongo	Member
10.	Mr. Levy Lukunga Makanga	Member
11.	Mr. Sixtus Lameko	In attendance (Constituency Office Manager)

AGENDA

1. Opening Remarks
2. Confirmation of Previous Meeting Minutes
3. Matters Arising
4. Approval for Prioritization of Authority to Incur Expenditure (A.I.E.s)
5. Approval for the formation of Sub Committees
 - a. Complaints and Anti-Corruption Sub Committee
 - b. Education Bursary, Mock Examinations, and Continuous Assessment Tests
 - c. Constituency Social Security Program Ad hoc Committee
6. Approval for Re-allocation of Bursary Funds for the Financial Year 2019/2020
7. Approval of Project Proposals for the Financial Year 2020/2021
8. Approval for Cancellation and Replacement of Stale Bursary Cheques
9. Approval of Payment
10. A.O.B

MIN. 01/09/2020-03: OPENING REMARKS.

The Chairman called the meeting to order with a word of prayer from Mrs. Hellen Munzala by 09.45 A.M. Thereafter, the Chair welcomed the members to the meeting and encouraged the new members to feel free and interact with the other members. Subsequently, the Chair gave an

apology from the Member of Parliament for not attending the meeting due to other pressing commitments. Thereafter, the Chair made his remarks and the following points were noted;

- i. The Chair informed the meeting that they had undergone an external audit by the Office of the Auditor-General. The Draft Report has been received and responded to and we are waiting for the audit opinion.
- ii. The Chair further notified the meeting that he and the Fund Manager had attended a workshop in Eldoret organised by the NGCDF Board. The objectives of the workshop were; to review the Financial Statement for the Financial Year 2019/2020; to evaluate the performance Contract for the Financial Year 2018/2019 and 2019/2020; and the Signing of the performance Contract of Financial Year 2020/2021.
- iii. Lastly, he notified members that he and the Fund Account Manager had travelled to Nairobi for consultation with the Member of Parliament on various issues including the proposals for the Financial Year 2020/2021.

MIN. 02/09/2020-03: CONFIRMATION OF PREVIOUS MEETING MINUTES

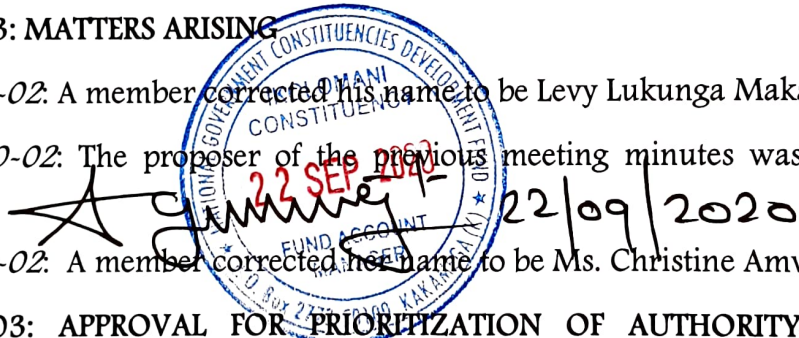
The secretary took the meeting through the minutes of the previous meeting. Thereafter the minutes were proposed by Mr. Gideon Khasiani and seconded by Mrs. Hellen Munzala as a true copy of that day's deliberation.

MIN. 03/09/2020-03: MATTERS ARISING

Vide MIN. 2/8/2020-02: A member corrected his name to be Levy Lukunga Makanga.

Vide MIN. 2/8/2020-02: The proposer of the previous meeting minutes was Mrs. Hellen Munzala.

Vide MIN. 3/8/2020-02: A member corrected her name to be Ms. Christine Amwalitsa.



MIN. 04/09/2020-03: APPROVAL FOR PRIORITIZATION OF AUTHORITY TO INCUR EXPENDITURE (A.I.E.s)

The Fund Account Manager informed the committee that they had received the eighth, ninth and final disbursements for the Financial Year 2019/2020 of KShs. 20,000,000 and KShs. 34,367,724.10 respectively. This meant that there was no balance owing from the NGCDF Board for that financial year.

The Fund Account Manager proposed to the meeting on how the funds should be expended as follows;

No.	Vote Name	Eighth A.I.E	Ninth A.I.E
1.	Admin-Goods & Services	NIL	19,482.76
2.	M&E – Capacity Building	300,000.00	300,000.00
3.	Bursaries	NIL	24,000,000.00
4.	Emergency Fund	NIL	98,241.34
5.	Sports Activities	NIL	2,250,000.00
6.	Environment Activities	NIL	500,000.00
7.	Projects-Primary Schools	11,000,000.00	3,500,000.00
8.	Projects-Secondary Schools	8,700,000.00	3,700,000.00
TOTAL		20,000,000.00	34,367,724.10

After a brief deliberation on this matter, the committee resolved to adopt the Fund Account Manager proposal.

MIN. 05/09/2020-03: APPROVAL FOR THE FORMATION OF SUB-COMMITTEES

a. Complaints and Anti-corruption Sub-Committee

The Fund Account Manager notified the meeting about the need for establishing complaints and Anti-corruption committee, which will be responsible for receiving and solving complains. The members resolved to approve the following as members of the Sub-Committee

- | | | |
|----|----------------------------|-----------|
| 1. | Deputy County Commissioner | Chairman |
| 2. | Fund Account Manager | Secretary |
| 3. | David Lisamula | Member |
| 4. | Philis Muliro | Member |
| 5. | Gideon Khasiani | Member |

b. Education Bursary, Mock Examinations, and Continuous Assessment Tests

The Fund Account Manager informed the meeting about a circular from the NG-CDF Board (Ref No. NG-CDFB/CEO/BOARD CIRCULARS VOL II (021) dated 18th June 2020) prescribing the membership to the Bursary Sub Committee which is as follows

- Sub County Education Officer
- Fund Account Manager
- At least two but not more than Four Members Drawn from the NGCDFC but excluding the Chairman and Secretary
- Up to Four other Persons drawn from the Government or the Community

Afterwards, the following names were proposed as members of the Bursary Sub Committee from the NGCDFC;

- | | | |
|----|----------------------|--------|
| 1. | Mr. Joseph Mwanjilwa | Member |
| 2. | Mrs. Hellen Munzala | Member |
| 3. | Mr. Levy Lukunga | Member |
| 4. | Mr. Gideon Khasiani | Member |

However, the Committee felt that further consultations were required to fill up the membership for category (d). Hence, they resolved that the position be filled after exhaustive consultation is done. The Matter was put and carried.

c. Constituency Social Security Program Adhoc Committee

The Fund Account Manager informed the meeting about a circular from the NG-CDF Board (Ref No. NG-CDFB/CEO/BOARD CIRCULARS VOL II (022) dated 18th June 2020) prescribing the membership to the Constituency Social Security Adhoc Committee which is as follows;

- Sub County Social Development Officer
- An Administrative Officer appointed by the DCC
- Fund Account Manager

- d. At least two but not more than Four Members Drawn from the NGCDFC but excluding the Chairman and Secretary.
- e. Up to Three other Persons drawn from the Government or the Community

Afterwards, the following names were proposed as members of the Constituency Social Security Adhoc Committee from the NGCDFC;

- | | |
|-------------------------|--------|
| 1. Mr. Joseph Mwanjilwa | Member |
| 2. Mrs. Hellen Munzala | Member |
| 3. Mr. Levy Lukunga | Member |
| 4. Mr. Gideon Khasiani | Member |

However, the Committee felt that further consultations were required to fill up the membership for category (d). Hence, they resolved that the position be filled after exhaustive consultation is done. The Matter was put and carried.

MIN. 06/09/2020-03: APPROVAL FOR REALLOCATION OF BURSARY FUNDS FOR THE FINANCIAL YEAR 2019/2020

The Fund Account Manager informed the meeting about the unutilized Bursary fund for the Financial year 2019/2020 of KShs. 24,000,000.00 that was occasioned by the closure of learning Institutions as part of the COVID 19 pandemic containment measures. He further informed the meeting that due to the Ministry of Education Requirement on social distancing, there will be a huge demand for physical infrastructure.

He, therefore, proposed to members to consider reallocating the unutilized Bursary Fund to the following Projects;

No.	Project	Proposed Activity	Amount
1.	KMTC Ikolomani Campus	Additional funds for the construction of a tuition block consisting of 3 classrooms, 1 - Canteen, 1- Skill Lab and 1- Computer Laboratory on the ground floor and 3 – Clinical Lectures and 3 – Nursing Lectures on the 1 st Floor at a total cost of KShs. 49,000,000.00. The Funds will cater for the casting of Foundation slab and ground floor walling. Cumulative allocation is KShs. 2,000,000.00. Proposed Allocation for Financial Year 2020/21 is KShs 7,000,000.00 which will cater for the following pending works; Casting the Suspended Slab and 1st-floor walling.	10,000,000.00
2.	Shiveye Secondary Bus	Additional funds for the purchase of a 51-Seater school bus to completion at a total cost of KShs 6,800,000.00 Cumulative allocation from NGCDF Board is KShs 5,000,000.00. The School will take care of the 1 st insurance of the bus.	1,800,000.00
3.	Burendwa Primary School	Additional Funds for the construction of 8 No. classrooms tuition block at an estimated cost of KShs. 14,000,000.00. to cater for ground floor	2,000,000.00

		walling & part Suspended slab. Cumulative allocation is KShs. 3,000,000.00 Proposed Allocation for Financial Year 2020/21 is KShs 5,000,000.00 which will cater for part suspended slab, 1 st -floor walling and roofing.	
4.	Matundu Primary School	Additional funds for the construction of 8 No. classrooms at an estimated cost of KShs. 17,000,000.00. to cater for 1 st Floor walling & part roofing. Cumulative Allocation is KShs 10,400,000.00. Proposed Allocation for Financial Year 2020/21 is KShs 2,500,000.00 which will cater for the following pending works; Part roofing, fixing doors & windows and plastering.	2,000,000.00
5.	Imulama Primary School	Additional Funds for the construction of 8 No. classrooms tuition block at an estimated cost of KShs. 14,000,000.00. to cater for roofing. Cumulative allocation is KShs 7,500,000.00. Proposed Allocation for Financial Year 2020/21 is KShs 3,000,000.00 which will cater for the following pending works; fixing doors & windows and plastering.	2,000,000.00
6.	Friends Secondary School Lirhembe	Additional funds for the construction of a library - holding 80 students, 2 classrooms and 4 offices at an estimated cost of KShs 12,700,000.00. To cater for- plastering & Fixing ceiling. Cumulative cost is KShs 10,500,000.00. Proposed Allocation for Financial Year 2020/21 is KShs 1,200,000.00 which will cater for the following pending works; flooring, fixing window panes, wiring & painting to completion.	1,000,000.00
7.	Imulama Police Post	Construction of police staff house consisting of 4 rooms and an office block consisting of a reporting office, and two holding cells to completion	1,800,000.00
Total			20,600,000.00

After deliberation on this matter, the committee resolved as follows;

- a. To recommend to the NGCDF Board for the approval of reallocation of unutilized bursary funds of **KShs 20,600,000.00** as proposed by the Fund Account Manager.
- b. The balance of **KShs. 3,400,000.00** to be left to take care of arising bursary applications.

MIN. 07/09/2020-03: APPROVAL FOR PROJECT PROPOSALS FOR THE FINANCIAL YEAR 2020/2021

The Chair informed the meeting about the guidelines that were issued by the NG-CDF Board to guide the committee in the preparation and submission of the project proposal for the financial year 2020/21. The following points were noted;

- a. Ikolomani Constituency was allocated a total of KShs 137,093,879.31 for the financial year 2020/2021. This amount included A.I.A of KShs 5000.00 in addition to the equal allocation of all the 290 constituencies.
- b. Projects to be considered should be the ones that fall under the functions of the National Government in the constitution and in addition, should be given to ongoing projects. However, the committee further agreed that due to the pressing nature and circumstances of certain projects, a limited number of new projects will be proposed in this financial year.
- c. The proposal should be reflective of the constituency strategic plan as developed earlier.
- d. The committee is expected to adhere to statutory ceilings for certain types of projects which included; Administration & recurrent costs (6%), Emergency reserve (5%), Sports activities (2%), Environmental activities (2%), Monitoring & Evaluation (3%), Social Security programmes, education bursary Schemes, mock examinations and continuous assessment tests (35%).
- e. The proposal will later be submitted online via the NGCDFMIS program.
- f. Subsequently, the Chair tabled a list of ongoing projects which he proposed for funding by discussion from the Committee.
- g. A total of KShs 46,493,879.31 was proposed to be set aside for statutory allocations. This meant that a balance of KShs 90,600,000.00 was available for allocation to development projects.

After a lengthy deliberation on the matter and after considering the proposals tabled and putting into consideration many factors in mind the committee resolved to approve for funding the following projects;

**IKOLOMANI NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND- PROJECTS
PROPOSAL FOR THE FINANCIAL YEAR 2020-2021**

PROJECT NAME	PROPOSED ACTIVITY	AMOUNT	STATUS
Employee Salaries	Payment of Basic salaries, House, Commuter, Leave, Extraneous allowances, stipends, and other emoluments to NG-CDFC Employees	2,700,000.00	New
Gratuity	Payment of gratuity to NG-CDFC Employees	600,000.00	New
NHIF	Payment of employee's contribution to the National Hospital Insurance Fund	100,000.00	New
NSSF	Payment of NGCDF Employee's and employer's contribution to the National Social Security Fund	185,000.00	New
Goods and services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	2,000,000.00	New
Committee Expenses	Payment of sitting allowances and other allowances to NG-CDFC members	2,115,000.00	New

NGCDFC/PMC/STAFF Capacity Building	NGCDFC/PMC/STAFF Capacity Building	1,000,000.00	New
Goods and services	Payment of fuel, stationery, refreshments, telephone expenses and vehicle hire for use in Monitoring and Evaluation.	1,096,672.41	New
Goods and services	Payment of fuel, stationery, refreshments, telephone expenses and vehicle hire for use in Monitoring and Evaluation.	5,000.00	New
Committee Expenses	Payment of sitting allowances and other allowances to NG-CDFC members while conducting monitoring and evaluation	2,000,000.00	New
Bursary to Secondary School	Payments of bursary to needy students in secondary schools	16,000,000.00	New
Bursary to universities and colleges	Payments of bursary to needy students in universities and colleges	3,000,000.00	New
Bursary to Special Schools	Payments of bursary to need students in Special Schools	500,000.00	New
Social Security	Social Security Program- Payment of NHIF to 200 needy constituents	1,200,000.00	New
Emergency Fund	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,206.90	New
Environmental Activities-Provision of Tree Seedlings	Provision of 400 Tree seedlings per institution for the development of a woodlot at 20 Selected institutions (Shiduha Sec, Shiamusinjiri Sec, Shichinji Pry, Imbale Pry, Mumbetsa Pry, Fr. Ortner Sec, Malinya Girls Sec, Ichina Pry, Shibunama Pry, Ibuka Pry, Shiveye Sec, Shisesia Sec, Bugute Pry, Masiyenze Pry, Naliya Pry, Iremel Sec, Lusola Sec, Shianjetso Pry, Shijiko Pry, Ikhulili Pry) at a cost of KShs 20,000 each	400,000.00	New
Kakamega Forest Marathon	To pay for corporate sponsorship of the annual Kakamega Forest Marathon	100,000.00	New
Sports Activities	To Carry Out Constituency Sports Tournament Where Winning Teams Will Be Awarded with Balls, uniforms and Trophies. Facilitation of Tournament @ KShs 800,000.00 and Purchase of Balls, Uniforms, Trophies and Equipment @ KShs 700,000.00	1,500,000.00	New
Iguhu Police Station	Additional funds for the construction of an office block consisting of six offices for a proposed Police Station which is at the foundation level. Activities to be done include; casting the slab, walling, and casting the lintel (pending works to be funded in FY 2021/22 include; roofing, plastering, fixing doors and windows, fixing ceiling, flooring, wiring and painting)	2,000,000.00	Ongoing
Isulu Police Station	Additional funds for the construction of an office block consisting of six offices for a proposed Police Station to completion. The project is at roofing level and the funds will cater for; fixing ceiling, flooring, wiring, glazing and painting.	1,400,000.00	Ongoing

Kakamega South District HQs	Renovations by re-roofing, re-fixing doors & windows, re-fixing ceiling, flooring and painting of an OCPD office block. (pending works to be funded in FY 2021/22 include; fixing door and plastering, fixing ceiling, wiring fixing window panes and painting)	1,000,000.00	New
Kakamega South District HQs	Construction of a gate and a sentry box. Work to be done include; Walling, gate installation, sentry box walling up to lintel level (pending works to be funded in FY 2021/22 include; casting columns, fixing door and windows, plastering, fixing ceiling, wiring and painting)	500,000.00	New
Imulama Police Post	Construction of police staff house consisting of 4 rooms and an office block consisting of a reporting office, and two holding cells to completion	1,800,000.00	New
Lwanaswa Police Post	Additional funds for the Purchase of land approximately 0.02Ha for the construction of a Police post @ a total cost of KSHs 500,000.00 with the 1st Instalment of KSHs. 300,000.00 having been paid by the emergency funds vote. With approximately KSHs. 100,000.00 to cover for the cost of Title Processing	500,000.00	Ongoing
Burendwa Primary School	Additional funds for the construction of 8 No. classrooms Storey tuition block Phase (1) up to completion of 1st-floor roofing level (pending works to be funded in FY 2021/22 include fixing ceiling, flooring, fixing window panes & painting)	5,000,000.00	Ongoing
Imalaba Primary School	Additional funds for the construction of 8 No. classrooms tuition which is at ground floor walling level. The funds will cater for the casting of the suspended slab, 1st-floor walling, roofing, fixing doors & windows, plastering, fixing ceiling, flooring, fixing window panes & painting (The Project balance represents the retention money which will be funded in FY 2021/22)	4,600,000.00	Ongoing
Imulama Primary School	Additional funds for the construction of 8 No. classrooms tuition block which is at roofing level. The funds will cater for fixing doors and windows, plastering and fixing ceiling, flooring, fixing window panes & painting (The Project balance represents the retention money which will be funded in FY 2021/22)	3,000,000.00	Ongoing
Imusali Primary School	Renovations by re-roofing, re-fixing doors & windows, plastering, flooring and painting of a 3No. Classroom to completion	1,000,000.00	New
Ishieywe Primary School	Renovations by re-roofing, re-fixing doors & windows, plastering, flooring and painting of a 3No. Classroom to completion	1,000,000.00	New
Ivole Primary School	Renovations by re-roofing, plastering, fixing doors & windows, fixing ceiling, flooring and painting of a 4 No. Classroom to completion.	1,400,000.00	New

Kimingini Primary School	Additional funds for the construction of 8 No. classrooms storey tuition block which is at foundation slab level. Works to be done include; ground floor walling and casting of the suspended slab (pending works to be funded in FY 2021/22 include; 1st-floor walling, roofing, plastering, fixing doors & windows, fixing ceiling, flooring, fixing window panes & painting)	4,000,000.00	Ongoing
Lirhembe Primary School	Additional funds for the construction of 8 No. classrooms. Work to be done include; plastering, fixing ceiling, flooring, fixing window panes, wiring & painting (The Project balance represents the retention money which will be funded in FY 2021/22)	2,000,000.00	Ongoing
Lusiola Primary School	Additional funds for the construction of 8 No. storey classrooms. Work to be done include; plastering, fixing ceiling, flooring, fixing window panes, wiring & painting (The Project balance represents the retention money which will be funded in FY 2021/22)	2,500,000.00	Ongoing
Lusui Primary School	Construction of 8 Classrooms storey tuition block at an estimated total cost of KShs 14,000,000. Phase one (1) consisting of four (4) classrooms up to foundation slab Level and ground floor walling. (pending works to be funded in FY 2021/22 include; casting suspended slab, 1st-floor walling, roofing, plastering, fixing doors & windows, fixing ceiling, flooring, fixing window panes & painting)	4,000,000.00	New
Madivini Primary School	Additional funds for the construction of 8 No. storey classrooms. Work to be done include; plastering, fixing ceiling, flooring, fixing window panes, wiring & painting (The Project balance represents the retention money which will be funded in FY 2021/22)	3,000,000.00	Ongoing
Makhokho Primary School	Additional Funds for the construction of 8 No. classrooms storey tuition block which is at foundation slab level. Works to be done include; ground floor walling and casting of the suspended slab (pending works to be funded in FY 2021/22 include; 1st-floor walling, roofing, plastering, fixing doors & windows, fixing ceiling, flooring, fixing window panes & painting)	4,000,000.00	Ongoing
Malinya Primary School	Additional Funds for the construction of 8 No. classrooms storey tuition block which is at foundation slab level. Works to be done include; ground floor walling and casting of the suspended slab (pending works to be funded in FY 2021/22 include; 1st-floor walling, roofing, plastering, fixing doors & windows, fixing ceiling, flooring, fixing window panes & painting)	4,000,000.00	Ongoing
Matundu Primary School	Additional funds for the construction of 8 No. storey classrooms which will cater for grounding to stop	2,500,000.00	Ongoing

	rebar exposure, motor infill, support of the beam joints, support on the balcony and extension of the balcony. (Pending works to be funded in FY 2021/22 include; fixing ceiling, flooring, fixing window panes, wiring & painting)		
Mukoyani Primary School	Additional funds for renovations of 5 No. classrooms. Work to be done include; re-roofing, re-fixing doors & windows, plastering (Pending works to be funded in FY 2021/22 include; flooring, painting and fixing window panes)	2,000,000.00	Ongoing
Mukoyani Primary School	Construction of 3 No. classrooms up to lintel level. Work to be done include; casting foundation slab and walling (pending works to be funded in FY 2021/22 include; roofing, plastering, flooring, fixing ceiling, fixing doors and windows, wiring and painting)	2,000,000.00	New
Musoli Mixed Primary School	Additional funds for Renovations by flooring, and painting of a 9No. Classroom to completion.	900,000.00	Ongoing
Naliava Primary School	Additional funds for the construction of 8 No. classrooms. Work to be done include; plastering, fixing ceiling, flooring, fixing window panes, wiring & painting (The Project balance represents the retention money which will be funded in FY 2021/22)	1,200,000.00	Ongoing
Shianjetso Primary School	Additional Funds for the construction of 8 No. classrooms storey tuition block which is at foundation slab level. Works to be done include; ground floor walling and casting of the suspended slab (pending works to be funded in FY 2021/22 include; 1st-floor walling, roofing, plastering, fixing doors & windows, fixing ceiling, flooring, fixing window panes & painting)	4,000,000.00	Ongoing
Shiduha Primary School	Renovations by re-roofing, re-fixing doors & windows, plastering, flooring and painting of a 3No. Classroom to completion	1,000,000.00	New
Mikombelo Primary School	Additional funds for the construction of 8 No. storey classrooms. Work to be done include; plastering, fixing ceiling, flooring, fixing window panes, wiring & painting (The Project balance represents the retention money which will be funded in FY 2021/22)	2,000,000.00	Ongoing
Shikumu Primary School	Additional Funds for the construction of 8 No. classrooms storey tuition block which is at foundation slab level. Works to be done include; ground floor walling and casting of the suspended slab (pending works to be funded in FY 2021/22 include; 1st-floor walling, roofing, plastering, fixing doors & windows, fixing ceiling, flooring, fixing window panes & painting)	4,000,000.00	Ongoing
Shimanyiro Primary School	Additional funds for the construction of 8 No. storey classrooms. Work to be done include; fixing ceiling, flooring, wiring, glazing & painting (The Project	1,000,000.00	Ongoing

	balance represents the retention money which will be funded in FY 2021/22)		
Shirumba Primary School	Renovations by re-roofing, re-fixing doors & windows, plastering, flooring and painting of a 3No. Classroom to completions	1,000,000.00	New
Shitechia Primary School	Construction of 8 Classrooms storey tuition block at an estimated total cost of KShs 14,000,000. Phase one (1) consisting of four (4) classrooms up to foundation slab Level and ground floor walling. (pending works to be funded in FY 2021/22 include; casting suspended slab, 1st-floor walling, roofing, plastering, fixing doors & windows, fixing ceiling, flooring, fixing window panes & painting)	4,000,000.00	New
St. Angela Eregi School	Additional fund for Renovations by re-roofing, re-fixing doors & windows, of 9No. Classrooms having been paid from the emergency vote. (pending works to be funded in FY 2021/22 include; re-plastering, re-flooring, re-fixing ceiling re-painting)	2,000,000.00	Ongoing
Friends Secondary School Lirhembe	Additional funds for the construction of a library - holding 80 students, 2 classrooms and 4 offices up to completion. The project is currently at roofing level. The funds will cater for flooring, fixing window panes and painting. The Project balance represents the retention money which will be funded in FY 2021/22	1,200,000.00	Ongoing
Lirhembe Girls Secondary School	Additional funds to complete the purchase of 32-seater school bus excluding the cost of insurance.	700,000.00	Ongoing
Makhokho Secondary School	Additional funds for the construction of a dormitory holding 200 students. Work to be done include; plastering, flooring, (Pending works to be funded in FY 2021/22 include; fixing ceiling & painting)	700,000.00	Ongoing
Mutaho Girls Secondary School	Additional funds for the construction of 8 No. storey classrooms. Works to be done include; fixing ceiling and plastering. (Pending works to be funded in FY 2021/22 include, flooring, fixing window panes, wiring & painting)	1,800,000.00	Ongoing
Shikokho Secondary School	Additional funds for the construction of an administration block consisting of computer Lab holding 50 students, Library holding 100 students, staffroom and nine offices. Work to be done include; flooring, fixing ceiling and plastering (Pending works to be funded in FY 2021/22 include, fixing ceiling, fixing window panes, wiring & painting)	1,500,000.00	Ongoing
Shivagala Secondary School	Additional fund for construction of a dining hall holding 250 students. Work to be done include; fixing ceiling, roofing (Pending works to be funded in FY 2021/22 include, plastering, fixing doors & windows, flooring, fixing window panes, wiring &	1,400,000.00	Ongoing
St. Bonaventure Shimanyiro Secondary School	Additional funds for the construction of Twin Laboratory holding 40 students each & 2No. Classrooms which is at suspended slab level. This will cater for 1st-floor walling and roofing (Pending	2,500,000.00	Ongoing

	works to be funded in FY 2021/22 include, fixing doors & windows, plastering, fixing ceiling, flooring, fixing window panes, wiring & painting)		
St. Francis Sabane Secondary School	Additional funds for the construction of an administration block consisting of Staffroom, Principal & Deputy Principal, Bursar's offices, waiting bay and veranda up to roofing level (pending works to be funded in FY 2021/22 include; fixing doors & Y windows, plastering, flooring, wiring and painting)	2,000,000.00	Ongoing
St. Joseph's Shichinji Secondary School	Additional funds for the construction of a Dining Hall holding 120 students, Kitchen, Library holding 40 students, 2 Offices and 2 No. stores. Work to be done include; fixing ceiling, plastering (Pending works to be funded in FY 2021/22 include, flooring, fixing window panes, wiring & painting)	1,000,000.00	Ongoing
KMTC-Ikolomani Campus	Additional funds for the construction of a tuition block consisting of Six lecture halls and 4 Classrooms. The Project is currently at ground floor walling. Works to be done is the casting of the suspended slab. (pending works to be funded in FY 2021/22 include; 1st-floor walling, roofing, fixing doors & Windows, plastering, fixing ceiling, flooring, wiring and painting)	7,000,000.00	Ongoing
Ikolomani NGCDF Office	Purchase and installation of a standby power backup generator for the NGCDF Office. Specifications; Self starting, Three Phase, 50Hz, 25kva, 20KW.	1,300,000.00	New
		137,093,879.31	

MIN. 08/09/2020-03: APPROVAL FOR CANCELLATION AND REPLACEMENT OF STALE BURSARY CHEQUES

The Fund Account Manager informed the meeting about un-presented and stale cheques which are still being held as part of reconciling items in the bank reconciliation. The details of the cheques are as follows;

No.	Payee	Cheque No.	Date of Cheque	Amount	Reasons for Being Stale
1.	Kisiwa Tech. Training Inst.	006061	19.09.2019	8,000.00	Beneficiaries not found
2.	ACK Ematundu Boys Sec	006063	19.09.2019	6,000.00	Beneficiaries not found
3.	Friends School Senende	006148	23.01.2020	10,000.00	Beneficiaries not found
4.	Friends School Solyo Seco	006149	23.01.2020	5,000.00	Beneficiaries not found
5.	St. Johns Budonga Seco	006208	23.01.2020	10,000.00	Beneficiaries not found
6.	St. Patricks Ikonyero Seco	006221	23.01.2020	5,000.00	Beneficiaries not found
7.	Rongai Teachers Training Col	006234	23.01.2020	20,000.00	Beneficiaries not found
8.	Moi University	006253	23.01.2020	20,000.00	Beneficiaries not found
9.	Mount Kenya University	006255	23.01.2020	20,000.00	Beneficiaries not found

10.	Friends School Keveye Girls	006268	23.01.2020	10,000.00	Beneficiaries not found
11.	Sacred Heart Wamalwa Kijana	006329	20.03.2020	10,000.00	Beneficiaries not found
12.	TOTAL			124,000.00	

The Fund Account Manager thereafter advised the committee to reallocate those funds to other beneficiaries. Further, the chair recommended that since the cheques were drawn under bursary, they can only be replaced with expenditure within the same vote head.

Thereafter, after a brief deliberation on this matter, the committee resolved to cancel and replace the stale bursary cheques as follows;

No.	Name of Student	Name of Institution	Registration No.	Amount
1.	Paul Shivachi	Adventist University of Africa		50,000.00
2.	Ian Isuna	Rift Valley Technical Training Institute		34,000.00
3.	Carolyn Masinde	Masinde Muliro University		40,000.00
	Total			124,000.00

MIN. 09/09/2020-03: APPROVAL OF PAYMENTS

The Chair informed the meeting about payments that need the approval of the committee. After a brief discussion on the matter the committee resolved to approve the following payments;

No.	Name of Payee	Purpose	Vote Head	Amount
1.	Tom Oriwa Ageng'a	Being payment of NG-CDFC Sitting Allowances and other claims	Administration	60,000.00
2.	Tom Oriwa Ageng'a	Being surrender of Imprest taken for official travel to Nairobi for 3 officers and purchase of office stationery.	Administration	218,330.00
3.	Tom Oriwa Ageng'a	Being surrender of Imprest taken for official travel to Nairobi for 2 officers.	Administration	154,000.00

MIN. 10/09/2020-03: A.O.B

The following A.O.B was noted;

- i. The Deputy County Commissioner advised the committee to plan to carry out a capacity building /training workshop for the sake of the new members.

There being no other business to discuss, the Chairman adjourned the meeting at 12.50 P.M. with a prayer from Pasilisa Khatayi.

Approved for Circulation by.

Signed..... *[Signature]* Date..... *22/09/2020*
Chairman

Signed..... *[Signature]* Date..... *22/9/2020*
Secretary

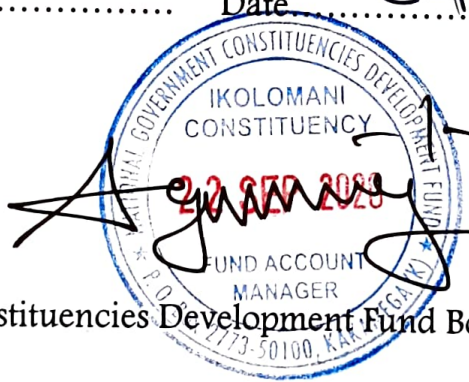
Confirmed by:

Signed..... *[Signature]* Date..... *30/10/2020*
Chairman

Signed..... *[Signature]* Date..... *30/10/2020*
Secretary

Distribution.

1. The Chief Executive
National Government Constituencies Development Fund Board
Nairobi
2. The National Treasury Sub County Accountant,
Kakamega South Sub-County
Kakamega
3. The Retail Manager,
Cooperative Bank of Kenya–Kakamega Branch,
Kakamega
4. The Retail Manager,
Equity Bank–Kakamega Branch,
Kakamega



22/09/2020