

County Meeting-MoEST Budget For Vihiga, Deworming Wave: Kimutai

Item Description	Accountability Form	Units	Days	Unit Cost	Total	Receipient	Description	Accounting	Receipts
Coordination Allowance	FIN 9C	1	2	2000	4,000	CDE	The CDE will receive Ksh. 2000 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
Airtime	FIN 5C	1	1	1000	1,000	CDE	The CDE will receive a flat rate of Ksh. 1000 for airtime for planning the County training including participant invitations, sourcing for a venue, caterer, stationery etc	The CDE will fill, sign and stamp an Airtime allowance form for all funds received	Airtime Allowance Form
Airtime	FIN 5CII	3	1	500	1,500	TSCD/CQASO/County committee Representative Education	The TSCD/CQASO/CCM-E will EACH receive a flat rate of Ksh. 500 for airtime for maintaining communications with their offices whilst at the County training.	The TSCD, CQASO & CCM-E will fill, sign and stamp an Airtime allowance form for all funds received	Airtime Allowance Form
Secretary Allowance	FIN 7C	1	1	2000	2,000	The CDE's Secretary	The CDE's secretary will receive Ksh. 2000 for 1 day for recording the proceedings of the County training and writing a comprehensive meeting report. These funds should strictly be received by a Secretary or another nominated officer who's NOT a participant already in the meeting. At the conclusion of the meeting, the Secretary should use the Meeting Reporting Template included in the County file to prepare his/her report.	The CDE's Secretary will fill a secretary allowance form with CDE's signature and official stamp. The meeting's report MUST also be included in the returns.	Secretary Allowance Form and Meeting Report Template
Transport	FIN 6C	4	1	2000	8,000	CDE/TSCD,CQASO/CCM-E	The CDE/TSCD,CQASO/CCM-E will EACH receive Ksh 2000 for transport for attending the County meeting. This is a flat rate provided to attend the County meeting.	The CDE/TSCD,CQASO/CCM-E will fill a transport allowance form with the CDE's signature and official stamp	Transport Allowance Form
Resource Person's	FIN 10C	1	1	2000	2,000	County Accountant/Accounts	The CDE will appoint a County level accountant/Accounts clerk to pay ALL	1 County Accountant/Accounts Clerk will fill a Resource Person's	Resource Person's

allowance for County Accountant						Clerk	allowances after the County Meeting. The County Accountant will receive Ksh 2000 as resource person's allowance for being available to make all the disbursements.	allowance form with CDE's signature and official stamp	Allowance Form
Hall Rental	Original Receipts	1	1	4000	4,000	CDE pays to a vendor	The CDE will receive funds to hire a hall for the 1 day meeting at an estimated cost of Ksh. 4000 payable to a recognized vendor such as a hotel, social hall, conference facility etc.	The CDE submits rubber-stamped original/official receipts from the hotel, social hall, conference facility etc that provided the training venue.	Original/Official Receipts with Relevant Rubber Stamps of the Issuers
Projector Hire	Original Receipts	1	1	4500	4,500	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	Original Receipts	29	1	1300	37,700	CDE pays to a vendor	The CDE will receive funds to provide Teas, snacks and lunch for:- CDE/TSCD, CDH, CQAS O/CCM-H/CCM-E/CHEHS, for 1 day - 2 district level Personnel (MoE/MoPHS-DEO's & DMOH's) for 1 day- 1 Secretary for 1 day- 5 Trainers from the National Team for 1 day; 1 County Accounts Clerk & 7 County Drivers (Refunds will be made where full attendance is NOT achieved. All Attendees must sign the attendance register including drivers). A total of Ksh 1300 is provided per person per day. With this budget, meetings should IDEALLY be held in hotels, NOT schools.- 1 Secretary for 1 day- 5 Trainers from the National Team for 1 day; 1 County Accounts Clerk & 7 County Drivers (Refunds will be made where full attendance is NOT achieved. All Attendees must sign the attendance register including drivers).	he 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 the 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
Stationery	Original Receipts	24	1	75	1,800	CDE pays to a vendor	Notebooks & Pens at a rate of KShs.75 per participant will be provided for:- 1 CDE, 1 TSCD, 1 CDH, CQASO, CCM-H, CCM-E, CHEHS for 1 day - 2 district level Personnel (MoE/MoPHS-DEO/DMOH) for 1 day- 1 Secretary for 1 day- 5 Trainers from the National Team for 1 day - 3 Extras	The CDE submits rubber-stamped original official receipts from the bookshop/company that he/she bought the writing materials from.	Original/Official Receipts with Relevant Rubber Stamps of the Issuers

Flip Chart Paper and Markers	Original Receipts	1	1	600	600	CDE pays to a vendor	Flip chart and assorted markers will be purchased for use during the 1 day training	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	1	1	500	500	County Bank Account	The Receiving Bank will levy an amount, NOT exceeding KShs. 500 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
Courier Services	Original Receipts	1	1	500	500	CDE pays G4S Securi or EMS Speedpost	The CDE will receive KShs.500 for sending accounting documents to IPA Nairobi Office by G4S Courier or EMS SpeedPost	The CDE will submit to IPA 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				68,100				Financial Reconciliation Return Form