**MATAYOS NG - CDFC MEETING HELD ON 03rd December 2024 AT MATAYOS MUNDIKA NG - CDF OFFICE -BOARDROOM AT 8:00AM**

**MEMBERS PRESENT**

1. Mr. Stephen R. Ojwang’ - Chairperson
2. Mr. Kevin O. McAkech - Fund Account Manager
3. Mr. Okello W. Fredrick - Secretary
4. Mr. Solomon Chesut - Deputy County Commissioner
5. Mr. Ooko E. Dickson - Member
6. Mrs. Atieno M. Caroline - Member
7. Mr. Oboya W. Hillary - Member
8. Mrs. Nyongesa A. Violet - Member
9. Mrs. Lutta N. Caren - Member
10. Mr. Wandera O Pascal - Co-opted Member

**AGENDA**

1. Confirmation of Previous Meeting Minutes
2. NG-CDF projects prioritization per ward
3. Consideration of On-going Projects
4. Presentation of the budget for administration and Monitoring
5. Approval of the Matayos NG-CDF Project Proposal for Financial Year 2024/2025
6. A.O.B.

Signatures; Chairman…………………….Secretary………………………..Fam……………………

**MIN: MAT/01/24/2025: CONFIRMATION OF PREVIOUS MEETING MINUTES**

The meeting was started with the word of prayer from Violet Alivuiza, the Chairperson Mr. Stephen Ojwang, welcomed all members and thanked them for being punctual and he urged members to contribute to the meeting agendas. The secretary read through the minutes of the previous meeting. The minutes were confirmed to be true copy of the deliberations by Ms. Caroline Atieno who was seconded by Pascal Wandera.

**MIN: MAT/02/24/2025: SUMMARY OF PROJECTS DISTRIBUTION PER WARD**

The chairman read to the committee all the prioritized projects from the five (5) wards, after lengthy discussions the committee agreed to fund the following projects in each ward as per the ward report attached.

**NOTICE OF THE MEETINGS**

NOTICE TO THE GENERAL PUBLIC MATAYOS RESIDENTS

Pursuant to section 27(1) of the NG-CDF Act, on the identification and submission of projects;

The chairperson of the Constituency Committee shall, within the first year of the commencement of new Parliament and at least once every two years thereafter; convene open forum public meetings in every ward in the constituency to deliberate on development matters in the ward and in the constituency.

From the above-mentioned, the chairperson of Matayos NG-CDF office would like to invite members of the public from Matayos Constituency to attend public forums for the purpose of public participation in identification of projects to be implemented in the financial year 2024--2025 and 2025-2026.

Signatures; Chairman…………………….Secretary………………………..Fam……………………

The Constituency Development Fund MATAYOS will carry out public participation in all Five (5) wards as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/NO** | **Date** | **NAME OF THE WARD** | **VENUE** | **TIME** |
| 1. | 11/11/2024 | MATAYOS SOUTH | Assistant Chief’s office | 9:30AM |
| 2. | 12/11/2024 | BUSIBWABO | Chief’s Office | 9:30AM |
| 3. | 13/11/2024 | MAYENJE | Chief’s Office | 9:30AM |
| 4. | 14/11/2024 | BURUMBA | MJINI Chief’s Office | 9:30AM |
| 5. | 15/11/2024 | BUKHAYO WEST | CHIEF’S Office | 9:30AM |

You are all invited to participate and give your view on the projects proposals for Financial Year 2024/2025.

**MAYENJE WARD**

The meeting took place on November, 12th 2024 in Mayenje Ward where opinion leader and the general public came and participated and air their view concerning matter development. (As per the attached minutes) appendix 1

1. **Mayenje Ward**

|  |  |  |
| --- | --- | --- |
| **S/No** | **Project Name** | **Project Activity**  |
|  | Mabale Secondary School | * Renovation of eight classrooms
* Purchase of school bus
 |
|  | Mabale Primary School | * Renovation of sixteen classrooms
 |
|  | Bulanda Secondary School | * Renovation of 16 classrooms (painting, fixing of windows)
* Purchase of a school bus
* Construction of kitchen/dining hall
 |
|  | Bulanda Primary School | * Construction of more classrooms
* Construction of a modern administration block including offices
 |
|  | Buyosi Secondary School | * Construction of dormitories
 |
|  | Bwamani Primary School | * Renovation of 10 classrooms
* Equipping the library
* Dining hall and kitchen
* Construction of computer laboratory
* Installation of solar panels for water pumping
 |
|  | Siteko Primary School | * Construction of administration block
* Construction of 2 classrooms
* Construction of laboratory
 |
|  | Mayenje Secondary school | * Installation of water project
* Construction of school laboratory
* Construction of dining hall /kitchen
* Construction of toilets
* Fence
 |
|  | Township Chief’s Office | * Renovation of office block
 |
|  |

**BUKHAYO WEST WARD**

The meeting took place on January, 15th November 2023 at Bukhayo west chief’s office where opinion leader and the general public came and participated and air their view concerning matter development (As per the attached minutes) appendix 2

|  |  |  |
| --- | --- | --- |
| **S/No** | **Project Name** | **Project Activity**  |
|  | Siwongo Primary School | * Renovation of six classrooms.
* Purchase of two plots of land for ksh. 700,000(seven hundred thousand Kenyan shillings.
* Fencing the school compound
 |
|  | Mujuru Primary school | * Renovation of eight classrooms
* Construction of administration block
* Construction of a new classroom
* Compound fencing
 |
|  | Buriang’i Primary school | * Purchase of more land owing to the rapidly growing population
* Construction of more classroom
* Construction and equipping of library
 |
|  | Mundika Girls Primary school | * Fresh renovation of 12 more classroom
* Construction of administration block
* Construction of a library as well as equipping it.
* Purchase of part of acquired land.
* Fencing of the school compound.
 |
|  |  Budokomi Primary School | * Construction of six new classroom
* Purchase of furniture for teachers and learners.
* Compound fencing
 |
|  | Buderie Primary School | * Purchase of two more acres of land
* Fencing of the school compound
 |
|  | Buyende Primary School | * Construction of four classrooms.
* Construction of administration block.
* Constructions of a laboratory.
* Construction of toilets
* Completion of on-going renovation of classroom work
 |
|  | Bugengi Primary School | * Renovation of classrooms.
* Construction of administration block.
* Fencing of compound
* Purchase of land for junior secondary school
* Construction of a laboratory.
 |
|  | Esikulu Primary Schools | * Renovation of seventeen more classrooms
* Compound fencing with perimeter wall.
* Land purchase by exchanging with the acquired one
 |
|  | Mundulusia Primary School | * Construction of administration block.
* Construction of five classrooms
* Constructions of toilets
* Connecting water
 |
| 1. 12.
 | Mundika special Primary School | * Completion of kitchen renovation.
* Construction of administration.
 |
|  | Bugengi special Primary School | * Purchase of land
 |
|  | Bukalama Primary School | * Land purchase
* Starting a secondary school
 |
|  | Esirisia secondary School | * Completion of ongoing administration block.
* Library construction on the first floor of the laboratory
* Compound fencing
 |
|  | Mundulusia secondary School | * Land purchase for secondary school.
* Construction of laboratory
* Construction library
* Water connection
 |
|  | Munongo Primary School | * Renovation of 4 Classrooms.
 |
|  | Buyende secondary school | * Construction of laboratory.
* Compound fencing
 |
|  | Budokomi secondary School | * Land purchase 2.6 acres for expansion.
* Dining hall and kitchen construction.
* Construction of administration block.
 |
|  | Bukhayo west chief’s office | * Construction of chief’s office
* Furnishing the chief office
* Construction of toilets
* Electricity installation
* Wifi installation
* Police line completion
* Compound fencing
 |
|  | Esikulu assistant chief’s office  | * Office renovation
* Furnishing
* Toilet construction
* Power installation
* Water site renovation
* Wifi installation
* Compound fencing
 |
|  | Mundika assistant chief’s office | * Modern toilet construction
* Gate installation
 |
|  | Bugengi assistant chief office  | * Completion of administration block
* Construction extension of the land foundation.
* Completion of toilets to usable status.
* Power dropping
* Furnishing
* Wifi installation
* fencing
 |
|  | Esikulu police post | * Cell completion
* Construction of a bigger office
* Construction of permanent structures
* Construction of toilets
 |
|  | Mabatini police post | * Cell construction
* Construction of toilets
* Administration block
* Power installation
* Wifi installation
* Vehicle purchase
* fencing
 |
|  | Khuduru Primary School | * Purchase of land 2 acres
 |
|  |

**BUSIBWABO WARD**

The meeting took place on January, 13th 2023 in Busibwabo Ward where opinion leader and the general public came and participated and air their view concerning matter development. (As per the attached minutes) appendix 3

|  |  |  |
| --- | --- | --- |
| **S/No** | **Project Name** | **Project Activity**  |
|  | Busibwabo chief’s office | * Renovation of the office.
* Power installation
* Fencing the compound and gate
 |
|  | Alung’oli chief’s office | * Compound fencing and gate
* Power installation.
 |
|  | Nakhakima assistant chief’s office | * Purchase of land for office construction
* Fencing and gate
 |
|  | Nasira assistant chief’s office | * Purchase of land and construction of chief’s office
* Compound fencing and gate.
 |
|  | Busibwabo Primary School | * Renovation of classrooms
* Construction of five new classrooms
* Construction of a pit latrine-emergency
 |
|  | Alung’oli secondary School | * Construction of school dining hall cum kitchen
 |
|  | Nasira A.C Primary School | * Construction of a new administration block
* Completion of classroom (tilling still pending)
* Renovation of classroom
 |
|  | Nasira R.C primary school | * Renovation of classrooms
* Construction of new classrooms and administration block
 |
|  | Alung’oli primary School | * Renovation of classroom
 |
|  | Busidibu primary school | * Construction of administration Block
* Renovation of classrooms
 |
|  | Busidibu special school | * Construction of administration block
* Construction of a dormitory block
 |
|  | Busabakhwa Primary School | * Construction of latrines
 |
|  |

**BURUMBA WARD**

The meeting took place on January, 14th 2023 in Burumba Ward where opinion leader and the general public came and participated and air their view concerning matter development. (As per the attached minutes) appendix 4

|  |  |  |
| --- | --- | --- |
| **S/No** | **Project Name** | **Project Activity**  |
|  | Our Lady of Mercy Busia Secondary School | * Construction of classrooms
* Construction of perimeter wall
 |
|  | St. Mathias Boys Secondary school | * Construction of a 2000 capacity hall
* Construction of a perimeter wall
* Completion of on-going
 |
|  | Burumba Secondary School | * Construction of administration block with classrooms
 |
|  | Burumba Primary School | * Construction of Administration Block
* Renovation of classrooms with tiles 8 classrooms
* Construction of 8 classrooms
 |
|  | Lukonyi Boys Primary | * Construction of 8 classrooms
* Construction of a perimeter wall
* Construction of Toilets
 |
|  | St. Teresa’s Primary School | * Construction of 8 classrooms
* Construction of a perimeter wall
 |
|  | Mjini Primary School | * Construction of 8 classrooms
* Construction of Toilet
 |
|  | Busia Youth Polytechnic | * Completion of administration Block
 |
|  | KMTC Busia | * Cost floor completion of 1st floor
* Construction of perimeter
 |
|  | Burumba Security Police Base | * Construction of toilets
* Planting of trees in the school
 |
|  | St. Theresa Primary School | * Renovation of classrooms
 |
|  |

**MATAYOS SOUTH WARD**

The meeting took place on NOVEMBER, 11th, 2024 in Matayos South Ward where opinion leader and the general public came and participated and air their view concerning matter development. (As per the attached minutes) appendix 6

|  |  |  |
| --- | --- | --- |
| **S/No** | **Project Name** | **Project Activity**  |
|  | Igero Primary school | * Construction of administration block
 |
|  | Igero secondary School | * Construction of laboratory
 |
|  | Muyafwa Primary School | * Renovation of five classrooms
* Renovation of the administration block.
 |
|  | Muyafwa secondary school | * Purchase of a parcel of land
 |
|  | Nangoma primary school | * Construction of two classroom for junior secondary.
* Renovations of all the classrooms.
* Construction of toilets for both boys and girls.
* Erection of a perimeter wall.
 |
|  | Indoli primary school | * Renovation of thirteen classroom and the administration block.
* Purchase of extra parcel of land.
* Construction of a resource center for both the junior secondary and primary school.
* Constructions of toilets.
 |
|  | Sigwata primary school | * Construction of extra classroom for the junior secondary
* Purchase of land
* Construction of administration block.
 |
|  | Lwanya primary school | * Renovation of eight classroom.
* Construction of storey building to accommodate sixteen more classroom.
 |
|  | Buyama primary school | * Total renovations of the classrooms.
* Construction of new toilets both for boys and girls.
* Completion of the existing blocks.
 |
|  | St. Eugene primary school | * Purchase of land
* Fencing of the compound
 |
|  | Busende primary school | * Renovation of seven classrooms
* Construction of teacher’s toilet.
 |
|  | Luliba primary school | * Furnishing and renovation of the old classroom
* Purchase of furniture for the new classroom
 |
|  | Lunga chiefs’ office | * Fencing the compound
* Electricity installation
* Furnishing the office
 |
|  | Assistant chief nangoma | * Purchase of land for the construction of the chief’s
 |
|  | Assistant chief Luliba | * Purchase of land for construction of an office
 |
|  | Assistant chief Busende  | * Purchase of land to construct an office for the area
 |
|  | Muyafwa sub location | * Construction of assistant chiefs’ office
* Construction of a police post
* Purchase of police vehicle
 |
|  | Murende sub location | * Completion of assistant chief’s office
* Construction of a police post with a vehicle
 |
|  | Dr. Daniel wako murende technical training college | * Purchase of a college bus and a van
* Renovation and refurbishments of the building
* Tilling, furnishing and installation of steel grills in the jitume lab
* Construction of ten lecturing halls
* Erection of a perimeter wall
* Completion of the water project in the area.
 |
|  | Nambere Primary School | * Renovation of 6 classrooms
 |

**MIN: MAT/03/10/18/2023: CONSIDERATION OF ON-GOING PROJECTS**

The fund account manager also informed the member of the on-going projects which needed additional funding apart from the already allocated. The projects affected are as follows: -

|  |
| --- |
| **ON-GOING REPORT -MATAYOS CONSTITUENCY** |
| **Financial year when the project was first funded** | **Project Name** | **Entire scope of project** | **Initial Approved activities** | **Pending Activities/to be financed in 2024/25 F/Y** | **Contract sum/Estimated cost** | **Cumulative allocation to the project (Kshs)** | **Balance to complete (kshs) contract sum - cumulative allocation** | **Level of completion** | **Remarks** | **Management Remarks.** |
|  |  |  |  |  |  | FY | AMOUNT  |  |  |  |   |
| **2020-2021** | Lwanya Girls Secondary  | Construction of storey Administration Block consisting of 5 offices, staff room, computer room with capacity of 40 computers and a library up to suspended slab level | Additional fund for the ongoing construction of a 2000 students’ capacity Multi-purpose Hall (phase 2) consisting of dining/conference hall, kitchen,2 offices and 3 stores up to laying of the ring beam foundation works, raising of columns, walling, laying of ring beam and roofing | Additional funds for the completion of construction of a storey Administration Block consisting of offices, staff room, computer room with capacity of 40 students and a library: fixing of ceiling board installation of gutters, tiling painting, fittings, electrical works, plumbing works, fixing of windows and doors, plastering | 35,284,255.00 | 2020-21 2021-22 2022-23 |  15,000,000 12,000,000 8,284,255  | 18,053,190 | The substructure together with the roof is complete 65%. The disability ramp is 65% done. | The Board has visited the site and currently a Variation on Bill of Quantities is to be submitted to the board for review with the current market rates. |   |
| 2020-21 | Mundika Secondary School | Construction of a 2000 capacity Multi-purpose Hall Construction of a 2000 capacity Multi-purpose Hall Consisting of dining/conference hall, kitchen,2 offices and stores 1; slab and column | Construction of a 2000 capacity Multi-purpose Hall Consisting of dining/conference hall, kitchen,2 offices and stores 1; slab and columns | Plastering, Installation of terrazzo, Electrical Installation, Installation of Plumbing and fixtures, Flooring, screeding and tiling, Wall glazing, Installation of windows and doors and painting | 46,833,216.00 | 2020-21 2021-22 2022-23 |  20,000,000 25,000,000 1,833,216  | 28,245,420 | The substructure together with the roof is complete 65%. The disability ramp is 90% done. | The Board has visited the site and currently a Variation on Bill of Quantities is to be submitted to the board for review with the current market rates. |   |
| 2023-24 | Mundika Boys Primary School | Construction of a two storey building of seven Classrooms, Administration Block, Laboratory, ramp and staircase (phase 1):  | Construction of a two storey building of seven Classrooms, Administration Block, Laboratory, ramp and staircase (phase 1): site clearance, excavation and earthworks, susbtructure, construction to completion of 4 classrooms and Administration Block comprising of principal's office, secretary and bursar's office, 5 door ablution block for boys and 3 door ablution block for girls each with a chamber for persons with disabilities, lobby, staircase and a ramp on the ground floor. | Additional funds for the completion of a two stoery buiding: Roofing, Windows and door fittings, Balustrades, Septic tank, mehanical works Electrical fittings, Plastering, Brandering, Ceiling, Glazing, Fascia Boards, Tiling, Terrazzo finish and Painting | 46,891,730.00 | 2023/2024 |  20,267,984.00  | 26,623,746 | 1% |  Ground breaking just done. Site Clearance in progress.The committee will allocate the remainder of the balance in the 2024\_2025 Budget proposals |   |
| **TOTAL** |  |  |  |  |  | **72,922,356** |  |  |  |

**MIN: MAT/04/12/03/2024: PRESENTATION OF THE PROJECTS PROPOSAL BUDGET FOR FINANCIAL YEAR 2024/2025**

The Chairperson briefed members that the committee is required to submit project proposals for the financial year 2024/2025 in time to get funds, the fund account manager told members that the NG- CDF Committee is supposed to submit projects proposals to the NG - CDF Board as per the guidelines of the National Government projects.

The Fund Account Manager informed members that the constituency had been allocated a total of **Kshs. 179,441,954.71.** The Fund account manager briefed members on the guidelines for project proposal presentation and also informed members on the eligible projects. The manager informed members that all devolved functions are no longer eligible under the new NG-CDF act.

Constituency Committees shall ensure projects that do not meet the eligibility criteria for NG-CDF funding are excluded from their submissions, ineligible projects include: -

Projects supporting political bodies or political activities;

* Projects supporting religious bodies or religious activities;
* Recurrent costs of completed project(s) except projects outlined in section 25(2A) and 25(6) of the NGCDF Act;
* Personal awards, except education bursary for needy students and projects on healthcare financing targeting vulnerable families under NG-CDF social security programme;
* Projects targeting a specific club, society or a group of people to the exclusion of other; and
* Projects falling within the county government functions of concurrent functions as outlined in the Fourth Schedule of the Constitution of Kenya.

The said budgets were tabled by the manager and upon deliberations having considered the constituency allocation and the needs of the community, the committee members approved the as given below:

Signatures; Chairman…………………….Secretary………………………..Fam……………………

**ANNEX.1**

**Contractual Employees’**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description**  | **Scale** | **Number** | **Rate** | **Number of Months** | **Total amount (PA)** |
| 1. | Assistant Accountant | CSG 11 | 1 | 33,101.00 | 12 | 397,212.00 |
| 2. | Clerk of Works/Works Assistant | CSG11 | 1 | 33,101.00 | 12 | 397,212.00 |
| 3. | Project Clerk | CSG 13 | 1 | 24,420.00 | 12 | 293,040.00 |
| 4. | Information Communication Technology Assistant | CSG 12 | 1 | 26,507.00 | 12 | 318,084.00 |
| 5. | Records Management Assistant | CSG 12 | 1 | 26,507.00 | 12 | 318,084.00 |
| 6. | Administrative Assistant/Secretary | CSG 12 | 1 | 26,507.00 | 12 | 318,084.00 |
| 7. | Front office/Receptionist | CSG 13 | 1 | 23,427.00 | 12 | 281,124.00 |
| 8. | Driver | CSG 13 | 1 | 26,507.00 | 12 | 318,084.00 |
| 9. | Office Assistant | CSG 14 | 1 | 18,817.00 | 12 | 225,804.00 |
| 10. | Security Officer | CSG 14 | 1 | 18,817.00 | 12 | 225,804.00 |
| 11. | Security Officer | CSG 14 | 1 | 18,817.00 | 12 | 225,804.00 |
|  | **TOTAL** |  | **11** | **276,528.00** | **12** | **3,318,336.00** |

**CASUAL EMPLOYEES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **N0** | **Description** | **Scale** | **Number** | **Rate** | **Number of Months** | **Total Amount (PA)** |
| 1 | Support Staff |  | 1 |  10,840  | 12 |  130,080.00  |
| 2 | Support staff |  | 1 |  10,840  | 12 |  130,080.00  |
| 3 | Support Staff |  | 1 |  10,840  | 12 |  130,080.00  |
| 4 | Support Staff |  | 1 |  10,840  | 12 |  130,080.00  |
| 5 | Support Staff |  | 1 |  10,840  | 12 |  130,080.00  |
| 6 | Support Staff |  | 1 |  10,840  | 12 |  130,080.00  |
| 7 | Support Staff |  | 1 |  10,840  | 12 |  130,080.00  |
|  | **TOTAL** |  | **7** | **75,880**  | **12 MONTHS** |  **910,560.00**  |

**NSSF CONTRIBUTION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NO** | **Description** | **Scale** | **Number** | **Rate** | **Number of Months** | **Total Amount (PA)** |
| 1 | Accounts assistant | CSG 11 | 1 |  1,808.00  | 12 |  21,696.00  |
| 2 | Clerk of works | CSG 11 | 1 |  1,808.00  | 12 |  21,696.00  |
| 3 | Project clerk | CSG 13 | 1 |  1,290.00  | 12 |  15,480.00  |
| 4 | ICT officer | CSG 12 | 1 |  1,475.00  | 12 |  17,700.00  |
| 5 | Records management | CSG 12 | 1 |  1,475.00  | 12 |  17,700.00  |
| 6 | Secretary | CSG 12 | 1 |  1,475.00  | 12 |  17,700.00  |
| 7 | Receptionist | CSG 13 | 1 |  1,290.00  | 12 |  15,480.00  |
| 8 | Driver | CSG 13 | 1 |  1,475.00  | 12 |  17,700.00  |
| 9 | Office Assistant | CSG 14 | 1 |  1,290.00  | 12 |  15,480.00  |
| 10 | Security Officer | CSG 14 | 1 |  1,290.00  | 12 |  15,480.00  |
| 11 | Security Officer | CSG 14 | 1 |  1,290.00  | 12 |  15,480.00  |
| 12 | Support Staff | Casual | 1 |  1,080  | 12 |  12,960.00  |
| 13 | Support Staff | Casual | 1 |  1,080  | 12 |  12,960.00  |
| 14 | Support Staff | Casual | 1 |  1,080  | 12 |  12,960.00  |
| 15 | Support Staff | Casual | 1 |  1,080  | 12 |  12,960.00  |
| 16 | Support Staff | Casual | 1 |  1,080  | 12 |  12,960.00  |
| 17 | Support Staff | Casual | 1 |  1,080  | 12 |  12,960.00  |
| 18 | Support Staff | Casual | 1 |  1,080  | 12 |  12,960.00  |
|  | **TOTAL** |  | **17** |  **23,526.00**  | **12** |  **282,312.00**  |

**HOUSE ALLOWANCE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NO** | **Description** | **Scale** | **Number** | **Rate** | **Number of Months** | **Total Amount (PA)** |
| 1 | Accounts Assistant | CSG 11 | 1 | 1,500 | 12 | 18,000 |
| 2 | Clerk of works | CSG 11 | 1 | 1,500 | 12 | 18,000 |
| 3 | Project clerk | CSG 13 | 1 |  500 | 12 | 6,000 |
| 4 | Ict officer | CSG 12 | 1 | 500 | 12 | 6,000 |
| 5 | Records management | CSG 12 | 1 | 500 | 12 | 6,000 |
| 6 | Secretary | CSG 12 | 1 | 500 | 12 | 6,000 |
| 7 | Receptionist | CSG 13 | 1 | 500 | 12 | 6,000 |
| 8 | Driver | CSG 13 | 1 | 500 | 12 | 6,000 |
| 9 | Office Assistant | CSG 14 | 1 | 500 | 12 | 6,000 |
| 10 | Security Officer | CSG 14 | 1 | 500 | 12 | 6,000 |
| 11 | Security Officer | CSG 14 | 1 | 500 | 12 | 6,000 |
|  | **TOTAL** |  | **11** |  |  | **90,000.00** |

**HOUSING LEVY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NO** | **Description** | **Scale** | **Number** | **Rate** | **Number of Months** | **Total Amount (PA)** |
| 1 | Accounts assistant | CSG 11 | 1 |  550.00  | 12 |  6,600.00  |
| 2 | Clerk of works | CSG 11 | 1 |  550.00  | 12 |  6,600.00  |
| 3 | Project clerk | CSG 13 | 1 |  450.00  | 12 |  5,400.00  |
| 4 | Ict officer | CSG 12 | 1 |  450.00  | 12 |  5,400.00  |
| 5 | Records management | CSG 12 | 1 |  450.00  | 12 |  5,400.00  |
| 6 | Secretary | CSG 12 | 1 |  450.00  | 12 |  5,400.00  |
| 7 | Receptionist | CSG 13 | 1 |  400.00  | 12 |  4,800.00  |
| 8 | Driver | CSG 13 | 1 |  400.00  | 12 |  4,800.00  |
| 9 | Office Assistant | CSG 14 | 1 |  340.00  | 12 |  4,080.00  |
| 10 | Security Officer | CSG 14 | 1 |  340.00  | 12 |  4,080.00  |
| 11 | Security Officer | CSG 14 | 1 |  340.00  | 12 |  4,080.00  |
| 12 | Support Staff | Casual | 1 |  200.00 | 12 |  2,400.00  |
| 13 | Support Staff | Casual | 1 |  200.00  | 12 |  2,400.00  |
| 14 | Support Staff | Casual | 1 |  200.00  | 12 |  2,400.00  |
| 15 | Support Staff | Casual | 1 |  200.00  | 12 |  2,400.00  |
| 16 | Support Staff | Casual | 1 |  200.00  | 12 |  2,400.00  |
| 17 | Support Staff | Casual | 1 |  200.00  | 12 |  2,400.00  |
| 18 | Support Staff | Casual | 1 |  200.00  | 12 |  2,400.00  |
|  | **TOTAL** |  | **17** | **6,120.00**  | **12** |  **73,440.00**  |

**LEAVE ALLOWANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **Description** | **Scale** | **Number** | **Rate** | **Total Amount (PA)** |
| 1 | Accounts assistant | CSG 11 | 1 | 4,000 | 4,000 |
| 2 | Clerk of works | CSG 11 | 1 | 4,000 | 4,000 |
| 3 | Project clerk | CSG 13 | 1 | 4,000 | 4,000 |
| 4 | Ict officer | CSG 12 | 1 | 4,000 | 4,000 |
| 5 | Records management | CSG 12 | 1 | 4,000 | 4,000 |
| 6 | Secretary | CSG 12 | 1 | 4,000 | 4,000 |
| 7 | Receptionist | CSG 13 | 1 | 4,000 | 4,000 |
| 8 | Driver | CSG 13 | 1 | 4,000 | 4,000 |
| 9 | Office Assistant | CSG 14 | 1 | 4,000 | 4,000 |
| 10 | Security Officer | CSG 14 | 1 | 4,000 | 4,000 |
| 11 | Security Officer | CSG 14 | 1 | 4,000 | 4,000 |
|  | **TOTAL** |  | **11** |  | **44,000** |

**Gratuity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description**  | **Rate**  | **Number** | **Number of Months** | **Total amount (PA)** |
| 1. | Assistant Accountant | 10,261.31 | 1 | 12 | 123,135.72 |
| 2. | Clerk of Works/Works Assistant | 10,261.31 | 1 | 12 | 123,135.72 |
| 3. | Project Clerk | 7,570.20 | 1 | 12 | 90,842.40 |
| 4. | Information Communication Technology Assistant | 8,217.17 | 1 | 12 | 98,606.04 |
| 5. | Records Management Assistant | 8,217.17 | 1 | 12 | 98,606.04 |
| 6. | Administrative Assistant/Secretary | 8,217.17 | 1 | 12 | 98,606.04 |
| 7. | Front office/Receptionist | 7,262.37 | 1 | 12 | 87,148.44 |
| 8. | Driver | 8,217.17 | 1 | 12 | 98,606.04 |
| 9. | Office Assistant | 5,833.27 | 1 | 12 | 69,999.24 |
| 10. | Security Officer | 5,833.27 | 1 | 12 | 69,999.24 |
| 11. | Security Officer | 5,833.27 | 1 | 12 | 69,999.24 |
|  | **TOTAL** | **85,723.68** | **11** | **12** | **1,028,684.16** |

**NG – CDFC Allowances (Administration)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Rate** | **No. of meetings per month** | **Amount** | **Total Amount (PA)** |
| 1. | 8 Members | 5,000.00 | 2 | 10,000.00 | 960,000.00 |
| 2. | 1 Member | 7,000.00 | 2 | 14,000.00 | 168,000.00 |
|  | **TOTAL** | **1,128,000.00** |

**NG – CDFC Allowances (Monitoring & Evaluation)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Rate** | **No. of meetings per month** | **Quarters** | **Total Amount (PA)** |
| 1. | 8 Members | 5,000.00 | 6 | 4 | 1,080,000.00 |
| 2. | 1 Member | 7,000.00 | 6 | 4 | 168,000.00 |
| 3. | 1 driver  | 3,000.00 | 6 | 4 | 72,000.00 |
| 4. | 1 Clerk of works | 3,000.00 | 6 | 4 | 72,000.00 |
|  | **TOTAL** | **1,392,000.00** |

**NG – CDFC Allowances (Accommodation)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Rate** | **No. of days** | **Amount** | **Total Amount (PA)** |
| 1. | 10 Members | 5,000.00 | 6 | 5,000.00 | 300,000.00 |
|  | **TOTAL** | **300,000.00** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/No.** | **Project Number** | **Project Name** | **Project Activity**  |  **Original Cost**  |  **Cumulative Allocation**  |  **Amount Allocated**  | **Current Status**  |
|   | **ADMINISTRATION AND RECURRENT EXPENDITURE** |  |  |  |  |
|  1. | 4-040-228-2110201-100-2024-2025-1 |  Contractual employees | Payment of staff Basic salaries to NGCDFC staff 11 NGCDF STAFF |  3,318,336.00  |   |  3,318,336.00  | On-going |
|  2. | 4-040-228-2110202-100-2024-2025-2 |  Casual labour and Internship  | Payment of staff Basic Wages 7 NGCDF CASUAL STAFF |  910,560.00  |   |  910,560.00  | On-going |
|  3. | 4-040-228-2710102-100-2024-2025-3 | Gratuity-contractual employees | Payment of gratuity to NGCDFC staff 11 NGCDF STAFF |  1,028,684.00  |   |  1,028,684.00  | On-going |
|  4. | 4-040-228-2110202-100-2024-2025-4 |  NSSF  | Employer contribution to NSSF 18 NGCDF STAFF |  282,312.00  |   |  282,312.00  | On-going |
|  5. | 4-040-228-2710102-100-2024-2025-5 | Housing Levy | Employer contribution to HOUSING LEVY18 NGCDF STAFF |  73,440.00  |   |  73,440.00  | On-going |
|  6. | 4-040-228-2110202-100-2024-2025-6 |  Leave allowance  | Payment of House allowances to NGCDFC staff for 11 NGCDF STAFF |  44,000.00  |   |  44,000.00  | On-going |
|  7. | 4-040-228-2110202-100-2024-2025-7 | House Allowance | Payment of House allowances to NGCDFC staff for 11 NGCDF STAFF |  90,000.00  |   |  90,000.00  | On-going |
|  8. | 4-040-228-2710102-100-2024-2025-8 | Bank service commission and charges | Payment of Bank service commission and charges |  56,000.00  |   |  56,000.00  | On-going |
|  9. | 4-040-228-2110202-100-2024-2025-9 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  255,000.00  |   |  255,000.00  | On-going |
|  10. | 4-040-228-2710102-100-2024-2025-10 | Courier and Postal Services | Payment of Courier and Postal Services |  35,000.00  |   |  35,000.00  | On-going |
|  11. | 4-040-228-2110202-100-2024-2025-11 | Electricity | Payment of Electricity charges |  70,000.00  |   |  70,000.00  | On-going |
|  12. | 4-040-228-2710102-100-2024-2025-12 | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles |  150,000.00  |   |  150,000.00  | On-going |
|  13. | 4-040-228-2110202-100-2024-2025-13 | Maintenance of Office Furniture and Equipment | Payment of Maintenance of Office Furniture and Equipment |  94,000.00  |   |  94,000.00  | On-going |
|  14. | 4-040-228-2710102-100-2024-2025-14 | Motor Vehicle Insurance | Payment of Motor Vehicle Insurance |  50,000.00  |   |  50,000.00  | On-going |
|  15. | 4-040-228-2110202-100-2024-2025-15 | NGCDFC allowance | Payment of NGCDFC allowance charges |  1,128,000.00  |   |  1,128,000.00  | On-going |
|  16 | 4-040-228-2710102-100-2024-2025-16 | Other committee expenses  | Payment of Other committee expenses  |  122,000.00  |   |  122,000.00  | On-going |
|  17. | 4-040-228-2110202-100-2024-2025-17 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles  |  300,000.00  |   |  300,000.00  | On-going |
|  18. | 4-040-228-2710102-100-2024-2025-18 | Sanitary and Cleaning Materials, Supplies and Services | Purchase of Sanitary and Cleaning Materials, Supplies and Services |  49,982.00  |   |  49,982.00  | On-going |
|  19. | 4-040-228-2110202-100-2024-2025-19 | Refined Fuels and Lubricants Other | Purchase of Refined Fuels and Lubricants -- Other |  50,000.00  |   |  50,000.00  | On-going |
|  20. | 4-040-228-2710102-100-2024-2025-20 | Production and Printing of Training Materials | Payment of Production and Printing of Training Materials |  50,000.00  |   |  50,000.00  | On-going |
|  21. | 4-040-228-2110202-100-2024-2025-21 | Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers |  200,000.00  |   |  200,000.00  | On-going |
|  22. | 4-040-228-2710102-100-2024-2025-22 | General Office Supplies (papers, pencils, forms, small office equipment etc) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  610,000.00  |   |  610,000.00  | On-going |
|  23. | 4-040-228-2110202-100-2024-2025-23 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone expenses |  20,000.00  |   |  20,000.00  | On-going |
|  24. | 4-040-228-2710102-100-2024-2025-24 | Subscriptions to Newspapers, Magazines and Periodicals | Payment of Subscriptions to Newspapers, Magazines and Periodicals |  40,000.00  |   |  40,000.00  | On-going |
|  25. | 4-040-228-2110202-100-2024-2025-25 | Water & sewerage charges | Payment of Water & sewerage charges |  50,000.00  |   |  50,000.00  | On-going |
|  26. | 4-040-228-2710102-100-2024-2025-26 |  Transport allowance  | Payment of Transport allowances to NGCDFC staff |  40,000.00  |   |  40,000.00  | On-going |
|  27. | 4-040-228-2110202-100-2024-2025-27 | Advertising, Awareness and Publicity Campaigns | Payment of Advertising, Awareness and Publicity Campaigns |  30,000.00  |   |  30,000.00  | On-going |
|  28. | 4-040-228-2710102-100-2024-2025-28 | Purchase of Uniforms and Clothing - Staff | Purchase of Uniforms and Clothing for NGCDFC Office |  30,000.00  |   |  30,000.00  | On-going |
|  29. | 4-040-228-2110202-100-2024-2025-29 | Other Fuels (wood, charcoal, cooking gas etc…) | Payment of of other fuels (wood, charcoal, cooking gas expenses |  10,000.00  |   |  10,000.00  | On-going |
|  30. | 4-040-228-2710102-100-2024-2025-30 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  40,000.00  |   |  40,000.00  | On-going |
|  31. | 4-040-228-2110202-100-2024-2025-31 | Accommodation - Domestic Travel | Payment of accommodation on domestic travel  |  50,000.00  |   |  50,000.00  | On-going |
|  32. | 4-040-228-2710102-100-2024-2025-32 | National Celebrations | Payment of National Celebrations Expenses |  20,000.00  |   |  20,000.00  | On-going |
|  33. | 4-040-228-2110202-100-2024-2025-33 | Hire of Transport | Payment of Hire of Transport  |  70,000.00  |   |  70,000.00  | On-going |
|  34. | 4-040-228-2710102-100-2024-2025-34 | Contracted security Services | Hire of security guards |  700,000.00  |   |  700,000.00  | On-going |
|  35. | 4-040-228-2110202-100-2024-2025-35 | Travel Costs (airlines, bus, railway, mileage allowances, etc.) | Payment of transport Expenses |  20,000.00  |   |  20,000.00  | On-going |
|   | **MONITORING, EVALUATION AND CAPACITY BUILDING** |   |  |   |  |
|  1. | 4-040-228-2210710-111-2024-2025-1 |  Accommodation Allowance | Payment of accommodation allowances of NGCDFC, National government officers and PMC Training on the PFM Act, Procurement Act, Constitution of Kenya,2010 |  500,000.00  |   |  500,000.00  | On-going |
|  2. | 4-040-228-2210302-111-2024-2025-2 | Accommodation - Domestic Travel | Payment of accommodation on domestic travel  |  300,000.00  |   |  300,000.00  | On-going |
|  3. | 4-040-228-2210801-111-2024-2025-3 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  200,000.00  |   |  200,000.00  | On-going |
|  4. | 4-040-228-2211101-111-2024-2025-4 | General Office Supplies (papers, pencils, forms, small office equipment etc) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  500,000.00  |   |  500,000.00  | On-going |
|  5. | 4-040-228-2210604-111-2024-2025-5 | Hire of Transport | Payment of Hire of Transport  |  60,000.00  |   |  60,000.00  | On-going |
|  6. | 4-040-228-2210202-111-2024-2025-6 | Internet Connections | Payment of Internet Connections |  100,000.00  |   |  100,000.00  | On-going |
|  7. | 4-040-228-2220101-111-2024-2025-7 | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles |  200,000.00  |   |  200,000.00  | On-going |
|  8. | 4-040-228-2210811-111-2024-2025-8 | NGCDFC allowance | Payment of NGCDFC allowance  |  1,392,000.00  |   |  1,392,000.00  | On-going |
|  9. | 4-040-228-2210802-111-2024-2025-9 | Other committee expenses  | Payment of Other committee expenses  |  173,967.00  |   |  173,967.00  | On-going |
|  10. | 4-040-228-2210703-111-2024-2025-10 | Production and Printing of Training Materials | Payment of Production and Printing of Training Materials |  200,000.00  |   |  200,000.00  | On-going |
|  11. | 4-040-228-2210502-111-2024-2025-11 | Publishing and Printing Services | Payment of Publishing and Printing Services |  200,000.00  |   |  200,000.00  | On-going |
|  12. | 4-040-228-2211201-111-2024-2025-12 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles |  300,000.00  |   |  300,000.00  | On-going |
|  13. | 4-040-228-2210702-111-2024-2025-13 | Remuneration of Instructors and Contract Based Training Services | Payment of Instructors and Contract Based Training Services for capacity building and bench marking trainings on NGCDF Acts, PFM Act, Project Monitoring and Evaluation, Public Procurement and Assets Disposal Act ) |  300,000.00  |   |  300,000.00  | On-going |
|  14. | 4-040-228-2210201-111-2024-2025-14 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone expenses |  50,000.00  |   |  50,000.00  | On-going |
|  15. | 4-040-228-2210301-111-2024-2025-15 | Travel Costs (airlines, bus, railway, mileage allowances, etc. | Payment of Transport Expenses  |  100,000.00  |   |  100,000.00  | On-going |

The committee members requested the Fund Account Manager to do the necessary documentation for project proposal approval by NG-CDF board. The committee also requested the Area Member of Parliament to follow up with the board for fast approval of the projects.

**MIN: MAT/05/01/2024-08: APPROVAL OF THE PROJECTS PROPOSAL BUDGET FOR FINANCIAL YEAR 2024/2025**

The chairperson briefed members that the committee is required to submit project proposals for financial year 2024/2025 in time to get funding, the fund account manager informed members that the NG-CDF committee is supposed to submit projects proposals to the NG-CDF Board as per the guidelines of the National Government projects 6th December 2024.

The Fund Account Manager informed members that the constituency had been allocated a total of Kshs.179,441,954.47. The Fund Account Manager briefed members on the guidelines for project proposal presentation and also informed members on the eligible projects. The manager informed members that all devolved functions are no longer eligible under the new NG-CDF act.

The Fund Account Manager informed members that the constituency had only three on-going projects as per the Project Implementation Status report. The report was tabled and members agreed to prioritize to fund the on-going projects.

The following projects were appraised by the Ministry of Public Works -Busia:-

1. Mundika Boys Secondary School- Multi-purpose Hall: This project was appraised to Kshs. 28,245,420, the committee has allocated the amount as indicated in the on-going report.
2. Lwanya Girls Secondary School-Administration Block: this project was appraised to Kshs. 18,053,190, after deliberation the committee has allocated Kshs.10,392,999.00 for completion of remaining works.

The projects are still under review by the technical departments to confirm the figures and itemization of the sections to be completed.

|  |  |
| --- | --- |
|   | **NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD** |
|   | **PROJECT PROPOSALS FOR MATAYOS NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND** |
|   | **FINANCIAL YEAR 2024/2025** |
| **S/No.** | **Project Number** | **Project Name** | **Project Activity**  |  **Original Cost**  |  **Cumulative Allocation**  |  **Amount Allocated**  | **Current Status**  |
|   | **ADMINISTRATION AND RECURRENT EXPENDITURE** |  |  |  |  |
|   | 4-040-228-2110201-100-2024-2025-1 |  Contractual employees | Payment of staff Basic salaries to NGCDFC staff 11 NGCDF STAFF |  3,318,336.00  |   |  3,318,336.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-2 |  Casual labour and Internship  | Payment of staff Basic Wages 7 NGCDF CASUAL STAFF |  910,560.00  |   |  910,560.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-3 | Gratuity-contractual employees | Payment of gratuity to NGCDFC staff 11 NGCDF STAFF |  1,028,684.00  |   |  1,028,684.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-4 |  NSSF  | Employer contribution to NSSF 18 NGCDF STAFF |  282,312.00  |   |  282,312.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-5 | Housing Levy | Employer contribution to HOUSING LEVY18 NGCDF STAFF |  73,440.00  |   |  73,440.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-6 |  Leave allowance  | Payment of House allowances to NGCDFC staff for 11 NGCDF STAFF |  44,000.00  |   |  44,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-7 | House Allowance | Payment of House allowances to NGCDFC staff for 11 NGCDF STAFF |  90,000.00  |   |  90,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-8 | Bank service commission and charges | Payment of Bank service commission and charges |  56,000.00  |   |  56,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-9 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  255,000.00  |   |  255,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-10 | Courier and Postal Services | Payment of Courier and Postal Services |  35,000.00  |   |  35,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-11 | Electricity | Payment of Electricity charges |  70,000.00  |   |  70,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-12 | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles |  150,000.00  |   |  150,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-13 | Maintenance of Office Furniture and Equipment | Payment of Maintenance of Office Furniture and Equipment |  94,000.00  |   |  94,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-14 | Motor Vehicle Insurance | Payment of Motor Vehicle Insurance |  50,000.00  |   |  50,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-15 | NGCDFC allowance | Payment of NGCDFC allowance charges |  1,128,000.00  |   |  1,128,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-16 | Other committee expenses  | Payment of Other committee expenses  |  122,000.00  |   |  122,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-17 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles  |  300,000.00  |   |  300,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-18 | Sanitary and Cleaning Materials, Supplies and Services | Purchase of Sanitary and Cleaning Materials, Supplies and Services |  49,982.00  |   |  49,982.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-19 | Refined Fuels and Lubricants Other | Purchase of Refined Fuels and Lubricants -- Other |  50,000.00  |   |  50,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-20 | Production and Printing of Training Materials | Payment of Production and Printing of Training Materials |  50,000.00  |   |  50,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-21 | Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers |  200,000.00  |   |  200,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-22 | General Office Supplies (papers, pencils, forms, small office equipment etc) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  610,000.00  |   |  610,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-23 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone expenses |  20,000.00  |   |  20,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-24 | Subscriptions to Newspapers, Magazines and Periodicals | Payment of Subscriptions to Newspapers, Magazines and Periodicals |  40,000.00  |   |  40,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-25 | Water & sewerage charges | Payment of Water & sewerage charges |  50,000.00  |   |  50,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-26 |  Transport allowance  | Payment of Transport allowances to NGCDFC staff |  40,000.00  |   |  40,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-27 | Advertising, Awareness and Publicity Campaigns | Payment of Advertising, Awareness and Publicity Campaigns |  30,000.00  |   |  30,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-28 | Purchase of Uniforms and Clothing - Staff | Purchase of Uniforms and Clothing for NGCDFC Office |  30,000.00  |   |  30,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-29 | Other Fuels (wood, charcoal, cooking gas etc…) | Payment of of other fuels (wood, charcoal, cooking gas expenses |  10,000.00  |   |  10,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-30 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  40,000.00  |   |  40,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-31 | Accommodation - Domestic Travel | Payment of accommodation on domestic travel  |  50,000.00  |   |  50,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-32 | National Celebrations | Payment of National Celebrations Expenses |  20,000.00  |   |  20,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-33 | Hire of Transport | Payment of Hire of Transport  |  70,000.00  |   |  70,000.00  | On-going |
|   | 4-040-228-2710102-100-2024-2025-34 | Contracted security Services | Hire of security guards |  700,000.00  |   |  700,000.00  | On-going |
|   | 4-040-228-2110202-100-2024-2025-35 | Travel Costs (airlines, bus, railway, mileage allowances, etc.) | Payment of transport Expenses |  20,000.00  |   |  20,000.00  | On-going |
|   | **MONITORING, EVALUATION AND CAPACITY BUILDING** |   |  |   |  |
|   | 4-040-228-2210710-111-2024-2025-1 |  Accommodation Allowance | Payment of accommodation allowances of NGCDFC, National government officers and PMC Training on the PFM Act, Procurement Act, Constitution of Kenya,2010 |  500,000.00  |   |  500,000.00  | On-going |
|   | 4-040-228-2210302-111-2024-2025-2 | Accommodation - Domestic Travel | Payment of accommodation on domestic travel  |  300,000.00  |   |  300,000.00  | On-going |
|   | 4-040-228-2210801-111-2024-2025-3 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  200,000.00  |   |  200,000.00  | On-going |
|   | 4-040-228-2211101-111-2024-2025-4 | General Office Supplies (papers, pencils, forms, small office equipment etc) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  500,000.00  |   |  500,000.00  | On-going |
|   | 4-040-228-2210604-111-2024-2025-5 | Hire of Transport | Payment of Hire of Transport  |  60,000.00  |   |  60,000.00  | On-going |
|   | 4-040-228-2210202-111-2024-2025-6 | Internet Connections | Payment of Internet Connections |  100,000.00  |   |  100,000.00  | On-going |
|   | 4-040-228-2220101-111-2024-2025-7 | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles |  200,000.00  |   |  200,000.00  | On-going |
|   | 4-040-228-2210811-111-2024-2025-8 | NGCDFC allowance | Payment of NGCDFC allowance  |  1,392,000.00  |   |  1,392,000.00  | On-going |
|   | 4-040-228-2210802-111-2024-2025-9 | Other committee expenses  | Payment of Other committee expenses  |  173,967.00  |   |  173,967.00  | On-going |
|   | 4-040-228-2210703-111-2024-2025-10 | Production and Printing of Training Materials | Payment of Production and Printing of Training Materials |  200,000.00  |   |  200,000.00  | On-going |
|   | 4-040-228-2210502-111-2024-2025-11 | Publishing and Printing Services | Payment of Publishing and Printing Services |  200,000.00  |   |  200,000.00  | On-going |
|   | 4-040-228-2211201-111-2024-2025-12 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles |  300,000.00  |   |  300,000.00  | On-going |
|   | 4-040-228-2210702-111-2024-2025-13 | Remuneration of Instructors and Contract Based Training Services | Payment of Instructors and Contract Based Training Services for capacity building and bench marking trainings on NGCDF Acts, PFM Act, Project Monitoring and Evaluation, Public Procurement and Assets Disposal Act ) |  300,000.00  |   |  300,000.00  | On-going |
|   | 4-040-228-2210201-111-2024-2025-14 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone expenses |  50,000.00  |   |  50,000.00  | On-going |
|   | 4-040-228-2210301-111-2024-2025-15 | Travel Costs (airlines, bus, railway, mileage allowances, etc. | Payment of Transport Expenses  |  100,000.00  |   |  100,000.00  | On-going |
|   | **EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS** |  |  |  |  |
|   | 4-040-228-2640101-103-2024-2025-1 | Bursary Secondary Schools | Payment of bursary to needy students in secondary schools |  46,000,000.00  |   |  43,000,000.00  | New |
|   | 4-040-228-2640102-103-2024-2025-2 | Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary institutions |  20,000,000.00  |   |  20,000,000.00  | New |
|   | 4-040-228-2640106-103-2024-2025-3 | Bursary Special Institutions | Payment of bursary to needy students in special Institutions (PWDs) |  1,000,000.00  |   |  1,000,000.00  | New |
|   | **EMERGENCY RESERVE** |  |  |   |  |
|   | 4-040-228-2640200-101-2024-2025-1 | Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year  |  9,444,313.39  |   |  9,444,313.39  | New |
|   | **PRIMARY SCHOOL PROJECTS** |   |  -  |   |
|   | 4-040-228-2630209-104-2024-2025-1 | Mundika Boys Primary School | Construction of a one storey building consisting of seven classrooms, Administration Block, Labaratory, Ramp and staircase (phase 1):Site clearance, excavation and earthworks, sub-structure,c onstruction to completion of 4 classrooms and administration Block comprising mof principal's office,secretary and bursar's office,5 door ablution block for boys and 3 door ablution block for girls each with a chamber for persons with disabilities, lobby, staircase and a ramp on the ground floor |  47,187,080.00  |  20,267,984.00  |  26,919,096.00  | On-going |
|   | 4-040-228-2630209-104-2024-2025-2 | Bwamani Primary School | Renovation of 4 classrooms: Re-flooring, tiling, electricals, windows, re-painting |  1,200,000.00  |   |  1,200,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-3 | Siteko Primary School | Construction of an administration block up to lintel level; slab, walling, ring beam, (Phase 1) |  5,100,000.00  |   |  2,000,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-4 | St.Theresa Girls Primary School | Renovation of 5 classrooms to completion: Re-flooring, tiling, windows, doors, re-painting |  1,400,000.00  |   |  1,400,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-5 | Lukonyi Primary School | Construction of one classroom to completion | 1,400,000.00 |   |  1,400,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-6 | Khuduru Primary School | Purchase of 2acre piece of land @1,500,000 per acre and title processing |  3,000,000.00  |   |  3,000,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-7 | Munongo Primary School | Renovation of 3 classrooms: Re-roofing, plastering, flooring, re-placement of windows, painting to completion |  1,200,000.00  |   |  1,200,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-8 | Alungo'li Primary School | Renovation of 4 classrooms: Re-flooring, tiling, windows, doors, re-painting to completion |  1,200,000.00  |   |  1,200,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-9 | Busibwabo Primary School | Renovation of 3 classrooms: Re-flooring, tiling, windows, doors, re-painting to completion |  900,000.00  |   |  900,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-10 | Nasira AC Primary School | Renovation of 3 classrooms: Re-roofing, plastering, flooring, tiling, re-placement of windows, painting to completion |  1,800,000.00  |   |  1,800,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-11 | Nasira RC Primary School | Renovation of 6 classrooms: Re-roofing, plastering, flooring, windows, doors, painting to completion |  2,400,000.00  |   |  2,400,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-12 | Busabhakwa Primary School | Construction to completion of a 6-door pit latrine with chamber being disability friendly |  950,000.00  |   |  950,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-13 | Igero Primary School | Construction of an administration block up to lintel level; slab, walling, ring beam(Phase 1) |  5,100,000.00  |   |  2,000,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-14 | Indoli Primary School | Renovation of 5 classrooms: Re-flooring, tiling, re-placement of windows, doors, re-painting to completion | 1,500,000.00 |   |  1,500,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-15 | Buyama Primary School | Renovation of 6 classrooms: Re-roofing, re-flooring, plastering, re-placement of windows, doors, plastering, painting to completion |  2,400,000.00  |   |  2,400,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-16 | Burumba Primary School | Completion of construction of two classrooms in co-funding with Parents Teachers Association: plastering, flooring, tiling, installation of electricity and painting |  622,833.08  |   |  622,833.08  | New |
|   | 4-040-228-2630209-104-2024-2025-17 | Nambere Primary School | Renovation of 4 classrooms: re-flooring, tiling, electricals, windows, re-painting to completion |  1,200,000.00  |   |  1,200,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-18 | Busende Primary School | Renovation of 2 classrooms: Re-roofing, re-flooring, plastering, re-placement of windows, doors, plastering, painting to completion |  1,200,000.00  |   |  1,200,000.00  | New |
|   | 4-040-228-2630209-104-2024-2025-19 | Budokomi Primary School | Construction of one classroom to completion |  1,400,000.00  |   |  1,400,000.00  | New |
|   | **SECONDARY SCHOOL PROJECTS** |   |   |   |   |   |   |
|   | 4-0040-228-2630205-104-2024-2025-1 | Lwanya Girls Secondary School | Additional funds for the completion of construction of a storey Administration Block consisting of offices, staff room, computer room with capacity of 40 students and a library: fixing of ceiling board installation of gutters, tiling painting, fittings, electrical works, plumbing works, fixing of windows and doors, plastering to completion. |  18,053,190.00  |  7,660,191.00  | 10,392,999.00 | On-going |
|   | 4-0040-228-2630205-104-2024-2025-2 | Mundika boys High School | Additonal fund for the completion og Multi-purpose hall: Plastering, Installation of terrazzo, Electrical Installation, Installation of Plumbing and fixtures, Flooring, screeding and tiling, Wall glazing, Installation of windows and doors and painting |  28,245,420.00  |  10,490,000.00  | 10,000,000.00 | On-going |
|   | 4-0040-228-2630205-104-2024-2025-3 | Mundulusia Secondary School | Purchase of one acre of land and title processing |  5,100,000.00  |   | 5,100,000.00 | New |
|   | **SECURITY PROJECTS** |  |   |   |   |   |   |
|   | 4-0040-228-2640507-113-2024-2024-1 | Assistant Chief Nakhakina | Purchase of one acre of land and title processing |  800,000.00  |   | 800,000.00 | New |
|   | 4-0040-228-2640507-113-2024-2025-2 | Township Chiefs office | Renovation of office block consisting of a boardroom and 3 offices: Re-flooring, tiling, re-placement of windows, plastering, electricals, paving slabs, re-painting to completion |  1,300,000.00  |   | 1,300,000.00 | New |
|   | **CLIMATE CHANGE MITIGATION AND ADAPTATION ACTIVITIES** |   |   |   |   |   |   |
|   | 4-0040-228-2640510-110-2024-2025-1 | Busibwabo Primary School | Purchase and Planting of 600 blue-gum tree seedlings Kshs. 100.00 |  60,000.00  |   | 60,000.00 |  New  |
|   | 4-0040-228-2640510-110-2024-2025-2 | Mabale Secondary School | Purchase and Planting of 600 blue-gum tree seedlings Kshs. 100.00 |  60,000.00  |   | 60,000.00 |  New  |
|   | 4-0040-228-2640510-110-2024-2025-3 | Budokomi Primary School | Purchase and Planting of 600 blue-gum tree seedlings Kshs. 100.00 |  60,000.00  |   | 60,000.00 |  New  |
|   | 4-0040-228-2640510-110-2024-2025-4 | Bukalama Primary School | Purchase and Planting of 600 blue-gum tree seedlings Kshs. 100.00 |  60,000.00  |   | 60,000.00 |  New  |
|   | 4-0040-228-2640510-110-2024-2025-5 | Nambere Primary School | Purchase and Planting of 600 blue-gum tree seedlings Kshs. 100.00 |  60,000.00  |   | 60,000.00 |  New  |
|   | 4-0040-228-2640510-110-2024-2025-6 | Busabhakwa Primary School | Purchase and Planting of 600 blue-gum tree seedlings Kshs. 100.00 |  60,000.00  |   | 60,000.00 |  New  |
|   | 4-0040-228-2640510-110-2024-2025-7 | Buyama Primary School | Purchase and Planting of 600 blue-gum tree seedlings Kshs. 100.00 |  60,000.00  |   | 60,000.00 |  New  |
|   | 4-0040-228-2640510-110-2024-2025-8 | Matayos Assistant Comissioner Office | Purchase and Planting of 600 blue-gum tree seedlings Kshs. 100.00 |  60,000.00  |   | 60,000.00 |  New  |
|   | 4-0040-228-2640510-110-2024-2025-9 | St. Eugine Primary School | Purchase and Planting of 600 blue-gum tree seedlings Kshs. 100.00 |  60,000.00  |   | 60,000.00 |  New  |
|   | 4-0040-228-2640510-110-2024-2025-10 | Alungo'li Primary School | Purchase and Planting of 600 blue-gum tree seedlings Kshs. 100.00 |  60,000.00  |   | 60,000.00 |  New  |
|   | **OTHERS** |   |   |   |   |   |   |
|   | 4-0040-228-3110202-108-2024-2025 | Matayos NG-CDF Office | One Off Purchase of Toyota Double Cab Motor Vehicle |  8,449,432.00  |   | 8,449,432.00 | New |
|   |  |   | **Grand Total** |  **225,766,117.47**  |   |  **179,441,954.47**  |   |

The committee members requested the Fund Account Manager to prepare necessary documentation for project proposal approval by the NG-CDF Board.

**MIN 07/01/2023 A.O.B.**

Committee members agreed on the following;

1. Committee sitting allowance for the 2 days meeting of Kshs.104, 000.00 to be paid.
2. All procurements to be done through the sub-county supply chain manager and the Bill of quantities to be done by the sub-county works officers through the NG-CDF clerk of works.
3. All PMC’s to be formed through the fund account manager and the Sub-County Accountants office.
4. All projects to be branded in the prescribed format as per the NG-CDF Board Manual.
5. All ongoing projects to be completely funded in two financial years.

There being no other business the meeting ended with a word of prayer from Mr. Hillary Oboya at 2:30pm.

**Minutes Compiled by;** **Minutes Confirmed by;**

**The Secretary The Chairperson**

Signature…………………………………. Signature………………..........

Date…………………………………………. Date……………….................