



NG-CDF MT.ELGON

National Government Constituencies Development Fund Board

Mt. Elgon Constituency

P.o Box 267-50203

Kapsokwony

Tel: | Cell: +254727625192

Email: cdfmtelgon@cdf.go.ke | Website: www.cdf.go.ke

3/10/2022

Our ref: 216/MT.ELGON/NG-CDF/ GEN.OFFICE CORR/10

The Chief Executive Officer

National Government Constituencies Development Fund Board

P.O Box 46682 - 00100

NAIROBI

Dear Sir,

RE: RE- SUBMISSION

Reference is made to the above; NG-CDF Mt. Elgon in their meeting of 8th September 2022 Min 4/08/09/2022 ,resolved that ksh. 8,300,000 meant for construction of Mt Elgon KMTC be used in the following projects

RE-ALLOCATIONS

| SNO | SUBMITTED PROJECT | CHANGED TO | ACTIVITY | AMOUNT |
|-----|-------------------|-----------------------------|------------------------------|------------------|
| 1 | KMTC Mt. Elgon | Burkenwo pri school | Construction of 2 classrooms | 2,500,000 |
| 2 | KMTC Mt. Elgon | Chepkurkur sec school | Construction of 2 classrooms | 2,900,000 |
| 3 | KMTC Mt. Elgon | AIC Kipsigon primary school | Construction of 2 classrooms | 2,900,000 |
| | TOTALS | | | 8,300,000 |

This letter is therefore to seek authority to seek for a re- submission

Enclosed please find minutes, third and fourth schedules for the same.

Thank you

Yours faithfully

CPA CAROLYNE WANYONYI

MT-ELGON NG - CDF
FUND ACCOUNT MANAGER
P. O. Box 267 - 50203,
KAPSOKWONY

MINUTES OF NG – CDF COMMITTEE MEETING HELD ON 8TH SEPTEMBER 2022 AT NG- CDF OFFICE KAPSOKWONY

MEMBERS PRESENTS

1. Julias Masaranja – chairman
2. Geoffrey kisiero – member
3. Justine Cherotich – member
4. Phanice Nanjala – member
5. Benson Naibei – member
6. Alfred Wanyalikha - member
7. Emilly Sangula - member
8. Carolyne Wanyonyi – FAM

ABSENT WITH APOLOGY

1. Nancy Kimachas –Secretary
2. Peter Matundura - ACC

AGENDA

1. Prayer
2. Reading and confirmation of the previous minutes and matters arising.
3. Reports
4. Reallocation *Re-submission*
5. Termination of staff contracts
6. Payment of staff gratuity
7. A.O.B

MIN1/08/09/2022 PRAYER

The chairman called the meeting in order at 11.50 am and the word of prayer was offered by Justine cherotich.

MIN2/08/09/2022 READING & CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISING

Mr. Kisiero read through previous minutes which was proposed by Justine Cherotich and seconded by Phanice Nanjala as true minutes. On matters arising the FAM raised concern on Emergency kitty, requesting the committee to be vigilant when handling the Emergency and gave example of Chesiywo primary whereby they did shoddy work for construction of Pit latrines with the money that the PMC had been given.

MIN 3/08/09/2022 REPORTS

The chairperson welcomed the Fund Account Manager to give the reports. She reported as follows:-

Corporate social responsibility project

She said the corporate social responsibility project was at torso Mixed secondary school as earlier stated in the minutes. The advert had been done by NG-CDF board on print media, applications received by the school. Opening of the tender documents was done and the

documents sent to NGCDF board for evaluation. The office is still waiting for communication from the board.

Audit

Auditors from Kenya National audit office had visited the office, audited the books and wrote the management letter to the office which was responded to. The office had also received a draft report of the opinion that the Auditor general intends to issue to the office. The manager read through the issues one by one. There were three outstanding issues.

1. The issue of training bodaboda riders at mantis driving school
2. The issue of poor workmanship at Cheptais police station
3. The issue of allowances during bursary vetting

Members discussed the agenda at length and tasked the Fund account manager to respond to the issues.

NASC- National Select Committee

The Fund Account manager reported that members of NASC committee from the board had visited the constituency, from NGCDF –board on routine monitoring and evaluation. They were impressed with the work that the committee was doing amid the many challenges that the constituency was facing. However they promised that they will revise the cost of construction of the constituency projects due to poor terrain topography and loose loamy soils.

Petition

MIN 4/08/09/2022 RE-SUBMISSION

The committee noted that KMTCC Money had not been received from NG-CDF board. Efforts to get the project to be approved may take long due to transition with the county government which was to partner with NG-CDF in construction of the college. Members unanimously agreed that as they wait for the transition to take effect, the money be re-submitted to the following institutions:

| SN | NAME OF THE PROJECT | ACTIVITY | AMOUNT | STATUS |
|----|-----------------------------|--|-----------|--------|
| 1 | Burkenwo Primary school | Construction of 2 classrooms to completion | 2,500,000 | New |
| 2 | Chepkurkur sec school | Construction of 2 classrooms to completion | 2,900,000 | New |
| 3 | AIC kipsigon primary school | Construction of 2 classrooms to completion | 2,900,000 | New |

The committee tasked the office to write to the board to do the re- submission

MIN 5/08/09/2022 TERMINATION OF STAFF CONTRACTS

The chairperson welcomed the fund account manager to shed light on the agenda. The fund account manager informed members that in the year 2018, staff were over employed and the wage bill was overwhelming. Despite disposing off the two vehicles the office retained the two drivers which was a concern raised by the auditors during the audit, she welcomed members to discuss the agenda. Members discussed the agenda at length and were of views that there was need to terminate some staff. They unanimously agreed that the following staff whose duties can be assigned to remaining staff be terminated.

| Name of staff | designation |
|----------------------|----------------------|
| 1. Modyfine chebus | Messenger |
| 2. Simon Kiprotich | Field co-coordinator |
| 3. Abraham Masaranja | Driver |

Notice of termination to be done immediately and payment of their Gratuity be done.

MIN 6/08/09/2022 PAYMENT OF STAFF GRATUITY

The committee agreed unanimously that staff members to be paid their gratuity since they had terminated their duties and went for employment elsewhere

Glenn Kiprotich Kshs. 84,816

Edward Kikechi Kshs. 84,816

MIN 7/08/09/2022 PAYMENTS

The committee approved the following training payments

Kenya school of government for managers' senior management course – 42,600

ICPAK managers professional fees - ksh.11,200

Facilitation for FAM chair and sub- county accountant to attend a workshop – 150,000

All the above to be paid from training and capacity building kitty.

Kopsiro DCC Residence – 200,000 – fitting of missing items in the DCC residence house. The money to be paid from emergency kitty

MIN 8/08/09/2022 A.O.B

There being no other business the meeting ended with a word of prayer from Mr. Alfred Wanyalika at 01.20pm.

Minutes prepared by: secretary *Nancy Kimacha's* date *8/9/2022* Sign *[Signature]*

Minutes Confirmed by Chairman *Jules Masaranja* date *8-9-22* Sign *[Signature]*

[Signature]

[Signature]

2013

Constituencies Development Fund

No. 30

THIRD SCHEDULE

(s. 15)

CONSTITUENCY PROJECTS SUBMISSION FORM

Constituency No. **216** Constituency Name: **MT. ELGON** Financial Year **2021/2022**

| Serial | Name of Project | Amount Allocated |
|-------------|-----------------------------|------------------|
| 216/2630204 | BURKENWO PRIMARY SCHOOL | 2,500,000 |
| 216/2630204 | CHEPKURKUR SEC SCHOOL | 2,900,000 |
| 216/2630204 | AIC KIPSIGON PRIMARY SCHOOL | 2,900,000 |
| | Total | 8,300,000 |

Chairman CDF Committee.....*Julius Masara*.....Signature.....*[Signature]*.....Date.....*3/10/22*Fund Account Manager.....*CPX CAROLINE WANYONYI*.....Signature.....*[Signature]*.....Date.....*3/10/2022*

2013 Constituencies Development Fund No. 30**FOURTH SCHEDULE (s. 16)****PROJECT DESCRIPTION FORM**Constituency No: **216**Constituency Name **MT.ELGON County BUNGOMA**Project Number **216/2630204**Project Title **Primary school projects**Sector **Education**Status of projects (tick one) New... Extension..... On-going.....


Rehabilitation

Brief statement on project status at time of submission

This is to create enough space and conducive environment for learnersFinancial year **2021** 1st July To 30th June **2022**Original Cost estimates, in Kshs. **5,400,000** dated.....Amount allocated last financial year **NIL**Amount allocated this financial year **5,400,000**

| Project Name | Project Number | Project Activity | Amount Allocated |
|-----------------------------|----------------------------------|---|------------------|
| Burkenwo primary school | 4-39-216-2630204-104-2021/22-003 | Construction of 2 classroom to completion | 2,500,000 |
| AIC Kipsigon primary school | 4-39-216-2630204-104-2021/22-004 | Construction of 2 classroom to completion | 2,900,000 |
| | | | |
| TOTALS | | | 5,400,000 |

Person completing form:

Signature.....  Date 3/10/2022Name C.P.A. CAROLINE Position **Fund Account Manager**WANYONYI

2013 Constituencies Development Fund No. 30

FOURTH SCHEDULE (s. 16)

PROJECT DESCRIPTION FORM

Constituency No: 216

Constituency Name MT.ELGON County BUNGOMA

Project Number 216/2630205

Project Title Secondary school projects

Sector Education

Status of projects (tick one) New... Extension..... On-going.....

Rehabilitation

Brief statement on project status at time of submission

This is to create enough space and conducive environment for learners

Financial year 2021 1st July To 30th June 2022


Original Cost estimates, in Kshs. 2,900,000 dated.....

Amount allocated last financial year NIL

Amount allocated this financial year 2,900,000

| Project Name | Project Number | Project Activity | Amount Allocated |
|-----------------------|----------------------------------|---|------------------|
| Chepkurkur sec school | 4-39-216-2630205-104-2021/22-008 | Construction of 2 classroom to completion | 2,900,000 |
| TOTALS | | | 2,900,000 |

Person completing form:

Signature.....  Date. 3/10/2022.....

Name .. CPA CAROLINE WANYONYI Position Fund Account Manager