

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

Item Description	Accountability Form	Units	Days	Unit Cost	Total	Receipient	Description	Accounting	Receipts
Fuel	Original Receipts	1	1	200	<b>200</b>	CDE	The CDE, will receive @total per kilometer for 84 Kms (two way trip to Kisii) to purchase fuel for picking training materials from Kisii County Headquarters . The CDE's driver alone will be sent to pick these materials and deliver to the CDE's office	CDE submits an official receipt that shows the number of liters fuelled, cost per litre and date of fuelling from the Petrol station.A vehicle work ticket showing the vehicle's movements should also be included.	Fuel Receipts and GoK Vehicle Work Ticket MUST be attached. Vehicle Registration Number Should be indicated
Coordination Allowance for CDE	FIN 9C	1	0	0	<b>0</b>	CDE	The CDE will receive @total 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 CDE will fill, sign and stamp a coordination allowance form for all funds received	Coordination Allowance Form
Transport for the CDE/CDTM/CQASO/County Chief Officer-Education/County EMIS Officer	FIN 6C	1	2	200	<b>400</b>	CDE/CDTM,CQASO /County Chief Officer- Education/ County EMIS Officer	The CDE/CDTM,CQASO/County Chief Officer-Education /and County EMIS Officer will EACH receive @total for transport for attending the County meeting. This is a flat rate provided to attend the County meeting.	The CDE/CDTM,CQASO/CCR-E and County EMIS Officer will fill and sign a transport allowance form, with the CDE's official stamp	Transport Allowance Form
Transport	FIN 6	5	10	200	<b>10,000</b>	DEOs	The DEOs will EACH receive @total for transport for attending the County meeting. This is a flat rate provided to attend the County meeting.	The DEOs will fill and sign a transport allowance form, with the CDE's official stamp	Transport Allowance Form
Lunch	FIN 3C	0	0	0	<b>0</b>	CDE,CDTM,CCR-E	All County drivers-CDE/CDTM/County Chief Officer- Education will receive @total for lunch	Each driver will fill a lunch allowance form with CDE's official stamp	Lunch Allowance Form

							for bringing their CDE/TSCD,CQASO/County Chief Officer- Education / County EMIS Officer 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.		
Lunch for Sub-County Drivers	FIN 3CII	0	0	0	0	DEOs Drivers	All Sub-County drivers will receive @total for lunch for bringing their DEOs 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 CDE's official stamp	Lunch Allowance Form
Lunch	FIN 3C	0	0	0	0	County Accountant / Accounts Clerk - Education	The County Accountant will receive @total for lunch during the County Meeting.	The resource person will fill a lunch allowance form with CDE's official stamp	Lunch Allowance Form
Resource Person's allowance for County Accountant	FIN 10C	0	0	0	0	County Accountant/Accounts Clerk - Education	The CDE will appoint a County level accountant/Accounts clerk to pay ALL allowances after the County Meeting from Education ONLY. The County Accountant will receive @total 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 CDE's signature stamp	Resource Person Allowance Form
Projector Hire	Original Receipts	0	0	0	0	CDE pays to a vendor	The CDE will receive funds to hire a projector for the 1 day meeting at an estimated cost of Ksh. 4,500 payable to a recognized vendor.	The CDE submits rubber-stamped original/official receipts from the vendor that provided the projector.Dates of hire should be indicated.	Original/Official Receipts with Relevant Rubber Stamps of the Issuers
Meals (10 o'clock tea, Lunch and a Soft Drink)	Original Receipts	0	0	0	0	CDE pays to a vendor	The CDE will receive funds to provide Teas, snacks and lunch for:- CDE, CDTM, CHC, CQASO, CPHO, County EMIS/HMIS officer, County Pharmacist,County Chief Officer E/H for 1 day - 2 sub-county level Personnel (MoEST/MoH-DEO's & SCMOH's) from sub-counties for 1 day- 1 Secretary for 1 day- 5 Trainers from the National Team; Ksh 1300 is provided per person per day for 10 o'clock teas and snacks and lunch	The CDE submits rubber-stamped original official receipts for the day from the caterer/vendor that provided the meals, including a breakdown of the number of people provided with teh services. 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 Issuers
Writing	Original	0	0	0	0	CDE pays to a	Notebooks & Pens of @total will be provided	The CDE submits rubber-stamped	Original/Official

Materials (Notebook and Pen ONLY)	Receipts					vendor	for:- CDE, CDTM, CHC, CQASO, CPHO, County EMIS/ HMIS, County Pharmacist, County Chief Officer-E /H for 1 day - 2 sub-county level Personnel (MoEST/MoH- DEO/DMOH) from Sub-Counties for 1 day- 1 Secretary for 1 day - 3 Extras	original official receipts from the bookshop/company that he/she bought the writing materials from.	Receipts with Relevant Rubber Stamps of the Issuers
Flip Chart Paper and Markers	Original Receipts	0	0	0	0	CDE pays to a vendor	Flip chart and assorted markers will be purchased for use during the 1 day meeting	The CDE submits rubber-stamped original official receipts from the bookshop/company that he/she bought the flip chart paper and markers from.	Original/Official Receipts with Relevant Rubber Stamps of the Issuers
Bank Charges	Statement	0	0	0	0	County Bank Account	The Receiving Bank will levy an amount, NOT exceeding @total for receiving and withdrawing the County Meeting Funds. These amounts vary across banks.	The CDE 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 Receipt	0	0	0	0	CDE pays G4S Securior or EMS Speedpost	The CDE will receive @total for sending accounting documents to Evidence Action Nairobi Office by G4S Courier or EMS SpeedPost	The CDE 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
	<b>Budget Total</b>				<b>10,600</b>				