|  |  |
| --- | --- |
|  **NG-CDF BOARD** | **National Government Constituencies Development Fund****Mt. Elgon Constituency** **P.O Box 267-50203****Kapsokwony, Kenya****Tel| Cell: 0727625192****Email: cdfmtelgon@cdf.go.ke| Website:** [**www.cdf.go.ke**](http://www.cdf.go.ke) |

**Factor in the Chair in other committee expenses using his rate of Kshs.7,000 (Adjust within the same budget).DONE**

**Include a Records Management Officer/Assistant in your NG-CDF staff as it is mandatory to have one. (If you intend to recruit one budget for one) DONE**

**Submit letter from County Works Officer/Technical Officer justifying construction of one Primary School classroom is amounting to Kshs.2,000,000 while in Secondary Schools it is Kshs.1,500,000.MANAGEMENT CARRIED OUT FIELD VISIT TO JUSTIFY THE DISPARITY , FAM PROVIDED BQ**

**Submit letter from County Works Officer/Technical Officer for the Rennovation of Mt. Elgon Sub county – Deputy County C commissioner’s office FAM CAPTURED VIA BQ .**

**SEND VIA WHATSUP**

**Split sport cost indicate cost of tournament and cost of purchase of trophies, kits, balls etc**DONE

**Resend the Letter from KeRRA the version that was sent earlier is corrupted (not opening) SEND VIA WHATSUP**

**MINUTES OF MT. ELGON NG-CDFC MEETING HELD 12TH  JANUARY 2023 AT NG-CDF OFFICE KAPSOKWONY**

**MEMBERS PRESENT**

1. Asheri shari - chairman
2. Geoffrey kisiero -secretary
3. Benjamin Nzioka - DCC
4. Carolyne wanyonyi FAM -secretary
5. Rose Nakhumicha - member
6. Jane Rose Akisa - member
7. Michelle Chepkorir -member
8. Samuel Talian - member
9. Samuel sitati - Member
10. Glen Kiprotich - Member

**AGENDA**

1. Prayer
2. Reading and confirmation of the previous minutes and matters arising
3. Public participation report
4. Project proposal
5. Bursaries
6. Emergency
7. A.O.B

**MIN1/12/01/2023 PRAYER**

The chairperson called the meeting to order at10:05am. The word of prayer was offered by Rose Nakhumicha. Self-introduction was done.

**MIN2/12/01/2023 READING & CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISING**

The secretary read through the previous minutes which was proposed Rose Akisa and seconded by Rose kapchanga, to be a true record of the deliberations.

Matters arising: -The fund account manager reported that the signatories were changed and they were now operational.

**MIN 3/12/01/2023 PUBLIC PARTICIPATION REPORT**

The chairperson welcomed the fund account manager to take the members through the public participation. The fund account manager thanked members for arriving early for the meeting and congratulated them for the work well done during the hectic ward meetings. Members were so delighted and embraced the process. Mrs Janerose Ekirapa said that the process was so interactive and on behalf of the committee, she appreciates. Mr.samuel sitati said that there was a mix up in typing of the projects as some of the projects for kapkateny location are typed in Kamuneru location. He requested for a correction to be made. The Fund Account Manager took the members through the report, they unanimously agreed that the report reflects all the deliberations from the field.

**MIN 4/12/01/2023 PROJECT PROPOSAL**

The chairperson welcomed members to the agenda. He told members that time was not on their side and they need to work with speed so that the proposals are forwarded to the board and funded before schools open, as most of the students relied on NG-CDF bursaries. He welcomed the fund account manager to brief members. The fund account manager informed members that the board had allocated ksh. 153,432,774, out of which ksh1,472,600 was AIA through disposal of moto vehicles and sale of tender. She took members through a circular from the board and explained to them the requisites of project proposal. Members went through the ward report, discussed it at length and resolved as follows: -

1. Since all the on-going projects had sufficient funds and most of them were complete as at the time of the project proposal, they will not be included in the financial year’s proposal.
2. Members were concerned that there were areas that were non- accessible, had loose loamy soil, unstable ground and the natural poor terrain of the constituency. They tasked the fund account manager to write to public works for bills of quantities to justify the expenditure of ksh 2,000,000 Per class on some project, and different amounts on other projects.
3. The money received of kshs.1,472,600 from AIA through sale of vehicles and sale of tender to do grading and gravelling of Kapkateny market - Kapkateny police station.
4. Members unanimously resolved that the projects be funded based on the priorities from the public participation. The projects can be summarized as follows: -

**KAPTAMA WARD**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Name of the project** | **Activity** | **Sector** |
| **1** | Chepsoikei primary school | completion of 2 classrooms | Education |
| **2** |  Chebombai secondary school | completion of 2 classrooms | Education |
| **3** | Aburi primary school | Purchase of 2 acres land | Education |

**ELGON WARD**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Name of the project** | **Activity** | **Sector** |
| 1 | Sambocho primary school | Purchase of 1 acre piece of land | Education |
| 2 | Kananachi primary | Purchase of 2 acres land | Education |
| 3 | Emgwen primary | Purchase of 2 acres land | Education |
| 4 | Mt. Elgon Sub county – DCC office | Renovation of Deputy county commissioner residence | Education |

**KAPKATENY WARD**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Name of the project** | **Activity** | **Sector** |
| 1 | Rwanda primary school | Purchase of 2 acres land | Education |
| 2 | Kapsambu primary school | Renovation of 6 no. classrooms | Education |
| 3 | Chelebei primary school | Renovation 0f 6 classrooms | Education |
| 4 | Kapkateny-Kapkateny police station road |  grading and gravelling of 1km road | Security |

**CHEPYUK**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Name of the project** | **Activity** | **Sector** |
| 1 | Cheptaburbur primary school | Construction of 4 classrooms | Education |
| 2 | Kaboriot secondary school | Construction of 4 classrooms | Education |
| 3 | Rama primary school | Construction of 4 classrooms | Education |

**CHESKAKI WARD**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Name of the project** | **Activity** | **Sector** |
| 1 | Chesikaki FYM primary school | Construction of 4 classrooms | Education |
| 2 | Kamata primary school |  Construction of 4 classrooms | Education |
| 3 | Rama primary | Construction of 4 classrooms | Education |

**CHEPTAIS WARD**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Name of the project** | **Activity** | **Sector** |
| **1** | Cheptais boys high school | Purchase of school bus | Education |
| **2** | Cheptais primary school |  Construction of 4 classrooms | Education |
| **3** | Cheptais SDA primary school | Completion of 4 classrooms, started by PTA : casting the lintel, roofing, plastering, shutters, fascia boards, and painting | Education |

From the summaries members decided that chepyuk be given two projects as there were some three projects re- allocated to the ward, that were pending approval from the board as follows: -

|  |  |
| --- | --- |
| Name of Project | Amount Allocated |
| Burkenwo primary school | 2,500,000 |
| Chepkurkur sec school | 2,900,000 |
| Aic kipsigon primary school | 2,900,000 |
| **Total** |  **8,300,000** |

**The summary of all project can be tabulated as follows: -**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/No** | **Project number** | **Project name** | **Project activity** | **Original cost** | **Cumulative amount** | **Amount allocated** | **status** |
|  | **ADMINISTRATION AND RE- CURRENT EXPENDITURE** |  |
| 1 | 4-039-216-2120201-100-2022/23-001 | Employees’ Salaries.  | Payment of salaries to 8 staff.  | 2,100,000 |  | 2,100,000 | New |
| 2 | 4-039-216-2120201-100-2022/23-002 | NSSF | Payment of NSSF deductions | 95,040 |  | 95,040 | New |
| 3 | 4-039-216-2120500-100-2022/23-003 | Gratuity.  | Payment of gratuity to 8 staff on expiry of contract | 561,720 |  | 561,720 | New |
| 4 | 4-039-216-2210811-100-2022/23-004 | Committee allowances.  | Payment of Committee sitting allowances, | 1,248,000  |  | 1,248,000 | New |
| 5 | 4-039-216-2210802-100-2022/23-005 | Other committee expenses | Payment of other committee allowances | 1,128,000 |  | 1,128,000 | New |
| 6 | 4-039-216-2210910-100-2022/23-006 | Motor vehicle and motor cycle insurance | Payment of motor-vehicle GKB166F and motor cycle(to be procured) insurance  | 250,000 |  | 250,000 | New |
| 7 | 4-039-216-2211201-100-2022/23-007 | Fuel and lubricants | Purchase of refined fuel and lubricants | 817,500 |  | 817,500 | New |
| 8 | 4-039-216-2211102-100-2022/23-008 | Computer and printer accessories | Purchase of supplies for computers and accessories | 181,690 |  | 181,690 | New |
| 9 | 4-039-216-2210201-100-2022/23-009 | Mobile phone services | Payment of airtime allowances | 240,000 |  | 240,000 | New |
| 10 | 4-039-216-2210314-100-2022/23-010 | Transport allowance | Payment of transport to staff allowance | 250,000  |  | 250,000 | New |
| 11 | 4-039-216-2210403-100-2022/23-011 | Daily subsistence allowance | Payment of daily subsistence allowance | 250,000 |  | 250,000 | New |
| 12 | 4-039-216-2210203-100-2022/23-012 | Courier and postal services | Payment of postal and courier services | 20,000 |  | 20,000 | New |
| 13 | 4-039-216-2210101-100-2022/23-013 | Electricity | Payment of electricity charges | 50000 |  | 50000 | New |
| 14 | 4-039-216-2211301-100-2022/23-014 | Bank charges | Payment of bank charges and commission | 30000 |  | 30000 | New |
| 15 | 4-039-216-2210805-100-2022/23-015 | National celebrations | Payment of national celebration expenses | 60,000 |  | 60,000 | New |
|  | 4-039-216-2211101-100-2022/23-016 | General office supplies | Purchase of general office supplies (papers, pins, pencils, files, small office equipment etc | 677,342 |  | 677,342 | New |
|  | 4-039-216-2220101-100-2022/23-017 | Maintenance expenses- moto vehicle and motor cycle | Payment of Maintenance expenses- NG-CDF motor vehicle and motor cycle | 500,000 |  | 500,000 | New |
|  | 4-039-216-2211016-100-2022/23-018 | Purchase of uniform and clothing – NG CDFC, office Staff | Purchase of uniform and clothing – NG CDFC, office Staff | 200,000 |  | 200,000 | New |
|  | 4-039-216-2210801-100-2022/23-019 | Catering services- receptions, food and drinks |  Payment of Catering services- receptions, food and drinks | 150,000 |  | 150,000 | New  |
|  |  |  |  | **8,809,292** |  | **8,809,292** |  |
|  |  |  |  |  |  |  |  |
|  | **MONITORING, EVALUATION AND CAPACITY BUILDING** |  |
| 16 | 4-039-216-2210201-111-2022/23-01 | Telephone and Mobile phone services | Payment of telephone services and airtime allowance | 120,000 |  | 120,000 | New |
| 17 | 4-039-216-2210202-111-2022/23-002 | Internet connections | Payment of internet connections | 80,000 |  | 80,000 | New |
| 18 | 4-039-216-2210301-111-2022/23-003 | Travel costs (airline, Bus , Railway, Mileage allowances, etc.) | Payment of transport expenses | 120,000 |  | 120,000 | New |
| 19 | 4-039-216-2210302-111-2022/23-004 | Accommodation – domestic travel | Payment of accommodation on domestic travel | 600,000  |  | 600,000 | New |
| 20 | 4-039-216-2210303-111-2022/23-005 | Daily subsistence allowance | Payment of daily subsistence allowance | 200,000  |  | 200,000 | New |
| 21 | 4-039-216-2210502-111-2022/23-006 | Publishing and printing | Payment of publishing and printing services | 100,000 |  | 100,000 | New |
| 22 | 4-039-216-2210604-111-2022/23-007 | Hire of transport  | Payment of hire of transport services | 600,000 |  | 600,000 | New |
| 23 | 4-039-216-2210701-111-2022/23-008 | Travel allowance on training | Payment of travel allowance of NGCDFC and PMC during capacity building of NG-CDFC , staff and PMC | 700,000  |  | 700,000 | New |
| 24 | 4-039-216-2210704-111-2022/23-009 | Hire of training facilities | Hire of training facilities and equipment during capacity building of NG-CDFC , staff and PMC | 100,000 |  | 100,000 | New |
| 25 | 4-039-216-2210802-111-2022/23-010 | Other committee expense | Payment of other committee expenses | 420,000 |  | 420,000 | New |
| 26 | 4-039-216-2210802-111-2022/23-011 | NG-CDFC Allowance | Payment of NGCDFC allowances | 1,170,000  |  | 1,170,000 | New |
| 27 | 4-039-216-22111O1-111-2022/23-012 | General office supplies | Purchase of general office supplies | 142,983 |  | 142,983 | New |
| 28 | 4-039-216-22111O1-111-2022/23-013 | Maintenance expenses -Motor vehicles | Payment of maintenance expenses- NG-CDF motor vehicle | 250,000 |  | 250,000 | New |
|  | **Totals** |  |  | **4,602,983** |  | **4,602,983** |  |
| 29 | **Constituency oversight committee expenses** |  |  |  |  |  |  |
| Constituency Oversight Committee expenses | Constituency Oversight Committee Daily Subsistence Allowance  | Payment of Constituency Oversight Committee Daily Subsistence Allowance | 200,000 |  | 200,000 | New |
|  | Constituency Oversight Committee Travel Costs | Payment of Travel Costs for Constituency Oversight Committee | 300,000 |  | 300,000 | New |
|  | Constituency Oversight Committee Sitting Allowance | Payment of Committee Sitting Allowance to Constituency Oversight Committee | 684,000 |  | 684,000 | New |
|  | Constituency Oversight Committee Telephone Expenses | Payment of Constituency Oversight Committee Telephone Expenses | 50,000 |  | 50,000 | New |
|  | Constituency Oversight Committee Purchase of Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Constituency Oversight Committee Transport | 150,000 |  | 150,000 | New |
|  | Constituency Oversight Committee Accommodation - Domestic Travel | Payment of Constituency Oversight Committee Accommodation - Domestic Travel | 150,000 |  | 150,000 | New |
|  |  | **1,534,000** |  | **1,534,000** |  |
|  | **EMERGENCY RESERVE**  |  |
| 30 | 4-039-216-2640200-101-2022/23-001 | Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year  | 7,636,190 |  | 7,636,190 | New |
|  | **Totals** |  |  | **7,636,190** |  | **7,636,190** |  |
|  | **SPORTS PROJECTS** |  |
| 31 | 4-039-216-2640509-112-2022/23-001 | NGCDF regional sports tournament | To facilitate regional sports tournament in partnership with other constituencies in the western region | 300,000 |  | 300,000 | New |
| 32 | 4-039-216-2640509-112-2022/23-002 | To carry out constituency sports tournament where winning teams will be awarded with balls, uniforms, and trophies. Where facilitation of tournament at ksh.700,000 and purchase of balls, uniforms ,trophees and equipment at ksh 2,000,000 |  | 2,700,000 |  | 2,700,000 | New |
|  | Totals |  |  | **3,000,000** |  | **3,000,000** |  |
|  | **ENVIRONMENTAL PROJECT** |  |
| 33 | 4-039-216-2640510-112-2022/23-001 | Environment.FAM to submit a letter from the beneficiary institution confirming their capacity to sustain and maintain the trees,Specify the particular trees and the number of trees to be planted in each school **To be submitted when schools open.** | Planting of the following trees for each institutionPischovia 80 pcs@sh.300Nandi flame 80pcs@sh.300Blue gum 140@50Whistling pine 60@375Elgon teak 60@375in the following institutions@ksh.100,0001.serek primary school2.kamachei primary school3. kebee sec school4.kabukwo primary school 5.cheptoror primary school6.kimurio primary school 7.kapkurongo primary school8.Rwanda s,a primary school9.kapkurongo primary school10.kapsambu primary school11.kapchoywo s,a primary school 12.kipyeto primary school13.sendera sec school14. kibuk girls sec school15.chemses primary school16.kipchiria sec school17.kiptiroko primary school18.kaboywo primary school19.kostoi prim school20.mulatiwa primary school21.kimama rc primary school22.kapsoromet adc primary school23.Nalondo girls sec school24cheptais boys high school25.chebwek s.a primary school26.chesiro primary school.27.toywondet primary school28.Cheskaki chiefs office29. chemoge chiefs office | 2,900,000 |  | 2,900,000 | New**Conditional Approval** |
|  | **Totals** |  |  | **2,900,000** |  | **2,900,000** |  |
|  | **EDUCATION BURSARY**  |  |
| 34 | 4-039-216-2640101-103-2022/23-001 | Bursary Secondary Schools | Payment of bursary to needy student in secondary schools  | 21,000,000 |  | 15,000,000 | New |
| 35 | 4-039-216-2640102-103-2022/23-002 | Bursary Tertiary institutions | Payment of bursary to needy student in tertiary institutions  | 18,000,000 |  | 18,000,000 | New |
| 36 | 4-039-216-2640106-103-2022/23-003 | Bursary to special Schools | Payment of bursary to needy Special students  | 2,000,000 |  | 2,000,000 | New |
|  | **Totals** |  |  | **35,000,000** |  | **35,000,000** |  |
|  | **PRIMARY SCHOOL PROJECTS** |  |
| 37 | 4-39-216-2630209-104-2022/23-001 | Kamata Primary School.  | Construction to completion of 4No classrooms. One classroom constructed at ksh. 1,750,000 and equipping it with 45No desks,300mm wide at ksh 225,000, 1NO teachers chair and a table at ksh. 25,000  | 8,000,000 |  | 8,000,000 | New |
| 38 | 4-39-216-2630209-104-2022/23-002 | Cheskaki FYM Primary School. | Construction to completion of 4No classrooms. One classroom constructed at ksh. 1,750,000 and equipping it with 45No desks,300mm wide at ksh 225,000, 1NO teachers chair and a table at ksh. 25,000 | 8,000,000 |  | 8,000,000 | New |
| 39 | 4-39-216-2630209-104-2022/23-003 | Kabariot Primary School. | Construction to completion of 4No classrooms. One classroom constructed at ksh. 1,750,000 and equipping it with 45No desks,300mm wide at ksh 225,000, 1NO teachers chair and a table at ksh. 25,000  | 8,000,000 |  | 8,000,000 | New |
| 40 | 4-39-216-2630209-104-2022/23-004 | Cheptaburbur Primary School. | Construction to completion of 4No classrooms. One classroom constructed at ksh. 1,750,000 and equipping it with 45No desks,300mm wide at ksh 225,000, 1NO teachers chair and a table at ksh. 25,000  | 8,000,000 |  | 8,000,000 | New |
| 41 | 4-39-216-2630209-104-2022/23-005 | Cheptais SDA pri. school | Construction to completion of 2No classrooms. One classroom constructed at ksh. 1,750,000 and equipping it with 45No desks,300mm wide at ksh 225,000, 1NO teachers chair and a table at ksh. 25,000  | 4,000,000 |  | 4,000,000 | New |
| 42 | 4-39-216-2630209-104-2022/23-006 | Kapsambu Primary School | Renovation of 7 classrooms-re-roofing, flooring, plastering, screeding of floors, window panes, painting, fascia boards, permanent vents, paving slabs, doors, windows and window panes | 3,600,000 |  | 3,600,00 | New |
| 43 | 4-39-216-2630209-104-2022/23-007 | Chelebei Primary School.  | Renovation 0f 6 classrooms-re-screeding, window panes, plastering, paving slabs, Fascia boards, permanent ventilations, painting | 2,800,000 |  | 2,800,000 |  |
| 44 | 4-39-216-2630209-104-2022/23-008 | Sambocho Primary School.**To be submitted when schools open.** | Purchase of 1 acre piece of landSubmit land valuation report from a government land valuer, land search and title deed of the proposed parcel of land | 800,000 |  | 800,000 | New**Conditional Approval** |
| 45 | 4-39-216-2630209-104-2022/23-009 | Kananachi Primary School.**To be submitted when schools open.** | Purchase of 2 acre piece of landSubmit land valuation report from a government land valuer, land search and title deed of the proposed parcel of land | 1,600,000 |  | 1,600,000 | New**Conditional Approval** |
| 46 | 4-39-216-2630209-104-2022/23-0010 | Emgwen primary school. **To be submitted when schools open.** | Purchase of 2 acre piece of landSubmit land valuation report from a government land valuer, land search and title deed of the proposed parcel of land | 1,600,000 |  | 1,600,000 | New**Conditional Approval** |
| 47 | 4-39-216-2630209-104-2022/23-011 | Rwanda primary school. **To be submitted when schools open.** | Purchase of 2 acre piece of landSubmit land valuation report from a government land valuer, land search and title deed of the proposed parcel of land | 2,000,000 |  | 2,000,000 | New**Conditional Approval** |
| 48 | 4-39-216-2630209-104-2022/23-012 | Chepsoikei Primary School | Construction to completion of 2 classrooms  | 2,000,000 |  | 2,000,000 | New |
| 49 | 4-39-216-2630209-104-2022/23-013 | Rama Primary School. | Construction to completion of 4No classrooms. One classroom constructed at ksh. 1,750,000 and equipping it with 45No desks,300mm wide at ksh 225,000, 1NO teachers chair and a table at ksh. 25,000  | 8,000,000 |  | 8,000,000 | New |
| 50 | 4-39-216-2630209-104-2022/23-014 | Cheptais S.A Primary School.  | Construction to completion of 4No classrooms. One classroom constructed at ksh. 1,750,000 and equipping it with 45No desks,300mm wide at ksh 225,000, 1NO teachers chair and a table at ksh. 25,000  | 8,000,000 |  | 8,000,000 | New |
|  | **Totals** |  |  | **66,400,000** |  | **66,400,000** |  |
|  | **SECONDARY SCHOOL PROJECT** |  |
| 51 | 4-39-216-2630210-104-2022/23-001 | Cheptais Boys High School | Purchase of a school bus 51 seater (ISUZU FSR90N COWL E KENYA DUY PAID) | 9,762,350 |  | 9,762,300 | New |
| 52 | 4-39-216-2630210-104-2022/23-002 | Chebombai Secondary School | Construction to completion of 2 classrooms | 3,000,000 |  | 3,000,000 | New |
|  | **Totals** |  |  | **12,762,350** |  | **12,762,300** |  |
|  | **SECURITY PROJECTS** |  |
| 53 | 4-39-216-2640507-113-2022/23-001 | Kapkateny-Kapkateny police station road (A-I-A) | Grading and patch gravelling of 1km roadNG-CDFC to submit a letter from KeRRA confirming that the road is National Government Road and that is not in KeRRA’s annual work programme | 1,472,600 |  | 1,472,600 | New**Conditional Approval** |
| 54 | -39-216-2640507-113-2022/23-002 | Mt. Elgon Sub county – Deputy County C commissioner’s office | Renovation of Deputy County Commissioner’s office -Ceiling board, tiling, replacement of toilets, cistern, sinks and painting. | 1,000,000 |  | 1,000,000 | New |
|  | **Totals** |  |  | **2,472,600** |  | **2,472,600** |  |
|  | **OTHER PROJECTS** |  |
| 55 | 4-39-216-2211310-108-2022/23-001 | Motor cycle | Purchase of NG-CDF motorcycle: YAMAHA YBR 125G | 315,359 |  | 315,360 | New |
| 56 | 4-39-216-2211310-108-2022/23-002 | Mt Elgon NG-CDF Strategic plan | To facilitate in preparation, facts collection designing, typesetting and printing of Mt Elgon NG-CDF Strategic plan for the period between 2023-2027 | 2,000,000 |  | 2,000,000 | New |
|  | **Totals** |  |  | **153,432,774** |  | **153,432,774** |  |

SALARY SCHEDULE ANEX1

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NO** | **NAMES** | **DESIGN** | **BASIC PAY****Ksh.** |  **HOUSE ALLOWANCE****Ksh.** | **GROSS PAY****Ksh.** | **TOTAL FOR 12 MONTHS****Ksh.**  |
| 1 | Alfred chemonges | Accounts assistant | 27,000 | 3,000 | 30,000 | 360,000 |
| 2 | Christine muyala | Secretary | 27,000 | 3,000 | 30,000 | 360,000 |
| 3 | Isaac kijo chebus | Driver | 27,000 | 3,000 | 30,000 | 360,000 |
| 4 | Geoofrey siketi | Clerk of works | 22,000 | 3,000 | 25,000 | 300,000 |
| 5 | Michael Ndiema | Office assistant | 12,000 | 3,000 | 15,000 | 180,000 |
| 6 | David kimtai | Security | 12,000 | 3,000 | 15,000 | 180,000 |
| 7 | Robert manyonge | Security | 12,000 | 3,000 | 15,000 | 180,000 |
| 8 | Rashid sikowo | Security | 12,000 | 3,000 | 15,000 | 180,000 |
|  | TOTALS | **151,000** | **24,000** | **175,000** | **2,100,000** |

GRATUITY @31% ANNEX 11

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO** | **NAMES** | **DESIGN** | **BASIC PAY****Ksh.** |  | **GROSS PAY****Ksh** |
| 1 | Alfred Chemonges | Accounts assistant | 27,000 | 27000X31%X12 | 100,440 |
| 2 | Christine Muyala | Secretary/Record management officer | 27,000 | 27000X31%X12 | 100,440 |
| 3 | Isaac Kijo Chebus | Driver | 27,000 | 27000X31%X12 | 100,440 |
| 4 | Geoofrey Siketi | Clerk of works | 22,000 | 22,000X31%X12 | 81,840 |
| 5 | Michael Ndiema | Office assistant | 12,000 | 12,000X31%X12 | 44640 |
| 6 | David Kimtai | security | 12,000 | 12,000X31%X12 | 44640 |
| 7 | Robert Manyonge | security | 12,000 | 12,000X31%X12 | 44640 |
| 8 | Rashid Sikowo | security | 12,000 | 12,000X31%X12 | 44640 |
|  | TOTALS | **151,000** |  | **561,720** |

NSSF ANNEX 111

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO** | **NAMES** | **DESIGN** | **GROSSPAY** | **RATE PER MONTH** | **TOTAL FOR 12 MONTHS** |
| 1 | Alfred Chemonges | Accounts Assistant | 30,000 | 1080 | 12,960 |
| 2 | Christine Muyala | Secretary | 30,000 | 1080 | 12,960 |
| 3 | Isaac Kijo Chebus | Driver | 30,000 | 1080 | 12,960 |
| 4 | Geoofrey Siketi | Clerk Of Works | 25,000 | 1080 | 12,960 |
| 5 | Michael Ndiema | Office Assistant | 15,000 | 900 | 10,800 |
| 6 | David Kimtai | Security | 15,000 | 900 | 10,800 |
| 7 | Robert Manyonge | Security | 15,000 | 900 | 10,800 |
| 8 | Rashid Sikowo | Security | 15,000 | 900 | 10,800 |
|  | **TOTALS** | **175,000** | **7920** | **95,040** |

**ENVIRONMENT (ANNEX IV)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Variety** | **Quantity per school** | **Estimated cost/pc** | **Total estimate** | **Amount****Ksh** |
| Pischovia | 80pcs | 300 | 80x300x29 | 696,000 |
| Nandi flame | 80pcs | 300 | 80x300x29 | 696,000 |
| Whistling pine | 60pcs | 375 | 60x375x29 | 652,500 |
|  Elgon teak | 60 pcs | 375 | 60x375x29 | 652,500 |
| Blue gum | 140 pcs | 50 | 140x50x29 | 203,000 |
| **Totals** | **2,900,00** |

 **(****ANNEX V) committee allowance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Item** | **No** | **rate** | **No of meetings** | **Total amount** |
| Payment of NG-CDF allowance | Members | 9 | 5000 | 24 | 1,080,000 |
| Chair | 1 | 7000 | 24 | 168,000 |
|  | **Totals** | **1,248,000** |

ANNEX Vi) other committee expenses

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Item** | **No** | **rate** | **No of meetings** | **Total amount** |
| Payment of other committee expenses | Members | 8 | 5000 | 24 | 960,000 |
|  |  |  |  |  |
| Chair  | 1 | 7000 | 24 | 168,000 |
|  | **Totals** | **1,128,000** |

ANNEX Vii) Airtime allowance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Item** | **No** | **rate** | **No of months**  | **Total amount** |
| Payment of allowance | DA/FAM | 2 | 10,000 | 12 | 120,000 |
| Chair | 2 | 10000 | 12 | 120,000 |
|  | **Totals** | **240,000** |

ANNEX Viii) Transport allowance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Item** | **No** | **rate** | **No of journeys** | **Total amount** |
| Payment of transport allowance | Staff | 8 | 1,000 | 25 | 200,000 |
| Chair | 1 | 2000 | 25 | 50,000 |
|  | **Totals** | **250,000** |

ANNEX ix) Daily subsistence allowance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Item** | **No** | **rate** | **No of journeys** | **Total amount** |
| Payment of transport allowance | Staff | 8 | 1,000 | 25 | 200,000 |
| Chair | 1 | 2000 | 25 | 50,000 |
|  | **Totals** | **250,000** |

ANNEX x) accommodation allowance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Item** | **No** | **rate** | **No of trainings** | **Total amount** |
| Payment of accommodation during training and benchmarking allowance | Members | 10 | 25,000 | 2 | 500,000 |
| Technical officers | 2 | 25000 | 2 | 100,000 |
|  | **Totals** | **600,000** |

ANNEX xi) Daily subsistence allowance -monitoring and evaluation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Item** | **No** | **rate** | **No of journeys** | **Total amount** |
| Payment of daily subsistence allowance during routine monitoring and evaluation | Staff | 2 | 2500 | 20 | 100,000 |
| m/e sub- committee  | 4 | 5000 | 5 | 100,000 |
|  | **Totals** | **200,000** |
|  |  |  |

 ANNEX xii) Travel allowance on training

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Item** | **No** | **rate** | **No of trainings** | **Total amount** |
| Payment of accommodation during training and benchmarking allowance | Members | 150 | 2,000 | 2 | 600,000 |
| Technical officers/FAM /DA | 10 | 5000 | 2 | 100,000 |
|  | **Totals** | **700,000** |

ANNEX xii) Travel allowance on training

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Item** | **No** | **No of days** | **rate** | **No of monitoring and evaluation** | **Total amount** |
| Payment of NGCDFC and staff allowances During Monitoring and evaluation  | Members | 8 | 3 | 5,000 | 6 | 720,000 |
| Staff | 5 | 3 | 2000 | 6 | 180,000 |
| Technical officers | 2 | 3 | 5000 | 6 | 270,000 |
|  |  | **Totals** | **1,170,000** |

Members tasked the office to work on the proposal and sent it to NGCDF immediately.

**MIN 4/12/01/2023 BURSARIES**

The fund account manager Ms. Carolyne Wanyonyi presented guideline to be followed and enlighten the challenges encountered during disbursement of bursaries. She also said sub-committee known as education bursary and shall consist of director of education in the sub county, the fund account manager shall be the secretary and at least two to four member drawn from NG CDF committee. The chairman and secretary are excluded from the committee. She also said that the tenure of office the bursary sub-committee shall be one-year renewable.

She told members that the office was preparing forms in readiness of vetting process. Members resolved that vetting will be through public participation, and all the community will be involved. The bursary community to meet and plan on the itinery, logistics and way forward.

 **Min 5/1/12/2023 EMERGENCY**

Emergency request had been done by Toroso SA secondary school for construction to completion of 16 (sixteen) toilet that collapsed. During public participation, members visited the site and noted that it was in a sorry state. The school with a population of 1200 students with sunken pit latrines needed an immediate attention. The committee deliberated in length on the issue and unanimously approved ksh. 1,800,000 for construction of modern pit latrines that are exhaustible

**Min 6/1/12/2023 AOB**

There being no other business to meeting was adjourned by a prayer from samuel sitati.

Minutes prepared by: secretary ……………………… date …………… Sign ………………

Minutes Confirmed by Chairman ……………………… date …………… sign ………………