

**MINUTES OF NG-CDF MEMBERS HELD ON 30<sup>th</sup> SEPTEMBER, 2024 AT GARISSA TOWNSHIP  
CONSTITUENCY OFFICE**

**MEMBERS PRESENT**

- |                         |            |
|-------------------------|------------|
| 1. Siyad Hared          | -Chairman  |
| 2. Hassan O. Shurie     | -Secretary |
| 3. Maryan Hussein Somow | -Member    |
| 4. Farah Yussuf Olow    | -Member    |
| 5. Yussuf Kilas Aden    | -FAM       |
| 6. Fatuma Abdi          | -Member    |
| 7. Haretho Kahiye.      | -Member    |
| 8. Noor Maulid Hassan   | -Member    |
| 9. Ahmed Dayib Mohamud  | -Member    |
| 10. Solom K. Chesut     | -Member    |

**AGENDA**

1. Opening remarks
2. Confirmation of the previous minutes
3. Re-allocation of Unspent fund from Salaries to Project.
4. Approval for payment for supply of laptop and four drawer office cabinets
5. Approval for M&E exercise
6. A.O.B

**MIN001/9/2024: OPENING REMARKS**

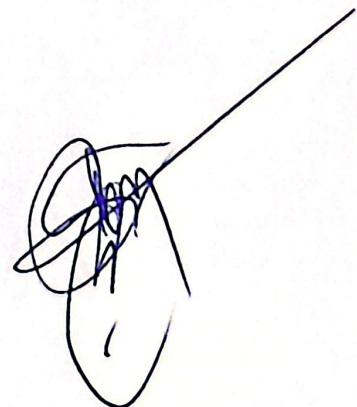
The chairman opened the meeting formerly and asked a member to start with a word of prayer.

**MIN002/9/2024: CONFIRMATION OF THE PREVIOUS MINUTES**

Members read and confirmed the previous minutes as true proceedings of the meeting held.

**MIN003/9/2024: RE-ALLOCATION OF UNSPENT FUND FROM SALARIES TO PROJECT.**

The Fund Account Manager shared a summary of variance report showing unutilized funds for salaries for FY 2021/2022 amounting to kshs 1,063,701. He therefore asked the committee to re-allocate the funds for the construction of 6 NO Pit latrines to completion at Boys town Secondary school. After along deliberation the committee approved the re-allocation of funds.



Name of initial approved project (where fund are reallocated from)	Financial year	Amount allocated and approved	Amount to be relocated	Reasons for reallocation	Name and activity of the project being funded with the reallocated funds	Amount
Administration and recurrent- Employee salaries- payment of staff	2021/2022	1,281,501	1,063,701	Unspent balance. The balance was not utilized	Boystown Secondary school- construction to completion of 6 door pit latrines	1,063,701

**MIN004/9/2024: APPROVAL FOR PAYMENT FOR SUPPLY OF LAPTOP AND FOUR DRAWER OFFICE CABINETS**

The Fund Account Manager shared procurement documents for the supply of laptop and office cabinet. After going through the document the committee approved the payment to ABSAFA INVESTMENT & GENERAL SUPPLIES P.O BOX 337-70100 GARISSA under invoice NO. 264

**MIN005/9/2024: APPROVAL FOR M&E EXERCISE**

The Chairman through the knowledge of the Funds Account Manager informed the committee the essence to undertake monitoring exercise for the on-going projects within the constituency to ascertain the workman ship on the ground .After discussion the committee agreed to engage the staff and the technical team for the exercise as below;

**Committee Members**

8Members @ 5000\*5= 200,000

1Member @ 7000\*5= 35,000

**Staff Members**

5Members @ 5000\*5=125,000

**Technical Team**

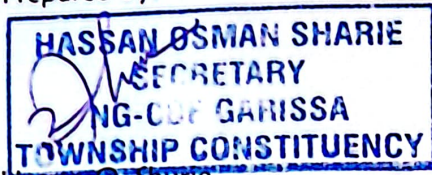
4Members @ 5000\*5=100,000

Refreshment =15,537

MIN 006/9/2024: A.O.B

There being no any other business the meeting ended at 12:00p.m

Prepared by:



Hassan O. Sharie  
NG-CDF Secretary

Confirmed by:

A handwritten signature in blue ink, appearing to be "Siyad Hared", written over the printed name.

Siyad Hared  
NG-CDF Chairman

CHAIRMAN

National Government Constituency  
Development Fund - Garissa Township  
P. O. Box 800 - 70100,  
Garissa.