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| |  |  | | --- | --- | | **NG-CDF BOARD** | **National Government Constituencies Development Fund Board**  Khwisero Constituency  P. o. Box 124 - 50135  KHWISERO, KENYA  Tel: +254 722269298  Email:cdfkhwisero@ngcdf.go.ke/Website:www.ngcdf.go.ke | |  |

**MINUTES OF THE KHWISERO NG-CDF COMMITTEE MEETING FOR HANDING/TAKING OVER HELD ON THE 20/12/2022 AS FROM 10.00AM IN THE FAM’S OFFICE.**

**Members Present**

1. Mr. Daniel S. Sumba Incoming Chairperson
2. Mr. Conrad Lukania Incoming Secretary
3. Mrs. Phanice Amadi Outgoing Secretary
4. Mr. Geoffrey Ayuku Incoming Member
5. Mr. Moses Ochieng Outgoing Member
6. Ms. Everlyne Okumu Outgoing Member
7. Ms. Rose Ombewa Incoming Member
8. Ms. Abgael Olukasi Incoming Member
9. Ms. Christine Agiso Incoming Member
10. Mr. Stephen T. Ombwenya Incoming Member
11. Mr. Roberts H. Mayienga Incoming Member
12. Mr. Bernard S. Misiko FAM
13. Mr. Shedrack Munyao DCC (Ag.)

**IN-ATTENDANCE**

1. Mr. Thomas M. Ontweka Regional Coordinator (RC), Western
2. Mr. Meshack W. Yaura National Sub-County Accountant (NSCA).

**Agenda**

1. Preliminaries
2. Handing Over/Taking Over Report
3. Re-Allocation of Project funds 2021/2022 fy
4. A.O.B

**Min 01/20/12/2022: Preliminaries**

The Fund Account Manager handed over the meeting to the chairman, Mr. Daniel Sumba who called the meeting to order at 10.30am. It was opened by a word of prayer from Mr. Musa Ochieng. Chairman later welcomed all the members to the meeting and had a session of brief introduction. The FAM welcomed the Regional Coordinator, whom he had invited to witness the handing over and taking over exercise. He informed the members that of the outgoing committee members, the constituency lost a member (Female Adult) almost to general elections.

**Remarks from Regional Coordinator (RC), Western**: The RC started by thanking the outgoing members for the good work done during their term. He congratulated the incoming members and challenged them to exceed what the previous committee had done. The RC advised the new members to work as a team for better service delivery. He reiterated that since the current FAM took over he has never had serious audit issues with Khwisero NG-CDF, which means he is doing commendable job. He challenged the chairman stating that since he is serving a second term, he has the experience to move the constituency to another level.

**Min 02/20/12/2022: Handover/Takeover Report**

The Fund Account Manager, who is the Officer of the Board explained to the members the importance of the exercise maintaining that he is the official custodian of all the NG-CDFC records on behalf of the Board. Since the handover/takeover report was bulky, he was advised by the RC to take members through key areas. He summarized the report as follows:

1. **Briefs on the Constituency:** Khwisero was curved off Butere Constituency in 1996. It has four wards, seven locations, twenty sub locations and two divisions. He reiterated that the objective of the fund is to supplement the implementation of the National Government development agenda at the constituency level.
2. **Outgoing NG-CDF Committee:** He read the names of the previous committee members and informed the committee that three had been re-appointed and were serving a second term, one had resigned earlier prior to general elections and one had passed on just before elections.
3. **Staff establishment:** It was reported that the previous committee had ten staff members comprising of: Accounts Assistant, ICT Assistant, Records Officer, Clerk of works, Gardener, Cleaner and four Security officers. The Accounts Assistant secured greener pastures and resigned at the end of October, 2022.
4. **Key Departmental Heads:** They were read out to comprise of: Sub County Director of Education (SCDE), Public Works Officer (PWO), Supply Chain Management Officer (SCMO), Sub County Police Commander (SCPC), National Sub County Internal Auditor (NSCIA), National Sub County Accountant (NSCA) and the Deputy County Commissioner (DCC). All these work together with NG-CDF Committee as a team.
5. **Briefs on Financial Reports**

FAM informed the members on the following financial status:

1. Monthly reconciliation was up to date, a file available.
2. Monthly Expenditure Returns – Up to date and file available
3. Cash Book Balance was reported as **Ksh.8286.31** with a Bank Balance of **Ksh.63,871.85** as at 30th November 2022 (bank statement/certificate of balance attached).
4. PMC Bank Account balances were also availed before the committee (as per the report).

Pending bills and commitments – We received funds last in April 2022. FAM informed members that since the office was operational throughout the electioneering period, the office had pending bills to be settled. For instance he has been carrying on normal activities together with the chairman and Clerk of works especially on monthly/quarterly reporting (Airtime and Transport facilitation), submission of constituency nominees to Nairobi for gazetement etc. These are captured in the handover report. All shall be settled once we receive funds from the Board.

For now, Khwisero has nothing pending at the Board - all funds were received from the Board by April, 2022 as per allocation of 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022 financial years.

The RC advised the incoming committee to honor all the pending bills and commitments and ensure they are settled.

1. **Briefs on Assets**

FAM reported that some of NG-CDF Furniture had been issued to other government offices e.g. to SCPC, Khwisero Health Centre, Education office, DCIO’s offices etc. The RC advised that it is better to budget and procure furniture specifically for such offices instead of sharing. He also advised that we clearly document on the number of furniture given to various offices for future reference. FAM also reported that the office had received 13 laptops our ICT Hub from Moi University. The officer who was in charge of the department lost one and the remaining 12 are faulty.

1. **Briefs on challenges/Issues**
2. Underutilization, this affected by late payment from the government.
3. Bursary; Paid some bursary without vetting.
4. NG-CDFC could not sufficiently account for Emergency funds.

The RC advised that Bursary is a very sensitive issue since it is the only channel for personal gain from the NG-CDF kitty. Vetting should be properly done and acknowledgement receipts should be well received and kept. He also advised that disbursement can be done through EMS system if possible as it is easily audited and accurate data are provided.

1. **Project Implementation Status Report (PIS)**

The FAM reported that the report runs from 2013/2014 to 2021/2022 financial years. All the projects are complete and in use except seven started under 2021/2022 financial year. They shall be funded in the next two financial years as follows:

1. Eshinutsa Secondary School: Storey building was completed and handed over though the contractor is still owed Ksh.4.0m.
2. Mundoli Girls Secondary School: Storey building, total cost of the project is 15M, total amount paid to the contractor is sh.4.5m and sh.10.5m is the remaining balance and work done is 52%.
3. Namasoli Secondary School: Storey building, total cost is sh.15m, total amount paid to the contractor is sh.4.5m, remaining balance is sh.10.5m and 38% of work is done.
4. Emalindi Girls Secondary School: Storey building, total cost of the project is sh.15m, contractor paid sh.4.5m, the remaining balance is sh.10.5m and total work done is 52%.
5. Emwiru Secondary School: Storey building, total cost of the project is sh.15m, total paid is sh.4.5m, balance is sh.10.5m. 35% of work is done.
6. Luanda Dudi Secondary School: Storey building, total cost of the project is sh.17m, paid sh.4.5m, remaining balance is sh.12.5m and 33% of work is done.
7. Khwisero Girls Secondary School: Storey building, total cost is sh.15m, paid sh.4.5m, remaining balance is sh.10.5m and 81% of work done.
8. Shiongo Secondary School: Storey building, total cost sh.15m, paid sh.4.5m, sh.10.5m remaining balance and 81% of work is done.

It was also reported that St. Mathew’s Ikomero Secondary School has a storey building which was completed under 2021-2022 FY and handed over. The contractor is owed sh.580,000. This is because PMC administration had not been taken into consideration, hence the deficit. It should be included in the next budget proposals for 2022/2023 fy.

The RC advised members to consider allocation of funds to all ongoing projects since they are public projects, which must be completed to serve the community.

1. **Briefs on Staff Establishment**

FAM reported that the NG-CDF has a total of 10 staffs, who have not been paid for the last 5 months up to 30th November 2022. Staff pending bills is as captured in the table:

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| --- | --- | --- | --- | --- | --- |
| **S/No.** | **Employee** | **Id. Card No.** | **Position** | **Pending Lumped Salary (Ksh.)** | **Pending Gratuity (Ksh.)** |
| 01 | Jacob S. Okute | 32982749 | Accounts Assistant | 145,640 | - |
| 02 | Andrew Chaplin Onyango | 14719501 | ICT Officer | 151,550 | - |
| 03 | Jared Omukuba Anyanga | 25879122 | Clerk of Works | 145,950 | 28,428 |
| 04 | Sophline Anyango Ambani | 32747550 | Records Management Officer/ Secretary | 127,000 | 23,880 |
| 05 | Zakayo Omemo | 22602914 | Security | 78,350 | 14,004 |
| 06 | Francis Peti Otunga | 27410709 | Security | 78,350 | 14,004 |
| 07 | Jane Anyangu | 22510828 | Cleaner | 78,350 | 14,004 |
| 08 | Robert Aputo Kwengu | 26357863 | Gardener | 95,250 | 16,260 |
| 09 | David Akatima Ndenyokha | 21094937 | Security | 73,050 | 12,732 |
| 10 | Paul Mumbatsi Odindo | 10840154 | Security | 73,050 | 12,732 |
|  |  |  | **Total** | **1,046,540** | **136,044** |

RC advised that payments for salary owed and gratuity should be given priority once the funds have been channeled from the NG-CDF Board.

**Min 03/20/12/2022: Re-Allocation of Project Funds under 2021/2022 FY**

The Fund Account Manager informed members that the funds were meant for purchase of land for Munyanza Primary School. Since the land owner increased the initial price, the school management had requested in writing to have the funds used on renovation of four classrooms. However, FAM informed them to follow the required procedure so that the same is reflected at the head office as re-allocation. We should seek approval before change of activity. After deliberations on the same, the members approved re-allocation of Ksh.800,000 that was to be used to buy land for Munyanza Primary School, to renovation of 4no. Classrooms in the same school, as the school had requested in writing. The FAM was mandated to do the necessary and forward to the Board for approval so that the renovations can be done before schools reopen in January, 2023.

**Min 04/20/12/2022: AOB**

* The chairman thanked members for being present during the handover exercise.
* Members were advised to work as a team.
* In terms of training from the Board the RC informed members that there shall be formal communication from the Board through his office. However, should it delay or fail then the committee will facilitate themselves in training from the Constituency.
* All pending bills and commitments shall be settled when funds are received from the Board including any unpaid claims to outgoing committee members.

There being no other business, Mr. Geoffrey Ayuku proposed the meeting to be adjourned and was seconded by Mr. Roberts Mayienga. The meeting was adjourned at 2.00pm. Closing prayer was given by Madam. Rose Ombewa.

**Minutes compiled by:**  **Confirmed by:**

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**Secretary (NG-CDFC) Chairman (NG-CDFC)**