

MoEST Budget For Muhoroni, Deworming Wave: Y3 Nyanza Western 2015

Item Description	Accountability Form	Units	Days	Unit Cost	Total	Receipient	Description	Accounting	Receipts
Coordination Allowance for DEO	FIN 9	1	2	2000	4,000	DEO	The DEO will receive Ksh. 2000 for coordinating a 2 day training at the Sub-County HQ. This is a flat rate that only caters for a maximum of 2 days which is enough time to coordinate Sub-County training activities.	The DEO will fill, sign and stamp a coordination allowance form for all funds received	Coordination Allowance Form
Transport for DEO	FIN 6	1	2	1000	2,000	DEO	The DEO will 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 for DEO	FIN 5	1	1	500	500	DEO	The DEO will receive a flat rate of Ksh. 500 for airtime for planning the Sub-County training including sourcing for a venue, projector and calling his Wardal team to invite them for training etc	The DEO will fill, sign and stamp an airtime allowance form for all funds received	Airtime Allowance Form
Transport for sub-county Level Personnel	FIN 6	3	2	1000	6,000	3 Sub-County Level MOE Personnel	3 Sub-County level Personnel (DQASO, DICECE and DEMIS) from MOE will each receive Ksh 1000 for transport for each of the 2 days they attend the Sub-County training.	3 Sub-County level Personnel will fill & sign a transport allowance form with DEO's official stamp	Transport Allowance Form
Airtime for sub-county Level Personnel	FIN 5	3	1	500	1,500	3 Sub-County Level MoE Personnel	3 Sub-County level Personnel (DQASO, DICECE and DEMIS) will each receive a flat rate of Ksh. 500 each for airtime for supporting the DEO with planning the Sub-County training including inviting the Wardal staff etc	3 Sub-County level Personnel will fill & sign an airtime allowance form with DEO's official stamp.	Airtime Allowance Form
Transport for Ward level Personnel	FIN 6	6	2	1000	12,000	3 Ward Level MoEST Personnel PER Ward	3 Ward level Personnel PER Ward from 3 Wards will each receive Ksh. 1000 for transport for each of the 2 days they attend the Sub-County training.	3 Ward level Personnel from EACH of the 3 Wards will fill & sign a transport allowance form with DEO's official stamp	Transport Allowance Form
Hall rental	Original Receipts	1	2	3000	6,000	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. 3000 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	3500	7,000	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. 3500 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 (Tea, Snack and Lunch)-Calculated per	Original Receipts		2	600	0	DEO pays to a vendor	Teas, snacks and lunch will be provided for:- 7 sub-county level Personnel (MoEST/MoH) for 2 days plus 2 drivers (DEO/SCMOH's) (MoE) for 2 days- 2 Master Trainers for 2 days- 12 Ward level	The DEO submits rubber-stamped original official receipts from the caterer/school/social hall/church that provided the meals, including a	Original/Official Receipts with Relevant Rubber Stamps of the

Head by No.of Days (drivers included)							Personnel (MoEST/MoH) for 2 days- 1 monitors for 2 days (from national team; may or may not attend). A total of Ksh 600 is provided per person per day	breakdown of how many participants ate per day. Budget provisions MUST be followed. Any participants beyond the ones budgeted for will not be reimbursed.	Receipts' Issuers
Writing Materials (Notebook and Pen ONLY)	Original Receipts		1	75	0	DEO pays vendor (Ward level personnel calculated by 3)	Note books and pens will be purchased for Sub-County & Ward-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	600	DEO pays vendor	One flip chart and assorted markers will be purchased for use during the 2 days of Sub-County 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	200	200	Sub-County Bank	The Receiving Bank will levy an amount, NOT exceeding KShs. 200 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 Sub-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	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
AEO's Lunch Allowance during the CHEW Training (cash pay- out)	CHEW Forum Attendance Form	2	1	500	1,000	AEOs	Each AEO attending the CHEW Training slated to happen after District Training will receive a cash equivalent of Ksh. 500 for Lunch to support the health team with thorough allocation of schools and to support in developing concrete community sensitization strategies. This calculation is made based on one AEO per Ward as nominated by the DEO.	AEO's will fill a CHEW forum Attendance Form with DEO's sign and official stamp	CHEW forum Attendance Form
AEO's Transport to the CHEW Training (cash pay- out)	CHEW forum Attendance Form	2	1	500	1,000	AEOs	Each AEO attending the CHEW Training slated to happen after Sub-County Training will receive 500 for Transport. This calculation is made based on one AEO per Ward as nominated by the DEO.	AEO's will fill a CHEW forum Attendance Form with DEO's sign and official stamp	CHEW forum Attendance Form
		0	0	0	0				

		0	0	0	0				
		0	0	0	0				
		Budget Total			0				Financial Reconciliation Return Form. <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>