Members present

1. Caren Jeruto-----------FAM
2. Dr. Phillip Chumo-----Chair
3. Paul Sang-------------Secretary
4. Sandra J.Sego---------Member
5. charity Biwott--------Member
6. Agnes kiplagat ------Member
7. Harrison Kipng’oswa-Member
8. Jonathan Barkutwo--Member
9. Jeremiah Kiplagat----Member
10. Esther Mwamure ----DCC

Agenda

1. Preliminaries.
2. Monitoring & Evaluation
3. Handing over report.
4. Maintenance of Assets
5. Submission of financial statements for 2016/2017f/y
6. Labelling of completed projects

**MIN 01/06/07/2017 PRELIMINARIES.**

The NG-CDF chairman welcomed the NG- CDF members, and then followed by prayer led by Sandra Sego. The meeting started at 9.30am.The previous minutes were read by the secretary and proposed by Sandra Sego seconded by Jonathan Barkutwo as through minutes of 13th June 2017.

**MIN 02/06/07/2017 MONITORING & EVALUATION**

Members resolve do to Monitoring & Evaluation for all ongoing projects to enhance preparation of handing over report. They agreed on the following date;

|  |  |  |
| --- | --- | --- |
| S/no | WARD | DATE |
| 1 | Soy North | 18/7/17-19/7/17 |
| 2 | Soy South | 20/7/17-21/7/17 |
| 3 | Kaptarakwa | 24/7/17 |
| 4 | Chepkorio | 25/7/17 |
| 5 | Kabiemit | 26/7/17 |
| 6 | Metkei | 27/7/17 |

The members resolved that M&E to be done by two teams so as to ensure all ongoing projects are visited. One team shall be headed by an officer from public works Iten and the other by clerks of work. Members resolved that the following projects must be visited,

|  |
| --- |
| **PROJECTS THAT HAVE NOT SPEND FUNDS.** |
| **NO.** | **PROJECT NAME** | **PROJECT ACTIVITY** |  **AMOUNT ALLOCATED**  | **F/Y** | **STATUS %** | **REMARKS** |
|   | Biwott pry School | completion of toilets (windows & doors, painting |  50,000  | 2015/2016 | 50 | the structure is at roofing though work is not consistent as done incomplete in walling & roofing. |
| 2 | Kipkalwa ECD School | Painting of classroom |  50,000  | 2015/2016 | 10 | at procurement stage |
| 3 | Charma Commmunity cattle dip |  Completion of cattle dip(crush and fencing)  |  120,000  | 2015/2016 | 10 | at procurement stage |
| 4 | Kitany community hall | Fencing, verandah, sign posts & notice boards |  150,000  | 2014/2015 | 10 | at procuring stage |
| Construction of metal gate |  50,000  | 2015/2016 | 10 | at procurement stage |
| 5 | Kibigor pry school | Making of wooden desks |  75,000  | 2015/2016 | 10 | at procurement stage |
| 6 | Walbei primary school | construction of administration block to completion |  1,400,000  | 2016/2017 | 10 | ongoing |
| 7 | Kapalwat dispensary | purchase of land |  300,000  |   | 10 | ongoing |
| 8 | Flax koibarak bridge | Construction of a footpath |  100000 plus emergency funds TOTAL BAL. IN A/C -397,000  | 2014/2015 | 10 | structure have been done by county government hence seeks to change activity. |
|   | Toroplongon primary school | completion of toilets (roofing & plastering) |  100,000  | 2015/2016 | 75 | work have been done but the structure needs more additional funding. |
| 10 | Kewampwen pry school. | Completion of one classroom and library ksh 200,000(fixing of windows glasses and painting and equipping the library(reading tables and chairs and fixing of shelves)ksh 400,000  |  600,000  | 2016/2017 | 10 | at procurement stage |
| planting of trees |  39,000  | 2015/2016 | 10 | at procurement stage |
| Making of wooden desks |  75,000  | 2015/2017 | 10 | at procurement stage |
| 11 | Kiptenden pry school | construction of classroom |  500,000  | 2015/2016 | 10 | at procurement stage |
| Buying of land |  1,000,000  | 2014/2015 | 10 | at procurement stage |
| purchase of 5acres of land |  1,600,000  | 2016/2017 | 10 | at procurement stage |
| 12 | Kapchorwa pry school | completion of 2 classroom(plastering, ceiling, fixing of windows and doors, wiring, painting and branding) |  350,000  | 2016/2017 | 10 | ongoing |
| construction of two classrooms |  1,050,000  | 2015/2016 | 10 | at procurement stage |
| 13 | Kipchorwa pry school | Construction of administration block(Phase one) |  350,000  | 2014/2015 | 45 | at walling lintel level in progress. |
| Completion of administration block(plastering fixing of doors& windows and painting) |  350,000  | 2015/2016 | 45 | work is at walling stage. |
| 14 | Chebirei cattle dip |  completion of cattle Dip fencing  |  100,000  | 2015/2016 | 10 | at procurement stage |
| 15 | Kombatich pry school | construction of one classroom |  500,000  | 2015/2016 | 10 | at procurement stage |
| 16 | Setano pry school | construction of one classroom |  536,000  | 2015/2016 | 15 | materials have been supplied |
| 17 | Kapsegut pry school | construction of four door pit latrine |  220,000  | 2015/2016 | 10 | at procurement stage |
|  |  |  |  |  |  |  |
| **SLOW WORK IN IMPLIMENTATION**. |  |
| 1 | Mosorto pry school | Construction of classroom (foundation, slab &walling)co- funded with PTA) |  300,000  | 2015/2016 | 20 | at slab level. |
| 2 | Enego primary school | completion of one classroom(fixing of doors & windows ,plastering, wiring, painting & branding) |  200,000  | 2016/2017 | 10 | at procurement stage |
| grading of sports field. |  637,931  | 2016/2017 | 0 |   |
| Construction of a classroom |  536,000  | 2014/2015 | 75 | at finishes. |
| 3 | Kasar primary school | Completion of three classrooms(walling, roofing works, fixing of doors and windows, plastering, wiring, painting & branding) |  1,500,000  | 2016/2017 | 30 | ongoing |
| 4 | Kiptulos pry school | Completion of classroom(plastering, wiring, painting ) fencing |  150,000  | 2015/2016 | 85 | at finishing stage. |

**MIN 03/06/07/2017 HANDING OVER REPORT**

Members agreed that compiling of Handing over report to be done from 1st to 4th  August 2017.Appropriate venue to be indentified within the constituency.

**MIN 04/06/07/2017 MAINTENANCE OF ASSETS**

Members approved repairs for all the assets using the balances in the administration vote. Members agreed that all the assets should be in good condition before hand over. They resolved as follows;

* Renovation and repairs of NGCDF office
* Completion of caretakers house
* Replacement of wind screen for both vehicles GKA962T&GKB901J
* Major service for both vehicle GKA962T&GKB901J
* Painting of GKB962T
* Servicing of computers & Photocopier.

**MIN 05/07/2017 SUBMISSION OF FINANCIAL STATEMENTS FOR 2016/2017F/Y**

FAM presented the financial statements for 2016/2017f/y and annual expenditure returns to the members. Members analyzed the annual expenditure returns against the financial statements and agreed that all transactions undertaken were captured. The members approved the submission of the financial statements.

**MIN 06/07/2017 LABELLING OF COMPLETED PROJECTS**

Members approved payment for Farm Scelpter works for designing and fixing memorial inaugural plaque for the commissioned projects.

**Minutes approved for circulation by;**

**Secretary..........................................................Sign.............................................Date............................**

**Approved by;**

**Chairman.........................................................Sign.............................................Date.........................**

**Fund Manager.................................................Sign...........................................Date.............................**