**MINUTES OF DAGORETTI NORTH NGCDFC MEETING HELD ON 15/11/2023 AT DAGORETTI NORTH NG-CDF OFFICE BOARDROOM LAVINGTON AT 10.00AM**

**Present**

1. Phoebe Mungai - Chairperson
2. Paul Kipsang Magut - Funds Account Manager
3. Edwin Mugonyi - Member
4. Jackline Kerubo - Member
5. Lucy Wambui - Member
6. Kenneth Adiara - Member
7. Zebedi Ombidi - Member
8. Evans Miano - Member
9. Bertha Malesi - Secretary

**Absent with Apology**

1. Hellen Manyonyi Munyanya - ACC

**AGENDAS**

1. Preliminaries
2. Reading and Confirmation of the Previous Meeting Minutes.
3. Matters Arising
4. Monitoring and Evaluation
5. Change of Project Activity
6. Reallocation of Funds
7. Projects Proposal
8. JSS Matching Funds
9. Request to Open Constituency Deposit Account
10. Payment Approvals
11. A.O.B.

**PRELIMINARIES**

The meeting was called to order by the chairperson and then preceded with a word of prayer from Bishop Kenneth Adiara.

**MINUTE 1: NG-CDF/DNORTH/15/11/2023-01: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The Minutes were read by the secretary, proposed by Mr. Edwin Mugonyi and seconded by Mr. Zebedi Ombidi as the true copy of the previous meeting. They were adopted and signed.

**MINUTE 2: NG-CDF/DNORTH/15/11/2023-02: MATTERS ARISING**

The following matters were raised:

* Tender for Lavington Girls Sec (Construction of Two Classrooms), Muthangari Police Station (Expansion of Office and Toilet Block) and Gatina Primary School (Cabro Works) is complete handing over of the site done and project in progress. Need for M&E.
* Tender for Dagoretti Mixed Secondary School for construction of laboratory was cancelled being that the available space cannot carry a Laboratory instead the school requested for a Library

**MINUTE 3: NG-CDF/DNORTH/15/11/2023-03: MONITORING AND EVALUATION**

The Secretary read out the Monitoring and Evaluation report for the last Monitoring and Evaluation exercise held. It was discussed, approved and adopted by the members. (Attached Annex I M & E Reports)

 It was also noted that the following projects were ongoing and continuous monitoring and evaluation should be done:

1. Nairobi Primary School- Construction of a laboratory
2. Lavington Girls Secondary School- Construction of two Classrooms
3. Muthangari Police Station- Construction of Offices and Toilet Block
4. Gatina Primary School- Cabro Works and CSR Project (Construction of a laboratory)

**MINUTE 4: NG-CDF/DNORTH/15/11/2023-04: CHANGE OF PROJECT ACTIVITY**

The Chairperson informed the committee of the status for the Construction of Laboratory at Dagoretti Mixed Secondary School. It was noted that the school initially requested for the laboratory which was submitted to the board and approved in the FY 2022/2023 Budget at Ksh. 4,500,000.00. However, the available space for construction stands on a 4th Floor slab which is not suitable for accommodation of laboratory.

The school after a BOM Meeting therefore requested for the change of the project activity to a fully equipped library. The committee discussed and approved the change of the project activity from construction of a laboratory to a fully equipped library as per the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **FROM** | **TO** |  |  |
| **No.** | **PROJECT NAME**  | **NEW PROJECT**  | **AMOUNT** | **REASON**  |
|  | Dagoretti Mixed Secondary School- Construction of a 50 student capacity school Laboratory size 8m x 12m on a suspended floor to completion (walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical and plumbing works)Ksh. 4,500,000.00 | Dagoretti Mixed Secondary School- Construction of a 50 student capacity school Library size 14.1m x 9m (with one store and one office) on a suspended 4th floor to completion (walling, roofing, plastering, fixing doors and windows, tiling, fixing of the shelves, painting, ceiling, electrical and plumbing works) @ Ksh. 4,005,000.00and 5- 4MLibrary Tables (20,000\*5= Ksh. 100,000.00, 40 Library Seats (8,000\*40=320,000.00, One Office Table-35,000 and 2 Office Chairs 2\*20,000=40,000) =495,000.00 | 4,500,000.00 | The available space for construction stands on a 4th Floor slab which is not suitable for accommodation of Laboratory hence request for change of the activity to construction of Library |
|  | **TOTAL**  |  | **4,500,000.00** |  |

The Fund Account Manager was asked to engage the public works officer for preparation of the BQs and Designs and submission of the change of activity letter to the NG-CDF Board immediately.

**MINUTE 5: NG-CDF/DNORTH/15/11/2023-05: REALLOCATION OF FUNDS**

The committee discussed the reallocation of emergency funds for the FY 2022/2023 unutilized that was forwarded to the Board for reallocation to different projects. It was noted that only Ksh. 3,850,000.00 had been used leaving a balance of Ksh. 3,786,190.00. The committee noted that during FY 2022/2023 Gatina Chiefs was allocated Ksh. 3,517,219.83 for Construction of two roomed chief’s office block to completion.

However, the chiefs Camp hosts police post hence need to increase the capacity of the intended office construction to accommodate the police officers and the chief’s office. This necessitated the change of Plan, design, BQ and the Cost. The revised cost estimate is Ksh. 11,203,409.83 for Construction of one Storey Chiefs Office to completion to contain 10 rooms with a ramp and Construction of a 5 Block Course perimeter wall with 1.5m Grill Fence on top and Metallic Gate Entrance.

The Committee approved the reallocation of the unused emergency funds of Ksh. 3,786,190.00 to Gatina Chiefs Office and an additional Ksh. 3,900,000.00 from 2023/2024 FY budget. The fund Account Manager was tasked to do reallocation schedules and submit the same to the board.

The Fund Account Manager informed the Committee the Board declined the reallocation of funds from St. Georges Primary School for Construction of Toilet Block (Ksh. 4,700,000.00) and Riruta HGM Primary School for construction of Perimeter wall (4,500,000.00). After discussion the committee agreed with the decision of the Board and advised the Fund Account Manager to proceed with the Procurement process for implementation of the Project.

The bellow is the table for reallocation.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. NO.**  | **FROM** | **NEW PROJECT**  | **NEW PROJECT ACTIVITY** | **INITIAL BUDGET** | **CUMMULATIVE** | **AMOUNT REALLOCATED** | **REASONS** |
|  | Emergency Funds FY 2022/2023Ksh. 3,786,190.00 | Gatina Chiefs Office | Additional Funds for Construction of one Storey Chiefs Office to completion to contain 10 rooms (Excavation, Walling, Slabbing, Plumbing, Plastering, Painting, Electrical Works, plumbing works and roofing and construction of a ramp and pavements) and Construction of a 5 Block Course with 1.5m Grill Fence on top and Metallic Gate Entrance at Ksh. 3,786,190.00 | 11,203,409.83 | 3,517,219.83 | 3,786,190.00 | Financial year ended without an emergency occurrence hence need to reallocate the funds to a new projectThe chiefs Camp hosts police post hence need to increase the capacity of the intended office construction to completion hence the change of the plan and allocation of more funds |

**MINUTE 6: NG-CDF/DNORTH/15/11/2023-06: FY 2023/2024 PROJECT PROPOSAL**

In reference to National Government Constituency Development Fund Board Circular (REF: NG-CDFB/CEO/NG-CDF CIRCULARS/ Vol II (034) dated 29th August 2023 on preparation and submission of constituency project proposals in line with section 6(1) of the National Government Constituencies Development Fund (NGCDF) Act 2015 as amended in 2022 and in compliance with sections 34 of the act for the 2023/2024 financial year in which the Board approved Budget ceilings for Dagoretti North constituency to be Ksh 175,361,810.00. The committee deliberated on the submissions received from the ward report forums for FY 2022/2023 and the Strategic Plan and prioritized on the following projects to be submitted to the NGCDF Board for approval for the FY 2023/2024 by 30th November 2023.

The committee approved and adopted the following projects.

|  |  |  |
| --- | --- | --- |
| **NO** | **PROJECT ACTIVITIES** | **WARD** |
| **1** | Lavington Primary School- Rehabilitation of Gate Entrance | **Kilimani Ward** |
| **2** | Kilimani primary School- Rehabilitation of Dining hall roofing |
| **3** | Statehouse Primary School- Rehabilitation of Classroom in to Laboratory |
| **4** | Lavington Girls Secondary School- Construction of Four classrooms |
| **5** | Nairobi Milimani Secondary School- Construction of Ablution Block |
| **6** | Muthangari Police station- Additional Funds for Expansion of the existing ground floor office block and Purchase of Furniture |
|  |  |  |
| **1** | Gatina Primary School- Rehabilitation of Nine Classrooms  | **Gatina Ward** |
| **2** | Gatina Chief’s Office- Additional Funds for Construction of offices  |
|  |  |  |
| **1** | Kawangware Primary School- Construction of 8 No. Classrooms | **Kawangware Ward** |
| **2** | Kawangware Acc- Construction of Storey Office |
| **3** | Precious Blood Secondary School- Additional Funds for Construction of Perimeter wall |
|  |  |  |
| **1** | Kileleshwa Primary School – Rehabilitation of Parking area to Cabro and Construction of Perimeter Wall | **Kileleshwa Ward** |
| **2** | Jacaranda Special School – Construction of Dormitory |

Details of the above are as follows:

**PROJECT PROPOSAL**

|  |  |
| --- | --- |
|  | **ADMINISTRATION AND RECURRENT EXPENDITURE**  |
|  | **ADMINISTRATION AND RECURRENT EXPENDITURE EMPLOYEES SALARY** |
| **S/No.** | **Project Number** | **Project Name** | **Project Activity**  |  **Original Cost**  |  **Cumulative Allocation**  |  **Amount Allocated**  | **Current Status**  |
| 1 | 4-047-275-2210402-100-2023-2024-1 | Contractual employees Salaries  | Payment of staff Basic salaries 8 No. employees |  3,084,000.00  |   |  3,084,000.00  | Ongoing |
| 2 | 4-047-275-2210402-100-2023-2024-2 | Gratuity for Contractual Employees | Payment of gratuity to NGCDFC staff (8 No.) |  956,040.00  |   |  956,040.00  | Ongoing |
| 3 | 4-047-275-2210402-100-2023-2024-3 | NSSF  | Employer contribution to NSSF |  103,680.00  |   |  103,680.00  | Ongoing |
| 4 | 4-047-275-2210402-100-2023-2024-4 | House Allowances | Payment of staff House Allowance for 8 No. Employees |  384,000.00  |   |  384,000.00  | Ongoing |
| 5 | 4-047-275-2210402-100-2023-2024-5 | Transport Allowances | Payment of staff Transport Allowance for 8 No. employees |  348,000.00  |   |  348,000.00  | Ongoing |
| 6 | 4-047-275-2210402-100-2023-2024-6 | Leave Allowance Employees | Payment of staff Leave Allowance for 8 No employees  |  240,000.00  |   |  240,000.00  | Ongoing |
| 7 | 4-047-275-2210402-100-2023-2024-7 | Casual Labour and Internship  | Payment of staff Basic Wages for Casual Labour and Internship (3 No.) |  540,000.00  |   |  540,000.00  | Ongoing |
| 8 | 4-047-275-2210402-100-2023-2024-8 | NITA Levy Fund  | Employer contribution to NITA Levy Fund  |  4,800.00  |   |  4,800.00  | Ongoing |
| 9 | 4-047-275-2210402-100-2023-2024-9 | Housing Levy Fund | Fund Employer contribution to Housing Levy  |  46,260.00  |   |  46,260.00  | Ongoing |
| **ADMINISTRATION AND RECCURENT EXPENDITURE GOODS AND SERVICES** |
| 10 | 4-047-275-2210402-100-2023-2024-10 | Bank service commission and charges | Payment of Bank service commission and charges |  50,000.00  |   |  50,000.00  | Ongoing |
| 11 | 4-047-275-2210402-100-2023-2024-11 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  300,000.00  |   |  300,000.00  | Ongoing |
| 12 | 4-047-275-2210402-100-2023-2024-12 | Contracted Guards and Cleaning Services | Payment of Contracted Guards and Cleaning Services (2 No.) |  60,000.00  |   |  60,000.00  | Ongoing |
| 13 | 4-047-275-2210402-100-2023-2024-13 | Electricity | Payment of Electricity charges |  50,000.00  |   |  50,000.00  | Ongoing |
| 14 | 4-047-275-2210402-100-2023-2024-14 | General Office Supplies (papers, pencils, forms, small office equipment) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  374,140.00  |   |  374,140.00  | Ongoing |
|  |  |  |  |  |  |  |  |
| 16 | 4-047-275-2210402-100-2023-2024-15 | Courier and Postal Services | Payment of Courier and Postal Services |  60,000.00  |   |  60,000.00  | Ongoing |
| 17 | 4-047-275-2210402-100-2023-2024-16 | Internet Connections | Payment of Internet Connections |  67,200.00  |   |  67,200.00  | Ongoing |
| 18 | 4-047-275-2210402-100-2023-2024-17 | Office Rent | Payment of Office Rent |  800,000.00  |   |  800,000.00  | Ongoing |
| 19 | 4-047-275-2210402-100-2023-2024-18 | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles |  150,000.00  |   |  150,000.00  | Ongoing |
| 20 | 4-047-275-2210402-100-2023-2024-19 | Other Fuels (wood, charcoal, cooking gas) | Payment of of other fuels (wood, charcoal, cooking gas expenses |  28,588.60  |   |  28,588.60  | Ongoing |
| 21 | 4-047-275-2210402-100-2023-2024-20 | Publishing and Printing Services | Payment of Publishing and Printing Services |  300,000.00  |   |  300,000.00  | Ongoing |
| 22 | 4-047-275-2210402-100-2023-2024-21 | Sanitary and Cleaning Materials, Supplies and Services | Purchase of Sanitary and Cleaning Materials, Supplies and Services |  46,000.00  |   |  46,000.00  | Ongoing |
| 23 | 4-047-275-2210402-100-2023-2024-22 | Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers | 400,000.00  |   | 400,000.00  | Ongoing |
| 24 | 4-047-275-2210402-100-2023-2024-23 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone expenses |  40,000.00  |   |  40,000.00  | Ongoing |
| 25 | 4-047-275-2210402-100-2023-2024-24 | Travel Costs (airlines, bus, railway, mileage allowances) | Payment of Transport Expenses  |  250,000.00  |   |  250,000.00  | Ongoing |
| 26 | 4-047-275-2210402-100-2023-2024-25 | Purchase of office furniture | Purchase of Office Furniture and Equipment |  260,000.00  |   |  260,000.00  | Ongoing |
| 27 | 4-047-275-2210402-100-2023-2024-26 | Motor Vehicle Insurance | Payment of Motor Vehicle Insurance (GKB 142G- Toyota Van) |  50,000.00  |   |  50,000.00  | Ongoing |
| 28 | 4-047-275-2210402-100-2023-2024-27 | Water & sewerage charges | Payment ofWater & sewerage charges |  55,000.00  |   |  55,000.00  | Ongoing |
| 29 | 4-047-275-2210402-100-2023-2024-28 | Maintenance of NGCDF Office | Payment for Maintenance of NGCDF Office |  150,000.00  |   |  150,000.00  | Ongoing |
|  | **ADM COMM EXPENSES** |  |  |  |  |  |  |
| 30 | 4-047-275-2210402-100-2023-2024-29 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  100,000.00  |   |  100,000.00  | Ongoing |
| 31 | 4-047-275-2210402-100-2023-2024-30 | NGCDFC allowance | Payment of NGCDFC allowance charges |  624,000.00  |   |  624,000.00  | Ongoing |
| 32 | 4-047-275-2210402-100-2023-2024-31 | Other committee expenses  | Payment of Other committee expenses  |  600,000.00  |   |  600,000.00  | Ongoing |
|  | **Sub Total**  |  |  | **10,521,708.60**  |  |  **10,521,708.60**  |  |
|   | **CONSTITUENCY OVERSIGHT COMMITTEE**  |
| 1 | 4-047-275-2210402-100-2023-2024-1 | Constituency Oversight Committee Allowance | Payment of Constituency Oversight Committee allowance charges |  300,000.00  |   |  300,000.00  | Ongoing |
| 2 | 4-047-275-2210402-100-2023-2024-2 | Hire of Transport | Payment of Hire of Transport  |  120,000.00  |   |  120,000.00  | Ongoing |
| 3 | 4-047-275-2210402-100-2023-2024-3 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  250,000.00  |   |  250,000.00  | Ongoing |
| 4 | 4-047-275-2210402-100-2023-2024-4 | Remuneration of Instructors and Contract Based Training Services | Payment of Instructors and Contract Based Training Services during the oversight committee training |  250,000.00  |   |  250,000.00  | Ongoing |
| 5 | 4-047-275-2210402-100-2023-2024-5 | Hire of Training Facilities and Equipment | Hire of Training Facilities and Equipment (Conference halls, Projector) |  200,000.00  |   |  200,000.00  | Ongoing |
|  | **Sub- Total** |  |  |  **1,120,000.00**  |  **-**  |  **1,120,000.00**  |  |
|  | **MONITORING, EVALUATION AND CAPACITY BUILDING** |
|  | **Capacity Building** |  |  |  |  |  |  |
| 1 | 4-047-275-2210710-111-2023-2024-1 |  Accommodation Allowance | Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC on Capacity building trainings |  550,000.00  |   |  550,000.00  | Ongoing |
| 2 | 4-047-275-2210710-111-2023-2024-2 | Accommodation - Domestic Travel | Payment of accommodation on domestic travel  |  720,000.00  |   |  720,000.00  | Ongoing |
| 3 | 4-047-275-2210710-111-2023-2024-3 | Production and Printing of Training Materials | Payment of Production and Printing of Training Materials for NGCDFC, Staff and PMC capacity building trainings |  100,000.00  |   |  100,000.00  | Ongoing |
| 4 | 4-047-275-2210710-111-2023-2024-4 | Remuneration of Instructors and Contract Based Training Services | Payment of Instructors and Contract Based Training Services for NGCDFC, Staff and PMC capacity building trainings |  300,000.00  |   |  300,000.00  | Ongoing |
| 5 | 4-047-275-2210710-111-2023-2024-5 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  450,000.00  |   |  450,000.00  | Ongoing |
| 6 | 4-047-275-2210710-111-2023-2024-6 | Travel Allowance on training | Payment of Travel Allowance of NGCDFC, National Government officers and PMC capacity building trainings |  240,000.00  |   |  240,000.00  | Ongoing |
| 7 | 4-047-275-2210710-111-2023-2024-7 | Hire of Training Facilities and Equipment | Hire of Training Facilities and Equipment (Conference halls, Projector) |  450,000.00  |   |  450,000.00  | Ongoing |
|  | **M&E Goods and Services** |  |  |  |  |  |  |
| 8 | 4-047-275-2210710-111-2023-2024-10 | Publishing and Printing Services | Payment of Publishing and Printing Services |  236,854.30  |   |  236,854.30  | Ongoing |
| 9 | 4-047-275-2210710-111-2023-2024-11 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles |  200,000.00  |   |  200,000.00  | Ongoing |
| 10 | 4-047-275-2210710-111-2023-2024-12 | Sundry Items (e.g. airport tax and taxis) | Payment of sundry items (e.g. airport tax, taxis, expenses |  24,000.00  |   |  24,000.00  | Ongoing |
| 11 | 4-047-275-2210710-111-2023-2024-13 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone expenses |  45,000.00  |   |  45,000.00  | Ongoing |
| 12 | 4-047-275-2210710-111-2023-2024-14 | Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers |  250,000.00  |   |  250,000.00  | Ongoing |
| 13 | 4-047-275-2210710-111-2023-2024-15 | Advertising, Awareness and Publicity Campaigns | Payment of Advertising, Awareness and Publicity Campaigns |  150,000.00  |   |  150,000.00  |   |
| 14 | 4-047-275-2210710-111-2023-2024-16 | General Office Supplies (papers, pencils, forms, small office equipment ) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  395,000.00  |   |  395,000.00  | Ongoing |
|   | **M&E Committee Expenses** |   |   |  |   |  |   |
| 15 | 4-047-275-2210710-111-2023-2024-17 | NGCDFC allowance | Payment of NGCDFC allowance  |  800,000.00  |   |  800,000.00  | Ongoing |
| 16 | 4-047-275-2210710-111-2023-2024-18 | Other committee expenses  | Payment of Other committee expenses  |  200,000.00  |   |  200,000.00  | Ongoing |
| 17 | 4-047-275-2210710-111-2023-2024-19 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  150,000.00  |   |  150,000.00  | Ongoing |
|  | **Sub- Total** |  |  |  **5,260,854.30**  |  **-**  |  **5,260,854.30**  |  |
|   | **EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS**  |
| 1 | 4-047-275-2640101-103-2023/2024-1 | Bursary Secondary Schools | Payment of bursary to needy students in secondary schools |  28,500,000.00  |   |  28,500,000.00  | Ongoing |
| 2 | 4-047-275-2640101-103-2023/2024-2 | Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary institutions |  21,154,924.90  |   |  21,154,924.90  | Ongoing |
| 3 | 4-047-275-2640101-103-2023/2024-3 | NG-CDFC Social Security Programmes | Provision of annual medical insurance cover for 200 vulnerable families including Orphans and Vulnerable Children (OVCs), poor older persons, Persons with Disabilities (PWDs) and destitute families in partnership with NHIF as shall be identified within the Constituency. |  1,200,000.00  |   |  1,200,000.00  | Ongoing |
|  | **Sub- Total** |  |  |  **50,854,924.90**  |  **-**  |  **50,854,924.90**  |  |
|   | **EMERGENCY RESERVE** |  |  |  |  |  |  |
| 1 | 4-047-275-2640200-101-2023-2024-1 | Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year  |  9,229,569.00  |   |  9,229,569.00  | Ongoing |
|  | **Sub Total**  |  |  |  **9,229,569.00**  |  **-**  |  **9,229,569.00**  |  |
|   | **ENVIRONMENTAL PROJECTS** |  |  |  |  |  |  |
| 1 | 4-047-275-2640510-110-2023-2024-1 | State House Primary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (35 Litre Capacity) each Ksh. 15,000.00 |  225,000.00  |   |  225,000.00  | New |
| 2 | 4-047-275-2640510-110-2023-2024-2 | Nairobi Milimani Secondary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 15,000.00 |  225,000.00  |   |  225,000.00  | New |
| 3 | 4-047-275-2640510-110-2023-2024-3 | Muthangari Primary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 15,000.00 |  225,000.00  |   |  225,000.00  | New |
| 4 | 4-047-275-2640510-110-2023-2024-4 | Gatina Primary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 15,000.00 |  225,000.00  |   |  225,000.00  | New |
| 5 | 4-047-275-2640510-110-2023-2024-5 | Kawangware Primary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 15,000.00 |  225,000.00  |   |  225,000.00  | New |
| 6 | 4-047-275-2640510-110-2023-2024-6 | Precious Blood Seconday School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 15,000.00 |  225,000.00  |   |  225,000.00  | New |
| 7 | 4-047-275-2640510-110-2023-2024-7 | Riruta HGM Primary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 15,000.00 |  225,000.00  |   |  225,000.00  | New |
| 8 | 4-047-275-2640510-110-2023-2024-8 | Dagoretti Muslim Primary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 15,000.00 |  225,000.00  |   |  225,000.00  | New |
| 9 | 4-047-275-2640510-110-2023-2024-9 | Lavington Girls Secondary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 15,000.00 |  225,000.00  |   |  225,000.00  | New |
| 10 | 4-047-275-2640510-110-2023-2024-10 | Kenya High School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 15,000.00 |  225,000.00  |   |  225,000.00  | New |
|  | **Sub Total**  |  |  |  **2,250,000.00**  |  **-**  |  **2,250,000.00**  |  |
|   | **SPORTS PROJECT** |  |  |  |  |  |  |
| 1 | 4-047-275-2640509-112-2023-2024-1 | Constituency Sports Tournament | To Carry Out Constituency Sports Tournament Where Winning Teams Will Be Awarded with Balls, uniforms and Trophies, Where Facilitation of Tournament @ Kshs. 1,500,000.00 and Purchase of Balls, Uniforms, Trophies and Equipment @ Kshs. 2,007,236.20 | 3,507,236.20 |   | 3,507,236.20 | ongoing |
|  | **Sub Total**  |  |  |  **3,507,236.20**  |  **-**  |  **3,507,236.20**  |  |
|   | **PRIMARY SCHOOL PROJECTS** |
| 2 | 4-047-275-2630209-104-2023/2024-001 | Kawangware Primary School | Construction of 8 No Classrooms to completion (Clearing the area, Excavation Works, Slabbing, Walling, Construction of a ramp and staircase, Tiling, Painting, Electrical Works)  |  18,000,000.00  |  -  |  18,000,000.00  | New |
| 3 | 4-047-275-2630209-104-2023/2024-002 | Kilimani Primary School | Rehabilitation of Roof of Hall 14M by 35M (Removal of Asbestos and disposal, Reroofing Corrugated Iron Sheets over steel trusses) |  3,000,000.00  |  -  |  3,000,000.00  | New |
|   | 4-047-275-2630209-104-2023/2024-003 | Gatina Primary School | Rehabilitation of 9 No. Classrooms to Completion (Plastering, Screading, Tiling, of the Floor, Repair of Ceilings, Painting, Roofing, Electrical Works) |  7,000,000.00  |   |  7,000,000.00  | New |
| 4 | 4-047-275-2630209-104-2023/2024-004 | Kileleshwa Primary School | Construction of a perimeter wall - 100m to completion clearing the area, removing cotton soil, excavation, foundation works, walling, keying and capping) |  2,500,000.00  |  -  |  2,500,000.00  | New |
| 5 | 4-047-275-2630209-104-2023/2024-005 | Kileleshwa Primary School | Rehabilitation of school entrance and parking area size 1500 metres square (clearing the ground, excavation, leveling, laying of cabro blocks and Cerbs and Channels.) |  4,000,000.00  |   |  4,000,000.00  | New |
| 6 | 4-047-275-2630209-104-2023/2024-006 | State House Primary School  | Rehabilitation of One Classroom to a standard laboratory (General Repairs, fixing of gas cylinder cage, installation of Laboratory Sinks, Work top benches, fume chamber and Plumbing works and Painting Works.) |  1,500,000.00  |   |  1,500,000.00  | New |
| 8 | 4-047-275-2630209-104-2023/2024-007 | Lavington Primary School | Rehabilitation of school entrance and parking area size 1480 Square metres (Clearing the ground, excavation, leveling, laying of cabro blocks and Cerbs and Channels and Installation of 2 Mild Steel Gate) |  4,600,000.00  |   |  4,600,000.00  | New |
| 9 | 4-047-275-2630209-104-2023/2024-008 | Jacaranda Special School | Construction of 120 Capacity Non Storey Dormitory to completion (Clearing the site, excavation works, walling, Tilling, Installation of Doors and windows, Roofing, Toilets, Ceiling Board, Plumbing works, Electrical Works and Painting.) |  15,760,684.00  |   |  15,760,684.00  | New |
|   | **Sub- Total** |  |  |  **56,360,684.00**  |  **-**  |  **56,360,684.00**  |  |
|  | **SECONDARY SCHOOL PROJECTS**   |
| 1 | 4-047-275-2630209-104-2023/2024-001 | Nairobi Milimani Secondary School | Construction of an Ablution block to completion with 10 doors Including 1 PWD (clearing the site, excavation of foundation, walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical and plumbing works) |  5,000,000.00  |  -  |  5,000,000.00  | New |
| 3 | 4-047-275-2630209-104-2023/2024-003 | Lavington Secondary School  | Construction of 4 classrooms on 2nd Floor of an existing building to completion (walling, Roofing, plastering, fixing of doors and windows, tiling, Grills at the Veranda, painting and electrical works) |  8,300,000.00  |   |  8,300,000.00  | New |
| 4 | 4-047-275-2630209-104-2023/2024-004 | Precious Blood Secondary School | Additional funds for completion of Construction of 100 metres perimeter wall (clearing the area, removing cotton soil, excavation, foundation works, walling, keying and capping)  |  2,100,000.00  |  1,500,000.00  |  600,000.00  | Ongoing |
|   |   |   |   |   |   |   |   |
|  | **Sub- Total** |   |  |  **15,400,000.00**  |  **1,500,000.00**  |  **13,900,000.00**  |  |
|   | **SECURITY PROJECTS** |   |   |   |   |   |   |
| 1 | 4-047-275-2640507-113-2023/2024-001 | Kawangware ACC Office | Construction of one Storey Chiefs Office to completion to contain 10 rooms (Excavation, Walling, Slabbing, Plumbing, Plastering, Painting, Electrical Works, plumbing works and roofing and construction of a ramp and pavements)  |  10,500,000.00  |  -  |  10,500,000.00  | New |
|   | 4-047-275-2640507-113-2023/2024-002 | Gatina Chief’s Office | Additional Funds for Construction of one Storey Chiefs Office to completion to contain 8 No. offices and 6 No. Toilets on both Ground and Upper Floor (Clearing the site Excavation of Foundation, Walling, Slabbing, Plumbing, Plastering, Painting, Electrical Works, plumbing works and roofing and construction of a ramp and pavements) and Construction of a 5 Block Course with 1.5m Grill Fence on top and Metallic Gate Entrance |  11,203,409.83  |  7,303,409.83  |  3,900,000.00  | Ongoing |
| 2 | 4-047-275-2640507-113-2023/2024-003 | Muthangari Police Station | Additional funds for completion of Construction of Expansion of the existing ground floor office block to accommodate four more offices on First Floor size 10m x 15m(Removal of existing iron sheet roof, walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical and plumbing works |  6,000,000.00  |  5,000,000.00  |  1,000,000.00  | Ongoing |
| 3 | 4-047-275-2640507-113-2023/2024-004 | Muthangari Police Station | Equiping of the newly construted Offices with 1- Executive Office Table @Ksh. 50,000, 1-Executive Office Leather Chair @Ksh. 30,000, 16- Visitor Chairs@ Ksh. 240,000, 1- Executive Office Cabinet@ Ksh. 50,000, 13-Office Table@ Ksh. 455,000, 9- Ercogonomic Office Chairs @Ksh. 180,000, 3.2M Office Conference Table@Ksh. 120,000, 20-Conference Chairs @Ksh. 400,000.00 and Office Shears (2.2Mby1.6M) \*3@ Ksh. 9,900 and Office Shears (1.6Mby1.6M) \*10@Ksh. 24,000 |  1,534,900.00  |   |  1,534,900.00  | New |
|  | **Sub- Total** |  |  |  **29,238,309.83**  | **12,303,409.83**  |  **16,934,900.00**  |  |
|  | **OTHERS**  |  |  |  |  |  |  |
| 1 | 4-047-275-2630209-104-2023/2024-001 | JSS Matching Funds | Matching funds set aside for construction of Junior Secondary School Facilities (Kawangware Primary School- Construction of 2 No. Classrooms on the ground Floor with a slab – Excavation, Slabbing, Walling, Windows, Doors, Plastering, Painting and Tiling) |  5,421,933.00  |  -  |  5,421,933.00  | New |
|  | **Sub- Total** |  |  |  **5,421,933.00**  |  **-**  |  **5,421,933.00**  |  |
|  | **GRAND TOTAL**  |  |  | **189,165,219.83**  | **13,803,409.83**  | **175,361,810.00**  |  |

**Annex 1: Administration and Recurrent Expenditure**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **EXPENDITURE ITEMS** |  |  |  |  |  |
| **Item** | **Description** | **Scale** | **Number** | **Rate** | **Total Amount pm** |  **Total Amount pa**  |
|   |  **Contractual Employees**  |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 45,000 | 45,000 | 540,000.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 40,000 | 40,000 |  480,000.00  |
| 3 |  Office Secretary  | CSG 12 | 1 | 37,000 | 37,000 | 444,000.00  |
| 4 |  Information Communication Technology Assistant  | CSG 12 | 1 | 31,000 | 31,000 | 372,000.00  |
| 5 |  Records Management Assistant  | CSG 12 | 1 | 35,000 | 35,000 | 420,000.00  |
| 6 |  Driver  | CSG 13 | 1 | 25,000 | 25,000 | 300,000.00  |
| 7 |  Office Assistant  | CSG 14 | 2 | 22,000 | 44,000 | 528,000.00  |
| **Sub Total** |  |  | **8** |  |  | **3,084,000.00**  |
|   |  **Casual Labour and Internship**  |  |   |   |   |   |
| 1 |  Security  |   | 1 | 15,000 | 15,000 | 180,000.00  |
| 2 |  Grounds Man  |   | 1 | 15,000 | 15,000 |  180,000.00  |
| 3 |  Office Assistant  |   | 1 | 15,000 | 15,000 |  180,000.00  |
| **Sub Total** |  |  | **3** |  |  |  **540,000.00**  |
|   |  **House Allowance**  |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 5,000 | 5,000 |  60,000.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 5,000 | 5,000 |  60,000.00  |
| 3 |  Office Secretary  | CSG 11 | 1 | 4,000 | 4,000 |  48,000.00  |
| 4 |  Information Communication Technology Assistant  | CSG 12 | 1 | 4,000 | 4,000 | 48,000.00  |
| 5 |  Records Management Assistant  | CSG 12 | 1 | 5,000 | 5,000 |  60,000.00  |
| 6 |  Driver  | CSG 13 | 1 | 3,000 | 3,000 |  36,000.00  |
| 7 |  Office Assistant  | CSG 14 | 2 | 3,000 | 6,000 |  72,000.00  |
| **Sub Total** |  |  | **8** |  |  |  **384,000.00**  |
|   |  **Transport Allowance**  |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 4,500 | 4,500 |  54,000.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 4,500 | 4,500 |  54,000.00  |
| 3 |  Office Secretary  | CSG 11 | 1 | 4,000 | 4,000 |  48,000.00  |
| 4 |  Information Communication Technology Assistant  | CSG 12 | 1 | 4,000 | 4,000 | 48,000.00  |
| 5 |  Records Management Assistant  | CSG 12 | 1 | 3,000 | 3,000 | 36,000.00  |
| 6 |  Driver  | CSG 13 | 1 | 3,000 | 3,000 | 36,000.00  |
| 7 |  Office Assistant  | CSG 14 | 2 | 3,000 | 6,000 | 72,000.00  |
| **Sub Total** |  |  | **8** |  |  |  **348,000.00**  |
|   |  **Leave Allowance**  |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 3,000 | 3,000 |  36,000.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 3,000 | 3,000 |  36,000.00  |
| 3 |  Secretary  | CSG 11 | 1 | 3,000 | 3,000 |  36,000.00  |
| 4 |  Information Communication Technology Assistant  | CSG 12 | 1 | 2,500 | 2,500 |  30,000.00  |
| 5 |  Records Management Assistant  | CSG 12 | 1 | 2,500 | 2,500 |  30,000.00  |
| 6 |  Driver  | CSG 13 | 1 | 2,000 | 2,000 |  24,000.00  |
| 7 |  Office Assistant  | CSG 14 | 2 | 2,000 | 4,000 |  48,000.00  |
| **Sub Total** |  |  | **8** |  |  |  **240,000.00**  |
|   | **Gratuity-Contractual Employees** |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 13,950 | 13,950 |  167,400.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 12,400 | 12,400 |  148,800.00  |
| 3 |  Secretary  | CSG 11 | 1 | 11,470 | 11,470 |  137,640.00  |
| 4 |  Information Communication Technology Assistant  | CSG 12 | 1 | 9,610 | 9,610 |  115,320.00  |
| 5 |  Records Management Assistant  | CSG 12 | 1 | 10,850 | 10,850 |  130,200.00  |
| 6 |  Driver  | CSG 13 | 1 | 7,750 | 7,750 |  93,000.00  |
| 7 |  Office Assistant  | CSG 14 | 2 | 6,820 | 13,640 |  163,680.00  |
| **Sub Total** |  |  | **8** |  |  |  **956,040.00**  |
|   |  **Employer Contribution to NSSF**  |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 1,080 | 1,080 | 12,960.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 1,080 | 1,080 | 12,960.00  |
| 3 |  Secretary  | CSG 11 | 1 | 1,080 | 1,080 | 12,960.00  |
| 4 |  Information Communication Technology Assistant  | CSG 12 | 1 | 1,080 | 1,080 | 12,960.00  |
| 5 |  Records Management Assistant  | CSG 12 | 1 | 1,080 | 1,080 |  12,960.00  |
| 6 |  Driver  | CSG 13 | 1 | 1,080 | 1,080 |  12,960.00  |
| 7 |  Office Assistant  | CSG 14 | 2 | 1,080 | 2,160 | 25,920.00  |
| **Sub Total** |  |   | **8** |   |   |  **103,680.00**  |
|   |  **Employer Contribution to NITA**  |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 50 | 50 |  600.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 50 | 50 |  600.00  |
| 3 |  Secretary  | CSG 11 | 1 | 50 | 50 |  600.00  |
| 4 | Information Communication Technology Assistant  | CSG 12 | 1 | 50 | 50 | 600.00  |
| 5 |  Records Management Assistant  | CSG 12 | 1 | 50 | 50 |  600.00  |
| 6 |  Driver  | CSG 13 | 1 | 50 | 50 |  600.00  |
| 7 |  Office Assistant  | CSG 14 | 2 | 50 | 100 |  1,200.00  |
| **Sub Total** |  |  | **8** |  |  |  **4,800.00**  |
|   |  **Employer Contribution to National Housing Levy Fund**  |   |   |   |   |   |
| 1 |  Accounts Assistant  | CSG 11 | 1 | 675 | 675 |  8,100.00  |
| 2 |  Clerk of Works  | CSG 11 | 1 | 600 | 600 |  7,200.00  |
| 3 |  Secretary  | CSG 11 | 1 | 555 | 555 | 6,660.00  |
| 4 |  Information Communication Technology Assistant  | CSG 12 | 1 | 465 | 465 | 5,580.00  |
| 5 |  Records Management Assistant  | CSG 12 | 1 | 525 | 525 |  6,300.00  |
| 6 |  Driver  | CSG 13 | 1 | 375 | 375 |  4,500.00  |
| 7 |  Office Assistant  | CSG 14 | 2 | 330 | 660 |  7,920.00  |
| **Sub Total** |  |   | **8** |   |   |  **46,260.00**  |
|   |  **USE OF GOODS AND SERVICES**  |   |   |   |   |   |
|   | **Utilities, Supplies and Services** |   |   |   |   |   |
| 2210101 | Electricity |   |   |   |   |  50,000.00  |
| 2210102 | Water & Sewerage Charges |   |   |   |   |  55,000.00  |
| 2210103 | Gas Expenses |   |   |   |   |   |
| 2210104 | Office Rent |   |   |   |   |  800,000.00  |
|   | **Communication, Supplies and Services** |   |   |   |   |   |
| 2210201 | Telephone, Telex, Facsmile and Mobile Phone Service |   |   |   |   | 40,000.00  |
| 2210202 | Internet Connections |   |   |   |   |  67,200.00  |
| 2210203 | Courier and Postal Services |   |   |   |   |  60,000.00  |
|   | **Domestic Travel and Subsistence & Other Transport Costs** |   |   |   |   |   |
|   |  |   |   |   |   |   |
| 2210301 | Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.) | Persons | 10 | 5,000 | 50,000 | 250,000.00  |
| 2210302 | Accommodation - Domestic Travel | Persons | 10 |   |  -  |  -  |
| 2210303 | Daily Subsistence Allowance | Persons | 10 | 5,000 | 50,000 | 100,000.00  |
|   | **Printing, Advertising and Information Supplies & Services** |   |   |   |   |   |
| 2210502 | Publishing and Printing Services |   |   |   |   | 300,000.00  |
| 2210503 | Subscriptions to Newspapers, Magazines and Periodicals |   |   |   |   |   |
| 2210504 | Advertising, Awareness and Publicity Campaigns |   |   |   |   |   |
|   | **Hospitality Supplies and Services** |   |   |   |   |   |
| 2210801 | Catering Services (Receptions), Accommodation, Gifts, Food and Drinks |   |   |   |   | 300,000.00  |
| **Sub Total** |   |   |   |   |   |  **2,022,200.00**  |
|   | **Commitee Expenses**  |   |   |   |   |   |
| 2210802 | Other Commitee Expenses  | Members | 9 | 5,000 | 45,000 | 540,000.00  |
| Chair | 1 | 5,000 | 5,000 | 60,000.00  |
| 2210811 | NGCDFC Allowance | Members | 9 | 5,000 | 45,000 | 540,000.00  |
| Chair | 1 | 7,000 | 7,000 | 84,000.00  |
| **Sub Total** |   |   |   |   |   | **1,224,000.00**  |
|   | **Insurance Costs** |   |   |   |   |   |
| 2210904 | Motor Vehicle Insurance |   |   |   |   |  50,000.00  |
|   | **Specialised Materials and Services** |   |   |   |   |   |
| 2211016 | Purchase of Uniforms and Clothing - Staff |   |   |   |   |   |
|   | **Office and General Supplies and Services** |   |   |   |   |   |
| 2211101 | General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.) |   |   |   |   | 374,140.00  |
| 2211102 | Supplies and Accessories for Computers and Printers |   |   |   |   | 400,000.00  |
| 2211103 | Sanitary and Cleaning Materials, Supplies and Services |   |   |   |   | 46,000.00  |
|   | **Fuel , Oil & Lubricants** |   |   |   |   |   |
| 2211201 | Refined Fuels and Lubricants for Transport |   |   |   |   |   |
|   | Refined Fuels and Lubricants - Other |   |   |   |   |   |
|   | Other Fuels (wood, charcoal, cooking gas etc.) |   |   |   |   |  28,588.60  |
|   | **Other Operating Expenses** |   |   |   |   |   |
| 2211301 | Bank Service Commission and Charges |   |   |   |   |  50,000.00  |
| 2211305 | Contracted Guards and Cleaning Services |   | 1 | 4 | 15,000 | 60,000.00  |
| 2211310 | Contracted Professional Services - e.g. Strategic Plan |   |   |   |   |   |
| 2211311 | ICT Hubs |   |   |   |   |   |
|   | **Routine Maintenance - Vehicles and Other Transport Equipment** |   |   |   |   |   |
| 2220101 | Maintenance Expenses - Motor Vehicles |   |   |   |   | 150,000.00  |
|   | **Routine Maintenance - Other Assets** |   |   |   |   |   |
| 2220202 | Purchase of Office Furniture and Equipment |   |   |   |   | 260,000.00  |
| 2220205 | Maintenance of NG-CDF Office |   |   |   |   | 150,000.00  |
| **Sub Total** |   |   |   |   |   | **1,568,728.60**  |
| **TOTAL** |   |  |   |   |   | **10,521,708.60**  |

**Annex 2: Constituency Oversight Committee Expenses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **CONSTITUENCY OVERSIGHT COMMITTEE EXPENSES** |   |   |   |   |   |
| **Item** | **Description** | **Scale** | **Number** | **Rate** | **Total Amount pm** |  **Total Amount pa**  |
|   | **Domestic Travel and Subsistence & Other Transport Costs** |   |   |   |   |   |
| 2210301 | Hire of Transport | Members | 5 | 2,000 | 10,000 |  120,000.00  |
| **Sub Total** |  |  |  |  |  |  **120,000.00**  |
|   | **Commitee Expenses**  |   |   |   |   |   |
| 2210811 | COC Members Allowance | Members | 5 | 5,000 | 25,000 |  300,000.00  |
| **Sub Total** |   |   |   |   |   |  **300,000.00**  |
|   | **Hospitality Supplies and Services** |   |   |   |   |   |
| 2210801 | Catering Services (Receptions), Accommodation, Gifts, Food and Drinks |   |   |   |   |  250,000.00  |
| **Sub Total** |   |   |   |   |   |  **250,000.00**  |
|   | **Training Expenses** |  |  |  |  |   |
| 2210702 | Remuneration of Instructors and Contract Based Training Services |   |   |   |   | 150,000 |
| 2210704 | Hire of Training Facilities and Equipment |   |   |   |   | 200,000 |
| **Sub Total** |   |   |   |   |   |  **350,000.00**  |
| **Total Budget for Constituency Oversight Committee** |   |   |   | **1,020,000.00**  |

**Annex 3: Monitoring and Evaluation and Capacity Building**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Scale** | **Number** | **Rate** | **Total Amount pm** |  **Total Amount pa**  |
|   | **Communication, Supplies and Services** |  |  |  |  |   |
| 2210201 | Telephone, Telex, Facsimile and Mobile Phone Service |   |   |   |   | 45,000.00  |
|   | **Domestic Travel and Subsistence & Other Transport Costs** |  |  |  |  |   |
| 2210301 | Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.) | Persons | 10 |  | 0 |  -  |
| 2210302 | Accommodation - Domestic Travel | Persons | 15 |  12,000  | 180,000 | 720,000.00  |
| 2210303 | Daily Subsistence Allowance | Persons | 15 |  10,000  | 150,000 | 150,000.00  |
|   | **Printing, Advertising and Information Supplies & Services** |  |  |  |  |   |
| 2210502 | Publishing and Printing Services |   |   |  |   | 236,854.30  |
| 2210504 | Advertising, Awareness and Publicity Campaigns |   |   |   |   |  150,000.00  |
|   | **Training Expenses** |  |  |  |  |   |
| 2210701 | Travel Allowance |   |   |   |   |  240,000.00  |
| 2210702 | Remuneration of Instructors and Contract Based Training Services |   |   |   |   |  300,000.00  |
| 2210703 | Production and Printing of Training Materials |   |   |   |   |  100,000.00  |
| 2210704 | Hire of Training Facilities and Equipment |   |   |   |   |  450,000.00  |
| 2210710 | Accommodation Allowance |   |   |   |   |  550,000.00  |
|   | **Hospitality Supplies and Services** |  |  |  |  |   |
| 2210801 | Catering Services (Receptions), Accommodation, Gifts, Food and Drinks |   |   |   |   |  450,000.00  |
|   | **Committee Expenses**  |  |  |  |  |   |
| 2210802 | Other Committee Expenses  | Members | 9 |  5,000  | 45,000 |  180,000.00  |
| Chair | 1 |  5,000  | 5,000 |  20,000.00  |
| 2210811 | NGCDFC Allowance | Members | 9 |  10,000  | 90,000 |  720,000.00  |
| Chair | 1 |  10,000  | 10,000 |  80,000.00  |
|   | **Office and General Supplies and Services** |  |  |  |  |   |
| 2211101 | General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.) |   |   |   |   |  395,000.00  |
| 2211102 | Supplies and Accessories for Computers and Printers |   |   |   |   | 250,000.00  |
|   | Sundry Items, (e.g. airport tax and taxis) |   |   |   |   | 24,000.00  |
|   | **Fuel , Oil & Lubricants** |  |  |  |  |   |
| 2211201 | Refined Fuels and Lubricants for Transport |   |   |   |   | 200,000.00  |
| **TOTAL** |   |   |   |   |   | **5,260,854.30**  |

**N/B:**

Additional the Committee discussed and approved the following additional funds to be allocated to the following projects for completion of the Projects:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.**  | **Project Name**  | **Activity** | **Original Budget** | **Cumulative Allocation** | **Amount Allocated** |
|  | Gatina Chief’s Office | Construction of one Storey Chiefs Office to completion to contain 10 rooms (Excavation, Walling, Slabbing, Plumbing, Plastering, Painting, Electrical Works, plumbing works and roofing and construction of a ramp and pavements) at Ksh. 10,500,000.00 and Construction of a 5 Block Course with 1.5m Grill Fence on top and Metallic Gate Entrance at Ksh. 703, 409.83 |  11,203,409.83  |  7,303,409.83  |  3,900,000.00  |
|  | Muthangari Police Station | Additional funds for completion of Construction of Expansion of the existing ground floor office block to accommodate four more offices on First Floor size 10m x 15m(Removal of existing iron sheet roof, walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical and plumbing works |  6,000,000.00  |  5,000,000.00  |  1,000,000.00  |
|  | Preious Blood Secondary School | Additional funds for completion of Construction of 100 metres perimeter wall (clearing the area, removing cotton soil, excavation, foundation works, walling, keying and capping)  |  2,100,000.00  |  1,500,000.00  |  600,000.00  |

**MINUTE 7: NG-CDF/DNORTH/15/11/2023-07: JSS MATCHING FUNDS**

As per the report from the JSS Board that was presented by the Fund Account Manager, the Board agreed to allocate all the funds for the JSS Infrastructure **Ksh. 5,421,933.00** to Kawangware Primary School for construction of Junior Secondary School Facilities (**Construction of 2 No. Classrooms on the ground Floor with a slab – Excavation, Slabbing, Walling, Windows, Doors, Plastering, Painting and Tiling)**

**MINUTE 8: NG-CDF/DNORTH/15/11/2023-08: REQUEST TO OPEN CONSTITUENCY DEPOSIT ACCOUNT**

The Fund Account Manager informed and tabled the NG-CDF Board letter dated 31st October 2023 on AUTHOIRTY TO OPEN A DEPOSIT BANK ACCOUNT in reference to section 12(1A) of NGCDF Act 2015 as amended in 2022 requiring the Committee to open and maintain one Deposit Bank Account at any Commercial Bank for holding third party monies which shall be designated and the account be known by the name of the constituency for which it was opened. The committee deliberated on the matter and agreed to open the deposit bank account at **Equity Bank Kilimani Supreme Branch**. The Manager was tasked with doing a letter to the Board on the same.

**MINUTE 9: NG-CDF/DNORTH/15/11/2023-9: PAYMENT APPROVALS**

The following payments were discussed and approved by the members of the committee:

1. NG-CDFC Allowances for the meeting held on 15/11/2023 ……..................................................................…. Ksh. 52,000.00
2. Payment of Staff Salaries for the Month of November 2023.

**MINUTE 10: NG-CDF/DNORTH/15/11/2023-10: AOB**

The Fund Account Manager informed the Committee that he had received applications for the NGCDFC Staff Posts that were advertised. The Committee for doing the interviews had been formed and he had incorpoeated the Human Resourse Specialists to ensure that the process follows the legal procedure. The Interviews are yet to be done and once the process is completed an NG-CDF Committee Meeting will be convened to deliberate on the same.

**ADJOURNMENT**

There being no other business to be discussed the meeting ended with a word of prayer from Bishop Kenneth Adiara.

Meeting closed at 2.00 pm. The next meeting date will be communicated.

**Minutes Complied by: Minutes confirmed by:**

Bertha Malesi Shivachi Phoebe Mungai Wanjiku

Signature…………………….... Signature: ………………….

Date……………………………. Date…………………………