

### MoEST Budget For Butula, Deworming Wave:

Item Description	Accountability Form	Units	Ttsessions	Days	Unit Cost	Total	Receipient	Description	Accounting	Receipts
Coordination Allowance for DEO	FIN 9	1	2	1	2000	4,000	DEO	The DEO will receive Ksh. 2000 for 2 days for coordinating teacher training activities in the sub-county. This is a flat rate that only caters for a maximum of 2 days which is enough time to coordinate Teacher Training activities.	The DEO will fill & sign a coordination allowance form with his/her signature and official stamp for all funds received	Coordination Allowance Form
Transport for DEO	FIN 6	1	1	1	1200	1,200	DEO	The DEO will each receive a flat rate of Ksh. 1200 for transport to provide coordination and oversight during teacher training sessions in the sub-county.	The DEO will fill & sign a transport allowance form with his/her signature and official stamp for all funds received	Transport Allowance Form
Airtime for DEO	FIN 5	1	1	1	500	500	DEO	The DEO will receive a lumpsum of Ksh. 500 for airtime to provide coordination and oversight during teacher training sessions in the sub-county.	The DEO will fill & sign an airtime allowance form with his/her signature and official stamp for all funds received	Airtime Allowance Form
Transport for Distributing ALL Teacher Training Materials	Work Ticket and Fuel Receipt	1	1	1	500	500	DEO	The DEO will receive a budget of Ksh. 500 per teacher training sessions for fuel/transport costs to ensure that all materials (forms, handouts, posters etc) are available at all teacher training sessions.	DEO to provide a fuel receipt giving a cumulative sum of the amount spent during the exercise and a copy of the vehicle's work ticket	Fuel Receipt and Work Ticket
Drivers' Lunch	FIN 3D	1	1	1	500	500	DEO	The DEO's driver will receive a lunch allowance of Ksh. 500 for supporting the DEO in distributing materials to all teacher training sessions. Only the driver is eligible to receive this allowance	Driver ONLY to fill out & sign a lunch allowance form.	Lunch Allowance Form
Coordination Allowance for 2 sub-county Personnel	FIN 9	2	2	1	2000	8,000	2 Sub-County Level MoEST Personnel	2 sub-county Level Personnel (DQASO & DICECE) will each receive Ksh. 2000 for 2 days for supporting the DEO in providing coordination and oversight of teacher training activities. This is a flat rate that only caters for a maximum of 2 days which is enough time to coordinate the Teacher Training activities.	2 sub-county Level Personnel fill & sign a coordination allowance form with DEO's official stamp for all funds received	Coordination Allowance Form
Transport for 2 sub-county Personnel	FIN 6	2	1	1	1200	2,400	2 Sub-County Level MoEST Personnel	2 sub-county Level Personnel (DQASO & DICECE) will each receive Ksh. 1200 for transport to support the DEO in providing coordination and oversight during teacher training sessions in the sub-county.	2 sub-county Level Personnel (DQASO & DICECE) fill & sign a transport allowance form with DEO's official stamp for all funds received	Transport Allowance Form
Airtime for 2 sub-county Personnel	FIN 5	2	1	1	500	1,000	2 Sub-County Level MoEST Personnel	2 sub-county Level Personnel will (DQASO & DICECE) each receive a lumpsum of Ksh. 500 for airtime for supporting the DEO in providing coordination and oversight during teacher training sessions in the district.	2 sub-county Level Personnel fill & sign an airtime allowance form with DEO's sign and official stamp for all funds received	Airtime Allowance Form
Facilitation fee for Teacher	FIN 8	1	1	5	2000	2,000	1 Ward MoEST Personnel PER TEACHER TRAINING	1 Ward level Personnel facilitating a Teacher Training Session will receive Ksh. 2000 per session. This calculation is made based on the	Ward level Personnel will fill a facilitation allowance form with DEO's signature and official stamp for each	Facilitation Allowance Form (To be Signed by

Training Sessions							session	number of Teacher Training Sessions & NOT by the No.of Ward Level Personnel.	teacher training sessions facilitated	Ward Level Personnel)
Lunch During Teacher Training Sessions	FIN 3	1	1	5	500	500	1 Ward MoEST Personnel PER TEACHER TRAINING session	1 Ward level Personnel facilitating a teacher training session will receive Ksh. 500 for lunch. This calculation is made based on the number of Teacher Training Sessions & NOT by the No.of Ward Level Personnel.	Ward level Personnel will fill& sign a lunch allowance form with DEO's sign and official stamp for each teacher training session facilitated	Lunch allowance Form (To be Signed by Ward Level Personnel NOT Teachers)
Transport To Teacher Training Sessions	FIN 6T	1	1	5	500	500	1 Ward MoEST Personnel PER TEACHER TRAINING session	1 Ward level Personnel receives a flat rate KS. 500 for transport to the teacher training session.This calculation is made based on the number of Teacher Training Sessions & NOT by the No.of Ward Level Personnel.	Ward level Personnel will fill & sign a transport allowance form with DEO's sign and official stamp	Transport Allowance Form (To be Signed by Ward Level Personnel NOT Teachers)
Airtime for ALL Ward Level Personnel	FIN 5	1	1	1	500	500	3 Ward level MoEST Personnel per Ward	3 Ward level Personnel per Ward will each receive a flat rate of Ksh. 500 for airtime for coordinating and maximizing attendance at teacher training sessions. All Ward Level Personnel receive Airtime	Ward level Personnel will fill & sign an airtime allowance form with DEO's sign and official stamp	Airtime Allowance Form
Teachers' Transport & Lunch	Teacher Training Report Book	198	1	1	1000	198,000	Lunch/transport allowance for two teachers who attend teacher training sessions (max 2 per primary sch)	Each teacher attending a teacher training session will receive Ksh. 1000 as transport and lunch allowance. Maximum of two teachers per primary school (1 Heath; 1 Head)	Each teacher will sign for their KShs.1000 in the Teacher Training Report Book. They will also include their telephone number and signature.No teacher shall sign on behalf of another teacher. Materials received MUST also be ticked and posters displayed at the schools.	Teacher Training Report Book which is in your District's box with Teacher training Materials
Hall Rental	Original Receipts	1	1	1	2000	2,000	DEO/TTS Trainer	The DEO will receive Ksh. 2000 to hire a hall for each teacher training session payable to a recognized vendor such as a school, church hall or social hall.	The DEO submits rubber-stamped original official receipts from the vendor/school/church/social hall that provided the training venue .	Original/Official Receipts with Relevant Rubber Stamps of the Issuers
Tea	Original Receipts	208	1	1	100	20,800	DEO/TTS Trainer	The DEO will receive funds to purchase tea for TTS participants at a rate of Ksh 100 per person. -	The DEO submits rubber-stamped original official receipts from the caterer/school that provided the tea including a breakdown of how many people served per day. These funds should NOT be given to participants in CASH form.	Original/Official Receipts with Relevant Rubber Stamps of the Issuers
Stationery	Original Receipts	208	1	1	75	15,600	DEO/AEO pays a vendor	The DEO/AEO will receive funds to purchase writing materials for each participant 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 notebook and pen from, cost per item, and dates when the items were bought.	Original/Official Receipts with Relevant Rubber Stamps of the Issuers
Airtime for H	Teacher	99	1	1	100	9,900	Head Teachers	Each Headteacher will receive Ksh. 100 to facilitate	All headteachers sign at the back of the	Teacher Training

Head Teachers ONLY	Training Report Book							communication and coordination on deworming day. To be disbursed at the teacher training sessions.	Teacher training Report Book on the portion that provides for KShs.100. The same booklet will be used for signing for the KShs.1000 received.	Report Book- which is in your District's box with Teacher training y Materials
Bank Charges	Statement	1	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 the sub-county's Bank with the Bank's Official Rubber Stamp
G4S Courier Services	Original Receipt	1	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
		0	0	1	0	0				
		0	0	1	0	0				
		0	0	1	0	0				
	<b>Budget Total</b>					<b>0</b>				<b>Financial Reconciliation Return Form. 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.</b>