**WEBUYE EAST NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

P.O BOX 404-50205, WEBUYE

**MINUTES OF SPECIAL NG-CDFC MEETING HELD ON 15TH FEBRUARY, 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. Paul Rono Sub-county Director Education
2. Ben Kakalukha Constituency Office Manager

**AGENDA**

1. Preliminaries.
2. Brief about the Circular on Re-alignment of Constituency Proposals.
3. Consideration of Ongoing Projects.
4. Presentation of the Budget for Administration and Recurrent and Monitoring and Evaluation/Capacity Building.
5. Consideration of Junior Secondary Matching Fund with the Ministry of Education.
6. Approval of Projects Proposals for Financial Year 2023/2024
7. Adjournment

**MIN. NG-CDFC: 01/02/2024 - PRELIMINARIES**

The meeting started at 09.00 a.m. with a prayer by Vitalis Wandera.

The chairman called the meeting to order and appreciated the team for turning up on time. The chair then welcomed the Fund account Manager to put the meeting in perspective. The FAM explained to members the necessity of the meeting and took the members through the agenda of the day.

**MIN. NG-CDFC: 02/02/2024 – BRIEF ABOUT THE CIRCULAR ON REALIGNMENT OF CONSTITUENCIES PROPOSALS.**

The Fund Account Manager to the members through the recent circular by the NG-CDF Board on 4th January 2024 Ref: NG-CDFB/CEO/NG-CDF CIRCULARS/VOL.II (35) on realignment of Constituencies Project Proposals for 2023/2024 FY with NG-CDF (Amendment) ACT 2023. This is in addition to earlier Circulars on 29th August 2023 (Submission of Project Proposals) and on 16th October 2023 (Inclusion of Matching Fund with Ministry of Education).

The purpose of the circular was to bring to the attention of the constituencies the enactment of the NG-CDF (Amendment) ACT 2023 by the National Assembly which introduced fundamental changes that have implications on the projects fundable under the Act. The constituencies are thus to relook the 2023/2024 proposals with view of realignment with the new legal position.

The key aspects of the 2023 amendments that ought to be taken into consideration include:

1. Focus funds towards matters that fall within the ***exclusive*** National Government mandate as per the Constitution of Kenya.
2. Projects falling within the **Concurrent functions** of both the National Government and the County Governments shall not be eligible for funding under the Act.
3. Sports Activities ceases to exist as eligible projects for funding under the Act, hence pertinent allocation be channeled towards other eligible project activities.
4. A sum not exceeding **three** per centum of the total allocation to a constituency may be used for payment of recurrent utilities costs and maintenance of Constituency digital hubs.
5. The ceiling for a Constituency’s allocation towards funding of Social Security Programmes, Education Bursary Schemes, mock examinations and continuous assessment tests has been increased from **thirty-five** per centum to **forty** per centum of the total allocation to the constituency in that financial year. However, Constituency Committees will no longer have the option of allocating funds above the set ceiling with the approval of the Board.
6. Constituency Oversight Committee (COC) ceases to exist; hence all pertinent allocations should be channeled towards other development projects.
7. Constituency Committees are advised to allocate funds towards Climate Change Mitigation activities and also include digital hubs in their priority programs in line with the Government policy.

**MIN. NG-CDFC: 03/02/2024 – CONSIDERATION OF ONGOING PROJECTS**

The Funds Accounts 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 2023/2024 had since been revised to capture some changes in costs due to inflation as well as some additional structural changes. New BoQs prepared. The Ongoing Projects budget approved for funding by the committee is thus 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 | Bakisa Girls Secondary | Construction to completion of 4 classrooms and Admin block | 18,500,000 | 2022/23 – 10,000,000 | First floor walling, Roofing, External keys, Pavement slab, Electrical wiring and fittings, glazing of windows, Terrazzo flooring, painting, fascia board and branding works | 8,500,000 |
| 2 | Friends Secondary School Muji | Construction to completion of 4 classrooms and Admin block | 18,500,000 | 2022/23 – 10,000,000 | First floor walling, Roofing, External keys, Pavement slab, Electrical wiring and fittings, glazing of windows, Terrazzo flooring, painting, fascia board and branding works | 8,500,000 |
| 3 | Sinoko Secondary School | Construction to completion of Administration block with 4 offices, staffroom, 4 ablution blocks on ground floor and Modern Library on first floor | 16,000,000 | 2022/23 – 10,000,000 |  First floor walling, Roofing, External keys, Pavement slab, Electrical wiring and fittings, glazing of windows, Terrazzo flooring, painting, fascia board and branding works | 6,000,000 |

**MIN. NG-CDFC: 04/02/2024 – 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 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 given below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Scale** | **Number** | **Rate** | **Total Amount pm** | **Total Amount pa** | **Less Amount balance on Vote Book** |  **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  |
| **Sub Total** |  |  | **10** | **223,670** | **223,670** | **2,684,040** | **0** |  **2,684,040**  |
|   |  **Casual Labour and Internship**  |  | 3 | 15,000 | 45,000 | 540,000 | 135,000 |  405,000  |
| **Sub Total** |  |  | **3** | **15,000** | **45,000** | **540,000** | **135,000** |  **405,000**  |
|   |  **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  |
| **Sub Total** |  |  | **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  |
| **Sub Total** |  |   | **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  |
| **Sub Total** |  |  | **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  |
| **Sub Total** |   |   |   |   |   | **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  |
| **Sub Total** |  |  | **10** | **69337.7** | **69,338** | **832,052** | **0** |  **832,052**  |
|   |  **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  |
| **Sub Total** |  |   | **10** | **10800** | **10,800** | **129,600** | **0** |  **129,600**  |
|   | **Utilities, supplies and services** |  |  |  |  |   |   |   |
| 2210101 | Electricity |   |   |   |   | 50,000 |   |  50,000  |
| 2210102 | Water & sewerage charges |   |   |   |   | 50,000 |   |  50,000  |
| **Sub Total** |   |   |   |   |   | **100,000** |   |  **100,000**  |
|   | **Communication, Supplies and Services** |  |  |  |  |   |   |   |
| 2210201 | Telephone, Telex, Facsmile and Mobile Phone Service |   |   |   |   | 125,000 |   |  125,000  |
| **Sub Total** |   |   |   |   |   | **125,000** |   |  **125,000**  |
|   | **Domestic Travel and Subsistence & Other Transport Costs** |  |  |  |  |   |   |   |
| 2210301 | Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.) | Persons | 10 | 5,000 | 50,000 | 300,000 |   |  300,000  |
| 2210303 | Daily Subsistence Allowance | Persons | 15 | 3,000 | 45,000 | 720,000 |   |  720,000  |
| 2210304 | Sundry Items (e.g. airport tax, taxis, etc…) | Persons | 4 | 5,000 | 20,000 | 80,000 |   |  80,000  |
| **Sub Total** |   |   |   |   |   | **1,100,000** |   |  **1,100,000**  |
|   | **Printing, Advertising and Information Supplies & Services** |  |  |  |  |   |   |   |
| 2210502 | Publishing and Printing Services |   |   |   |   | 102,898 |   |  102,898  |
| 2210504 | Advertising, Awareness and Publicity Campaigns |   |   |   |   | 50,000 |   |  50,000  |
| **Sub Total** |   |   |   |   |   | **152,898** |   |  **152,898**  |
|   | **Hospitality Supplies and Services** |  |  |  |  |   |   |   |
| 2210801 | Catering Services (Receptions), Accommodation, Gifts, Food and Drinks |   |   |   |   | 250,000 |   |  250,000  |
| **Sub Total** |   |   |   |   |   | **250,000** |   |  **250,000**  |
|   | **Commitee Expenses**  |  |  |  |  |   |   |   |
| 2210802 | 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  |
| 2210811 | NGCDFC Allowance | Members | 9 | 10,000 | 90,000 | 720,000 |   |  720,000  |
| Chair | 1 | 14,000 | 14,000 | 112,000 |   |  112,000  |
| **Sub Total** |   |   |   |   |   | **1,198,000** |   |  **1,198,000**  |
|   | **Insurance costs** |  |  |  |  |   |   |   |
| 2210904 | Motor Vehicle Insurance |   |   |   |   | 100,000 |   |  100,000  |
| **Sub Total** |   |   |   |   |   | **100,000** |   |  **100,000**  |
|   | **Specialised materials and services** |  |  |  |  |   |   |   |
| 2211016 | Purchase of Uniforms and Clothing - Staff |   |   |   |   | 30,000 |   |  30,000  |
| **Sub Total** |   |   |   |   |   | **30,000** |   |  **30,000**  |
|   | **Office and General Supplies and Services** |  |  |  |  |   |   |   |
| 2211101 | General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.) |   |   |   |   | 300,000 |   |  300,000  |
| 2211102 | Supplies and Accessories for Computers and Printers |   |   |   |   | 150,000 |   |  150,000  |
| 2211103 | Sanitary and Cleaning Materials, Supplies and Services |   |   |   |   | 30,000 |   |  30,000  |
| **Sub Total** |   |   |   |   |   | **480,000** |   |  **480,000**  |
|   | **Fuel , Oil & Lubricants** |  |  |  |  |   |   |   |
| 2211201 | Refined Fuels and Lubricants for Transport |   |   |   |   | 270,000 |   |  270,000  |
| 2211204 | Other Fuels (wood, charcoal, cooking gas etc…) |   |   |   |   | 30,000 |   |  30,000  |
| **Sub Total** |   |   |   |   |   | **300,000** |   |  **300,000**  |
|   | **Other operating expenses** |   |   |   |   |   |   |   |
| 2211301 | Bank service commission and charges |   |   |   |   | 50,000 |   |  50,000  |
| 2210203 | Courier and Postal Services |   |   |   |   | 150,000 |   |  150,000  |
| 2210604 | Hire of Transport |   |   |   |   | 100,000 |   |  100,000  |
| **Sub Total** |   |   |   |   |   | **300,000** |   |  **300,000**  |
|   | **Routine maintenance - vehicles and other transport equipment** |   |   |   |   |   |   |   |
| 2220101 | Maintenance Expenses - Motor Vehicles |   |   |   |   | 220,000 |   |  220,000  |
| **Sub Total** |   |   |   |   |   | **220,000** |   |  **220,000**  |
|   | **Routine maintenance- other assets** |   |   |   |   |   |   |   |
| 2220202 | Maintenance of Office Furniture and Equipment |   |   |   |   | 50,000 |   |  50,000  |
| **Sub Total** |   |   |   |   |   | **50,000** |   |  **50,000**  |
| **TOTAL** |   |  |   |   |   | **9,503,798** | **135,000** |  **9,368,798**  |

**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 |   |   |   |   | 164,699 |
| **TOTAL** |   |   |   |   |   | **4,744,699** |

**MIN. NG- CDFC: 05/02/2024 – CONSIDERATION OF JUNIOR SECONDARY MATCHING FUND WITH MINISTRY OF EDUCATION.**

The fund Account Manager also reminded members of the Board’s circular dated 16th October 2023 on the matching of funds with the Ministry of Education on infrastructure development of Junior Secondary Schools. The members were informed that the ministry allocated Kshs. 12, 926, 333 and the committee is required to match the allocation a shilling for a shilling. In consultation with the Sub-county Education Officer who attended the meeting, the members proposed that the funding be channeled towards the following projects:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name** | **Project Activity**  | **Original Cost**  |  **Cumulative Allocation**  |  **Amount Allocated**  | **Current Status**  |
| **FUNDING BY NG-CDF COMMITTEE** |
| Mukhuyu FYM Primary School | Construction to completion of a Science Laboratory with complete equiping | 6,000,000 |  | 6,000,000 | New |
| Sipala FYM Primary School | Construction to Completion of 2 No. Classrooms | 3,500,000 |  | 3,500,000 | New |
| Malomonye Primary School | Construction to Completion of 2 No. Classrooms | 3,500,000 |  | 3,500,000 | New |
| **TOTAL** | **13,200,000** |  | **13,000,000** |  |
| **FUNDING BY THE MINISTRY OF EDUCATION**  |
| Mihuu FYM Primary School | Construction to completion of a Science Laboratory with complete equiping | 6,463,166 |  | 6,463,000 | New |
| Manafwa FYM Primary School | Construction to completion of a Science Laboratory with complete equiping | 6,463,166 |  | 6,463,166 | New |
|  | **12,926,333** |  | **12,926,333** |  |

**MIN. NG- CDFC: 06/02/2024 – APPROVAL OF PROJECTS PROPOSALS FOR FINANCIAL YEAR 2023/24.**

Having considered all the above, the committee approved for funding the below listed projects that includes;- Matching funding of Junior Secondary School, Administration/Recurrent expenditure and M&E/Capacity building, Climate change mitigation, allocation for maintenance of digital hub, Emergency and Bursary. The approval also includes AIA Allocation and Re-allocation request as detailed under.

| **Project Number** | **Project Name** | **Project Activity**  |  **Original Cost**  |  **Cumulative Allocation**  |  **Amount Allocated**  | **Current Status**  |
| --- | --- | --- | --- | --- | --- | --- |
| **ADMINISTRATION AND RECURRENT EXPENDITURE (6%)** |   |   |   |   |
|  | Advertising, Awareness and Publicity Campaigns | Payment of Advertising, Awareness and Publicity Campaigns | 50,000 |   | 50,000 | New |
|  | Bank service commission and charges | Payment of Bank service commission and charges | 50,000 |   | 50,000 | New |
|  |  Casual labor and Internship | Payment of three staff Basic Wages (Casuals and Interns) | 540,000 |   | 405,000 | New |
|  |  Contractual employees | Payment of ten staff Basic salaries for 9 months. (Three months amount available on account till March, 2023) | 2,684,040 |   | 2,684,040 | New |
|  | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks | 250,000 |   | 250,000 | New |
|  | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance | 700,000 |   | 720,000 | New |
|  | Electricity | Payment of Electricity charges | 50,000 |   | 50,000 | New |
|  | General Office Supplies | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) | 300,000 |   | 300,000 | New |
|  | Gratuity-contractual employees | Payment of gratuity to ten NGCDFC staff for six months. (We have six months funds on account). | 832,052 |   | 832,052 | New |
|  |  House allowance | Payment of House allowances to ten NGCDFC staff | 361,800 |   | 361,800 | New |
|  |  Leave allowance | Payment of Leave allowances to ten NGCDFC staff | 40,000 |   | 40,000 | New |
|  | 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 |   | 54,408 | New |
|  | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles | 220,000 |   | 220,000 | New |
|  | Maintenance of Office Furniture and Equipment | Payment of Maintenance of Office Furniture and Equipment | 50,000 |   | 50,000 | New |
|  | Motor Vehicle Insurance | Payment of Motor Vehicle Insurance | 100,000 |   | 100,000 | New |
|  | NGCDFC allowance | Payment of NGCDFC allowance charges | 832,000 |   | 832,000 | New |
|  | 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 |   | 129,600 | New |
|  | Other committee expenses | Payment of Other committee expenses  | 366,000 |   | 366,000 | New |
|  | Other Fuels (wood, charcoal, cooking gas | Payment of other fuels (wood, charcoal, cooking gas expenses | 30,000 |   | 30,000 | New |
|  | Publishing and Printing Services | Payment of Publishing and Printing Services | 102,898 |   | 102,898 | New |
|  | Purchase of Uniforms and Clothing - Staff | Purchase of Uniforms and Clothing for NGCDFC Office | 30,000 |   | 30,000 | New |
|  | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles | 270,000 |   | 270,000 | New |
|  | Sanitary and Cleaning Materials, Supplies and Services | Purchase of Sanitary and Cleaning Materials, Supplies and Services | 30,000 |   | 30,000 | New |
|  | Hire of Transport | Payment of Hire of Transport | 100,000 |   | 100,000 | New |
|  | Sundry Items (airport tax, taxis, ) | Payment of sundry items ( airport tax, taxis, expenses) | 80,000 |   | 80,000 | New |
|  | Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers | 150,000 |   | 150,000 | New |
|  | Telephone, Telex, Facsimile and Mobile Phone Service | Payment of Telephone expenses | 125,000 |   | 125,000 | New |
|  | Transport allowance | Payment of Transport allowances to NGCDFC staff | 456,000 |   | 456,000 | New |
|  | Travel Costs (airlines, bus, railway, mileage allowances) | Payment of Transport Expenses | 300,000 |   | 300,000 | New |
|  | Water & sewerage charges | Payment of Water & sewerage charges | 50,000 |   | 50,000 | New |
|  | Courier and Postal Services | Payment of Courier and Postal Services | 150,000 |   | 150,000 | New |
|  | **TOTAL** | **9,483,798** | **135,000** | **9,368,798** |  |
| **MONITORING,EVALUATION AND CAPACITY BUILDING (3%)** |
|  |  Accommodation Allowance | Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC - Regional training. | 400,000 |   | 400,000 | New |
|  | Accommodation - Domestic Travel | Payment of accommodation on domestic travel | 900,000 |   | 900,000 | New |
|  | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks | 200,000 |   | 200,000 | New |
|  | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance | 900,000 |   | 900,000 | New |
|  | Hire of Training Facilities and Equipment | Hire of Training Facilities and Equipment - Regional Training, PMC and NG-CDFC Staff training. | 400,000 |   | 400,000 | New |
|  | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles | 164,699 |   | 164,699 | New |
|  | NGCDFC allowance | Payment of NGCDFC allowance | 520,000 |   | 520,000 | New |
|  | Other committee expenses | Payment of Other committee expenses  | 560,000 |   | 560,000 | New |
|  | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles | 400,000 |   | 400,000 | New |
|  | Travel Allowance on training | Payment of Travel Allowance of NGCDFC, National Government officers and PMC - Regional and others. | 300,000 |   | 300,000 | New |
|  | **TOTAL** | **4,744,699** |  | **4,744,699** |  |
| **EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS (RECOMMENDED 35%)** |
|  | Bursary Secondary Schools | Payment of bursary to needy students in secondary schools | 30,000,000 |   | 30,000,000 | New |
|  | Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary institutions | 17,000,000 |   | 17,000,000 | New |
|  | Bursary Special Institutions | Payment of bursary to needy students in special Institutions | 2,000,000 |   | 2,000,000 | New |
|  | Education Day | Facilitating activities of education day: Tents, seats and public address at Kshs.300,000 trophies for institutions and certificates at Kshs.550,000 publicity, documentation and photography at Kshs.150,000. | 1,000,000 |   | 1,000,000 | New |
|  | **TOTAL** | **50,000,000** |  | **50,000,000** |  |
| **EMERGENCY RESERVE**  |
|  | Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year | 8,306,612 |   | 8,306,612 | New |
|  | **TOTAL** | **8,306,612** |  | **8,306,612** |  |
| **CLIMATE CHANGE MITIGATION PROJECTS** |
|  | Murumba RC Primary School | Supply and plant assorted tree seedlingsWind breakers of Pines/Eucalyptus-200 trees @Kshs.100-20,000, 50 gravellier and jacaranda trees @ Kshs.100-10,000 and Fruit trees-25 Avocados and 25 Mangoes @Kshs.300-15,000. Land preparation to be done by the students, manure and protection of the seedlings @Kshs.11,500 | 56,500 |   | 56,500 | New |
|  | Masindu Secondary School | Supply and plant assorted tree seedlingsWind breakers of Pines/Eucalyptus-200 trees @Kshs.100-20,000, 50 gravellier and jacaranda trees @ Kshs.100-10,000 and Fruit trees-25 Avocados and 25 Mangoes @Kshs.300-15,000. Land preparation to be by the students, manure and protection of the seedlings @Kshs.11,500 | 56,500 |   | 56,500 | New |
|  | Nzoia RC Primary School | Supply and plant assorted tree seedlingsWind breakers of Pines/Eucalyptus-200 trees @Kshs.100-20,000, 50 gravellier and jacaranda trees @ Kshs.100-10,000 and Fruit trees-25 Avocados and 25 Mangoes @Kshs.300-15,000. Land preparation to be by the students, manure and protection of the seedlings @Kshs.11,500 | 56,500 |  | 56,500 | New |
|  | Maraka PEFA Primary School | Supply and plant assorted tree seedlingsWind breakers of Pines/Eucalyptus-200 trees @Kshs.100-20,000, 50 gravellier and jacaranda trees @ Kshs.100-10,000 and Fruit trees-25 Avocados and 25 Mangoes @Kshs.300-15,000. Land preparation to be by the students, manure and protection of the seedlings @Kshs.11,500 | 56,500 |  | 56,500 | New |
|  | Masibayi Primary School | Supply and plant assorted tree seedlingsWind breakers of Pines/Eucalyptus-200 trees @Kshs.100-20,000, 50 gravellier and jacaranda trees @ Kshs.100-10,000 and Fruit trees-25 Avocados and 25 Mangoes @Kshs.300-15,000. Land preparation to be by the students, manure and protection of the seedlings @Kshs.11,500 | 56,500 |  | 56,500 | New |
|  | Wabukhonyi Assistant Chief’s Office | Supply and plant assorted tree seedlingsWind breakers of Pines/Eucalyptus-200 trees @Kshs.100-20,000, 50 Fruit trees – Mangoes/Avocadoes @Kshs.300-15,000. Land preparation, manure and protection of the seedlings @Kshs.21,500 | 56,500 |  | 56,500 | New |
|  | Nzoia Police Post | Supply and plant assorted tree seedlingsWind breakers of Pines/Eucalyptus-200 trees @Kshs.100-20,000, 50 Fruit trees – Mangoes/Avocadoes @Kshs.300-15,000. Land preparation, manure and protection of the seedlings @Kshs.21,500 | 56,500 |  | 56,500 | New |
| **TOTAL** | **395,500** |  | **395,500** |  |
| **DIGITAL HUBS PROJECTS** |
|  | Webuye East NG-CDF Office ICT Centre | Partitioning Webuye East NG-CDF office ICT centre (Previously used as Ajira office) of 25 sqr metres capable of holding 17 working stations. Full refurbishing- Reducing double door to standard single door, filling up and making good to affected areas. Burglar proofing grills to all windows. Internal painting, ceiling paint, electrical works, partitions in MDFs for the working stations. | 2,045,687 |   | 2,045,687 | New |
|  | **TOTAL** | **2,045,687** |  | **2,045,687** |  |
| **PRIMARY SCHOOL PROJECTS** |   |   |   |   |
|  | Lugulu Boarding Primary School | Completion of a Tuition block (initially started by parents) comprising 5 offices, Boardroom and staffroom : Ground floor works-Internal and external walling, internal and external doors and windows, glazing ,internal plaster, external keying; Painting externally and internally ,floor screed and tile works, plinth plaster, soffits plaster, paving slab, electrical works and mechanical works to first manhole. | 5,000,000 |   | 5,000,000 | New |
|  | Mahanga PEFA 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.1,020,000 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 | 1,200,000 |   | 1,200,000 | New |
|  | St. Joseph’s 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.1,020,000 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 | 1,200,000 |   | 1,200,000 | New |
|  | Siyilila Primary School | Purchase of 1 acre of land inclusive of title processing charges@Ksh.1,100,000 and documentation @Kshs.100,000  | 1,200,000 |   | 1,200,000 | New |
|  | Investor Masai Primary School | Purchase of one acre of land inclusive of title processing charges@Kshs.1,100,000 and documentation @Kshs.100,000.  | 1,200,000 |  | 1,200,000 | New |
|  | Bakisa SA 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.1,020,000 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 | 1,200,000 |  | 1,200,000 | New |
|  | Lutacho 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.1,020,000 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 | 1,200,000 |  | 1,200,000 | New |
|  | **TOTAL** | **12,200,000** |  | **12,200,000** |  |
| **FUNDING OF JUNIOR SECONDARY SCHOOL PROJECTS (NG-CDF COMMITTEE ALLOCATION)** |   |   |   |   |
|  | Mukhuyu FYM Primary School | Construction to completion of a 45 student capacity science Laboratory (Builders works, Mechanical works including raised water tank on steel tower 6 meters high,3 meter diameter soak pit, gas and drainage system and electrical works (Ksh.5,750,000). Purchase of 50 raised metallic/wooden Laboratory stools- 250,000  | 6,000,000 |   | 6,000,000 | New |
|  | Malomonye FYM Primary School | Construction to Completion of 2 No. Classrooms with terrazzo and ceiling | 3,463,166 |   | 3,463,166 | New |
|  | Sipala FYM Primary School | Construction to Completion of 2 No. Classrooms with terrazzo and ceiling | 3,463,167 |   | 3,463,167 | New |
|  | **TOTAL** | **12,926,333** |  | **12,926,333** |  |
| **SECONDARY SCHOOL PROJECTS** |
|  | Bakisa Girls Secondary School | Completion of a tuition block comprising of 4 classrooms and administration block having 4 offices and a staffroom- (Phase 2) First floor pillars, walling, roofing, terrazo floor screed and other finishes | 18,500,000 | 10,000,000 | 8,500,000 | Ongoing |
|  | Friends Secondary School Muji | Completion of a tuition block comprising of 4 classrooms and administration block having 4 offices and a staffroom- (Phase 2) First floor pillars, walling, roofing, terrazo floor screed and other finishes | 18,500,000 | 10,000,000 | 8,500,000 | Ongoing |
|  | Sinoko Secondary School | Completion of a storey tuition block comprising of administration block and a library (Phase 2)-All finishes on the first floor including walling, roofing, terrazo floor screed, plastering, painting etc. | 16,000,000 | 10,000,000 | 6,000,000 | Ongoing |
|  | Ndivisi Girls High School | Construction and completion of a Septic tank 9,000 litres capacity 600 persons.  | 3,500,000 |   | 3,500,000 | New |
|  | St. Paul's Nzoia RC Secondary School | Purchase of a school bus, 51 seater Isuzu FRR 90 | 9,000,000 |   | 9,000,000 | New |
|  | **TOTAL** | **65,500,000** | **30,000,000** | **35,500,000** |  |
| **TERTIARY PROJECTS- COMMITMENT TO TVET** |
|  | Magemo Technical and Vocational Training College | Construction of Technical training college co-financed by Ministry of Education Science and Technology. NG-CDF to undertake construction of one workshop measuring 11metres by 16 metres, 3 lecture rooms each measuring 8 metres by 6 metres and an office space measuring 5.5 metres by 5.4 metres all located on ground floor  | 10,000,000 |   | 10,000,000 | New |
| **SECURITY PROJECTS** |
|  | Namarambi Divisional Headquarters | Construction to completion of a Divisional headquarters comprising of 6 offices, ablution block and a Boardroom | 8,000,000 |   | 8,000,000 | New |
| **ELECTRIFICATION** |
|  | Webuye East NG-CDF & REREC Matching Fund | Rural Electrification under REREC Matching Fund Program in the following areas in Webuye East Constituency: Lutacho (Namatore/Mukomari areas), Sinoko (Masai area),Sulwe Dispensary area, Lufwindiri A & B, and Lukhoba Dispensary area.  | 5,000,000 |   | 5,000,000 | New |
|  | **TOTAL** | **23,000,000** |  | **23,000,000** |  |
| **TOTAL CONSTIYUENCY ALLOCATION LESS MATCHING BY THE MININISTRY** | **188,622,629** | **30,135,000** | **158,487,629** |   |
|  |  |  |  |  |
| **JUNIOR SECONDARY SCHOOL (CONDITIONAL GRANT BY THE MINISTRY OF EDUCATION)** |
|  | Mihuu FYM Primary School | Construction to completion of a 45 student capacity science Laboratory (Builders works, Mechanical works including raised water tank on steel tower 6 meters high,3 meter diameter soak pit, gas and drainage system and electrical works (Ksh.6,000,000) and purchase of assorted laboratory equipments @Kshs.463,167 | 6,463,167 |   | 6,463,167 | New |
|  | Manafwa FYM Primary School | Construction to completion of a 45 student capacity science Laboratory (Builders works, Mechanical works including raised water tank on steel tower 6 meters high,3 meter diameter soak pit, gas and drainage system and electrical works (Ksh.6,000,000) and purchase of assorted laboratory equipments @Kshs.463,166 | 6,463,166 |   | 6,463,166 | New |
| **TOTAL** | **12,926,333** |  | **12,926,333** |  |
| **TOTAL ALLOCATION INCLUSIVE OF MINISTRY MATCH FUNDING** | **201,548,962** |  | **171,413,962** |  |

**APPROPRIATION IN AID - KSHS. 331,000.**

The above funds appropriated in 2021/2022 financial year and reported to the Board and were not captured previously but have now been captured in our allocation.

The funds are prioritized for the purchase of 2 HP. Laptops and one Hp. Desktop. Details/Specifications for the same to follow.

An appropriation of amount Kshs. 51,000 raised in financial year 2022/2023 have not been captured in our allocation.

**RE-ALLOCATION OF FUNDS.**

The committee deliberated on the emergency funds for financial year 2022/2023 that were not utilized amounting to KSHS.7,423,190 at the end of the financial year. The committee discussed and approved the funds to be re-allocated to fund construction of dormitory at St. Cecilia Misikhu Girls Secondary School.

In addition, there are funds from Projects savings of KSHS. 800,000 from previous financial years which the members discussed and agreed to re-allocate to the same project as below;-

**RE-ALLOCATION OF FUNDS FROM THE PROJECTS SAVINGS ON THE NG-CDF MAIN ACCOUNT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **PROJECT TITLE** | **AMOUNT ALLOCATED** | **AMOUNT UTILIZED** | **UNSPENT TO BE RE ALLOCATED** |  | **PROJECT TO BE RE ALLOCATED TO** |
| 1. | Emergency | 7,636,190 | 213,000 | 7,423,190 |  | St. Cecilia Misikhu Girls High School |
| 2. | Ndivisi Girls High School | 9,000,001 | 8,200,001 | 800,000 | **8,223,190** |

The details for the project are thus as below:-

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/No.** | **Project Number** | **Project Name** | **Project Activity**  |  **Original Cost**  | **Cumulative Allocation**  |  **Amount Allocated**  | **Current Status**  |
| 1 | 4-039-221-2630210-263-2023-2024-1 | St. Cecilia Misikhu Girls High School | Construction to completion of 120 capacity dormitory block with allowance to connect to an existing septic tank | 8,223,190 |  | 8,223,190 | New |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **APPROPRIATION IN AID PROJECT PROPOSALS** |  |  |  |  |  |  |  |
| **PROJECT NUMBER** | **PROJECT NAME** | **ACTIVITY** | **DISCRIPTION** | **ORIGINAL COST** | **CUMULATIVE ALLOCATION** | **AMOUNT ALLOCATED** | **STATUS** |
| 1 | 4-039-221-3111002-100-2022-2023-1 | Purchase of two HP Laptop Computers and a HP Desk top Computer | Purchase a Laptop Computer: Hp 14'' 10th Gen Intel core i7processor 14 inch FHD i7/8gb RAM/I TB HDD/2GB Graphics | 331,000 |   | 331,000 | New |

**MIN. NG- CDFC: 039/10/2023 – ADJOURNMENT**

There being no other business, the meeting was adjourned at 12.20 hrs with a prayer from Pazcalia Makhakha.

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

Mr. Mutali Fredrick Murunga – Chairman

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

Miss. Mourine N. Lusenaka – Secretary

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

Mr. KODII K. DUNCAN- Fund Account Manager