

MoEST Budget For Busia, Deworming Wave: Wave 2-NWR, Coast,

Item Description	Accountabil ity Form	Units	Days	Unit Cost	Total	Recepient	Description	Accounting	Receipts
Coordination	FIN 9	1	2	2000	4,000	DEO	The DEO will receive Ksh. 2000 for coordinating	The DEO will fill & sign a coordination	Coordination
Fee for DEO							deworming day activities in the Sub-County. This is	allowance form with his/her signature	Allowance Form
							a flat rate that only caters for a maximum of 2 days	and official stamp for all funds received	
							which is enough time to coordinate Deworming Day		
							activities.		
Transport for	FIN 6	1	1	1200	1,200	DEO	The DEO will each receive a flat rate of Ksh. 1200	The DEO will fill & sign a transport	Transport
DEO							for transport to provide coordination and oversight	allowance form with his/her signature	Allowance Form
							during Deworming Day in the Sub-County.	and official stamp for all funds received	
Drivers'	FIN 3D	1	1	500	500	Driver	The DEO's driver will receive a lunch allowance of	Driver ONLY to fill out & sign a lunch	Lunch Allowance
Lunch							Ksh. 500 for supporting the DEO in supervising	allowance form.If there's no Sub-County	Form
							Deworming Day activities.	vehicle/driver,these funds shall be	
								refunded to the programme.	
Coordination	FIN 9D	3	1	2	6	2 Sub-County Level	3 Sub-County Level Personnel (DQASO, DICECE	2 Sub-County Level Personnel fill and	Coordination
Allowance for						MoEST Personnel	and DEMIS) will each receive Ksh. 2000 for 1 day	sign a coordination allowance form with	Allowance Form
3 Sub-							for supporting the DEO in coordinating Deworming	DEO's official stamp for all funds	
County							Day activities. This is a flat rate that only caters for	received	
Personnel							a maximum of 1 day which is enough time to		
							coordinate the Deworming Day activities.		
AEO (or	FIN 9E	2	0	1	0	1 AEO	1 Education officer will be given an additional	The AEO(s) will fill & sign a coordination	Coordination
acting) (1)							1,000/- to coordinate return of Form S to AEO's	allowance form with his/her signature	Allowance Form
coordination							office after deworming day; the officer will then fill in	and official stamp for all funds received	
fee							school IDs on Form S and will compute Form A.		
							Finally, all documents will be returned to the DEO.		
Transport for	FIN 6	2	1	1	2	2 Sub-County Level	2 Sub-County Level Personnel will each receive	2 Sub-County Level Personnel fill and	Transport
2 Sub-						MoEST Personnel	Ksh. 1200 for transport to support the DEO in	sign a transport allowance form with	Allowance Form
County							providing coordination and oversight during	DEO's official stamp for all funds	
Personnel							Deworming Day in the Sub-County.	received	
Ward	FIN 9D	6	1	2	12	3 Ward MoEST	Each Ward level Personnel (up to 3 per Ward) will	Ward level Personnel will fill and sign a	Coordination
Personnel						Personnel PER Ward	receive 2,000 for suporting the DEO to coordinate	coordination allowance form with DEO's	Allowance Form
Coordination							and provide oversight to deworming day activities	official stamp	
Fee					_		within the Ward.		_
Transport for	FIN 6	6	1	1	6	3 Ward MoEST	Each Ward level Personnel (up to 3 per Ward) will	Ward level Personnel will fill and sign a	Transport
Ward						Personnel PER Ward	receive a flat rate of Ksh. 1,200 for transport to	transport allowance form with DEO's	Allowance Form
Personnel							support the DEO in overseeing deworming days in the Ward.	sign and official stamp	
Bank	Statement	1	1	200	200	Sub-County Bank	The Receiving Bank will levy an amount, NOT	The DEO will submit a mini-statement	Official Mini
Charges							exceeding KShs. 200 for receiving and withdrawing	from the Sub-County's Bank Account	Statement from
Ŭ							the Deworming Day Funds. These amounts vary	showing the charges levied to the	Bank with the
							across banks. This amount is not meant to pay for	account for both transactions	Bank's Official

							recurring monthly ledger fees, but is specific to the ledger fees payable for funds intended for the Deworming Programme.		Rubber Stamp
G4S Courier Services for return of forms S,A and D	Original Receipt	1	1	500	500	DEO 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 DEO 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
G4S Courier Services (for return of financial docs)	Original Receipt	1	1	500	500	DEO pays G4S Securicor or EMS Speedpost	The DEO 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 DEO 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
Printing/Phot ocopying	Original Receipt	1	1	200	200	DEO	The DEO will receive a total of KShs.200 as a refund incase of ANY printing/photocopying of budgets, drug forms and accounting documents	The DEO will submit to Evidence Action Nairobi the original Photocopying/Printing receipt issued by the vendor	Photocopying/Pri nting Receipt
		0	0	0	0				
		0	0	0	0				
		0	0	0	0				
		0	0	0	0				
		0	0	0	0				
			Budg	get Total	0				Final Financial Reconciliation Return Form Deposit slip for remaining funds OR MPesa confirmation SMS forwarded to 0712-382100 after making the MPesa deposit. 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.