

County Meeting-CHC Budget For Bomet, Deworming Wave: NWR First 89 Y3

Item Description	Accountability Form	Units	Days	Unit Cost	Total	Receipient	Description	Accounting	Receipts
Coordination Allowance for CHC	FIN 9C	1	2	2000	4,000	CHC	The CHC will receive Ksh. 4000 for coordinating a 1 day meeting at the County HQ. This is a flat rate that only caters for a maximum of 2 days to coordinate County Meeting activities. As part of coordination is invitation of participants and providing an oversight role to ensure the meeting is a success.	The CHC will fill, sign and stamp a coordination allowance form for all funds received	Coordination Allowance Form
Airtime for CHC	FIN 5C	1	1	1000	1,000	CHC	The CHC will receive a flat rate of Ksh. 1000 for airtime for planning the County meeting including participant invitation.	The CHC will fill, sign and stamp an Airtime allowance form for all funds received	Airtime Allowance Form
Airtime for CPHO, County pharmacist, County Chief Officer-Health, County HMIS Officer	FIN 5CII	4	1	500	2,000	CPHO, County Pharmacist, County Chief Officer-Health, County HMIS Officer	The CPHO, County pharmacist, County Chief Officer-Health, County HMIS Officer will EACH receive a flat rate of Kshs. 500 for airtime for maintaining communications with their offices whilst at the County Meeting.	The CPHO, County pharmacist, County Chief Officer-Health, County HMIS Officer will fill, sign and stamp an Airtime allowance form for all funds received	Airtime Allowance Form
Participation Allowance for CHC, CPHO, County Pharmacist, County Chief Officer-Health, County	FIN 8C	5	1	2000	10,000	CHC, CPHO, County Pharmacist, County Chief Officer-Health, County HMIS Officer	The CHC, CPHO, County pharmacist, County Chief Officer-Health, County HMIS Officer will EACH receive KShs.2000 as their Participation Allowance. This amount is to be paid STRICTLY on attendance basis.	The CHC, CPHO, County pharmacist, County Chief Officer-Health, County HMIS Officer will fill and sign a Participation allowance form. The CHC to stamp the form.	County Participation Allowance Form

HMIS officer									
Participation Allowance for SCMOHs	FIN 8CII	4	1	2000	8,000	SCMOHs	SCMOHs's or their representatives who will be in attendance at the County Meeting, will EACH receive KShs.2000 as their Participation Allowance. This amount is to be paid STRICTLY on attendance basis.	The SCMOHs will fill and sign a Participation allowance form. The CHC to stamp the form.	Sub-County Participation Allowance Form
Transport for the CHC, CPHO, County Chief Officer-Health, County Pharmacist, County HMIS Officer.	FIN 6C	5	1	2000	10,000	CHC, CPHO, County Chief Officer-Health, County Pharmacist, County HMIS Officer.	TheCHC, CPHO, County Chief Officer-Health, County Pharmacist, County HMIS Officer will EACH receive Ksh 2000 for transport for attending the County meeting. This is a flat rate provided to attend the County meeting.	The CHC, CPHO, County Chief Officer-Health, County Pharmacist, County HMIS Officer will fill& sign a transport allowance form with the CHC's official stamp	Transport Allowance Form
Transport for SCMOHs	FIN 6	4	1	2000	8,000	SCMOHs	TheSCMOHs will EACH receive Ksh 2000 for transport for attending the County meeting. This is a flat rate provided to attend the County meeting.	The SCMOs will fill & sign a transport allowance form with the CHC's official stamp	Transport Allowance Form
Lunch for County Drivers	FIN 3C	2	1	500	1,000	CHC, CECR-H.	All County drivers-CHC, CECR-H will receive Ksh 500 for lunch for bringing their CHC, CPHO, CECR-H, County Pharmacist to the County Meeting. This allowance will be paid on ACTUAL attendance basis. County Officers that have NO drivers will NOT BE eligible for this allowance.Self-Driven Officers will also NOT receive this allowance.	Each driver will fill & sign a lunch allowance form with CHC'sofficial stamp	County Drivers Lunch Allowance Form
Lunch for Sub-County Drivers	FIN 3CII	4	1	500	2,000	SCMOHs Drivers	All Sub-County drivers will receive Ksh 500 for lunch for bringing their SCMOHs to the County Meeting. This allowance will be paid on ACTUAL attendance basis. Sub-county Officers that have NO drivers will NOT be eligible for this allowance.Self-Driven Officers will also NOT receive this allowance.	Each driver will fill a lunch allowance form with CHC's official stamp	Sub-County Drivers Lunch Allowance Form
Lunch for Resource person.	FIN 3C	1	1	1000	1,000	County Accountant / Accounts Clerk - Health	The County Accountant will receive Ksh 1000 for lunch during the County Meeting.	The resource person will fill a lunch allowance form with CHC's official stamp	Lunch Allowance Form

Resource Person's allowance for County Accountant	FIN 10C	1	1	2000	2,000	County Accountant/Accounts Clerk - Health	The CHC will appoint a County level accountant/Accounts clerk to pay ALL allowances (Health) after the County Meeting. The County Accountant will receive Ksh 2000 as resource person's allowance for being available to make all the disbursements.	1 County Accountant/Accounts Clerk will fill a Resource Person Allowance form with CHC's signature and official stamp	Resource Person's Allowanc Form
Bank Charges	Statement	1	1	200	200	County Bank Account	The Receiving Bank will levy an amount, NOT exceeding KShs. 200 for receiving and withdrawing the County Meeting Funds. These amounts vary across banks.	The CHC will submit a mini-statement from the County'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
G4S Courier	Original Receipts	1	1	500	500	CHC pays G4S Securior or EMS Speedpost	The CHC will receive KShs.500 for sending accounting documents to Evidence Action Nairobi Office by G4S Courier or EMS SpeedPost	The CHC will submit to Evidence Action Nairobi the ORIGINAL Courier receipt issued by G4S/EMS at the point of sending the documents	G4S Receipt (Green in colour) or Blue/Red/White EMS Speedpost Receipt should be attached
	Budget Total				0				Financial Reconciliation Return Form