1. MS-present
2. HAO-present
3. NOI-present
4. ACC-Absent with apology
5. PR-present
6. Dental-Absent without apology
7. Clinician in charge-Absent with apology

**Section 15 (HMT)**

EEC

What are the roles of the EEC?

EEC: MAY 23, 2024

**Preliminaries:** prayers Betty

**Day off:** Accountant

**Apologies:** Susan

**Absent without apology:** Mbaaka

**Adoption:**

**Confirmation:** ***proposed:*** kagwi

***Seconded:*** mercy

***Matters arising***

***Min/1/04/2024*** still following up on pending staff paperwork.

Security personnel delt with concussively

***Min /03/***

* No other until we move.
* Procurement plan 2024/25
* First conclude on quarter 4.
* FIF (utilization based on the Dec- 644,000-Q3
* Q4: cash at Hand: ksh 1,466,312 as at 31st march 2024.
* Proposed HMT: progress of quarter 3

AOB: 2024/25 Financial

Expenditure:

Kshs.30, 000

AIE 30,000; procurement to have requisitions and receipts.

a) Petty Cash expenditure 24 500mls

2 cartons of milk (2\*12\*500mls) (Meru Dairy Cooperative union ltd) -1,200 Ksh

get all paper work

b) Electrical servicing 3/5/24

Repair: Single cut out - 700 Ksh

Servicing (Electrical servicing) – 500 Ksh

replacing blown out cut out

Total = 1200 Ksh

get all paperwork

c) Purchase of Samsung Galaxy tab A9 back cover - 2580 Ksh

Samsung type c charger and cable -1800 Ksh

Total = 4300

Accountant to consult on how much has been paid

3 Dental Catriage 3\*7800 (Muranga Pharmacy) -15200 ksh

To purchase:

* Stamp
* calculator 2
* Padlock cover
* Gas lamp ( Refill 6kgs)

Follow up on leakages in dice

Jakago – Complete order – Supply cooking gas (13kgs) 15 mitungis

Weighing machine and BP Machine – Do another requisition

Stationery

Batteries Double A

**A.O.B**

* Weekly supply of food
* Security
* IT and Telcoms

Prayers 12:23 pm