

County Meeting-CDE Budget For Bungoma, Deworming Wave: NWR First 89 Y3

Item Description	Accountability Form	Units	Days	Unit Cost	Total	Receipient	Description	Accounting	Receipts
Fuel (@ 30/- per Kilometer)	Original Receipts		1	30	0	CDE	The CDE, will receive Ksh 30 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
Driver's Lunch Allowance	3D	1	1	500	500	CDE's Driver	The CDE will pay 1 driver a flat rate of Ksh. 500 to cater for his/her lunch on the day of picking training materials from Kisii County HQ	Driver fills a lunch allowance form, signs and includes his/her telephone number. CDE to stamp the form	Lunch allowance form
Coordination Allowance for CDE	FIN 9C	1	2	2000	4,000	CDE	The CDE 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 CDE will fill, sign and stamp a coordination allowance form for all funds received	Coordination Allowance Form
Airtime for CDE	FIN 5C	1	1	1000	1,000	CDE	The CDE will receive a flat rate of Ksh. 1000 for airtime for planning the County meeting 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 for CDTM/CQASO/County Chief Officer-Education/ County EMIS	FIN 5CII	4	1	500	2,000	CDTM/CQASO/County Chief Officer-Education/ County EMIS Officer	The CDTM/CQASO/County Chief Officer-Education and County EMIS Officer will EACH receive a flat rate of Ksh. 500 for airtime for maintaining communications with their offices whilst at the County meeting.	CDTM/CQASO/County Representative Education and County EMIS Officer will fill, sign and CDE to stamp an Airtime allowance form for all funds received	Airtime Allowance Form

officer									
Participation Allowance for CDE/ CDTM / CQASO / County Chief Officer- Education/ County EMIS officer	FIN 8C	5	1	2000	10,000	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 KShs.2000 as their Participation Allowance for the day of the county meeting. This amount is to be paid STRICTLY on attendance basis.	The CDE/ CDTM / CQASO / CECR-E and County EMIS Officer will fill and sign a Participation allowance form. The CDE to stamp the form.	Participation Allowance Form
Participation Allowance for DEOs	FIN 8CII	9	1	2000	18,000	DEOs	The DEO's or their representatives who will be in attendance at the County Meeting, will EACH receive KShs.2000 as their Participation Allowance for the day of the county meeting. This amount is to be paid STRICTLY on attendance basis.	The DEOs will fill and sign a Participation allowance form. The CDE to stamp the form.	Participation Allowance Form
Secretary Allowance		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 meeting 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 Report based on the Meeting Report Template provided.
Transport for the CDE/CDTM/CQASO/County Chief Officer- Education/ County EMIS Officer	FIN 6C	5	1	2000	10,000	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 Ksh 2000 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 for DEOS	FIN 6	4	1	2500	10,000	DEOs	The DEOs will EACH receive Ksh 2500 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 for County Drivers	FIN 3C	3	1	500	1,500	CDE,CDTM,CCR-E	All County drivers-CDE/CDTM/County Chief Officer- Education will receive Ksh 500 for lunch 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.	Each driver will fill a lunch allowance form with CDE's official stamp	Lunch Allowance Form
Lunch for Sub-County Drivers	FIN 3CII	9	1	500	4,500	DEOs Drivers	All Sub-County drivers will receive Ksh 500 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 for Resource person.	FIN 3C	1	1	1000	1,000	County Accountant / Accounts Clerk - Education	The County Accountant will receive Ksh 1000 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	1	1	2000	2,000	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 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 CDE's signature stamp	Resource Person 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	Original/Official Receipts with Relevant Rubber Stamps

								indicated.	of the Issuers
Meals (10 o'clock tea, Lunch and a Soft Drink)	Original Receipts	34	1	1300	44,200	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 4 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 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
Writing Materials (Notebook and Pen ONLY)	Original Receipts	34	1	75	2,550	CDE pays to a vendor	Notebooks & Pens at a rate of KShs.75 per participant will be provided 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 4 Sub-Counties for 1 day- 1 Secretary 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 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	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 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 Receipts	1	1	500	500	CDE pays G4S Securior or EMS Speedpost	The CDE will receive KShs.500 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
	Budget Total				75,800				Financial Reconciliation Return Form