

**MINUTES OF WAJIR, SOUTH NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT
FUND COMMITTEE MEETING HELD ON 16 JULY, 2024 AT THE NG-CDF OFFICE BOARDROOM
AT 9.00AM**

MEMBERS PRESENT

- | | |
|---------------------------|-----------|
| 1. Yussuf Abdi. Abdullahi | Chairman |
| 2. Aden Duale Kadid | Secretary |
| 3. Dakan Salat Muhumed | Member |
| 4. Binta Haret Hassan | Member |
| 5. Khalif Sirat | Member |
| 6. Abdiwahab M. Dahir | Member |
| 7. Ali dhahir Abdullahi | Member |
| 8. Nadhifa Muhumed Adan | Member |
| 9. Shafee Hassan | FAM |
| 10. Hillary Koech | DCC |

AGENDA

1. Preliminaries
 - Prayers
 - Welcoming remarks from the Chairs
2. Reading and confirmation of previous minutes
3. Matters arising
4. Re-allocation of Projects
5. Quarterly Reports
6. Adjournment

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Secretary/Aden Duale Kadid

Date 16th July, 2024



Chairman/Yussuf Abdi Abdullahi

Date 16th July, 2024

WS/NG-CDFC1/07/2024: PRELIMINARIES AND PRAYERS

The meeting started at 9.00 am with a word of prayer led by Khalif Sirat The chairman welcomed the members for the proceedings. Members agreed to adopt the agenda as it is.

WS/NG-CDFC 2/05/2024: READING AND CONFIRMATION OF PREVIOUS MINUTES

The secretary read the minutes of the previous meeting held by the NG-CDFC on 10th, June 2024. It was confirmed as true record of what transpired in the meeting by Abdiwahab Muhumed and seconded by Nadhifa Muhumed

WS/NG-CDFC -3/07/2024: MATTERS ARISING

There were no matters arising from the previous Minutes.

WS/NG-CDFC -4/07/2024: REALLOCATION OF PROJECTS

The Chairman informed the members about the unutilized emergency funds amounting to Kshs 9,150,000 for the financial year 2023-2024. This amount remained unspent due to the absence of emergencies in the constituency. To meet the committee's goal of timely fund utilization, the members discussed and agreed to reallocate the funds to the projects listed below.

Name of initial approved project (where fund are reallocated from)	Financial year	Amount allocated and approved	Amount to be relocated	Reasons for reallocation	Name and activity of the project being funded with the reallocated funds	Amount
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Emergency Reserve- To cater for any unforeseen occurrences in the constituency during the financial year	2023-2024	10,152,526	9,150,000	The emergency reserve remained unspent due to the absence of emergencies in the constituency	Sabuli Mixed Day Secondary School- Renovation of Administration block comprising of four rooms to completion (Additional two courses, reroofing, repair of windows and doors, Re-fl ooring with ceramic tiles, walling repairs and repainting	3,150,000
					Habaswein Primary School- Renovation of two roomed offices to completion (Re-roofing, ceiling, re- flooring with ceramic tiles, Replacement of door of doors and windows, repair of wall and repainting	3,000,000

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					– Kshs1,500,000 and Renovation two classrooms to completion (Re-roofing, Re-flooring with ceramic tiles, replacement of doors and windows, repair if walls and repainting)- Kshs1,500,000	
					Habaswein Administration Police – Renovation of 8 staff houses to completion(Re- roofing, fissure board replacement Ceilings, re- flooring with ceramic tiles, replacement of doors and windows, Wall repairs and Repainting	3,000,000

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Change of Project Name

The committee further deliberated on a request from the school previously known as Wajir Bor South Primary School, which has now been renamed Chief Ibrahim Kassim Primary School. The committee agreed to submit a request to the NG-CDF Board for the school's name change.

Name of initial approved project Name and activity	Financial year	Amount allocated and approved	Current Name and activity of the project	Amount
Wajir bor South Primary School-Construction to completion of two classrooms	2023-2024	2,000,000	Chief Ibrahim Kassim Primary School-Construction to completion of two classrooms	2,000,000

WS/NG-CDFC -5/07/2024: QUARTERLY REPORTS

The fund account manager presented several quarterly reports. The committee reviewed, discussed, and adopted all the reports presented, which are as follows.

1. Monthly Expenditure Returns & Imprest Report
2. Bank Reconciliation Statements
3. Records and Registers of PMC Bank accounts
4. PMC bank reconciliation statements
5. Variance report
6. Status Report
7. Gross Payment report
8. Commitment Report
9. Asset Register

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10. PIS Report
11. Field visit report
12. Climate Change report
13. Bursary report
14. NHIF report
15. Complaints report
16. Risk Management Report

WS/NG-CDFC -6/07/2024: ADJOURNMENT

There being no other business, the meeting adjourned at 10: 30am with a word of prayer by Mr. Khalif Sirat

Minutes Prepared confirmed as true proceedings of the meeting and approved for circulation by:

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Secretary/Aden Duale Kadid

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