**MINUTES OF NGCDFC KILIFI NORTH MEETING HELD ON 2ND SEPTEMBER 2020 AT THE NGCDFC BOARDROOM.**

**MEMBERS PRESENT.**

1. Jenter Kahindi - Chairperson
2. Fredrick Kenga Kutakasa - Secretary
3. Gladys Ngala - Fund Account Manager
4. Silas Tinga - Member
5. Patrick Mbaga - Member
6. Florence Masha - Member
7. Lucy Katana - Member

 8. Daniel Fondo - Member

 9. Augustine Thoya - Member

 10. Josphat Mutisya - Deputy County Commissioner

**AGENDA**

1. Preliminaries.
2. Reading and confirmation of previous minutes.
3. Matters Arising.
4. Expenditure reports
5. Approval of plans
6. Reallocation of funds
7. Resubmission of funds
8. Disbursement of funds
9. Approval for Handing over of NGCDF office
10. Handing over of complete projects and sites
11. Approval of bursary payment
12. Approval of youth for industrial attachment
13. Financial statements review and Performance contract training
14. Payments
15. Any Other Business

**MIN NO: NG-CDFC/ KILIFI NORTH /01/2ND SEPTEMBER 2020: PRELIMINARIES**

The Chairperson called the meeting to order with a word of prayer from Patrick Mbaga at 10.48 am. She then welcomed and thanked the members for timely availing themselves for the meeting.

**MIN NO: NG-CDFC/ KILIFI NORTH /02/2ND SEPTEMBER 2020: READING AND CONFIRMATION OF PREVIOUS MINUTES.**

The secretary read out minutes of the previous meeting and they were proposed by Daniel Fondo and Silas Tinga, seconded by Florence Masha and Lucy Katana to be a true record of what transpired.

**MIN NO: NG-CDFC/ KILIFI NORTH /03/2ND SEPTEMBER 2020: MATTERS ARISING.**

There were no matters that arose from the previous minutes. There being no matters, the secretary read the agenda of the day.

**MIN NO: NG-CDFC/ KILIFI NORTH /04/2ND SEPTEMBER 2020: TABLING OF EXPENDITURE REPORT**

The Fund Account Manager tabled the expenditure report and financial statements for the financial year 2020 for members to discuss as below:

1. Expenditure report for the month of August 2020

|  |  |
| --- | --- |
| 1. **Funds Available**
 | **4,402,775.14** |
|  |  |
| **Expenditure** |  |  |
|  | **Office Administration** |  |  |
| 1. | Employees compensation | 601,616.00 |  |
| 2. | Goods and services | 510,535.00 |  |
| 3. | Committee expenses |  475,270.00 |  |
| 4. | NSSF | 2,800.00 |  |
| 5. | Kilifi North motorcycle insurance | 15,451.00 |  |
|  | **Total expenditure** | 1,605,672 |
|  | **Balance as at 31st August 2020** | **2,797,103.14** |

Members urged the Fund Account Manager to follow up the requests for funding from the Board to enable them implement projects.

**MIN NO: NG-CDFC/KILIFI NORTH /05/2ND SEPTEMBER 2020: APPROVAL OF ANNUAL PLANS**

The committee prepared and approved the following plans for implementation and operations for the year.

1. Annual work plan
2. Procurement plan
3. Training plan
4. Monitoring and evaluation plan

The Chairperson stressed the importance of plans in implementation of projects; she pointed out that the plans would enable them remain focused in the year’s activities.

A member appreciated that the move would strengthen their efforts which were geared to achieving development objectives.

**MIN NO: NG-CDFC/ KILIFI NORTH /06/2ND SEPTEMBER 2020: REALLOCATION OF FUNDS**

The tables below shows the details of the source of funds and where to be reallocated to:

1. Source of funds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Project Name** | **Financial year** | **Amount** | **Reason for reallocation** |
| 1. | Dzunguni water project | 2013/2014 | 498,683 | Project devolved to the County Government |
| 2. | Dongo kundu Primary school footbridge | 2017/2018 | 1,498,815 | Authority to cut trees was not granted by the KWS |
| 3. | Makonde Primary school desks | 2017/2018 |  94,400 | Savings from completed project |
| 4. | Mkwajuni Primary school desks | 2017/2018 |  4,000 | Savings from completed project |
| 5. | Bursary fund-Secondary schools | 2019/2020 |  8,953,464 | Schools closed indefinitely due to the corona pandemic but more classrooms would be needed when they reopen |
| 6. | Emergency fund | 2019/2020 |  2,598,241 | Financial year has now lapsed, the fund was still unutilized |
| 7. | Mawe ya Kati primary school | 2016/2017 | 1,016 | Savings after completion of project |
| 8. | Arabuko primary school | 2017/2018 | 365 | Savings after completion of project |
| 9. | Sita primary school | 2017/2018 | 35 | Savings after completion of project |
| 10. | Sita primary school | 2017/2018 | 14,139 | Savings after completion of project |
| 11. | Sita primary school | 2017/2018 | 1,485 | Savings after completion of project |
| 12. | Mdzongoloni secondary primary school | 2018/2019 | 13,265 | Savings after completion of project |
| 13. | Mkombe primary school | 2015/2016 | 1520 | Savings after completion of project |
| 14. | Mijomboni primary school | 2015/2016 | 1 | Savings after completion of project |
| 15. | Ack Canon Mweri secondary school | 2017/2018 | 2,465 | Savings after completion of project |
| 16. | St Thomas Girls secondary school | 2017/2018 | 88,073 | Savings after completion of project |
| 17. | Mnarani Chief’s office | 2016/2017 | 1,895 | Savings after completion of project |
| 18. | Ngerenya secondary school | 2018/2019 | 1,400 | Savings after completion of project |
| 19. | Ngala Memorial Girls secondary school | 2018/2019 | 1,400 | Savings after completion of project |
| 20. | Kararacha primary school | 2017/2018 | 550 | Savings after completion of project |
| 21. | Mkwajuni primary school | 2017/2018 | 3,748 | Savings after completion of project |
| 22. | Kiwandani secondary school | 2018/2019 | 3,505 | Savings after completion of project |
| 23. | Kilifi North desks project  | 2018/2019 | 6,120 | Savings after completion of project |
| 24. | Mkwajuni primary school | 2018/2019 | 4,222 | Savings after completion of project |
|  | **TOTAL** | **13,792,806** |  |

1. Reallocated projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Project Name** | **Activity** | **Amount** | **Status** |
| 1. | Dongo kundu Primary school | Construction of one (1) classroom | 1,100,000 | New |
| 2. | Dongo kundu Primary school | Suppy of 40 desks | 200,000 | New |
| 3. | Kibaoni Primary school | Construction of four (4) classrooms | 4,400,000 | New |
| 4. | Mtsanganyiko Primary school | Construction of two (2) classrooms  | 2,200,000 | New |
| 5. | Mtsanganyiko Primary school | Suppy of 128 desks | 640,000 | New |
| 6. | Jeza Zhomu Primary school | Buying and Installation of 10,000 litres water tank | 250,000 | New |
| 7. | Ezamoyo Primary school | Buying and Installation of 10,000 litres water tank | 91,938 | New |
| 8. | FB Tuva Secondary school | Construction of two (2) classrooms | 2,200,000 | New |
| 9. | Kiwandani secondary school | Supply of 160 chairs and lockers | 1,210,000 | New |
| 10. | Ngerenya Secondary school | Completion of hall( payment of contractor’s pending bill | 1,000,868 | Ongoing |
| 11. | Mabirikani chief’s office | Completion of chief’s office (additional funds) | 500,000 | New |
|  | **TOTAL** | **13,792,806** |  |

The Fund Manager was urged to ensure that the schedules were ready in time for onward submission to the Board for their approval.

**MIN NO: NG-CDFC/ KILIFI NORTH /07/2ND SEPTEMBER 2020: RESUBMISSION OF PROJECTS**

Members were informed that the projects for schools amounting to Ksh. 7,100,000 had not been fully approved. Only Ksh. 6,941,938 had been approved for Ngala Memorial Girls and Watamu Secondary school, leaving a balance of Ksh. 158,062 unallocated for financial year 2019/2020.

Further, funds totaling to Ksh. 500,000 allocated to Gede resource Centre in the financial year 2015/2016 which the Board had not approved due to the Project management and sustainability of the project was still an issue.

Members agreed to distribute the funds and forward to the Board to approve, the following new projects:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Project Name** | **Activity** | **Amount** | **Status** |
| 1. | Ezamoyo Primary school | Buying and Installation of 10,000 litres water tank (Part funding) | 158,062 | New |
| 2. | Dabaso chief’s office | Additional funds to complete the office  | 500,000 | New |
|  | **TOTAL** | **658,062** |  |

**MIN NO: NG-CDFC/ KILIFI NORTH /08/2ND SEPTEMBER 2020: DISBURSEMENT OF FUNDS RECEIVED**

The Fund Account Manager informed members that they have received funds amounting to Ksh. 20,000,000 vide AIE No B104724 dated 2nd September 2020 for financial year 2019/2020 from the Board deposited in the Equity Bank Account.

Members discussed and agreed to disburse these funds giving priority to the recently awarded projects as detailed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT NAME** | **AMOUNT ALLOCATED** | **TOTAL PREVIOUS DISBURSEMENTS** | **7th AIE** | **TOTAL DISBURSED** | **BALANCE** |
| **Ksh 20 M** |
| Employees’ salaries | 2,496,040 | 1,500,000 | 996,040 |  2,496,040 | - |
| Goods & services(Adm) | 2,745,663.44 | 1,368,652 | 1,377,012 | 2,745,663.44 | - |
| Committee expenses(Adm | 3,000,000 | 1,900,000 | 1,100,000 | 3,000,000 | - |
| NSSF | 12,000 | 12,000 | - | 12,000 | - |
| Goods & services (M & E) | 1,500,000 | 600,000 | 900,000 | 1,500,000 | - |
| Committee expenses (M & E) | 1,500,000 | 1,500,000 | - | 1,500,000 | - |
| NGCDF/PMC capacity building | 1,126,851.72 | 1,126,851.72 | - | 1,126,851.72 | - |
| Emergency fund | 7,198,241.38 | - |  4,600,000 |  4,600,000  |  2,598,241.38  |
| Bursary- Sec Schools | 20,000,000 | 11,200,000 | - | 11,200,000 | 8,800,000 |
| Bursary- Tertiary Institutions | 14,390,431.03 | 5,500,000 | 226,948 | 5,726,948 | 8,663,483 |
| Mida secondary school | 800,000 | 800,000 | - | 800,000 | - |
| Mnarani sec school | 1,500,000 | - | - | - | 1,500,000 |
| Ngerenya Secondary school | 4,100,000 | 4,100,000 | - | 4,100,000 | - |
| St. Thomas Girls secondary school | 8,150,000 | 8,150,000 | - | 8,150,000 | - |
| Uyombo Girls secondary school | 1,500,000 | - |  - |  - |  1,500,000 |
| Uyombo Girls secondary school | 3,498,100 | 3,498,100 | - | -3,498,100 | - |
| Watamu Secondary school Desks | 800,000 | 800,000 | - | 800,000 | - |
| Majajani secondary school | 2,200,000 | 2,400,000 | - | 2,400,000 | -200,000 |
| Meanyheart secondary school | 2,200,000 | - |  1,000,000 |  1,000,000 |  1,200,000 |
| Mkwajuni secondary school | 2,200,000 | - |  1,000,000 |  1,000,000 |  1,200,000 |
| Soyosoyo secondary school | 2,200,000 | - |  1,000,000 |  1,000,000 |  1,200,000 |
| Ngala Memorial Girls secondary school | 2,914,540 | 3,000,000 | - | 3,000,000 | -85,460 |
| Kiwandani Secondary school | 8,000,000 | 8,000,000 | - | 8,000,000 | - |
| Watamu Secondary school-classes | 4,027,398 | 4,100,000 | - | 4,100,000 | -72,602 |
| Watamu secondary school-toilets | 1,200,000 | - |  - |  - |  1,200,000 |
| Kilifi North Techn. Training & Vocational College | 10,000,000 | - |  - |  - |  10,000,000 |
| Primary school desks | 3,600,000 | - | 1,800,000 | 1,800,000 | 1,800,000 |
| Dabaso pry school | 1,500,000 | - | 1,000,000 | 1,000,000 | 500,000 |
| Arabuko pry school | 2,200,000 | 1,400,000 |  - |  1,400,000 |  800,000 |
| Gede pry school | 2,200,000 | - | 1,000,000 | 1,000,000 | 1,200,000 |
| Mikingirini pry school | 2,200,000 | - |  1,000,000 |  1,000,000 |  1,200,000 |
| Mtsanganyiko pry school | 2,200,000 | 2,400,000 | - | 2,400,000 | -200,000 |
| Reserve pry school | 2,200,000 | - |  1,000,000 |  1,000,000 |  1,200,000 |
| Sita pry school | 2,200,000 | - |  1,000,000 |  1,000,000 |  1,200,000 |
| Uyombo Maweni pry school | 2,200,000 | - |  1,000,000 |  1,000,000 |  1,200,000 |
| Environment | 1,000,000 | - |  - |  - |  1,000,000 |
| Sports | 1,000,000 | - |  - |  - |  1,000,000 |
| Dabaso chief’s office | 1,000,000 | 1,000,000 | - | 1,000,000 | - |
| Kilifi North Sub-County DCC’s Office | 2,094,396.57 | 2,094,396.57 | - | 2,094,396.57 | - |
| Mabirikani chief’s office | 1,000,000 | 1,000,000 | - | 1,000,000 | - |
| Mabirikani chief’s office-Toilets | 500,000 | - |  - |  - |  500,000 |
| Dabaso chief’s office-Toilets | 500,000 | - |  - |  - |  500,000 |
| Kilifi North NGCDF Motorcycle | 550,000 | 550,000 | - | 550,000 | - |
| Unapproved | 158,062 | - |  -  |  -  |  158,062  |
| **TOTAL** | **137,561,724** | **68,000,000** | **20,000,000** | **88,000,000** | **49,561,724** |

Members urged the Fund Account Manager to transfer and pay the funds immediately the AIE was received to avoid delays in contractors’ payments.

**MIN NO: NG-CDFC/KILIFI NORTH/09/2ND SEPTEMBER 2020: APPROVAL OF NGCDF OFFICE HANDING OVER**

The office currently operate in Kilifi within the Constituency office due to its proximity to the Sub-County Treasury and for ease of operations and service delivery to its residents.

Members noted that it’s very expensive for one to travel all the way from Kadzinuni in Mnarani ward to Watamu in seeking the services of the office besides office administratively falling in Malindi Sub- County.

They came up with a solution which was to centralize the office and make availability of services to all.

Following proposals from different Government departments including Ministry of Public Service Gender and Sports, Ajira Kenya which hosts one ICT hub and Ministry of interior and Coordination, the NGCDFC Kilifi North seeks the approval of the NGCDF Board to hand over the office to one of the Government departments who lack offices and have the office be removed from our inventory.

**MIN NO: NG-CDFC/KILIFI NORTH/10/2ND SEPTEMBER 2020: HANDING OVER OF COMPLETE PROJECTS AND SITES**

Following conclusion of tender process, the committee planned to hand over all sites to enable the contractors to commence implementation of projects. They came up with the following programs.

To enable them carry out the activities, they approved the following budgets:

1. Projects sites

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **ITEM** | **No.** | **No.of days** | **Rate** | **Amount** |
|  | **ALLOWANCES** |  |  |  |  |
| 1. | NGCDFC members allowances | 9 | 4 | 5,000 | 180,000 |
| 2. | Chairperson NGCDFC | 1 | 4 | 7,000 |  28,000 |
| 3. | Staff and Driver | 2 | 4 | 2,000 |  16,000 |
|  | **OTHER EXPENSES** |  |  |  |  |
| 4. | Water  | 2 | 4 |  480 |  3,840 |
| 5. | Miscellaneous |  |  |  |  10,000 |
|  | **TOTAL** |  |  |  | **237,840** |

1. Complete Projects

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **ITEM** | **No.** | **No.of days** | **Rate** | **Amount** |
|  | **ALLOWANCES** |  |  |  |  |
| 1. | NGCDFC members allowances | 9 | 3 | 5,000 | 135,000 |
| 2. | Chairperson NGCDFC | 1 | 3 | 7,000 |  21,000 |
| 3. | Constituency Oversight Members | 3 | 3 | 5,000 |  45,000 |
| 4. | Staff and Driver | 3 | 3 | 2,000 |  18,000 |
|  | **OTHER EXPENSES** |  |  |  |  |
| 5. | Water  | 2 | 3 |  480 |  2,880 |
| 6. | Miscellaneous |  |  |  |  10,000 |
|  | **TOTAL** |  |  |  | **231,880** |

**MIN NO: NG-CDFC/KILIFI NORTH/11/2ND SEPTEMBER 2020: APPROVAL OF BURSARY PAYMENT**

The committee considered payment for bursary for applicants of Tertiary institutions student who had already filled application forms. Amount for beneficiaries totaling to Ksh. 580,166 was approved.

**MIN NO: NG-CDFC/KILIFI NORTH/12/2ND SEPTEMBER 2020: APPROVAL OF YOUTH FOR INDUSTRIAL ATTACHMENT**

In the process of achieving targets set in performance contracting, the NGCDF members approved to be engaging at least three (3) youths every year for a duration of not less than three months.

So far only one (1) application had been received for attachment. As there were no other applications members approved Salma Garama Chai for a duration of three (3) months with effect from 1st September 2020.

**MIN NO: NG-CDFC/KILIFI NORTH/13/2ND SEPTEMBER 2020: REVIEW OF FINANCIAL STATEMENTS AND PERFORMANCE CONTRACT WORKSHOP**

A letter from the Board ref NGCDF BOARD/FS GEN/VOL.2(022) dated 18th August 2020 addressed to Fund Account Managers invited Fund Account Managers, Chairpersons and Sub-County Accountants to attend a review sessions for Annual Reports, Financial Statements and Performance Contact signing organized by the Board.

**MIN NO: NG-CDFC/KILIFI NORTH/14/2ND SEPTEMBER 2020: PAYMENTS**

The Members discussed and agreed that the Fund Account Manager to effect a payment as follows:

1. Ksh. 52,000/= to NG-CDFC members as sitting allowances for a meeting held on 11th August 2020.
2. Inaddition to Ksh. 226,948 allocated, Ksh. 353,218 was approved for bursary payment to Tertiary Institutions students.
3. Ksh. 237,840/= to NGCDFC members as allowances and expenses for site handing over exercise to take effect from 7th to 10th September 2020.
4. Ksh. 231,880/= to NGCDFC members as allowances and expenses for handing over of completed projects exercise to take effect from 21st to 24th September 2020
5. Ksh. 45,000/= to Sub- County Accountant, Fund Account Manager and Chairperson for attendance of financial statements and performance contracting workshop.
6. Ksh. 15,000 to three members for hosting Voi Constituency on a consultative mission.

**MIN NO: NG-CDFC/KILIFI NORTH/15/2ND SEPTEMBER 2020: ANY OTHER BUSINESS**

There being no any other business, the meeting ended with a word of prayer from Daniel Fondo at 15.52 pm.

**Prepared by: Confirmed by:**

**SECRETARY ………………… CHAIRPERSON……………………**

**DATE………………… DATE………………….**