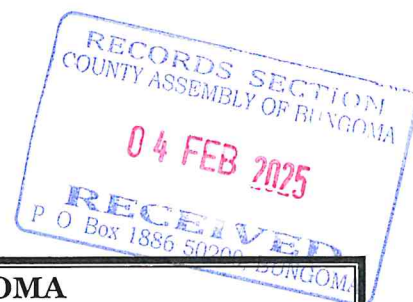


DCHS  
7.2.25  
Habas



**COUNTY GOVERNMENT OF BUNGOMA**



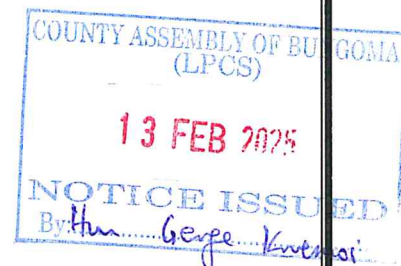
**COUNTY ASSEMBLY OF BUNGOMA  
OFFICE OF THE CLERK**

THIRD ASSEMBLY

THIRD SESSION

**COMMITTEE ON GENDER, CULTURE AND SOCIAL WELFARE**

**REPORT ON THE FINANCIAL STATEMENTS FOR THE DEPARTMENT OF  
GENDER, CULTURE, AND SOCIAL WELFARE FOR THE PERIOD ENDED  
30<sup>TH</sup> JUNE, 2024.**



**Clerks Chambers  
County Assembly Buildings  
P.O BOX 1886 - 50200  
BUNGOMA, KENYA**

**DECEMBER, 2024**

## TABLE OF CONTENTS

CHAPTER ONE.....	3
1.1 PREFACE.....	3
1.2 MANDATE OF THE COMMITTEE.....	3
1.3 COMMITTEE MEMBERSHIP .....	4
1.4 FISCAL AND LEGAL FRAMEWORK .....	5
1.5 ACKNOWLEDGEMENT .....	6
CHAPTER TWO .....	7
2.1 DEPARTMENTAL EXPENDITURE ANALYSIS .....	7
2.2 RECURRENT EXPENDITURE .....	7
2.3 PENDING BILLS .....	10
2.4 OUTSTANDING IMPRESTS.....	11
CHAPTER THREE.....	12
COMMITTEE OBSERVATIONS .....	12
COMMITTEE RECOMMENDATIONS.....	13
ADOPTION SCHEDULE.....	14
ANNEXURES.....	15

## **CHAPTER ONE**

### **1.1 PREFACE**

**Hon. Speaker,**

The quarterly financial statements and reports for the period ended 30<sup>th</sup> June, 2024 were tabled in the House on 16<sup>th</sup> October, 2024 and committed to the committee on Gender and Culture for interrogation and reporting back to this House. The committee held interrogation with the department of Gender and Culture on Monday 4<sup>th</sup> November, 2024 and therefore submits its report herein below.

The report contains the legal framework and objectives that informed the committee to analyze the financial statements as submitted and thereafter through an interrogation process. The report also highlights the department of Gender and Culture expenditure analysis that is budget execution by programmes and sub-programmes, pending bills and outstanding imprest. Finally, it contains the committee's observations and recommendations on the financial statements and reports with respect to the department of Gender and Culture.

### **1.2 MANDATE OF THE COMMITTEE**

**Mr. Speaker Sir,**

The Sectoral Committee on Gender, Culture and Social Welfare derives its mandate from the provisions of Standing Order 217 (5) of the Bungoma County Assembly Standing Orders which shall be to :

- a) Investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations, coordination, control and monitoring of budget;
- b) Consider quarterly reports of the assigned departments and report to the House within twenty-one (21) sitting days upon being laid;

- c) Study the programme and policy objectives of departments and the effectiveness of the implementation;
- d) Study and review all County legislation referred to it;
- e) Study, access and analyze the relative success of the departments as measured by the results obtained as compared with their stated objectives;
- f) Investigate and inquire into all matters relating to the assigned departments as they may deem necessary, and as may be referred to them by the County Assembly;
- g) To vet and report on all appointments where the constitution or any law requires the House to approve, except those under *Standing Order 204* (Committee on Appointments); and
- h) Make reports and recommendations to the House as often as possible, including recommendation of proposed legislation.

### **1.3 COMMITTEE MEMBERSHIP**

**Mr. Speaker Sir,**

The current composition of the Committee on Gender, Culture and Social Welfare is as follows:

- |                           |                |
|---------------------------|----------------|
| 1. Hon. Jack Kawa         | -Chairperson   |
| 2. Hon. Abraham Obama     | -V/Chairperson |
| 3. Hon. John Wanyama      | -Member        |
| 4. Hon. George Kwemoi     | -Member        |
| 5. Hon. Alfred Mukhanya   | -Member        |
| 6. Hon. Florence Juma     | -Member        |
| 7. Hon. Jeremiah Kuloba   | -Member        |
| 8. Hon. Alice Kibaba      | -Member        |
| 9. Hon. Grace Sundukwa    | -Member        |
| 10. Hon. Joseph Nyongesa  | -Member        |
| 11. Hon. Godfrey Mukhwana | -Member        |
| 12. Hon. James Mukhongo   | -Member        |



- |                            |         |
|----------------------------|---------|
| 13. Hon. Christine Mukhngo | -Member |
| 14. Hon. Orize Kundu       | -Member |
| 15. Hon. Violet Makhanu    | -Member |

#### **1.4 FISCAL AND LEGAL FRAMEWORK**

##### **Mr. Speaker Sir**

*Article 226(2)* of the Constitution of Kenya, 2010 states that, the Accounting Officer of the National Public entity is accountable to the National Assembly, while the Accounting Officer of a County Government entity is accountable to the County Assembly for its financial management.

##### **Mr. Speaker Sir.**

The County Assembly discharges its oversight function on the executive through the Committee system. According to ***Section 116 of the Public Finance Management Act, 2012***, an Accounting officer for a County Government entity shall prepare a report for each quarter of the financial year in respect of the entity. Further, the Section requires the Accounting Officer to ensure that the quarterly report;

- Contains information on the financial and non-financial performance of the entity, and
- Is in a form that complies with the standards prescribed and published by the Public Sector Accounting Standards Board.

**Mr. Speaker Sir.** The Section also requires that not later than fifteen (15) days after the end of each quarter, the Accounting Officer shall submit the quarterly report to the County Treasury that consolidate them within one month following the end of the quarter and submit to County Assembly with a copy to National Treasury, Controller of Budget and the Commission on Revenue Allocation.

## Obligations of Accounting Officers

**Mr. Speaker Sir,** *Section. 149(1) of the PFM Act 2012*, states that;

*An accounting officer is accountable to the County Assembly for ensuring that resources of the entity for which the officer is designated are used in a way that is;*

- *Lawful and authorized*
- *Effective, efficient, economical and transparent.*

Accounting officers will be accountable to County Assembly for;

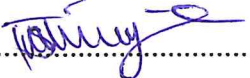
- *Ensuring the most effective means of achieving desired programme outcomes are used.*
- *Maintaining effective systems of internal control and the measures taken to ensure that they are effective.*
- *Measures taken to prepare the financial reports that reflect a true and fair view of the financial position of the department.*

## 1.5 ACKNOWLEDGEMENT

**Mr. Speaker Sir.**

I take this opportunity to extend my gratitude to the Office of the Speaker and the Clerk of the County Assembly for the logistical support accorded to the Committee in their execution of its mandate. My appreciation also goes to all members of the Committee for their dedication in examining the Financial Statements and reports with respect to the department of Gender and Culture.

**Mr. Speaker Sir.** It is therefore my pleasant duty and privilege, on behalf of the Sectoral Committee on Gender, Culture and Social Welfare, to table this report for the House's deliberation and adoption.

Sign .....  ..... Date..... 31/02/2025 .....

**HON. JACK KAWA, MCA, BOKOLI WARD**  
**CHAIRPERSON, COMMITTEE ON GENDER, CULTURE AND SOCIAL**  
**WELFARE**

## **CHAPTER TWO**

### **2.1 DEPARTMENTAL EXPENDITURE ANALYSIS**

#### **Mr. Speaker Sir.**

The department of Gender and Culture had an approved 2nd Supplementary budget of **Kshs. 124,614,300** comprising **Kshs. 83,243,038** recurrent and **Kshs. 40,412,749** for Development expenditure programmes.

At the end of period under review the absorption for the department was **Kshs. 91,470,715** representing 73%: recurrent expenditure was **Kshs. 71,775,403** and development was **Kshs. 19,695,312**.

### **2.2 RECURRENT EXPENDITURE**

#### **General Administration planning and support services**

- Compensation to employees, the approved allocation was Kshs. 34,907,953 with absorption of Kshs. 31,984,863 leaving a balance of 2,923,090 which translates to 92%.

During interrogation, the department explained to the Committee that the balance of Kshs. 2,923,090 was meant for promotions of officers in the department which were not done. The Kshs. 31,984,863 was not inclusive of May and June salaries hence the allocation was insufficient, the salary requirement for May and June was not provided.

Further, the monthly expenditures on personnel was submitted as follows; Kshs. 2,476,003.30 in July, Kshs. 2,622,080.00 in August, Kshs. 2,991,280.15 in September, Kshs. 2,936,086.00 in October, Kshs. 3,641,172.20 in November, Kshs. 3,641,172.20 in December, Kshs. 3,609,611.75 in January, Kshs. 3,576,289.20 in February, Kshs. 3,571,655.85 in March, Kshs. 3,571,655.85 in April.

- Planning and budgeting with a budget of Kshs. 1,400,000 had 100% utilization in the period under review.
- Utility for office operations with a budget of Kshs. 280,000, Kshs. 109,597 was spent translating to 39% absorption rate.

- Administrative service management with an allocation of Kshs. 11,784,026, Kshs. 9,673,927 was spent representing 82% absorption rate.

### **Cultural Development and management programme**

Under this programme, the following sub-programmes were implemented;

KICOSCA games, the department spent Kshs. 28,917,542 out of the 2<sup>nd</sup> supplementary approved budget of Kshs. 29,875,000 translating to 97% absorption rate

The breakdown on the expenditure of Kshs. 28,917,542 on KICOSCA 2023 was submitted as follows:

- ✓ KICOSCA preparation meetings Kshs. 324,200
- ✓ Kshs.2,330,000 on KICOSCA logistics,
- ✓ Kshs. 768,000 on KICOSCA games football men
- ✓ Kshs. 488,000 on KICOSCA handball men
- ✓ Kshs. 717,500 on Basketball women team spent
- ✓ Kshs. 1,098,000 on Kamabeka team
- ✓ Kshs. 570,500 on handball women
- ✓ Kshs. 767,900 on basketball men
- ✓ Kshs. 1,829,000 on KICOSCA folksong team,
- ✓ Kshs. 446,000 on volleyball women was facilitated with
- ✓ Kshs. 1,190,000 on KICOSCA athletics,
- ✓ Kshs. 1,316,700 on medics and enforcement,
- ✓ Kshs. 1,133,300 on KICOSCA Gender and Culture department staff
- ✓ Kshs. 1,621,000 on KICOSCA netball team
- ✓ Ksh. 418,600 on KICOSCA governor's office
- ✓ EALASCA trials 2,973,000
- ✓ EALASCA games Kshs. 3,067,200

On participation in Kenya Music Festival with an allocation Kshs. 500,000, the department utilized Kshs. 158,200 representing 32% absorption rate.

Hold herbal medicine day with an allocation of Kshs. 500,000. The whole amount was spent representing 100% absorption

Liquor licencing with an allocation of Khs. 1,000,000 was not expended

Construction of Sang'alo multi-purpose hall with an approved budget of Kshs. 6,440,351, Kshs. 6,345,642 was spent translating to 99% absorption rate. The project is at 70% completion with a pending bill of Kshs. 15,395,126.40

### **Gender equality and empowerment of vulnerable Groups**

Under this programme, the department of Gender and Culture has the following sub-programmes:

- Operations of Gender Technical working Group with an approved budget of Kshs. 1,500,000 had absorption of Khs. 1,493,020 representing 100% that was spent on consultative/ engagement with GBV survivors in the ten sub-Counties and holding Gender Technical Working Groups quarterly meetings.
- Gender based violence with an allocation of Kshs. 2,000,000 had 0% absorption rate. The department submitted that the programme was not carried out because no payment was made after requisition.
- International Disability day with an allocation of Kshs. 1,000,000 was not spent.
- Women international day had an allocation of Kshs. 1,000,000 where Khs. 1,000,000 was absorbed in celebration of Women International Day held in Mbakalo Stadium, Mbakalo ward on 8<sup>th</sup> March, 2024.
- The Women Empowerment Fund and Disability Empowerment Fund with allocation of Kshs. 20,526,343 and Kshs. 12,317,615 had absorption of Kshs. 12,000,000 and Khs. 8,000,000 respectively that was used on clearing pending bill on construction of Masinde Muliro Stadium.

### 2.3 PENDING BILLS

As per the submission during interrogation, the department of Gender and Culture has a total pending bill of Kshs. 16,251,126 as shown in the table below;

S/No	Supplier /contractor Name	FY of the contract	Details of work performed	Contract Amount	Outstanding pending Bill Amount as of 30 <sup>th</sup> June, 2024	Amount paid (Kshs.)	Status
1	Madividi enterprises	2023/2024	Supply and delivery of toners	298,000	73,000	225,000	Supplied and partially paid
2	Pasisi enterprises limited	2019/2020	Construction of Sang'alo multipurpose hall	20,895,126.40	15,395,126.40	5,500,000	Work in progress
3	Sangoti enterprises limited	2023/2024	Supply and delivery of catering items	1,250,000	250,000	1,000,000	Supplied and partially paid
4	Webar investment	2023/2024	Supply and delivery of cleaning items	260,000	260,000	Nil	Supplied and not paid
5	Prudential west agency	2023/2024	Provision of insurance for motor vehicle	200,000	200,000	Nil	Service offered and not paid

6	Elmewa joint enterprises	2023/2024	Supply and delivery of stationery	298,000	73,000	225,000	Supplied and partially paid
<b>Total</b>					<b>16,251,126</b>	<b>6,950,000</b>	

## 2.4 OUTSTANDING IMPRESTS

As at 30<sup>th</sup> June, 2024 the department had an outstanding imprest of Kshs. 699,000.

During the interrogation, the department clarified that the imprest was meant for thanks giving prayers Kshs. 599,000 and office imprest of Kshs. 100,000. The imprest holders had surrendered but it had not been removed from the IFMIS system.

## **CHAPTER THREE**

### **COMMITTEE OBSERVATIONS**

**Hon. Speaker,**

The committee observed the following:

1. **THAT**, the department utilized Kshs. 12,000,000 and Kshs. 8,000,000 funds meant for Women and Disability to pay for completion of Masinde Muliro Stadium.
2. **THAT**, the outstanding imprest was Kshs.699,000; Kshs. 100,000 for office imprest and Kshs. 599,000 for thanksgiving prayers which is a programme in the department of Gender and Culture.
3. **THAT**, the pending bill in the department stood at Kshs. 16,251,126 out of which Kshs. 15,395,126.40 is in respect to Sang'alo Multipurpose Hall.
4. **THAT**, on personnel emoluments, the department had an allocation of Kshs. 34,907,953 with absorption of Kshs. 31,984,863 that was not inclusive of the salaries for May and June, 2024 and a balance of Kshs. 2,923,090 was meant for promotions.



## COMMITTEE RECOMMENDATIONS

1. **THAT**, the Accounting officer should comply with the provision of Section 154 (2) ( c) of PFM Act 2012 on not reallocating more than 10% from one program and Section 196 (1) of PFM Act, 2012 and Section 104 (1) of County Government Act by spending funds on programs as approved in the budget estimated.
2. **THAT**, the Accounting Officer should submit a report on the status of the Women empowerment and Disability empowerment Funds.
3. **THAT**, the Accounting Officer should ensure compliance of **Regulation 93(5) and 6 of PFM Regulation, 2015** on imprest management system and he should submit a report on the action taken on the unsurrendered imprests within 14 days after adoption of this report.
4. **THAT**, the department should prioritize pending bills in budgeting and come up with a plan on how it will settle its pending bills and submit a report within 30 days from the adoption of this report

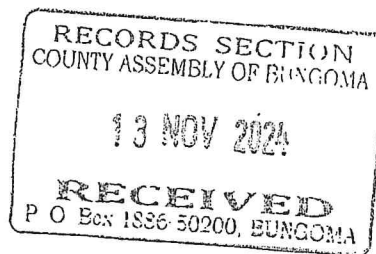
## ADOPTION SCHEDULE

We the undersigned members of the Committee on Gender, Culture and Social Welfare append our signatures adopting this report with the contents therein.

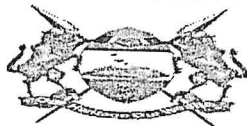
Name	Designation	signature
1. Hon. Jack Kawa	Chairperson	
2. Hon. Abraham Obama	Vice chairperson	.....
3. Hon. Joseph Juma	Member	
4. Hon. James Mukhongo	Member	
5. Hon. Godfrey Wanyama	Member	
6. Hon. George Tendet	Member	
7. Hon. Orize Kundu	Member	
8. Hon. Violet Makhanu	Member	
9. Hon. Alfred Mukhanya	Member	
10. Hon. Jeremiah Kuloba	Member	.....
11. Hon. Florence Juma	Member	
12. Hon. John Wanyama	Member	
13. Hon. Alice Kibaba	Member	.....
14. Hon. Grace Sundukwa	Member	.....
15. Hon. Christine Mukhongo	Member	.....

① Dchs  
T.O.A  
13/11/24

② CC-Gender  
Dchs  
18/11/24



COUNTY GOVERNMENT OF BUNGOMA



DEPARTMENT OF GENDER, CULTURE, YOUTH AND SPORTS  
Office of the Chief Officer Gender & Culture

Telephone: 0725393939

County Executive Offices  
Opp. Governor's Office 4<sup>th</sup> Flr  
P.O BOX 437 - 50200  
**BUNGOMA**

Our Ref: CG/BGM/G&C/VOL.1/ 79

Dated: 8<sup>th</sup> November, 2024

The Chairperson  
Sectoral Committee Gender & Culture  
County Assembly Of Bungoma  
P.O. Box 1886,  
**BUNGOMA.**

RE: **SECTORIAL COMMITTEES OF THE CONSOLIDATED FINANCIAL  
STATEMENT AND REPORTS FOR FY/2023/2024**

The above matter refers,

Forwarded herewith, please find the attached documents as requested by the sector committee.

1. Reminder of Promotion requests for FY/2023/2024
2. List of personnel officers to be promoted.

Thank you,

David Maling'a

**CHIEF OFFICER-GENDER AND CULTURE.**

**CC: CECM GENDER, CULTURE, YOUTH AND SPORTS**

**Issue**

1. Variance between the Budget and the actual expenses incurred for FY/2023/2024.

**Response**

The compensation to employees had an original budget of Kshs. 28,972,440/=. In the supplementary kshs. 5,935,513/= was added enhancing the budget to kshs. 34,907,953/=.

An expenditure of kshs. 32,045,012/= was incurred leaving the variance of Kshs. 2,862,942/= which was meant for promotion.

For more information, see the attached documents.

# COUNTY GOVERNMENT OF BUNGOMA



## DEPARTMENT OF GENDER, CULTURE, YOUTH AND SPORTS *Office of the Chief Officer Gender and Culture*

Telephone: 0725393939

County Executive Offices  
Opp. Governor's Office  
P.O BOX 437 – 4<sup>th</sup> Flr  
**BUNGOMA**

OUR REF: CG/BGM/GC/CS/VOL.IV/78

DATE: 10<sup>TH</sup> SEPT, 2024

THE DIRECTOR  
HUMAN RESOURCE MANAGEMENT  
COUNTY GOVERNMENT OF BUNGOMA  
**BUNGOMA**

Thro'

THE COUNTY SECRETARY/HEAD OF PUBLIC SERVICE  
COUNTY GOVERNMENT OF BUNGOMA  
**BUNGOMA**


**RE: REMINDER OF PROMOTION REQUEST FOR FINANCIAL  
YEAR 2023/2024**

Reference is made to the above subject matter where the Department's requests for promotion are pending at the County Public Service Board subject to confirmation of funds by the Department for this Financial Year 2024/2025.

The Department confirms availability of funds for the effect ion of the positions.

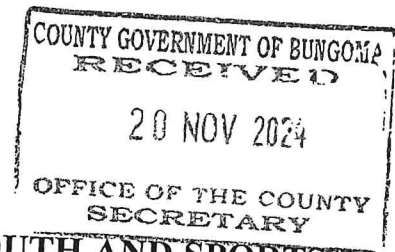
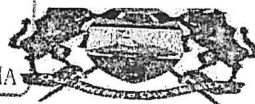
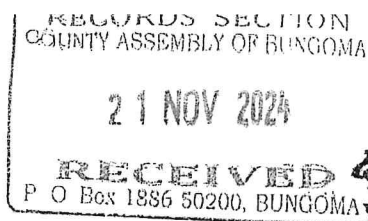
Attached are the names of the officers and the budget and minutes for further action by your esteemed office.

Thank you.

  
DAVID MALING'A  
CHIEF OFFICER – GENDER AND CULTURE

16 SEP 2024

0 NAMES	PERSONAL NUMB	CURRENT J/G	RECOMM	CURRENT GROSS SALARY	PROPOSED GROSS SALARY
1 EMMANUEL WANJALA	19890015997	H		62,565	64,565
2 EMILY WAPATA KHASIRO	19970073800	H	J	57,300	60,260
3 SAKONG NGEWO SISIMWO	1992005907	G	H	41,150	42,540
4 TOPISTER KHAOYA NEKESA	19940013338	H	J	58,150	60,260
5 EMMANUE NYONGESA	20160098171	K	L	55,860	65,470
6 JOAN NASWA SIMIYU	20150029815	J	K	43,570	52,870
7 METRINE MAKHOKHA WALUBENGO	19890016252	K	L	74,640	79,720
8 NAOMI BHOKE KERARIO	20160045376	K	L	55,860	58,570
9 ESNAS WAMALWA	1990012885	J	L	74,670	79,720
10 LYDIA WABWIRE WANJALA	20150029860	G	J	38,870	41,070
11 NANCY CHEPKEMOI KIRKUP	20140012808	L	M	78,870	85,120
12 LENNAH MACHUMA	20140013510	J	K	51,060	57,570
13 AMOS JUMA MUKWANA	20170092001	D	E	22,000	22,640
14 DORCAS LYAMBILA	20170090427	K	L	55,860	65,470
15 JULIA NABWANA NAMISIGLADY	20170090883	G	H	26,800	35,270
16 GLADY SITUMA NANGILA	19960010708	K	N	74,670	84,370
17 SHEILAH MUKUI	20170086218	K	L	55,860	65,470
18 WASHINGTON MAKATA	20170086165	K	L	55,860	65,470
19 GEORGE WERE ITEKE	2015007708	L	M	78,870	85,120
20 ERICK SAITI	20170069208	F	H	26,800	35,270
21 JANELINE CHEROTICI NAIBEI	2005003177	G	K	62,565	66,890
				1,151,850	1,273,705
					121,855
					1,462,260
ANNUAL PROJECTED INCREMENT					
PREPARED BY:	GEORGE WERE	DESIGNATION: FINANCE	SIGN:		
APPROVED BY:	DAVID MLAING'A	DESIGNATION: CHIEF OF	SIGN:		



**DEPARTMENT OF GENDER, CULTURE, YOUTH AND SPORTS**  
**Office of the Chief Officer Gender and Culture**

Telephone: 0725393939

County Executive Offices  
Opp. Governor's Office 4<sup>th</sup> Flr  
P.O BOX 437 - 50200

**BUNGOMA**

Date: 20<sup>th</sup> November, 2024

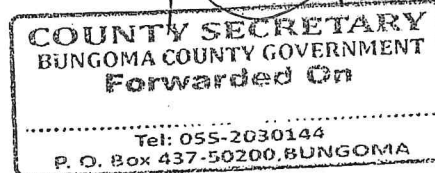
Our Ref: CG/BGM/MGC/CA/VOL. II (80)

The Clerk County Assembly  
County Government of Bungoma  
P O Box 1886-50200  
**BUNGOMA**

Thro'

The County Secretary and Head of Public Service  
County Government of Bungoma  
P O Box 437 - 50200  
**BUNGOMA**

**RE: SUBMISSION OF DOCUMENTS**



CC - Gender & Culture  
T.N.A  
25/11/2024  
Noted  
23/11/2024

Reference is made to your letter No. BCA/ADM/6VOL.V (16) dated 13<sup>th</sup> November, 2024. The following documents are hereby submitted to your office for perusal and necessary action.

1. Explanation on salary Fluctuation for July 2023 - June 2024
2. Evidence for surrender of outstanding imprest of Kshs. 699,000
3. Evidence of Expenditure on Disability Empowerment Fund Kshs. 8,000,000
4. Breakdown of activities undertaken on the following programs;
  - (a) Operation of GTWG Kshs. 1,500,000
  - (b) Gender Based Violence response programs (16 days) Kshs. 2,000,000
  - (c) Communication supplies and services Kshs. 180,000
  - (d) Domestic travel and subsistence Kshs. 29,875,000
  - (e) Printing and advertising Kshs. 89,846
  - (f) Training expenses - Gender mainstreaming Kshs. 1,600,000
  - (g) Hospitality supplies and services Kshs. 5,400,909
  - (h) Office and General Supplies Kshs. 645,000
  - (i) Fuel oil and lubricants Kshs. 600,000, Routine maintenance of vehicles Kshs. 117,730

Thank you.

David Maling'a

**CHIEF OFFICER - GENDER AND CULTURE**  
CC. CECM - GENDER, CULTURE, YOUTH AND SPORTS

## REPORT

- (i) . Fluctuation of July 2023 – June 2024 salaries was caused by: -
  - (a) Transfer of officers in and out of the Department
  - (b) Annual Increment in the officer's salary
  - (c) Retirement of officers from employment
- (ii) Evidence for surrender of outstanding imprest of Ksh. 699,000/= is attached (see the attached table)
  - (a) Imprest surrender allowance
  - (b) Imprest warrants
  - (c) Examination letters from the imprest holders
- (iii) Expenditure of Ksh. 8,000,000 for Disability Empowerment Fund was used to pay the construction of Masinde Muliro Stadium in preparation of Madaraka Day. Evidence to prove the payment could not be accessed at the Treasury since they were taken by EACC for investigation.



**FLUCTUATION OF SALARIES OF JULY 2023 TO JUNE 2024**

NAME	P/NO	PERIOD	JOB GROUP
<b>RETIRES OF GENDER CULTURE YOUTH AND SPORTS</b>			
GEORGE MUKHAWEKA	20150017708	JUNE 2024	D
METRINE WALUBENGO	19890016252	JAN 2024	J
SAKONG NGEYWO	1992995907	JAN 2024	G
PRISCILA NANDALWE	19870015624	DEC 2023	C
ANNE BARASA	19870013139	DEC 2023	C
<b>TRANSFERS OUT</b>			
SHEILA MUKUI	20170085218	AUGUST 2023	J
MICHEAL PITIA	2012028945	JULY 2024	H
LENNAH NASONG O	20140013510	JUNE 2024	J
NANCY KIPKUT	20140013510	JUNE 2023	L
COLLINS KISAKA	20170092047	SEPT 2	H
AGATHA MAKOKHA	20130013403	MAY 2024	M
<b>TRANSFERS IN</b>			
SALOME BWABI	20140021665	JUNE 2024	K
CHRISTINE WAFULA	20150030587	FEB 2024	H
BRIAN WANYONYI	20240105313	MAY 2024	H
MERCY ISAASRA	20240104312	MAY 2024	H
MERLNY WASILWA	20240102213	MAY 2024	H
HARRIET NAFTALI	20240154234	MAY 2024	H
MICHEAL PITIA	2012028589	JULY 2024	H
NAOMI NYONGESA	20240168882	MAY 2024	H
GRACE APEPE	20240168913	MAY 2024	H
GRACE KHISA	202401687814	MAY 2024	H
CARO CHEMTAI	202401586213	MAY 2024	H
SHEILA HANSON	20240128586	MAY 2024	H
KANYANGA OSUKA WILNAH	2024015212	MAY 2024	H
STELA NAFUNA NYONGESA	2024011386814	MAY 2024	H
RASOA MARANI	19900014897	AUGUST 2022	L

# COUNTY GOVERNMENT OF BUNGOMA



## MINISTRY OF GENDER CULTURE SPORTS AND YOUTHS AFFAIRS

Telephone: 055-30343

Cell: +254-701964698

E-mail: bungomacountygovt@gmail.com

Municipal Building

Ground Floor Room.No.11

P.O. BOX 437-BUNGOMA

### IMPREST SURRENDER CLEARANCE FORM

Name of Officer: Lina Hasounglo Signature: [Signature]

Imprest Warrant No: U266326 Ministry: Gender & Culture

Purpose: 8 Acc operation Date: 16/6/2017

Schedule: 001

Reference	Breakdown of expenditure	Amount (Kshs)
1. <u>001</u>	<u>Logistics &amp; Supplies</u>	<u>27,000</u>
2. <u>002</u>	<u>Dinner allowance</u>	<u>23,000</u>
3.		
4.		
5.		
6.		
		<u>102,000</u>

### SUMMARY INFORMATION

Details of items	Amount
Total Amount Spent	
Amount Advanced	<u>100,000</u>
Balance	
Amount Banked (Receipt No.)	

REPUBLIC OF KENYA  
GENDER, YOUTH, CULTURE & SPORTS

Form 20 (Revised)

PAYMENT VOUCHER  
(VOTED PROVISION)

Payee's Name and Address:

Leice Kipng'lo

8.8.20

Particulars

The office to undertake the official ceremony to pay the attachments

LPO/LSO No.

Invoice No.

Amount

Sh.

Cts.

100,000

00

Amount Payable (in words)

Shillings

One hundred thousand only

TOTAL Shs.

100,000

00

Authority Reference No.

EXAMINATION

Voucher Examined by

Date

19/10/2024

Internal Audit

VBC CERTIFICATE

I certify that the expenditure has been entered in the Vote Book and that adequate funds to cover it are available against the chargeable item as shown here below:

Approved Estimates/Allocation--

Item No. 2210310 KSh. 2300,000

Less: Total expenditure plus commitments KSh. 2108,000

Balance KSh. 192,000

Less: This ENTRY - Vch.

No. 2210310 KSh. 1000,000

Balance KSh. 92,000

Date: 18/6/2024 Signature: [Signature] Accountant i/c VBC

AIE HOLDER CERTIFICATE

I Certify that the expenditure detailed above has been incurred for the authorized purpose and should be charged to the item shown here below.

Signature: [Signature]

Date: 16/6/2024

Designation of A.I.E Holder

Director

AUTHORIZATION

I certify that the rate/price charged is/are according to regulation/contract, fair and reasonable, that the expenditure has been incurred on proper authority and should be charged as under. Where appropriate a certificate overleaf has been completed. I hereby AUTHORIZE payment of the amount shown above without any alteration.

Signature: [Signature] Accounting Officer/District Accountant\*

Date: 20/08/2024

Vote 24917

A.I.E No.

Head

Account No.

Sub-head

Dept. Vch. No.

Station

CASH BOOK

Item

2210310

AMOUNT

Vch. No.

Date

Sh.

Cts.

2905

20/6/2024

100,000

00

Inapplicable title



TRIPPLICATE

# IMPREST WARRANT

F.O. 24 (Revised)  
4266326

(Please read conditions on issue of Imprest on reverse)

1. Name of applicant ..... Designation .....

Personal Number ..... Branch/Dept. .... Ministry .....

I apply for Standing/Temporary/Special Imprest of KSh. ....

In words .....

For the following purposes:

Nature of duty .....

Proposed Itinerary .....

Estimated number of days away from station .....

Date .....

Signature of Applicant

2.(i) I hereby authorize the journey and confirm that funds are available to meet the expenses and that the amount is realistic and a proper charge against public funds.

(ii) I certify that the applicant does not have any outstanding imprest.

(iii) I certify that I have verified the Personal Number and the name of applicant and they are correct.

Date .....

Head of Department/A.I.E. Holder

3. I certify that the amount has been noted in the Imprest Register Folio No. .... and the applicant does not have any outstanding imprest.

Date .....

Accountant-in-Charge - Imprest

4. I certify that the Imprest has been noted in the Vote Book and the balance available in the chargeable item after taking into account this commitment is KSh. ....

Accountant-in-Charge - Vote Book Control

5. Approved/Not approved\*

Date .....

Accounting Officer/Provincial/District Commissioner

6. I acknowledge receipt of an imprest of KSh. .... which I undertake to account for in full on or before the .... In the event of my failure to retire the imprest within 48 hours following return from official duty, the Accounting Officer, Ministry .... will recover the amount in full from my salary in addition to any other action that may be preferred against me.

Date .....

Imprest Holder

Accounts No.	Dept. Voucher No.	Station	C.B. Vr. No.	Date	KSh.	cts.
			C15	17/11/02	202,000	00

\*Delete as applicable.

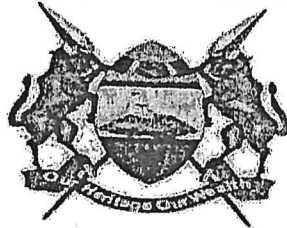
Original copy for use by the Accounts Department.

Duplicate copy to be retained by the Imprests Section.

Triplicate copy to be used by the applicant to account for the imprest.

Approved  
31/8/2023

# COUNTY GOVERNMENT OF BUNGOMA



## DEPARTMENT OF GENDER, CULTURE, YOUTH AND SPORTS

30<sup>th</sup> August, 2023

**TO:** COUNTY CHIEF OFFICER – YOUTH AND SPORTS

**FROM:** O.A. A – GENDER, CULTURE, YOUTH AND SPORTS

**RE: STANDING IMPREST OF KSH. 200,000/=**

I write to request for standing Imprest amounting to Kshs. <sup>100,000</sup>200,000/= (Two hundred thousand shilling only). This will facilitate the smooth running of the Office of the CECM – Gender, Culture, Youth and Sports

Thank you.

  
LENNAH NASONG'O  
O.A.A – GENDER, CULTURE, YOUTH AND SPORTS

# COUNTY GOVERNMENT OF BUNGOMA



## MINISTRY OF GENDER CULTURE SPORTS AND YOUTHS AFFAIRS

Telephone: 055-30343

Cell: +254-701964698

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Municipal Building  
Ground Floor Room.No.11  
P.O BOX 437-BUNGOMA

### IMPREST SURRENDER CLEARANCE FORM

Name of Officer: Calistus Barasa Signature: [Signature]  
Imprest Warrant No: 8688499 Ministry: Gender and culture  
Purpose: County Thanks giving prayers Date: 06/2/2020  
Schedule: \_\_\_\_\_

Reference	Breakdown of expenditure	Amount (Kshs)
1.		
2.		
3.		599000/-
4.		
5.		
6.		

### SUMMARY INFORMATION

Details of items	Amount
Total Amount Spent	
Amount Advanced	599000/-
Balance	599000/-
Amount Banked (Receipt No.)	NIL



# PAYMENT VOUCHER

(VOTED PROVISION)

Payee's Name and Address Calukhas Barasa

Particulars	LPO/LSO No.	Invoice No.	AMOUNT	
			Sh.	cts.
Being surrender of imprest no 3688499 spent during County Thanks Giving Prayers as per attached documents.			599000/-	00

Amount payable (in words)	TOTAL	Sh.	cts.
Savings Five hundred and ninety nine thousand only		599000/-	00
			00

Authority Reference No.

## EXAMINATION

Voucher Examined by [Signature]  
Date 14/02/2023

Internal Audit

## VRC CERTIFICATE

I certify that the expenditure has been entered in the Voucher Book and that adequate funds to cover it are available against the chargeable item as shown here below.

Approved Expenditure Allocation --

Item No. 2210303 KSL 4248000/-  
Less: Total Expenditure plus commitments KSL 2068900/-  
Balance KSL 2154100/-

For This EMPLOY - Vrc

No. 599000/- KSL 599000/-  
Balance KSL 599000/-  
Date 6/2/23 Signature [Signature]  
Signature of VRC

## AIE HOLDER CERTIFICATE

I certify that the expenditure detailed above has been incurred for the authorized purpose and should be charged to the item shown here below.

Signature [Signature] Chief officer  
Date 6/2/2023 Designation of AIE Holder

## AUTHORIZATION

I certify that the rate/price charged is/are according to regulation contract, fair and reasonable, that the expenditure has been incurred on proper authority and should be charged as under. Where appropriate a certificate overleaf has been completed. I hereby AUTHORIZE payment of the amount shown above without any alteration.

Signature [Signature] Accounting Officer/District Accountant  
Date 6/2/2023

Vch Head Sub-Head Item  
R 4717 0001 01

A.L.E No.	Account No.	Dept Vch No.	Station	CASH BOOK	AMOUNT	
				Vch. No.	Date	Sh. cts.
<u>R 2022/2023</u>						599000/- 00

..... Branch/Dept. .... Ministry .....

I apply for Standing/Temporary/Special Imprest of KSh .....

In words .....

For the following purposes: .....

Nature of duty .....

Proposed Itinerary .....

Estimated number of days away from station .....

Date .....

Signature of Applicant

- 2.(i) I hereby authorize the journey and confirm that funds are available to meet the expenses and that the amount is realistic and a proper charge against public funds.  
(ii) I certify that the applicant does not have any outstanding imprest.  
(iii) I certify that I have verified the Personal Number and the name of applicant and they are correct.

Date .....

Head of Department/A.I.E. Holder

3. I certify that the amount has been noted in the Imprest Register Folio No. .... and the applicant does not have any outstanding imprest.

Date .....

Accountant-in-Charge - Imprest

4. I certify that the Imprest has been noted in the Vote Book and the balance available in the chargeable item after taking into account this commitment is KSh. ....

Accountant-in-Charge - Vote Book Control

5. Approved/Not approved .....

Date .....

Accounting Officer/Provincial/District Commissioner

6. I acknowledge receipt of an imprest of KSh. .... which I undertake to account for in full on or before the .....

In the event of my failure to retire the imprest within 48 hours following return from official duty, the Accounting Officer, Ministry will recover the amount in full from my salary in addition to any other action that may be preferred against me.

Date .....

Accounts No.	Dept. Voucher No.	Station	C.B. Vr. No.	Imprest Holder		
				Date	KSh.	cts.

Delete as applicable.  
Original copy for use by the Accounts Department.  
Duplicate copy to be retained by the Imprests Section.  
Triplicate copy to be used by the applicant to account for the imprest.  
Quadruplicate to remain in the pad.



OFFICE OF THE GOVERNOR

Telephone: 0725-393939  
E-mail: governor@bungoma.go.ke

Municipal Building  
P.O Box 437- 50200  
**BUNGOMA**

To: Chief Officer, Office of the Governor

From: County Chaplain


Date: 1<sup>st</sup> November, 2022

RE: REQUEST FOR FACILITATION FOR THE COUNTY THANKSGIVING  
PRAYERS FOR PEACE - 10<sup>TH</sup> TO 11<sup>TH</sup> NOVEMBER, 2022

The above event is scheduled to be held as indicated above and H.E. the Governor has been requested to host the event.

The purpose of this memo is to request for approval for facilitation for the event as per the budget tabulated below:

S/No.	Item	Pax
1.	Stage/Installation	30,000
2.	PA System	20,000
3.	Tents 30@ 2000 x 2days	60,000
4.	Chairs 2,000 @ 10/= x 2 days	20,000
5.	Power KPLC	5,000
6.	NEMA	2,500
7.	Ngarisha/Grounds	30,000
8.	Decoration	20,000
9.	Publicity (Posters, Banners, Handbill, Letters/Cards, Road Shows	115,000
10.	Security	15,000
11.	Refreshments - Water	12,000
12.	Appreciation/Honoraria	100,000
13.	Coordination/Administrative Cost	20,000
14.	Transport for Buses to bring people from 10 sub-counties @15,000	150,000
	<b>Grand Total</b>	<b>599,500</b>

  
**Bishop Calistus Barasa**  
**COUNTY CHAPLAIN**

A/C NO.

*A Hub of Diversity And Socio-Economic Development*

**(a) Operation of GTWG Kshs. 1,500,000**

(a) Sub-County GBV survivors Psychological -Social Support Programme

Activity: **Consultative /engagement with GBV survivors in the ten (10) sub-counties.**

- ✓ Facilitators
- ✓ Media
- ✓ GTWG members allowance
- ✓ Stationery
- ✓ Hall hire/PA
- ✓ Lunch/water/tea/Snacks
- ✓ Transport reimbursement for participants
- ✓ Staff/Technical Teams allowances

(b) Sub-County GTWG Consultative forum/meeting

Activity: **GTWG Quarterly meetings**

- Transport reimbursement
- Lunch/tea/water/snacks
- Hire of Hall
- Mobilization
- Facilitators
- Staff allowance
- Media coverage
- Local GTWG leadership and Male allies

**b) Gender Based Violence Response Programme (16 days of Activism)**

**Kshs. 2,000,000**

This programme was not carried out because no payment was made after requisition