

## DEO Budget For Emuhaya, Deworming Wave:

Item Description	Accountability Form	Units	Days	Unit Cost	Total	Receipient	Description	Accounting	Receipts
Coordination Allowance	FIN 9	1	2	2000	<b>4,000</b>	DEO	The DEO will receive Ksh. 2000 for coordinating a 2 day training at the district HQ. This is a flat rate that only caters for a maximum of 2 days which is enough time to coordinate district training activities.	The DEO will fill, sign and stamp a coordination allowance form for all funds received	Coordination Allowance Form
Transport	FIN 6	1	2	1000	<b>2,000</b>	DEO	The DEO will each receive Ksh 1000 for transport for each of the 2 days to provide coordination and oversight during the training	The DEO will fill, sign and stamp a transport allowance form for all funds received	Transport Allowance Form
Airtime	FIN 5	1	1	500	<b>500</b>	DEO	The DEO will receive a flat rate of Ksh. 500 for airtime for planning the district training including sourcing for a venue, projector and calling his divisional team to invite them for training etc	The DEO will fill, sign and stamp an airtime allowance form for all funds received	Transport Allowance Form
Facilitation Allowance	FIN 8II	1	1	2000	<b>2,000</b>	DEO	The DEO will receive a Facilitation Allowance for facilitating a session during the district training. The DEO will fill a facilitation allowance form his/her signature and official stamp	The DEO will fill, sign and stamp a facilitation allowance form for funds received	Facilitation Allowance Form
Secretary Allowance	FIN 7	1	2	2000	<b>4,000</b>	The District Secretary	The district secretary will receive Ksh. 2000 per day for 2 days for recording the proceedings of the district training and writing a comprehensive meeting report. These funds should strictly be received by a Secretary or another nominated officer who's NOT a District/Division level participant already in the meeting e.g. DQASO, DiCECE etc.	The District Secretary will fill a secretary allowance form with DEO's signature and official stamp. The meetings' report MUST also be included in the returns. A template of how the report should look like is included in the District File.	Secretary Allowance Form and Meeting Report Template
Transport	FIN 6	2	2	1000	<b>4,000</b>	2 District Level MOE Personnel	2 district level Personnel from MOE will each receive Ksh 1000 for transport for each of the 2 days they attend the district training.	2 district level Personnel will fill & sign a transport allowance form with DEO's signature and official stamp	Transport Allowance Form
Airtime	FIN 5	2	1	500	<b>1,000</b>	2 District Level MoE Personnel	2 district level Personnel will receive a flat rate of Ksh. 500 each for airtime for supporting the DEO with planning the district training	2 district level Personnel will fill & sign an airtime allowance form with DEO's signature and official stamp.	Airtime Allowance Form

							including inviting the divisional staff etc		
Transport	FIN 6	6	2	1000	<b>12,000</b>	Division Level MoE Personnel PER DIVISION X Number of divisions	3 Division level Personnel PER DIVISION will each receive Ksh. 1000 for transport for each of the 2 days they attend the district training.	3 Division level Personnel from EACH division will fill & sign a transport allowance form with DEO's signature and official stamp	Transport Allowance Form
Hall Rental	Original Receipts	1	2	4000	<b>8,000</b>	DEO pays to a vendor	The DEO will receive funds to hire a hall for the 2 days of training at an estimated cost of Ksh. 4000 per day payable to a recognized vendor such as a school, church or social hall.	The DEO submits rubber-stamped original/official receipts from the school/hall that provided the training venue.	Original/Official Receipts with Relevant Rubber Stamps of the Receipts' Issuers
Projector Hire	Original Receipts	1	2	4500	<b>9,000</b>	DEO pays to a vendor	The DEO will receive funds to hire a projector for the 2 days of training at an estimated cost of Ksh. 4500 per day payable to a recognized vendor such as a school, church or social hall.	The DEO submits rubber-stamped original/official receipts from the institution/school that provided the projector. Dates of hire should be indicated.	Original/Official Receipts with Relevant Rubber Stamps of the Receipts' Issuers
Meals	Original Receipts	26	2	600	<b>31,200</b>	DEO pays to a vendor (Divisional level personnel calculated by 3)	Tea, snacks and lunch will be provided for:- 6 district level Personnel (MoE/MoPHS) for 2 days plus 2 drivers (DEO/DMOH's)- 1 district secretary (MoE) for 2 days- 3 Master Trainers for 2 days-	The DEO submits rubber-stamped original official receipts from the caterer/school/social hall/church that provided the meals, including a breakdown of how many participants ate per day. Receipts should be 2 representing each day. Budget provisions MUST be followed. Any participants beyond the ones budgeted for will not be reimbursed.	Original/Official Receipts with Relevant Rubber Stamps of the Receipts' Issuers
Stationery	Original Receipts	21	1	75	<b>1,575</b>	DEO pays vendor (Divisional level personnel calculated by 3)	Note books and pens will be purchased for District & Division-level Personnel (plus 3 extra) at a rate of KSh 75 per person	The DEO submits rubber-stamped original official receipts from the bookshop/school/company that he/she bought the writing materials from.	Original/Official Receipts with Relevant Rubber Stamps of the Receipts' Issuers
Flip Chart Paper and Markers	Original Receipts	1	1	600	<b>600</b>	DEO pays vendor	One flip chart and assorted markers will be purchased for use during the 2 days of district training	The DEO submits rubber-stamped original official receipts from the bookshop/school/company that he/she bought the paper and markers from.	Original/Official Receipts with Relevant Rubber Stamps of the Receipts' Issuers

Bank Charges	Statement	1	1	500	<b>500</b>	District Bank	The Receiving Bank will levy an amount, NOT exceeding KShs. 500 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 DEO will submit a mini-statement from the District's Bank Account showing the charges levied to the account for both transactions.	Official Mini Statement from Bank with the Bank's Official Rubber Stamp
Courier Services	Original Receipts	1	1	500	<b>500</b>	DEO pays G4S Securicor or EMS Speedpost	The DEO will receive KShs.500 for sending accounting documents to IPA Nairobi Office by G4S Courier or EMS SpeedPost. All documents will be sent to Jane Kimani, Innovations for Poverty Action, Jonathan Court next to Coptic Hospital On Ngong Rd, Nairobi	The DEO will submit to IPA 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
Unique Expences	Original Receipts	0	0	0	<b>0</b>				
	<b>Budget Total</b>				<b>80,875</b>				<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 have not been used. Such funds will need to be refunded.</i>