Emmah Mwangi

From: Omaya, Pauline Christine
Sent: Sunday, 19 February 2023 17:31
To: Emmah Mwangi
Cc: Emily Kiptui; Kyalo, Peter; Kimani, Matthew; Koech, Emily; Rotich, Obadiah; Simion Chepkwony; Nzioki, Philip Mutisya; Gitau, Michael Kanyingi; Nginya, Deborah Wangui
Subject: RE: Summary of findings - Kitui

Dear Emma,

Thank you for your email. See the status below in red.

Kind regards
Pauline

From: Emmah Mwangi <Emwangi@cihebkenya.org>
Sent: Thursday, 16 February 2023 20:51
To: Omaya, Pauline Christine <POmaya@cihebkenya.org>
Cc: Emily Kiptui <EKiptui@cihebkenya.org>; Kyalo, Peter <PKyalo@cihebkenya.org>; Kimani, Matthew <mkimani@cihebkenya.org>; Koech, Emily <ekoech@cihebkenya.org>; Rotich, Obadiah <ORotich@cihebkenya.org>; Simion Chepkwony <schepkwony@cihebkenya.org>
Subject: Summary of findings - Kitui

Dear Pauline,
As we prepare for the BSA review, please see below the summary of recommendations on identified areas of weaknesses:

1) **Inventory management**
a) **Store status**
- The sack with the woven bags placed outside the store to be sealed after issuing to prevent damage and pilferage. **- Done**
b) **Stock cards**
- The 2 UPS' moved from the store but not updated in the stock card since the IT team were working on them are to be taken back to the store. **– The two UPS' were delivered to to two facilities the following day after your visit and the stock card updated accordingly.**
c) **Dispatch notes**
- The drivers to sign off the dispatch notes when delivering supplies to Mwingi office/DICE store. **- Done**
- Dispatch notes relating to assets should be filed separately from those dispatching other supplies. They should also be signed by the County team lead. **– I've filed the dispatch notes relating to assets separately. Will give CTL to sign on Monday Feb 20, 2023.**
- The dispatch notes should be serialized and matched to the distribution list. (Going forward) **– To be done going forward**
- Have a uniform template for the distribution lists. Work with the teams to harmonize the templates. **– The distribution lists come from technical officers – To discuss how to best to harmonize the same.**
2) **Fleet management**
- Supervisor to check and countersign logsheets at the end of the month **- Done**
- Maintain a separate file for each vehicle **- Done**

Please share the status of implementation before Monday Feb 20, 2023.

Kind regards
Emmah Mwangi

Emmah Mwangi

From: Emmah Mwangi
Sent: Thursday, 16 February 2023 20:51
To: Nginya, Deborah Wangui; Emily Kiptui
Cc: Kyalo, Peter; Rotich, Obadiah; Simion Chepkwony; Kimani, Matthew; Koech, Emily
Subject: Summary of findings - Makueni

Dear Team,

As we prepare for the BSA review, please see below the summary of recommendations for identified weaknesses:

1) **Petty cash**
- Although scans are available, create a hard copy petty cash file and file the original certificates per month
- Conduct surprise cash counts. Jeremiah from Grants team, or the County lead can also perform these checks. These should be signed off and filed.

2) **Inventory management**

a) **Store status**
- To obtain lockable shelves to be placed in the open store area to ensure safety of the supplies or create a door leading to the open store area where supplies have been placed. As an organization we need to demonstrate the supplies are secured from loss.
- Provide pallets for items placed in cartons on the floor.

b) **Stock cards**
- Ensure there are stock cards created for every item received in the store.
- Create a separate stock card for UMB supplies.
- Arrange the stock card file in an alphabetical order and have dividers for each section/alphabet.

c) **Dispatch notes**
- Dispatch notes to be arranged chronologically.
- Serialize the dispatch notes and match with the distribution lists.
- Dispatch notes to be signed by the program manager/county lead/appointed representative

3) **Assets management**
- Old seats to be repaired and distributed to the facilities

4) **Fleet management**
- Driver should sign the motor vehicle key log/book when picking and returning the keys
- Insert monthly divider to each vehicle's file and arrange the logsheets chronologically

5) **General office outlook**
- Remove the clutter and the empty boxes from sitting area

Kind regards
Emmah Mwangi

Emmah Mwangi

From:	Emmah Mwangi
Sent:	Thursday, 9 February 2023 12:06
To:	Kimani, Matthew
Cc:	Rotich, Obadiah
Subject:	Machakos Recommendations

Dear Mathew,

For Machakos office, these were the recommendations from yesterday's visit.

Fleet management
- Vehicle logsheet not fully signed – only 5% pending
- Repair and maintenance requests and corresponding invoices to be maintained in one file.
- Mileage to be included per sheet

Assets
- UPS and other items for disposal to be placed in the store and not the boardroom (current location). They must be included in the disposal list.

Dispatch notes
- Please compile the supplies requests e.g. emails from the county leads/team leads when they receive requests from the facilities. This should be the basis of creating purchase requests and the distribution lists.
- Dispatch notes to be filed chronologically per preparation date then serialized.
- Label dispatch notes file per period. E.g. July 2022 to Aug 2022 Not vol I, vol II etc
- Indicate program name on the dispatch note.
- Distribution list to indicate the dispatch note number.
- Dispatch notes to be signed by the program manager or the alternate e.g County lead
- Supplies in transit – dispatch note prepared on 1st sept but facility received on 20th sept. Where are the supplies held in the interim (19 days) and how are they tracked? The dispatch note should not have been raised if request was not urgent.
- IT supplies to be filed separately.
- Delivery notes file to be filed chronologically.

Petty cash
- File petty cash certificates chronologically

Store
- General tidiness of store 1
- Purchase pallets for the store 2

Vehicle keys and log
- Storage of vehicle keys and the key logbook in a lockable cabinet to be accessed by the administrator and the drivers.

Server room
- Create biometric access for the server room. Access should be restricted to authorized personnel e.g. IT staff.
- Move the server from the open area to the server room.
- Confirm that the server is in the insurance register
- Arrangement of the server room to be sorted
- Items on the cartons to be placed on pallets.

Kind regards

Emmah Mwangi