



**NG-CDF**

**National Government Constituencies Development Fund  
Subukia Constituency**

P.O Box 86.

Subukia

Email: subukia@cdf.go.ke

**MINUTES OF SUBUKIA NG CDFC HELD AT SUBUKIA CDF BOARDROOM ON 18<sup>TH</sup>  
JANUARY 2022 AT 10:00 AM**

**MEMBERS PRESENT**

1. Shadrack Muiruri	Chairman
2. Winnie Njoroge	Secretary
3. Gloria Keitany	FAM
4. Erastus Chege	Member
5. Jared Ondiek	Member
6. Anne Rugaita	Member
7. Caroline Kiplagat	Member
8. Josephine Kamau	Member
9. Justine Chebochok	Member
10. Mary Muchene	Member

**AGENDA**

1. RE-ALLOCATION
2. POSTAL CHARGES FOR DELIVERY OF BURSARY CHEQUES
3. A.O.B.

**PRELIMINARIES**

The meeting started with a word of prayer from Ann Rugaita. The chairman called meeting to order at 10.00 am.

**READING AND CONFIRMATION OF PREVIOUS MINUTES**

The previous minutes were read by the secretary and were proposed by Justine Chebochok and Seconded by Caroline Kiplagat as true proceedings.

**MATTERS ARISING**

There were no matters arising

**MIN 1/18/01/2022- RE-ALLOCATION**

The Fund Manager informed the members that there was an erroneous mistake in the proposal of financial year 2021/2022 in security sector. Wiyumiririe Assistant chiefs was funded with Ksh. 1,000,000 in the financial year 2017/2018 with the additional funds of Ksh. 11M. The project is

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complete and in use. Members approved the funds to be reallocated to Gakingi chief's office with a tune of Ksh. 1,000,000 to construct a chief's office since they don't have a chief's office.

**MIN 2/18/01/2022- PAYMENT OF POSTAL CHARGES FOR DELIVERY OF BURSARY CHEQUES**

The FAM informed the members that she had received an invoice from Postal Corporation of Kenya worth kshs 219,588.00 being charges for the posting of bursary cheques to various Institutions for the Financial year 2020/2021. Members approved the payment citing its effectiveness in the delivery of cheques. Members agreed to post the cheques for the current financial year through the post office because they deliver Acknowledgement letters from Institutions. Acknowledgement letters are Accountable documents in bursary Management.

**AOB**

There being no other business, the meeting was closed with a word of prayer by Caroline Kiplagat.

**Minutes prepared by:**

Secretary Winnie M. Njoroge Signature [Signature] Date 18/01/2022

**Minutes confirmed as true proceedings by:**

Chairman SHADRACK M. ICAMAY Signature [Signature] Date 18/01/2022

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