**WEBUYE EAST NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

P.O BOX 404-50205, WEBUYE

**MINUTES OF FULL NG-CDFC MEETING HELD ON 20TH NOVEMBER, 2024 AT NG-CDF BOARDROOM.**

**MEMBERS PRESENT**

**No. NAME POSITION**

1. Mutali Fredrick Murunga Chairman
2. Mourine Nasimiyu Lusenaka Secretary
3. Victor Maruti Watua Member
4. Vitalis Wandela Soita Member
5. Pascalia Makhakha Member
6. Patrick Walutila Wekesa Member
7. Nancy Muronji Wanyonyi Member
8. Phaustine Nafuna Wanyama Member
9. Peter Yegon Member
10. Kodii K. Duncan Fund Account Manager

**IN ATTENDANCE POSITION**

1. Alexina Nelima Deputy Constituency Manager
2. Ben Kakalukha Constituency Office Manager
3. Moses Waswa Sub-county Works Officer

**AGENDA**

1. Preliminaries.
2. Reading and Confirmation of Previous Minutes
3. Ward Report.
4. Consideration of Ongoing Projects.
5. Statutory ceilings for Administration and Monitoring and Evaluation.
6. Approval of Projects Proposal for Financial Year 2024/2025.
7. Re-submission of Pending Projects Proposals for Previous Financial Years.
8. Bursary
9. Outstanding Payments.
   1. Nzoia Water Company Ltd
10. Adjournment.

**MIN1/NG-CDFC/20/11/2024 - PRELIMINARIES**

The chairman called the meeting to order at 9.00 am and requested Mr. Victor Maruti to offer a word of prayer. The chair welcomed all members and thanked them for being punctual. He recognized the presence of the Sub-county Works officer and thanked him for availing himself on short notice upon request by the members.

The chair also recognized the presence of the area member of parliament who joined in later and invited him to make his remarks.

**MIN2/NG-CDFC/20/11/2024 –READING AND CONFIRMATION OF PREVIOUS MINUTES.**

The secretary took the members through the Minutes of the previous meeting. The minutes were confirmed to be the true copy of the previous meeting by Vitalis Wandera and Seconded by Phaustine Wanyama.

**MIN3/NG-CDFC/20/11/2024 – WARD REPORT**

The Fund Account Manager through the chair tabled to members the ward report that was conducted between 12th November and 14th November 2024. From the report, the communities were guided on types of projects and the basis consideration which included the amount allocated to the constituency, constituency strategic plan and the National Government guiding policies. Each ward came up with their priority projects in Education, security and climate change areas as captured in the ward report to be submitted alongside these minutes.

**MIN4/NG-CDFC/20/11/2024 – CONSIDERATION OF ONGOING PROJECTS**

The Fund Account manager reminded the members of the ongoing projects that were approved for funding previously. He noted that, the ongoing projects report which was presented earlier at the onset of the Financial Year 2024/2025 was confirmed to have been received by the Board. However, there shall be some addition to the ongoing projects. The Fund account Manager informed the members about the budget deficit for the Financial Year 2023/2024 of Kshs.662,000 being as a result of AIA Allocation that was erroneously added to the normal budget of projects and the AIA allocation of Kshs. 331,000 being double counted in the budget ceiling for FY 2023/2024 as a computational error.

Having one project for FY 2023/2024 which was still pending approval by the Board -being Investor Masai Primary School-Purchase of 1 acre of land at a cost of Kshs.1,200,000, the members deliberated and agreed that the budget deficit of Kshs. 662,000 be funded the current financial year and re-submit the project as an ongoing project having been funded Kshs. 538,000 in the Financial year 2023/2024.

The ongoing project projects report shall thus be as below; -

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Project Name** | **Entire Scope of the Projects** | **Project cost estimate** | **Year of Funding, Activities approved and cost** | **Pending Activities** | **Amount Balance to complete** |
| 1 | Lugulu Boarding Primary School | Construction to completion of a stalled ICT/LIBRARY/ ADMINISTRATION BLOCK initially started by parents in 2018 | 18,454,960 | 2023/24 – 5,000,000 | First floor walling, Concrete works, Roofing, External keys, Pavement slab, Electrical and mechanical works, glazing, Septic tank and manhole, painting, ramp and staircase, fascia board and branding works | 13,454,960 |
| 2 | Investor Masai Primary School | Purchase of 1 acre of land @Kshs.1,100,000 and documentation @Kshs.100,000 | 1,200,000 | 2023/24 – 538,000 | Additional funds for completion of purchase | 662,000 |

**MIN5/NG-CDFC/20/11/2024 – PRESENTATION OF THE BUDGET FOR ADMIN AND RECURRENT EXPENDITURE AND MONITORING AND EVALUATION/CAPACITY BUILDING**

The fund Manager Informed members of the various statutory ceilings as provided for in the Act and as guided by the Board. The manager highlighted the following as conditions given by the Board;-

* Committee to provide a detailed budget with clear breakdown on each component to justify allocation for the administration and recurrent expenditure, Monitoring and Evaluation/Capacity Building
* The committee to factor in the Housing Levy as guided
* The committee to factor in the new rates of NSSF as guided.
* The committee to allocate funds to staff salaries in conformity to government guidelines on minimum wage
* Costing of the funds allocated to M&E to be informed by a proper work plan and Monitoring and Evaluation plan.

The said budgets were tabled by the manager and upon deliberations having considered the constituency allocation and the needs of the community; the committee approved the budgets as shown below;-

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Scale** | **Number** | **Rate** | **Total Amount pm** | **Total Amount pa** | **Less Amount balance on Vote** | **Net to budget** |
| **Contractual Employees** |  |  |  |  |  |  |  |
| Monitoring and Evaluation Officer | CSG 11 | 1 | 30,170 | 30,170 | 362,040 | 0 | 362,040 |
| Accounts Assistant | CSG 11 | 1 | 30,170 | 30,170 | 362,040 | 0 | 362,040 |
| Records Management Assistant | CSG 12 | 1 | 24,580 | 24,580 | 294,960 | 0 | 294,960 |
| Driver | CSG 13 | 1 | 23,530 | 23,530 | 282,360 | 0 | 282,360 |
| Clerk of Works | CSG 13 | 1 | 21,500 | 21,500 | 258,000 | 0 | 258,000 |
| Information Communication Technology Assistant | CSG 13 | 1 | 21,500 | 21,500 | 258,000 | 0 | 258,000 |
| General Clerk | CSG 13 | 1 | 21,500 | 21,500 | 258,000 | 0 | 258,000 |
| Receptionist | CSG 13 | 1 | 21,500 | 21,500 | 258,000 | 0 | 258,000 |
| Compound Cleaner | CSG 15 | 1 | 14,610 | 14,610 | 175,320 | 0 | 175,320 |
| Office Assistant | CSG 15 | 1 | 14,610 | 14,610 | 175,320 | 0 | 175,320 |
|  |  | **10** | **223,670** | **223,670** | **2,684,040** | **0** | **2,684,040** |
| **Casual Labour and Internship** |  | 3 | 15,000 | 45,000 | 540,000 | 0 | 540,000 |
|  |  | **3** | **15,000** | **45,000** | **540,000** | **0** | **540,000** |
| **House Allowance** |  |  |  |  |  |  |  |
| Monitoring and Evaluation Officer | CSG 11 | 1 | 5,800 | 5,800 | 69,600 | 0 | 69,600 |
| Accounts Assistant | CSG 11 | 1 | 5,800 | 5,800 | 69,600 | 0 | 69,600 |
| Records Management Assistant | CSG 12 | 1 | 3,850 | 3,850 | 46,200 | 0 | 46,200 |
| Driver | CSG 13 | 1 | 3,850 | 3,850 | 46,200 | 0 | 46,200 |
| Clerk of Works | CSG 13 | 1 | 3,850 | 3,850 | 46,200 | 0 | 46,200 |
| Information Communication Technology Assistant | CSG 13 | 1 | 3,850 | 3,850 | 46,200 | 0 | 46,200 |
| General Clerk | CSG 13 | 1 | 3,850 | 3,850 | 46,200 | 0 | 46,200 |
| Receptionist | CSG 13 | 1 | 3,850 | 3,850 | 46,200 | 0 | 46,200 |
| Compound Cleaner | CSG 15 | 1 | 2,750 | 2,750 | 33,000 | 0 | 33,000 |
| Office Assistant | CSG 15 | 1 | 2,750 | 2,750 | 33,000 | 0 | 33,000 |
|  |  | **10** | **40,200** | **40,200** | **482,400** | **-** | **482,400** |
| **Employer Contribution towards Affordable Housing** |  |  |  |  |  |  |  |
| Monitoring and Evaluation Officer | CSG 11 | 1 | 600 | 600 | 7,200 | 0 | 7,200 |
| Accounts Assistant | CSG 11 | 1 | 600 | 600 | 7,200 | 0 | 7,200 |
| Records Management Assistant | CSG 12 | 1 | 487 | 487 | 5,844 | 0 | 5,844 |
| Driver | CSG 13 | 1 | 471 | 471 | 5,652 | 0 | 5,652 |
| Clerk of Works | CSG 13 | 1 | 441 | 441 | 5,292 | 0 | 5,292 |
| Information Communication Technology Assistant | CSG 13 | 1 | 441 | 441 | 5,292 | 0 | 5,292 |
| General Clerk | CSG 13 | 1 | 441 | 441 | 5,292 | 0 | 5,292 |
| Receptionist | CSG 13 | 1 | 441 | 441 | 5,292 | 0 | 5,292 |
| Compound Cleaner | CSG 15 | 1 | 306 | 306 | 3,672 | 0 | 3,672 |
| Office Assistant | CSG 15 | 1 | 306 | 306 | 3,672 | 0 | 3,672 |
|  |  | **10** | **4534** | **4,534** | **54,408** | **0** | **54,408** |
| **Transport Allowance** |  |  |  |  |  |  |  |
| Monitoring and Evaluation Officer | CSG 11 | 1 | 4,000 | 4,000 | 48,000 | 0 | 48,000 |
| Accounts Assistant | CSG 11 | 1 | 4,000 | 4,000 | 48,000 | 0 | 48,000 |
| Records Management Assistant | CSG 12 | 1 | 4,000 | 4,000 | 48,000 | 0 | 48,000 |
| Driver | CSG 13 | 1 | 4,000 | 4,000 | 48,000 | 0 | 48,000 |
| Clerk of Works | CSG 13 | 1 | 4,000 | 4,000 | 48,000 | 0 | 48,000 |
| Information Communication Technology Assistant | CSG 13 | 1 | 4,000 | 4,000 | 48,000 | 0 | 48,000 |
| General Clerk | CSG 13 | 1 | 4,000 | 4,000 | 48,000 | 0 | 48,000 |
| Receptionist | CSG 13 | 1 | 4,000 | 4,000 | 48,000 | 0 | 48,000 |
| Compound Cleaner | CSG 15 | 1 | 3,000 | 3,000 | 36,000 | 0 | 36,000 |
| Office Assistant | CSG 15 | 1 | 3,000 | 3,000 | 36,000 | 0 | 36,000 |
|  |  | **10** | **38,000** | **38,000** | **456,000** | **-** | **456,000** |
| **Leave Allowance** |  |  |  |  |  |  |  |
| Monitoring and Evaluation Officer | CSG 11 | 1 |  | 5,000 | 5,000 | 0 | 5,000 |
| Accounts Assistant | CSG 11 | 1 |  | 5,000 | 5,000 | 0 | 5,000 |
| Records Management Assistant | CSG 12 | 1 |  | 4,000 | 4,000 | 0 | 4,000 |
| Driver | CSG 13 | 1 |  | 4,000 | 4,000 | 0 | 4,000 |
| Clerk of Works | CSG 13 | 1 |  | 4,000 | 4,000 | 0 | 4,000 |
| Information Communication Technology Assistant | CSG 13 | 1 |  | 4,000 | 4,000 | 0 | 4,000 |
| General Clerk | CSG 13 | 1 |  | 4,000 | 4,000 | 0 | 4,000 |
| Receptionist | CSG 13 | 1 |  | 4,000 | 4,000 | 0 | 4,000 |
| Compound Cleaner | CSG 15 | 1 |  | 3,000 | 3,000 | 0 | 3,000 |
| Office Assistant | CSG 15 | 1 |  | 3,000 | 3,000 | 0 | 3,000 |
|  |  |  |  |  | **40,000** | 0 | **40,000** |
| **Gratuity-Contractual Employees** |  |  |  |  |  |  |  |
| Monitoring and Evaluation Officer | CSG 11 | 1 | 9,353 | 9,353 | 112,232 | 0 | 112,232 |
| Accounts Assistant | CSG 11 | 1 | 9,353 | 9,353 | 112,232 | 0 | 112,232 |
| Records Management Assistant | CSG 12 | 1 | 7,620 | 7,620 | 91,438 | 0 | 91,438 |
| Driver | CSG 13 | 1 | 7,294 | 7,294 | 87,532 | 0 | 87,532 |
| Clerk of Works | CSG 13 | 1 | 6,665 | 6,665 | 79,980 | 0 | 79,980 |
| Information Communication Technology Assistant | CSG 13 | 1 | 6,665 | 6,665 | 79,980 | 0 | 79,980 |
| General Clerk | CSG 13 | 1 | 6,665 | 6,665 | 79,980 | 0 | 79,980 |
| Receptionist | CSG 13 | 1 | 6,665 | 6,665 | 79,980 | 0 | 79,980 |
| Compound Cleaner | CSG 15 | 1 | 4,529 | 4,529 | 54,349 | 0 | 54,349 |
| Office Assistant | CSG 15 | 1 | 4,529 | 4,529 | 54,349 | 0 | 54,349 |
|  |  | **10** | **69337.7** | **69,337.70** | **832,052.40** | **0** | **832,052.40** |
| **Employer Contribution to NSSF** |  |  |  |  |  |  |  |
| Monitoring and Evaluation Officer | CSG 11 | 1 | 1,080 | 1,080 | 12,960 | 0 | 12,960 |
| Accounts Assistant | CSG 11 | 1 | 1,080 | 1,080 | 12,960 | 0 | 12,960 |
| Records Management Assistant | CSG 12 | 1 | 1,080 | 1,080 | 12,960 | 0 | 12,960 |
| Driver | CSG 13 | 1 | 1,080 | 1,080 | 12,960 | 0 | 12,960 |
| Clerk of Works | CSG 13 | 1 | 1,080 | 1,080 | 12,960 | 0 | 12,960 |
| Information Communication Technology Assistant | CSG 13 | 1 | 1,080 | 1,080 | 12,960 | 0 | 12,960 |
| General Clerk | CSG 13 | 1 | 1,080 | 1,080 | 12,960 | 0 | 12,960 |
| Receptionist | CSG 13 | 1 | 1,080 | 1,080 | 12,960 | 0 | 12,960 |
| Compound Cleaner | CSG 15 | 1 | 1,080 | 1,080 | 12,960 | 0 | 12,960 |
| Office Assistant | CSG 15 | 1 | 1,080 | 1,080 | 12,960 | 0 | 12,960 |
|  |  | **10** | **10800** | **10,800** | **129,600** | **0** | **129,600** |
| **Employer Contribution to NITA LEVY** |  |  |  |  |  |  |  |
| Monitoring and Evaluation Officer | CSG 11 | 1 | 50 | 50 | 600 | 0 | 600 |
| Accounts Assistant | CSG 11 | 1 | 50 | 50 | 600 | 0 | 600 |
| Records Management Assistant | CSG 12 | 1 | 50 | 50 | 600 | 0 | 600 |
| Driver | CSG 13 | 1 | 50 | 50 | 600 | 0 | 600 |
| Clerk of Works | CSG 13 | 1 | 50 | 50 | 600 | 0 | 600 |
| Information Communication Technology Assistant | CSG 13 | 1 | 50 | 50 | 600 | 0 | 600 |
| General Clerk | CSG 13 | 1 | 50 | 50 | 600 | 0 | 600 |
| Receptionist | CSG 13 | 1 | 50 | 50 | 600 | 0 | 600 |
| Compound Cleaner | CSG 15 | 1 | 50 | 50 | 600 | 0 | 600 |
| Office Assistant | CSG 15 | 1 | 50 | 50 | 600 | 0 | 600 |
|  |  | **10** | **500** | **500** | **6,000** | **0** | **6,000** |
| **Utilities, supplies and services** |  |  |  |  |  |  |  |
| Electricity |  |  |  |  | 50,000 |  | 50,000 |
| Water & sewerage charges |  |  |  |  | 50,000 |  | 50,000 |
|  |  |  |  |  | **100,000** |  | **100,000** |
| **Communication, Supplies and Services** |  |  |  |  |  |  |  |
| Telephone, Telex, Facsmile and Mobile Phone Service |  |  |  |  | 125,000 |  | 125,000 |
|  |  |  |  |  | **125,000** |  | **125,000** |
| **Domestic Travel and Subsistence & Other Transport Costs** |  |  |  |  |  |  |  |
| Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.) | Persons | 10 | 5,000 | 50,000 | 300,000 |  | 300,000 |
| Daily Subsistence Allowance | Persons | 15 | 3,000 | 45,000 | 720,000 |  | 720,000 |
| Sundry Items (e.g. airport tax, taxis, etc…) | Persons | 4 | 5,000 | 20,000 | 80,000 |  | 80,000 |
|  |  |  |  |  | **1,100,000** |  | **1,100,000** |
| **Printing, Advertising and Information Supplies & Services** |  |  |  |  |  |  |  |
| Publishing and Printing Services |  |  |  |  | 102,898 |  | 102,898 |
| Advertising, Awareness and Publicity Campaigns |  |  |  |  | 50,000 |  | 50,000 |
|  |  |  |  |  | **152,898** |  | **152,898** |
| **Hospitality Supplies and Services** |  |  |  |  |  |  |  |
| Catering Services (Receptions), Accommodation, Gifts, Food and Drinks |  |  |  |  | 250,000 |  | 250,000 |
|  |  |  |  |  | **250,000** |  | **250,000** |
| **Commitee Expenses** |  |  |  |  |  |  |  |
| Other Commitee Expenses | Members | 9 | 10,000 | 90,000 | 180,000 |  | 180,000 |
| Chair | 1 | 14,000 | 14,000 | 42,000 |  | 42,000 |
| Other Officers | 6 | 6,000 | 36,000 | 144,000 |  | 144,000 |
| NGCDFC Allowance | Members | 9 | 10,000 | 90,000 | 720,000 |  | 720,000 |
| Chair | 1 | 14,000 | 14,000 | 112,000 |  | 112,000 |
|  |  |  |  |  | **1,198,000** |  | **1,198,000** |
| **Insurance costs** |  |  |  |  |  |  |  |
| Motor Vehicle Insurance |  |  |  |  | 100,000 |  | 100,000 |
|  |  |  |  |  | **100,000** |  | **100,000** |
| **Specialised materials and services** |  |  |  |  |  |  |  |
| Purchase of Uniforms and Clothing - Staff |  |  |  |  | 30,000 |  | 30,000 |
|  |  |  |  |  | **30,000** |  | **30,000** |
| **Office and General Supplies and Services** |  |  |  |  |  |  |  |
| General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.) |  |  |  |  | 300,000 |  | 300,000 |
| Supplies and Accessories for Computers and Printers |  |  |  |  | 150,000 |  | 150,000 |
| Sanitary and Cleaning Materials, Supplies and Services |  |  |  |  | 30,000 |  | 30,000 |
|  |  |  |  |  | **480,000** |  | **480,000** |
| **Fuel , Oil & Lubricants** |  |  |  |  |  |  |  |
| Refined Fuels and Lubricants for Transport |  |  |  |  | 270,000 |  | 270,000 |
| Other Fuels (wood, charcoal, cooking gas etc…) |  |  |  |  | 30,000 |  | 30,000 |
|  |  |  |  |  | **300,000** |  | **300,000** |
| **Other operating expenses** |  |  |  |  |  |  |  |
| Bank service commission and charges |  |  |  |  | 59,467.14 |  | 59,467.14 |
| Courier and Postal Services |  |  |  |  | 150,000 |  | 150,000 |
| Hire of Transport |  |  |  |  | 100,000 |  | 100,000 |
|  |  |  |  |  | **309,467.14** |  | **309,467.14** |
| **Routine maintenance - vehicles and other transport equipment** |  |  |  |  |  |  |  |
| Maintenance Expenses - Motor Vehicles |  |  |  |  | 220,000 |  | 220,000 |
|  |  |  |  |  | **220,000** |  | **220,000** |
| **Routine maintenance- other assets** |  |  |  |  |  |  |  |
| Maintenance of Office Furniture and Equipment |  |  |  |  | 100,000 |  | 100,000 |
|  |  |  |  |  | **100,000** |  | **100,000** |
|  |  |  |  |  | **9,689,865.54** | **0** | **9,689,865.54** |

**Budget for Monitoring& Evaluation and Capacity Building**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MONITORING EVALUATION AND CAPACITY BUILDING** | | | | | | |
| **Item** | **Description** | **Scale** | **Number** | **Rate** | **Total Amount pm** | **Total Amount pa** |
|  | **Domestic Travel and Subsistence & Other Transport Costs** |  |  |  |  |  |
| 2210302 | Accommodation - Domestic Travel | Persons | 10 | 10,000 | 100,000 | 900,000 |
| 2210303 | Daily Subsistence Allowance | Persons | 15 | 3,000 | 45,000 | 900,000 |
|  | **Training Expenses** |  |  |  |  |  |
| 2210701 | Travel Allowance |  |  |  |  | 300,000 |
| 2210704 | Hire of Training Facilities and Equipment |  |  |  |  | 400,000 |
| 2210710 | Accomodation Allowance |  |  |  |  | 400,000 |
|  | **Hospitality Supplies and Services** |  |  |  |  |  |
| 2210801 | Catering Services (Receptions), Accommodation, Gifts, Food and Drinks |  |  |  |  | 200,000 |
|  | **Commitee Expenses** |  |  |  |  |  |
| 2210802 | Other Commitee Expenses | Members | 9 | 10,000 | 90,000 | 360,000 |
| Chair | 1 | 14,000 | 14,000 | 56,000 |
| Other Officers | 6 | 6,000 | 36,000 | 144,000 |
| 2210811 | NGCDFC Allowance | Members | 9 | 10,000 | 90,000 | 450,000 |
| Chair | 1 | 14,000 | 14,000 | 70,000 |
|  | **Fuel , Oil & Lubricants** |  |  |  |  |  |
| 2211201 | Refined Fuels and Lubricants for Transport |  |  |  |  | 400,000 |
|  | **Routine maintenance - vehicles and other transport equipment** |  |  |  |  |  |
| 2220101 | Maintenance Expenses - Motor Vehicles |  |  |  |  | 264,932.62 |
| **TOTAL** |  |  |  |  |  | **4,844,932.62** |

**MIN 6/NG- CDFC/20/11/2024 – APPROVAL OF PROJECTS PROPOSALS FOR FINANCIAL YEAR 2024/25.**

The fund manager brought to the attention of members the provisions of the Board’s circular REF NO: NG-CDFB/CEO/NG-CDF CIRCULARS/VOL III (001) dated 22nd October 2024 on the preparation and submission of constituency project proposals for 2024/2025 Financial Year. He informed the members that the constituency had been allocated a total of **Kshs.161,613,759.02** inclusive of **AIA Allocation** of **Kshs.116,000,** and that key guiding areas as per the circular shall guide the preparation and submission of the proposals to the Board for consideration.

After a lengthy deliberation and consideration of all areas as advised by the Board including but not limited to public participation, adequate consultation with the Sub-county Public works who was in attendance, ongoing projects, work plan and budgets for administration and monitoring and evaluation votes; aligning projects to BETA, constituency strategic plan and other National Government Policies, the committee agreed on the below listed projects to be forwarded to the Board for Consideration and approval.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/No.** | **Project Name** | **Project Activity** | **Original Cost** | **Cumulative Allocation** | **Amount Allocated** | **Current Status** |
|  | **ADMINISTRATION AND RECURRENT EXPENDITURE** | |  |  |  |  |
| 1 | Advertising, Awareness and Publicity Campaigns | Payment of Advertising, Awareness and Publicity Campaigns | 50,000.00 |  | 50,000.00 | New |
| 2 | Bank service commission and charges | Payment of Bank service commission and charges | 59,467.14 |  | 59,467.14 | New |
| 3 | Casual labor and Internship | Payment of three interns Basic Wages/Stipend for 12 months. | 540,000.00 |  | 540,000.00 | New |
| 4 | Contractual employees | Payment of ten staff Basic salaries for 12 months. | 2,684,040.00 |  | 2,684,040.00 | New |
| 5 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks | 250,000.00 |  | 250,000.00 | New |
| 6 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance | 720,000.00 |  | 720,000.00 | New |
| 7 | Electricity | Payment of Electricity charges | 50,000.00 |  | 50,000.00 | New |
| 8 | General Office Supplies | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) | 300,000.00 |  | 300,000.00 | New |
| 9 | Gratuity-contractual employees | Payment of gratuity to ten NGCDFC staff for 12 months. | 832,052.40 |  | 832,052.40 | New |
| 10 | House allowance | Payment of House allowances to ten NGCDFC staff | 482,400.00 |  | 482,400.00 | New |
| 11 | Leave allowance | Payment of Leave allowances to ten NGCDFC staff | 40,000.00 |  | 40,000.00 | New |
| 12 | Employer contribution to Nita Levy | Employer contribution to Nita Levy for 10 staff. | 6,000.00 |  | 6,000.00 |  |
| 13 | Employer contribution to Affordable Housing | Employer contribution to Affordable Housing: Payment of Affordable housing deductions for ten members of staff each @1.5% of Gross salary. | 54,408.00 |  | 54,408.00 | New |
| 14 | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles | 220,000.00 |  | 220,000.00 | New |
| 15 | Maintenance of Office Furniture and Equipment | Payment of Maintenance of Office Furniture and Equipment | 100,000.00 |  | 100,000.00 | New |
| 16 | Motor Vehicle Insurance | Payment of Motor Vehicle Insurance | 100,000.00 |  | 100,000.00 | New |
| 17 | NGCDFC allowance | Payment of NGCDFC allowance charges | 832,000.00 |  | 832,000.00 | New |
| 18 | Employer contribution to NSSF | Employer contribution to NSSF: Payment of NSSF deductions for ten members of staff each @Kshs.12,960 per annum | 129,600.00 |  | 129,600.00 | New |
| 19 | Other committee expenses | Payment of Other committee expenses | 366,000.00 |  | 366,000.00 | New |
| 20 | Other Fuels (wood, charcoal, cooking gas | Payment of other fuels (wood, charcoal, cooking gas expenses | 30,000.00 |  | 30,000.00 | New |
| 21 | Publishing and Printing Services | Payment of Publishing and Printing Services | 102,898.00 |  | 102,898.00 | New |
| 22 | Purchase of Uniforms and Clothing – Staff | Purchase of Uniforms and Clothing for NGCDFC Office | 30,000.00 |  | 30,000.00 | New |
| 23 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles | 200,000.00 |  | 200,000.00 | New |
| 24 | Refined Fuels and Lubricants- Others | Purchase of Refined Fuels and Lubricants-Other | 70,000.00 |  | 70,000.00 |  |
| 25 | Sanitary and Cleaning Materials, Supplies and Services | Purchase of Sanitary and Cleaning Materials, Supplies and Services | 30,000.00 |  | 30,000.00 | New |
| 26 | Hire of Transport | Payment of Hire of Transport | 100,000.00 |  | 100,000.00 | New |
| 27 | Sundry Items (airport tax, taxis, ) | Payment of sundry items ( airport tax, taxis, expenses) | 80,000.00 |  | 80,000.00 | New |
| 28 | Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers | 150,000.00 |  | 150,000.00 | New |
| 29 | Telephone, Telex, Facsimile and Mobile Phone Service | Payment of Telephone expenses | 125,000.00 |  | 125,000.00 | New |
| 30 | Transport allowance | Payment of Transport allowances to NGCDFC staff | 456,000.00 |  | 456,000.00 | New |
| 31 | Travel Costs (airlines, bus, railway, mileage allowances) | Payment of Transport Expenses | 300,000.00 |  | 300,000.00 | New |
| 32 | Water & sewerage charges | Payment of Water & sewerage charges | 50,000.00 |  | 50,000.00 | New |
| 33 | Courier and Postal Services | Payment of Courier and Postal Services | 150,000.00 |  | 150,000.00 | New |
|  | **SUBTOTAL** | | **9,689,865.54** |  | **9,689,865.54** |  |
|  | **MONITORING AND EVALUATION & CAPACITY BUILDING** | |  |  |  |  |
| 34 | Accommodation Allowance | Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC - Regional training to be held at Kisumu. | 400,000.00 |  | 400,000.00 | New |
| 35 | Accommodation - Domestic Travel | Payment of accommodation on domestic travel | 900,000.00 |  | 900,000.00 | New |
| 36 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks | 200,000.00 |  | 200,000.00 | New |
| 37 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance | 900,000.00 |  | 900,000.00 | New |
| 38 | Hire of Training Facilities and Equipment | Hire of Training Facilities and Equipment - Regional Training, PMC and NG-CDFC Staff training. | 400,000.00 |  | 400,000.00 | New |
| 39 | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles | 264,932.62 |  | 264,932.62 | New |
| 40 | NGCDFC allowance | Payment of NGCDFC allowance | 520,000.00 |  | 520,000.00 | New |
| 41 | Other committee expenses | Payment of Other committee expenses | 560,000.00 |  | 560,000.00 | New |
| 42 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles | 400,000.00 |  | 400,000.00 | New |
| 43 | Travel Allowance on training | Payment of Travel Allowance of NGCDFC, National Government officers and PMC - Regional and others. | 300,000.00 |  | 300,000.00 | New |
|  | **SUBTOTAL** | | **4,844,932.62** |  | **4,844,932.62** |  |
|  | **BURSARY AND SOCIAL SECURITY PROGRAMMES** | |  |  |  |  |
| 44 | Bursary Secondary Schools | Payment of bursary to needy students in secondary schools | 30,000,000 |  | 30,000,000 | New |
| 45 | Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary institutions | 21,000,000 |  | 21,000,000 | New |
| 46 | Bursary Special Institutions | Payment of bursary to needy students in special Institutions | 2,000,000 |  | 2,000,000 | New |
| 47 | Education Day | Facilitating activities of education day: Tents, seats and public address at Kshs.600,000 trophies for institutions and certificates at Kshs.1,100,000 publicity, documentation and photography at Kshs.300,000. | 2,000,000 |  | 2,000,000 | New |
|  | **SUBTOTALS** | | **55,000,000** |  | **55,000,000** |  |
|  | **EMERGENCY RESERVE PROJECTS** | |  |  |  |  |
| 48 | Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year | 8,499,879.31 |  | 8,499,879.31 | New |
|  | **TOTALS** | | **8,499,879.31** |  | **8,499,879.31** |  |
|  | **CLIMATE CHANGE MITIGATION & ADAPTATION PROJECTS** | |  |  |  |  |
| 49 | Sinoko Comprehensive School | Purchase and installation of a 10,000 litres water tank @Ksh.150,000, installation of gutters @Kshs.50,000, construction of concrete tank base@Kshs.35,000 and supply and planting of 100 number exotic tree seedlings @Ksh.50,000 and 50 fruit trees @Ksh.15,000 | 300,000 |  | 300,000 | New |
| 50 | Makuselewa Friends Secondary School | Purchase and installation of a 10,000 litres water tank @Ksh.150,000, installation of gutters @Kshs.50,000, construction of concrete tank base@Kshs.35,000 and supply and planting of 100 number exotic tree seedlings @Ksh.50,000 and 50 fruit trees @Ksh.15,000 | 300,000 |  | 300,000 | New |
| 51 | St. Teresa Special School | Purchase and installation of a 10,000 litres water tank @Ksh.150,000, installation of gutters @Kshs.50,000, construction of concrete tank base@Kshs.35,000 and supply and planting of 100 number exotic tree seedlings @Ksh.50,000 and 50 fruit trees @Ksh.15,000 | 300,000 |  | 300,000 | New |
| 52 | Bakisa DEB Comprehensive School | Purchase and installation of a 10,000 litres water tank @Ksh.150,000, installation of gutters @Kshs.50,000, construction of concrete tank base@Kshs.35,000 and supply and planting of 100 number exotic tree seedlings @Ksh.50,000 and 50 fruit trees @Ksh.15,000 | 300,000 |  | 300,000 | New |
| 53 | Mabele Baptist Comprehensive School | Purchase and installation of a 10,000 litres water tank @Ksh.150,000, installation of gutters @Kshs.50,000, construction of concrete tank base@Kshs.35,000 and supply and planting of 100 number exotic tree seedlings @Ksh.50,000 and 50 fruit trees @Ksh.15,000 | 300,000 |  | 300,000 | New |
|  | **TOTALS** | | **1,500,000** |  | **1,500,000** |  |
|  | **DIGITAL HUBS PROJECTS** | |  |  |  |  |
| 54 | Webuye East Digital Hub | Rehabilitation of underground section of the Constituency office to make it an operational Digital Hub. Substructure works to slab level; Superstructure works (walling, windows, doors), and finishes (internal and soffits plaster, external keying, painting, floor screed and terrazzo); electrical works. | 4,401,081.55 |  | 4,401,081.55 | New |
|  | **TOTALS** | | **4,401,081.55** |  | **4,401,081.55** |  |
|  | **PRIMARY SCHOOL PROJECTS** | |  |  |  |  |
| 55 | Lugulu Boarding Primary School | Continuation of a stalled ICT/LIBRARY/ADMINISTRATSION BLOCK started by patents in 2018. Ramp works and staircase, first floor walling, reinforced concrete frames, columns and ring beam, roofing, doors and windows-Phase 2 | 18,454,960 | 5,000,000.00 | 6,000,000 | Ongoing |
| 56 | Investor Masai Primary School | Purchase of 1 acre of land @Kshs.1,100,000 and documentation costs @Kshs.100,000 | 1,200,000 | 538,000.00 | 662,000 | Ongoing |
| 57 | Masibayi Primary School | Construction to completion of 2 No. Classrooms | 3,000,000 |  | 3,000,000 | New |
| 58 | Ondoti SDA Primary School | Construction to completion of 3 No. Classrooms | 4,500,000 |  | 4,500,000 | New |
| 59 | Silungai Comprehensive School | Construction to completion of 2 No. Classrooms | 3,000,000 |  | 3,000,000 | New |
| 60 | Njata Primary School | Construction to completion of 2 No. Classrooms | 3,000,000 |  | 3,000,000 | New |
| 61 | Misemwa Comprehensive School | Construction of a 6 number storey classrooms. Complete all ground floor works including suspended slab, keying and external painting, doors and windows fitting including glazing, terrazzo floor screed- Phase 1 | 16,000,000 |  | 9,000,000 | New |
| 62 | Katumi CEB Primary School | Construction to completion of 2 blocks of exhaustible pit latrines (3 doors per block) with one door each to accommodate persons with disability @Kshs.1,220,000 purchase and installation of two 2000litres water tank for each block @Kshs.80,000 and construction to completion of a urinal for boys @Kshs.100,000 | 1,400,000 |  | 1,400,000 | New |
| 63 | Manafwa FYM Comprehensive School | Construction to completion of 2 blocks of exhaustible pit latrines (3 doors per block) with one door each to accommodate persons with disability @Kshs.1,220,000 purchase and installation of two 2000litres water tank for each block @Kshs.80,000 and construction to completion of a urinal for boys @Kshs.100,000 | 1,400,000 |  | 1,400,000 | New |
| 64 | Holy Family Misikhu Girls Primary School | Construction to completion of 2 blocks of exhaustible pit latrines (3 doors per block) with one door each to accommodate persons with disability @Kshs.1,220,000 purchase and installation of two 2000litres water tank for each block @Kshs.80,000 and construction to completion of a urinal for boys @Kshs.100,000 | 1,400,000 |  | 1,400,000 | New |
| 65 | Makemo RC Primary School | Renovation of 8 number classrooms (re-roofing with stanchions and fasciaboard, paving slab, installation of windows and doors, terrazzo floor screed, re-painting) | 3,200,000 |  | 3,200,000 | New |
| 66 | Bakisa SA Primary School | Renovation of 8 number classrooms (re-roofing of 2 classrooms, new windows to 6 classrooms, installation of new doors to 2 classrooms, floor screed with terrazzo, paving slab, roof paint to 6 classrooms) | 2,500,000 |  | 2,500,000 | New |
| 67 | Mahanga PEFA Comorehensive School | Construction of 2 no. classrooms | 3,000,000 |  | 3,000,000 | New |
| 68 | Mulachi SA Comprehensive School | Construction of 2 no. classrooms | 3,000,000 |  | 3,000,000 | New |
| 69 | Mitukuyu FYM Comprehensive School | Renovation of 10 number classrooms (re-roofing, new doors to 4 classrooms, floor screed with terrazzo, plastering and painting) | 3,600,000 |  | 3,600,000 | New |
| 70 | Lugusi FYM Comprehensive School | Renovation of 8 number classrooms (re-roofing with new stanchions and fascia board, new windows and doors, paving slab, floor screed and terrazzo, re-painting) | 3,800,000 |  | 3,800,000 | New |
| 71 | Lufwindiri Comprehensive School | Construction to completion of 3 number classrooms | 4,500,000 |  | 4,500,000 | New |
| 72 | Lwile Sambu Comprehensive School | Purchase of 1 acre of land @Kshs.1,100,000 and documentation costs @Kshs.100,000 | 1,200,000 |  | 1,200,000 | New |
| 73 | Muji FYM Comprehensive School | Construction to completion of 2 blocks of exhaustible pit latrines (3 doors per block) with one door each to accommodate persons with disability @Kshs.1,220,000 purchase and installation of two 2000litres water tank for each block @Kshs.80,000 and construction to completion of a urinal for boys @Kshs.100,000 | 1,400,000 |  | 1,400,000 | New |
|  | **SUBTOTAL** | | **79,554,960** |  | **59,562,000** |  |
|  | **SECONDARY SCHOOL PROJECTS]** | |  |  |  |  |
| 74 | Mikuva Secondary School | One off purchase of a 51 seater ISUZU FRR 90 School bus | 9,000,000 |  | 9,000,000 | New |
| 75 | Khamoto Friends Secondary School | Construction to completion of 2 number classrooms | 3,000,000 |  | 3,000,000 | New |
|  | **SUBTOTAL** | | **12,000,000** |  | **12,000,000** |  |
|  | **SECURITY PTOJECTS** | |  |  |  |  |
| 76 | Sipala Assistant Chief Office | Renovation of office (re-roofing, installation of new windows and doors, external plaster, floor screed and tiles, external door grills) | 1,000,000 |  | 1,000,000 | New |
|  | **SUBTOTAL** | | **1,000,000** |  | **1,000,000** |  |
|  | **OTHER PROJECTS** | |  |  |  |  |
| 77 | Marching Fund to Rural Electrification and Renewable Energy Corporation | Rural Electrification under REREC Matching Fund Program in the following areas in Webuye East Constituency: Magemo Dam, Nabuyole, Namuninge (Sitabicha) | 5,000,000 |  | 5,000,000 | New |
|  | **SUBTOTAL** | | **5,000,000** |  | **5,000,000** |  |
|  | **AIA ALLOCATION** | |  |  |  |  |
| 78 | Purchase of a laptop | Dell Vostro 7500, 10th gen core i7-10750H intel Processor (2.3 GHz upto 4.8 GHz), 24GB RAM, 512 GB SSD NVIDIA GTX 1650 Graphics | 116,000 |  | 116,000 |  |
|  | **SUBTOTAL** | | **116,000** |  | **116,000** |  |
|  | **TOTAL ALLOCATION FOR THE YEAR** | | **181,606,719.02** | **5,538,000.00** | **161,613,759.02** |  |

**MIN 7/NG- CDFC/20/11/2024 – RESUBMISSION OF PENDING PROJECT PROPOSALS FROM PREVIOUS FINANCIAL YEARS**

The Fund Account manager reminded the members on outstanding project issues from the previous financial years. The only outstanding project proposals are purchases of land for St. John’s Savannah RC Secondary School which was a project proposal for financial year 2022/2023 and Investor Masai Primary School which was a proposal for financial year 2023/2024.

The two proposals were pending approval due to requirement of support documents i.e Land valuation Report, Search and Copy of title deed. The documents have been found and can now be submitted to the Board for consideration and approval. The committee approved **re-submission of the two projects to the same projects** as below sent together with the support documents.

For Investor Masai Primary School, it has also been included in the ongoing projects report due to budget deficit for 2023/2024 financial year resulting from inclusion of AIA allocation to the normal budget and double counting of the same AIA as explained. The forwarding letter to the resubmission will have more elaboration on the same.

The details of the resubmission are as below; -

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project No | Project Name | Project Activity | Original Cost (Kshs) | Cumulative Allocation (Kshs) | Amount Allocated (Kshs) | Current Status |
| 1 | St. John’s Savannah RC Secondary School | Additional funds for purchase of two acres Land inclusive of processing of title deed (Final payment). | 3,000,000 | 2,200,000 in FY 2021/22 | 800,000 | Ongoing |
| 2 | Investor Masai Primary School | Purchase of 1 acre of land @1,100,000 and title deed processing @100,000 | 1,200,000 | 538,000 awaiting approval for 2023/2024 | 662,000 | Ongoing |

**MIN 8/NG- CDFC/20/11/2024 – BURSARY**

The committee deliberated and agreed that the bursary processes shall begin in the weeks to come in preparation for bursary awards in January or as soon as funds are available. The members agreed that all list should be ready by mid January.

**MIN 9/NG- CDFC/20/11/2024 – OUTSTANDING PAYMENTS**

The committed deliberated and approved the payments below; -

* 1. Nzoia Water Services Company Ltd-12,000- Being water bill for the month of November 2024.

**MIN 10/NG- CDFC/20/11/2024 – ADJOURNMENT**

There being no other business, the meeting was adjourned at 03.00 pm with a prayer from Kodii Duncan.

Signed: …………………………………………… Date: ……………………….

Mr. Mutali Fredrick Murunga – Chairman

Signed: ………………………………………… Date: ……………………….

Miss. Mourine N. Lusenaka – Secretary

Signed: …………………………………………… Date: …………………………

Mr. KODII K. DUNCAN- Fund Account Manager