

### MoH Budget For Busia, Deworming Wave: Wave 2-NWR, Coast,

Item Description	Accountability Form	Units	Ttsessions	Days	Unit Cost	Total	Receipient	Description	Accounting	Receipts
Coordination Allowance for SCMOH	FIN 9	1	2	1	2000	4,000	SCMOH	The SCMOH will receive Ksh. 2000 for 2 days for coordinating teacher training activities in the Sub-County. This is a flat rate that only caters for a maximum of 2 days which is enough time to coordinate Teacher Training activities.	The SCMOH will fill & sign a coordination allowance form with his/her signature and official stamp for all funds received	Coordination Allowance Form
Transport for SCMOH	FIN 6	1	1	1	1200	1,200	SCMOH	The SCMOH will each receive a flat rate of Ksh. 1200 for transport to provide coordination and oversight during teacher training sessions in the Sub-County.	The SCMOH will fill & sign a transport allowance form with his/her signature and official stamp for all funds received	Transport Allowance Form
Airtime for SCMOH	FIN 5	1	1	1	500	500	SCMOH	The SCMOH will receive a lumpsum of Ksh. 500 for airtime to provide coordination and oversight during teacher training sessions in the Sub-County.	The SCMOH will fill & sign an airtime allowance form with his/her signature and official stamp for all funds received	Airtime Allowance Form
Transport for Distributing ALL Drugs	Work Ticket and Fuel Receipt	1	1	4	500	500	SCMOH	The SCMOH will receive a budget of Ksh. 500 per teacher training sessions for fuel/transport costs to ensure that sufficient drug quantities are available at ALL teacher training sessions in readiness for deworming day.	SCMOH to provide a fuel receipt giving a cumulative sum of the amount spent during the exercise and a copy of the vehicle's work ticket	Fuel Receipt and Work Ticket
Drivers' Lunch	FIN 3D	1	1	1	500	500	SCMOH	The SCMOH's driver will receive a lunch allowance of Ksh. 500 for supporting the SCMOH in distributing drugs to all teacher training sessions.	Driver ONLY to fill out & sign a lunch allowance form.If there's no Sub-County vehicle/driver,these funds shall be refunded to the programme.	Lunch Allowance Form
Coordination Allowance for 2 Sub-County Personnel	FIN 9	2	2	1	2000	8,000	2 Sub-County Level MoH Personnel	2 Sub-County Level Personnel will each receive Ksh. 2000 for 2 days for supporting the SCMOH in providing coordination and oversight teacher training activities. This is a flat rate that only caters for a maximum of 2 days which is enough time to coordinate the Teacher Training activities.	2 Sub-County Level Personnel fill & sign a coordination allowance form with SCMOH's official stamp for all funds received	Coordination Allowance Form
Transport for 2 sub-county Personnel	FIN 6	2	1	1	1200	2,400	2 Sub-County Level MoH Personnel	2 Sub-County Level Personnel will each receive Ksh. 1200 for transport to support the SCMOH in providing coordination and oversight during teacher training sessions in the Sub-County.	2 Sub-County Level Personnel fill & sign a transport allowance form with SCMOH's official stamp for all funds received	Transport Allowance Form
Airtime for 2 sub-county Personnel	FIN 5	2	1	1	500	1,000	2 Sub-County Level MoH Personnel	2 Sub-County Level Personnel will each receive a lumpsum of Ksh. 500 for airtime for supporting the SCMOH in providing coordination and oversight during teacher training sessions in the Sub-County.	2 Sub-County Level Personnel fill & sign an airtime allowance form with SCMOH's official stamp for all funds received	Airtime Allowance Form
Facilitation fee for Teacher Training	FIN 8	1	1	4	2	2	1 Ward MoH Personnel per teacher training session	One Ward level Personnel facilitating each Teacher Training Session will receive Ksh. 2000 per session.This calculation is made based on the number of Teacher Training Sessions & NOT by	Ward level Personnel will fill & sign facilitation allowance form with SCMOH's official stamp for all funds received for each teacher training	Facilitation Allowance Form

Sessions								the No.of Ward Level Personnel	session they facilitate	
Lunch During Teacher Training Sessions	FIN 3	1	1	4	500	500	1 Ward MoH Personnel per teacher training sessions	One Ward level Personnel facilitating each teacher training sessions will receive Ksh. 500 for lunch. This calculation is made based on the number of Teacher Training Sessions & NOT by the No.of Ward Level Personnel	Ward level Personnel will fill & sign a lunch allowance form with SCMOH's official stamp for all funds received for each teacher training session they facilitate	Lunch allowance form (To be Signed by Ward Level Personnel ONLY not CHEWS)
Transport To Teacher Training Sessions	FIN 6T	1	1	4	500	500	1 Ward level Personnel facilitating a teacher training session	One Ward level Personnel receives a flat rate Ksh. 500 for transport to the teacher training session.This calculation is made based on the number of Teacher Training Sessions & NOT by the No.of Ward Level Personnel	One Ward level Personnel will fill a transport allowance form with SCMOH's sign and official stamp for all funds received for each teacher training session	Transport Allowance Form (To be Signed by Ward Level Personnel ONLY not CHEWS)
Airtime for ALL Ward Level Personnel	FIN 5	6	1	1	500	3,000	3 Ward level MoH Personnel per Ward	3 Ward level Personnel per Ward will each receive a flat rate of Ksh. 500 for airtime for coordinating and ensuring drugs are available at teacher training sessions. All Ward Level Personnel receive Airtime	Ward level Personnel will fill an airtime allowance form with SCMOH's sign and official stamp for all funds received	Airtime Allowance Form
Bank Charges	Statement	1	1	1	200	200	Sub-County Bank	The Receiving Bank will levy an amount, NOT exceeding KShs. 200 for receiving and withdrawing the Teacher Training Funds. These amounts vary across banks. This amount is not meant to pay for recurring monthly ledger fees,but is specific to the ledger fees payable for funds intended for the Deworming Programme.	The SCMOH will submit a mini-statement from the Sub-County's Bank showing the charges levied to the account for both transactions	Official Mini Statement from Bank with the Bank's Official Rubber Stamp
G4S Courier Services	Original Receipt	1	1	1	500	500	SCMOH pays G4S Securicor or EMS Speedpost	The SCMOH will receive KShs.500 for sending accounting documents to Evidence Action Nairobi Office by G4S Courier or EMS SpeedPost. All documents will be sent to Shadrack Kibet,Evidence Action,Jonathan Court next to Coptic Hospital On Ngong Rd, Nairobi	The SCMOH will submit to Evidence Action Nairobi office an original Courier receipt together with the other accounting documents. Keep a copy of the same receipt	G4S Receipt (Green in colour) or Blue/Red/White EMS Speedpost Receipt should be attached
		0	0	1	0	0				
		0	0	1	0	0				
		0	0	1	0	0				
		Budget Total				0				<b>Financial Reconciliation Return Form.</b> <i>Receipts NOT attached for each respective exercise will be deemed to mean that funds meant for those exercise</i>

				<i>have not been used. Such funds will need to be refunded.</i>
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