**CDF logo 4 MsWord**

**BOMACHOGE BORABU CONSTITUENCY**

**IEBC NUMBER 263**

**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**HANDING OVER REPORT**

**1st JANUARY2018**

APPENDIX

HANDOVER REPORT FORMAT

1. TABLE OF CONTENTS

2. ACRONYMS

3. OVERVIEW/ EXECUTIVE SUMMARY.

4. GOVERNANCE &MANAGEMENT

a. Name of CDFC Members and their contacts.

b. Staff Establishment (Names of staff and their duties).

5. ASSETS AND LIABILITIES.

a. Assets Register (Assets Description, Asset number, cost, location, serial number remarks).

b. Keys and duplicate keys.

6. LIABILITIES

a. Pending bills, legal obligations and project commitments.

7. PROJECT IMPLEMENTATION.

a. Project implementation status report (Soft and hard copy to be provided)

b. Monthly Returns Status.

c. Cheque Register

d. Cashbook Balance

e. Vote Book Balance

f. Imprest Analysis

g. Second and Third Schedule.

h. Authority to Incur Expenditure File

i. Pending CDFC resolutions

J. Files index

k. Minutes Files

l. Electronic (folders)

8. ANY OTHER REPORT

9.RECOMENTATIONs IF ANY.

1. TABLE OF CONTENTS.

* PAGE NUMBER
* COVER PAGE
* APPENDIX PAGE

1. ACRONYMS

* NG-CDF – National Government Constituencies Development Fund
* NG-CDFC - National Government Constituencies Development Fund Committee
* PMC – Project Management Committee
* DA - District Accountant
* DIA – District Internal Auditor
* DCC – Deputy County Commissioner
* FAM – Fund Account Manager
* OAG - Office of the Auditor General

3. OVERVIEW/ EXECUTIVE SUMMARY.

BOMACHOGE BORABU CONSTITUENCY is one of the 9 constituencies in Kisii County with a voter population of approximately 49,000 people. It covers an area of xxxx km

The constituency has been receiving funds from the National Government Constituencies Development Fund amounting to Kshs81, 896,551.70 in 2016-2017 financial years. These funds were disbursed to approve projects as per the code list of the year and mostly the PMCs have been implementing the projects except for the centers of excellence in the constituency.

4. GOVERNANCE &MANAGEMENT

a. Name of CDFC Members and their contacts.

The following are the names and contacts of the National Government Constituencies Development Fund Committee as per the KENYA GAZETTE VOL. CXVIII No. 04 of 17th May 2016

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **NAME** | **ID NO.** | **CATEGORY** | **WARD** | **POSITION** |
| 1 |  |  | National Government official | Bomachoge Borabu constituency | MEMBER |
| 2 | Thomas Matwetwe Nyamache |  | Man nominee (youth) | Bokimonge ward | MEMBER |
| 3 | Joel Oanda Omagwa |  | Man Nominee | Magenche ward | MEMBER |
| 4 | Jenipher Masiko Nyagwoka |  | Woman nominee (youth) | Boochi ward | MEMBER |
| 5 | Mary Jacob |  | Nominee of constituency office | Boochi ward | MEMBER |
| 6 | Margaret Ong’ayo |  | Adult Female | Bombaba ward | MEMBER |
| 7 | Benson Nyaundi Oirere |  | Nominee of constituency office | Bokimonge ward | MEMBER |
| 8 | Basil Ombaso Nyanchera |  | Person With Disability | Magenche ward | MEMBER |
| 9 | Jared Okemwa |  | Co opted by the NG-CDF | Bombaba ward | MEMBER |
| 10 | Paul Kipsang Magut |  | Officer of the Board | Bomachoge Borabu constituency | Ex-Official |

We also had over sight committee members who were

1. Mr. Daniel Maenda
2. Mr. Joel Mwene
3. Mr. Otuke Ombaso
4. Mr. Onderi Machuma
5. Mp.

b. Staff Establishment (Names of staff and their duties).

The NG- CDFC through the minutes of 1st March 2013 employed the following staff members

|  |  |  |
| --- | --- | --- |
| NAME | POSITION |  |
| Linet Moraa | ACCOUNTS CLERK |  |
| Zebedeo Ayora | RECORDS MANEGEMENT OFFICER |  |
| Doris Mbaka | IT |  |
| Alfred Otara | security |  |
| Jackson Onwonga | DRIVER |  |

The above mentioned staffs are employees of NG-CDFC and are responsible for day to day running of the constituency NG-CDF activities in the office and are constantly reporting to the FAM. The NG-CDFCs engaged them on 3 year renewable contract upon satisfaction and application of renewal of the contract.

5. ASSETS AND LIABILITIES.

a. Assets Register (Assets Description, Asset number, cost, location, serial number remarks).

b. Keys and duplicate keys.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | REGION |  | COUNTY | CONSTITUENCY | ASSETS NAME / DESCRIPTION |  | ASSET CATEGORY | ASSETS NUMBER | SERIAL NO: | DATE OF ACQUISITION | COST Kshs. | PHYSICAL LOCATION | CURRENT CONDITION | | | | | | | | | | | |
| NYANZA | KISII | Bomachoge Borabu | Small wooden tables with draws | Furniture | 3 |  |  |  | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | Arm chairs made of wood | Furniture | 2 |  |  |  | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | Shelves made of wood | Furniture | 2 |  |  |  | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | Tender boxes | Furniture | 2 |  |  |  | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | Metal Shelve with draws | Furniture | 1 |  |  |  | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | Office chairs executive black in colour | Furniture | 2 |  |  |  | Bomachoge Borabu NG- CDF Office | Obsolete |
| NYANZA | KISII | Bomachoge Borabu | Executive Office table Mahogany | Furniture | 2 |  | 30/3/2016 | 161,700 | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | Mahogan Shelves with drawers | Furniture | 1 |  | 30/3/2016 |  | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | Metal Seats | Furniture | 2 |  | 30/3/2016 |  | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | Office tables with draws both side | Furniture | 2 |  |  |  | Bomachoge Borabu NG- CDF Office | Obsolete |
| NYANZA | KISII | Bomachoge Borabu | Conference tables | Furniture | 3 |  |  |  | Bomachoge Borabu NG- CDF Office | Obsolete |
| NYANZA | KISII | Bomachoge Borabu | Carboard made of wood | Furniture | 1 |  |  |  | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | Printer HB-razer Jet | Equipment | CDF/71102/003 | CNCJH39550 |  |  | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | System unit HP pro-3010-MT | Equipment | CDF/71102/002 | CZC0052Z8X |  |  | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | Monitor system &key board | Equipment | CDF/71102/005 | CNC951QHFS |  |  | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu | Photocopier machine | equipment |  | L7067062016 |  | 165,000 | Bomachoge Borabu NG- CDF Office | **ABSOLUTE TO BE DISPOSED** |
| NYANZA | KISII | Bomachoge Borabu | Vehicle Land Rover Registration Number GKA 949U | Vehicle | GKA 949U |  |  | Not available | Bomachoge Borabu NG- CDF Office | Good |
| NYANZA | KISII | Bomachoge Borabu |  |  |  |  |  |  |  |  |
| NYANZA | KISII | Bomachoge Borabu |  |  |  |  |  |  |  |  |

6. LIABILITIES

a. Pending bills, legal obligations and project commitments.

FUEL

The constituency has been getting fuel from Moak East African Ltd of post office Box 1234 Kisii. The fuel is usually procured through local purchase order and the supplier is prequalified by the district tender committee. Local purchase order number 2040832 being a commitment of kshs 250,000 of 2726 liters has not been paid thus remain as a pending bill.

Salary – November, December and January

The salaries to the NG-CDFC staff for the month of November, December and January amounting to kshs xxxxx has not been paid due to lack of funds that has delayed because of elections. The budget for staff salary was expected to take the constituency up to June 30th 2017.

Gratuity for 2 terms

The NG-CDFC staffs were engaged in March2013 through competitive interview for a renewable contract after 3 years.

Mosensema Secondary school 1M

Mokubo Chief’s office – 100,000/=

Bokimonge chief’s office – 100,000/=

Kerongorori – Gekongo SDA Church junction electricity project 1m

Kenyenya sec school kshs 1,500,000/=

7. PROJECT IMPLEMENTATION.

a. Project implementation status report (Soft and hard copy to be provided)

b. Monthly Returns Status.

c. Cheque Register

d. Cashbook Balance

e. Vote Book Balance

f. Imprest Analysis

g. Second and Third Schedule.

h. Authority to Incur Expenditure File

i. Pending CDFC resolutions Kenya police housing in kenyenya 400,000/= M

J. Files index

k. Minutes Files

l. Electronic (folders)

8. ANY OTHER REPORT

-Audit – District Internal Audit.

The district internal auditor is currently undertaking audit of bursary funds and a report and advice will be given once he is through with the audit findings.

* Office of the Auditor General

The Office of the Auditor General completed their audit review of the financial statements of 2015/2016 financial year. We expect the office to provide the certificate soon since we have provided the required six copies to them.

* NG- CDF Audit Report.

The NGCDF Board had their risk audit done to the constituency 2 years ago and we expect it to come to the constituency this financial year since the 2 years is over. Usually the come every 2 years.

* Nyabitunwa Water Project.

This is one of the projects that was undertaken before the water projects were taken to county governments. We had completed the construction of a weir and funds were to be allocated to the construction of pump house, pipes and piping. Thus the area MCA has promised to undertake the completion

* Kenyenya sub- county District Hospital

This was one of the health projects that was undertaken by the cdf and currently is under county government. The project was the construction of an x ray room which is not yet completed. The project has been taken by Aga Khan Foundation and is at advance level of being implemented.

* Position of the constituency.

Every year, the constituency performances are evaluated and are ranked nationally. For the series of years, we have been improving in performance and last year we improved to position nine. This was so encouraging and to still expect to improve if all the systems are put in place. Constituency self-evaluation form will be provided during the training of the NG-CDFC.

9. RECOMENTATIONs IF ANY

Centre of Excellency.

Ritembu primary

Emesa primary

Magena Primary

Riokindo primary

Kiabugesi Primary

Eberege Primary

Keore Primary

ICT CENTER IN THE CONSTITUENCY TO COME UP WELL