

County Meeting-CHC Budget For Bomet, Deworming Wave: NWR Year2

| Item Description | Accountability Form | Units | Days | Unit Cost | Total | Receipient | Description | Accounting | Receipts |
|--|---------------------|-------|------|-----------|---------------|---|---|--|---|
| Coordination Allowance for CHC | FIN 9C | 1 | 2 | 2000 | 4,000 | CHC | The CHC will receive Ksh. 4000 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 CHC will fill, sign and stamp a coordination allowance form for all funds received | Coordination Allowance Form |
| Airtime for CHC | FIN 5C | 1 | 1 | 1000 | 1,000 | CHC | The CHC will receive a flat rate of Ksh. 1000 for airtime for planning the County meeting including participant invitation. | The CHC will fill, sign and stamp an Airtime allowance form for all funds received | Airtime Allowance Form |
| Airtime for CPHO, County pharmacist, County Chief Officer-Health, County HMIS Officer | FIN 5CII | 4 | 1 | 500 | 2,000 | CPHO, County Pharmacist, County Chief Officer-Health, County HMIS Officer | The CPHO, County pharmacist, County Chief Officer-Health, County HMIS Officer will EACH receive a flat rate of Kshs. 500 for airtime for maintaining communications with their offices whilst at the County Meeting. | The CPHO, County pharmacist, County Chief Officer-Health, County HMIS Officer will fill, sign and stamp an Airtime allowance form for all funds received | Airtime Allowance Form |
| Participation Allowance for CHC, CPHO, County Pharmacist, County Chief Officer-Health, County HMIS officer | FIN 8C | 5 | 1 | 2000 | 10,000 | CHC, CPHO, County Pharmacist, County Chief Officer-Health, County HMIS Officer | The CHC, CPHO, County pharmacist, County Chief Officer-Health, County HMIS Officer will EACH receive KShs.2000 as their Participation Allowance. This amount is to be paid STRICTLY on attendance basis. | The CHC, CPHO, County pharmacist, County Chief Officer-Health, County HMIS Officer will fill and sign a Participation allowance form. The CHC to stamp the form. | County Participation Allowance Form |
| Participation Allowance for SCMOHs | FIN 8CII | 4 | 1 | 2000 | 8,000 | SCMOHs | SCMOHs's or their representatives who will be in attendance at the County Meeting, will EACH receive KShs.2000 as their Participation Allowance. This amount is to be paid STRICTLY on attendance basis. | The SCMOHs will fill and sign a Participation allowance form. The CHC to stamp the form. | Sub-County Participation Allowance Form |
| Transport for the CHC, CPHO, County Chief Officer-Health, | FIN 6C | 5 | 1 | 2000 | 10,000 | CHC, CPHO, County Chief Officer-Health, County Pharmacist, County HMIS Officer. | The CHC, CPHO, County Chief Officer-Health, County Pharmacist, County HMIS Officer will EACH receive Ksh 2000 for transport for attending the County meeting. This is a flat rate provided to attend the County meeting. | The CHC, CPHO, County Chief Officer-Health, County Pharmacist, County HMIS Officer will fill& sign a transport allowance form with the CHC's official stamp | Transport Allowance Form |

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| County Pharmacist, County HMIS Officer. | | | | | | | | | |
| Transport for SCMOHs | FIN 6 | 4 | 1 | 2000 | 8,000 | SCMOHs | The SCMOHs will EACH receive Ksh 2000 for transport for attending the County meeting. This is a flat rate provided to attend the County meeting. | The SCMOs will fill & sign a transport allowance form with the CHC's official stamp | Transport Allowance Form |
| Lunch for County Drivers | FIN 3C | 2 | 1 | 500 | 1,000 | CHC, CECR-H. | All County drivers-CHC, CECR-H will receive Ksh 500 for lunch for bringing their CHC, CPHO, CECR-H, County Pharmacist 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. | Each driver will fill & sign a lunch allowance form with CHC's official stamp | County Drivers Lunch Allowance Form |
| Lunch for Sub-County Drivers | FIN 3CII | 4 | 1 | 500 | 2,000 | SCMOHs Drivers | All Sub-County drivers will receive Ksh 500 for lunch for bringing their SCMOHs 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 CHC's official stamp | Sub-County Drivers Lunch Allowance Form |
| Lunch for Resource person. | FIN 3C | 1 | 1 | 1000 | 1,000 | County Accountant / Accounts Clerk - Health | The County Accountant will receive Ksh 1000 for lunch during the County Meeting. | The resource person will fill a lunch allowance form with CHC's official stamp | Lunch Allowance Form |
| Resource Person's allowance for County Accountant | FIN 10C | 1 | 1 | 2000 | 2,000 | County Accountant/Accounts Clerk - Health | The CHC will appoint a County level accountant/Accounts clerk to pay ALL allowances (Health) after the County Meeting. The County Accountant will receive Ksh 2000 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 CHC's signature and official stamp | Resource Person's Allowance Form |
| Bank Charges | Statement | 1 | 1 | 200 | 200 | County Bank Account | The Receiving Bank will levy an amount, NOT exceeding KShs. 200 for receiving and withdrawing the County Meeting Funds. These amounts vary across banks. | The CHC 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 Receipts | 1 | 1 | 500 | 500 | CHC pays G4S Securior or EMS Speedpost | The CHC will receive KShs.500 for sending accounting documents to Evidence Action Nairobi Office by G4S Courier or EMS SpeedPost | The CHC 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 |
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| | Budget Total | | | | 0 | | | | Financial Reconciliation Return Form |