**WORK PLAN FOR ACTING IN MATUGA CONSTITUENCY FROM 26TH OCTOBER TO 22ND NOVEMBER, 2017.**

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| **DATES** | **ACTIVITIES TO BE DONE** |
| **26TH OCTOBER,2017** | **Meeting with the Deputy County Commissioner and NG-CDFC staff for familiarization and planning of activities.** |
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| **27TH OCTOBER,2017** | **Familiarization with Fund Account Managers office Matuga and attending clients.** |
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| **2ND TO 3RD NOVEMBER,2017** | **Preparation of October monthly expenditure returns, bank reconciliation statements and processing salaries of the NG-CDFC Staff.** |
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| **9TH NOVEMBER, 2017.** | **Follow up on remitting statutory deductions. i.e NSSF, NHIF and PAYE** |
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| **10TH NOVEMBER, 2017.** | **Monitoring of the on-going projects- which are 1.matuga girls secondary school ( construction of modern administration block)****2. Vuga primary school ( Renovation of 12 classrooms)****3. matuga primary school ( renovation of 8 classrooms)****4. mwananyali primary school ( construction of 2 new classrooms)** |
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| **16TH NOVEMBER,2017** | **Conducting staff meetings and receiving complaints and clients in the office.** |
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| **17TH NOVEMBER,2017** | **Monitoring of the on-going projects- which are:**1. **Kichakasimba girls secondary school ( construction of administration block)**
2. **Tumaini secondary school ( Construction of administration block)**
3. **Bowa primary school ( Renovation of 8 classrooms)**
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| **22ND NOVEMBER, 2017** | **Office work. Meeting with the Fund Account Manager for the briefing on the progress report of the on-gong projects and handing over office.** |

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**FUND ACCOUNT MANAGER, LUNGA LUNGA CONSTITUENCY. .**