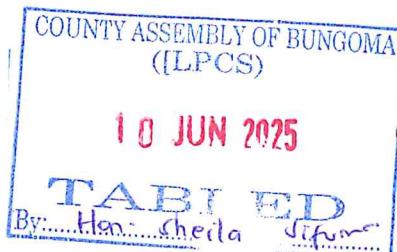


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COUNTY GOVERNMENT OF BUNGOMA



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

THIRD ASSEMBLY- FORTH SESSION

**COMMITTEE ON LABOUR RELATIONS
MEMBERS SERVICE AND FACILITIES**

**REPORT ON HALF YEAR FINANCIAL STATEMENTS FY
2024/25 FOR THE PERIOD ENDED 31st DECEMBER
2024.**

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



May, 2025.



Table of Contents

CHAPTER ONE	1
1.1 Preamble	1
1.2 Committee Mandate.....	1
1.3 Committee Membership	2
1.4 Guiding principles in the Examination of the Bungoma County Government Quarterly Reports and Financial statements.....	3
1. Constitutional Principles on Public Finance.....	3
2. Direct Personal Liability	3
3. Obligations of Accounting Officers.....	3
1.5 Acknowledgment	4
CHAPTER TWO	5
2.1 KEY HIGHLIGHTS ON THE HALF YEAR FINANCIAL STATEMENT FOR THE FINANCIAL YEAR 2024/2025	5
2.1.1 THE COUNTY PUBLIC SERVICE BOARD	5
2.1.2 THE COUNTY ASSEMBLY SERVICE BOARD.....	8
CHAPTER THREE.....	11
3.1 COMMITTEE OBSERVATIONS AND RECOMMENDATIONS.	11
3.1.1 Committee's Observations	11
3.1.2 Committee's Recommendations.....	12
ADOPTION SCHEDULE	13
Annexures	14

CHAPTER ONE

1.1 Preamble

Mr. Speaker,

It is my duty to present the report by the Committee on Labour Relations, Members Service and Facilities on the County Assembly Service Board and County Public Service Board 1st and 2nd Quarter Financial Statements for the Financial Year 2024/25 for the period ended 31st December, 2024. The Financial Statements was tabled on 5th March, 2025 in the County Assembly of Bungoma and stood committed to all Sectoral Committees for their interrogation, input and recommendation through a report to this Honorable House.

1.2 Committee Mandate

Mr. Speaker,

The Sectoral Committee on Labour Relations, Members Service and Facilities is constituted pursuant to the provisions of Standing Order 217 of the County Assembly of Bungoma and has executed its mandate in accordance with number (5) of the aforementioned Standing Order that provides:

- (a) investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned departments;*
- (b) study the programme and policy objectives of departments and the effectiveness of the implementation;*
- (c) study and review all county legislation referred to it;*
- (d) study, assess and analyze the relative success of the departments as measured by the results obtained as compared with their stated objectives;*
- (e) 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;*
- (f) to vet and report on all appointments where the Constitution or any law requires the County Assembly to approve, except those under Standing Order 208 (Committee on Appointments); and*

(g) Make reports and recommendations to the County Assembly as often as possible, including recommendation of proposed legislation.

1.3 Committee Membership
Mr. Speaker,

The following Members constituted the Committee on Labour Relations, Members Service and Facilities Committee as at the time of reporting;

1. Hon. Hentry Nyongesa	Chairperson
2. Hon. Busolo Sudi	Member
3. Hon. Anthony Lusenaka	Member
4. Hon. Joan Kirong'	Member
5. Hon. Milliah Masungo	Member
6. Hon. Everton Nganga	Member
7. Hon. Charles Nangulu	Member
8. Hon. Idd Owongo	Member
9. Hon. Martin Chemorion	Member
10. Hon. Polycarp Kimeta	Member
11. Hon. Orize Kundu	Member
12. Hon. Caleb Wanjala	Member
13. Hon. Abraham Obama	Member
14. Hon. Brigid Katasi	Member
15. Hon. Jeremiah Kuloba	Member

1.4 Guiding principles in the Examination of the Bungoma County Government Quarterly Reports and Financial statements.

Mr. Speaker,

In the execution of its mandate, the Committee on Committee on Labour Relations, Members Service and Facilities is given a legal backing under the Constitution of Kenya 2010, Public Finance Management Act, 2012, County Governments Act, 2012. These statutory provisions include:

1. Constitutional Principles on Public Finance

Article 201 of the Constitution of Kenya, 2010 enacts fundamental principles that “*...shall guide all aspects of public finance in the Republic...*” These principles include, *inter alia*, that: **201(a)** *There shall be openness and accountability, including public participation in financial matters;* **201(d)** *Public money shall be used in a prudent and responsible way; and* **201(e)** *Financial management shall be responsible, and fiscal reporting shall be clear.*

Section 149(1) (a) and (b) of the PFM Act 2012 provides as follows... “*an accounting officer is accountable to the County Assembly for ensuring that the resources of the entity for which the officer is designated are used in a way that is;*

- a) *Lawful and authorized*
- b) *Effective, efficient, economical and transparent”*

2. Direct Personal Liability

Article 226(5) of the Constitution of Kenya, 2010 is emphatic that “*If the holder of a public office, including a political office, directs or approves the use of public funds contrary to law or instructions, the person is liable for any loss arising from that use and shall make good the loss, whether the person remains the holder of the office or not*”.

3. Obligations of Accounting Officers

The Public Finance Management Act, 2012 section 166 states as follows;

1. *An accounting officer for a county government entity shall prepare a report for each quarter of the financial year in respect of the entity.*
2. *In preparing a quarterly report for a county government entity, the accounting officer shall ensure that the report—*
 - (a) *contains information on the financial and nonfinancial performance of the*

entity; and

(b) is in a form determined by the Accounting Standards Board.

3. *Not later, than fifteen days after the end of each quarter, the accounting officer shall submit the quarterly report to the County Treasury.*
4. *Not later than one month after the end of each quarter, the County Treasury shall—*
 - (a) consolidate the quarterly reports and submit them to the county assembly;*
 - (b) deliver copies to the Controller of Budget, National Treasury and the Commission on Revenue Allocation; and*
 - (c) publish and publicize them*

1.5 Acknowledgment

Mr. Speaker,

I take this opportunity to thank all the members of the Committee for dedicating their time to analyze, interrogate and come up with the report on the County Assembly Service Board and County Public Service Board Half Year Financial Statements for the Finance Year 2024/2025, for the period ended 31st December 2024. The Committee would also like to appreciate the secretariat attached to the committee for its commitment and support. Lastly, the Committee is grateful to your office and the office of the Clerk of the County Assembly of Bungoma for logistical support received as it discharged its mandate.

It is therefore my privilege, on behalf of the Committee on Labour Relations, Members Service and Facilities, to table the Report on the Half Year Financial Statements of the County Assembly Service Board and County Public Service Board for Bungoma County for Financial Year 2024/2025.

Signed..........Date.....05/06/2025

Hon. Henry Nyongesa

MCA. Bumula Ward.

Chairperson, Committee on Labour Relations, Members Service and Facilities.

CHAPTER TWO

2.1 KEY HIGHLIGHTS ON THE HALF YEAR FINANCIAL STATEMENT FOR THE FINANCIAL YEAR 2024/2025.

2.1.1 THE COUNTY PUBLIC SERVICE BOARD

Mr. Speaker,

The County Public Service Board had a total approved allocation of Kshs. 65,928,430 which was distributed as Kshs. 49,910,124 on recurrent and Kshs. 16,018,306 on development.

2.1.1.1 REVENUE

Mr. Speaker,

The Board does not collect any revenue and AIA. A total of Kshs 15,702,414 was realized as exchequer release towards recurrent and Kshs. 8,000,000 was towards development as at the end of the period under review.

2.1.1.2 EXPENDITURE

Mr. Speaker,

The total expenditure budget for the period was Kshs 14,378,323.46 representing 21.8% total budget absorption;

Under Recurrent, the allocation of Kshs. 49,910, 124 had an expenditure of Kshs. 14,378,323.46 (28.8%) on the following votes:

- Human resource management (Basic salary, pension and promotions) had an allocation of Kshs. 11,712,720 with absorption of Kshs. 5,481,139.11 this absorption represents 46.8% of the salary vote.
- Communication supplies services with an allocation of Kshs. 381,714 had an expenditure of Kshs. 186,724.15 (49%)
- Domestic Travel and Subsistence with an allocation of Kshs. 11,511,341 had an expenditure of Kshs. 2,193,015 (19%). The expenditure includes Kshs. 1,500,000

as facilitation to carryout authentication of academic and professional documents and Kshs. 415,140 paid as a pending bill to African Touch Safaris Ltd

- Advertising services with an allocation of Kshs. 1,072,354 had an expenditure of Kshs. 183,280 (17%)
- Training expenses with an allocation of Kshs. 3,257,658 had an expenditure of Kshs. 599,311.85 (18%)
- Hospitality with an allocation of Kshs. 11,952,609 had an expenditure of Kshs. 4,504,500 (38%)
- Fuel oil and lubricants with an allocation of Kshs. 1,513,043 had an expenditure of Kshs. 756,521 (50%)
- Legal fees with an allocation of Kshs. 1,798,000 had an expenditure of Kshs. 469,522 (26%)
- Purchase of office furniture with an allocation of Kshs. 554,000 had an expenditure of Kshs. 4,310.35
- Insurance Cost, Office and General Supplies Services and routine maintenance of other assets had no expenditures during the period under review.

2.1.1.3 BUDGET EXECUTION BY PROGRAMS AND SUB-PROGRAMS

Mr. Speaker,

Development

During the period under review, the Board spent Kshs. 8,000,000 from an allocation of 16,018,306 towards construction of administration block.

2.1.1.4 ACCOUNTS PAYABLE

Mr Speaker,

The accounts payable at the beginning of the financial year amounted to Kshs. 18,727,363.30. Out of the amount, the Board paid Kshs. 929,436 towards recurrent

while Kshs. 8,000,000 was development and relates to the construction of the Board's office block. At the end of the period under review, the board had outstanding accounts payable of Kshs. 9,797,927.60.

2.1.1.5 ACCOUNTS RECEIVABLE.

Mr. Speaker,

The County Public Service Board had cleared and had one unsurrendered imprest which relates to standing office imprest of Ksh. 300,000 that is usually surrendered at the end of the Financial Year.

2.1.2 THE COUNTY ASSEMBLY SERVICE BOARD.

2.1.2.1 REVENUE

Mr. Speaker,

The total budget for County Assembly for the financial year 2024/25 is Kshs. 1,356,950,433 as per the approved annual budget comprising of a total of Kshs. 1,166,950,433 Recurrent budget and Kshs. 190,000,000 towards Development.

2.1.2.2 EXPENDITURE

Mr. Speaker,

The total receipt for the period was Kshs. 402,095,610 which includes Kshs. 392,095,984 exchequer release and Kshs. 9,999,626 paid by County Executive on behalf of the County Assembly (The submitted figures from Treasury for this is Kshs. 9,549,626, a variance of Kshs. 450,000). From the receipts, the expenditure amounted to Kshs. 447,771,996 representing 33% total budget.

2.1.2.3 BUDGET EXECUTION BY PROGRAMMES AND SUB-PROGRAMS

Mr. Speaker,

Under recurrent, the allocation of Kshs. 1,166,950,433 had an expenditure of Kshs. 447,771,996 (38%) on the following votes:

- Compensation to employees with an allocation of Kshs. 538,627,763 had an expenditure of Kshs. 250,087,980. This absorption represents 46.4% of the salary vote.
- Utilities, supplies and services with an allocation of Kshs. 2,750,000 had an expenditure of Kshs. 1,252,332 (46%)
- Communication supplies services with an allocation of Kshs. 6,997,000 had an expenditure of Kshs. 859,850(12%)

- Domestic Travel and Subsistence with an allocation of Kshs. 123,197,900 had an expenditure of Kshs. 66,130,245 (54%).
- Foreign Travel and Subsistence with an allocation of Kshs. 6,000,000 had an expenditure of Kshs. 2,675,896 (45%).
- Printing and Advertising services with an allocation of Kshs. 12,356,000 had an expenditure of Kshs. 864,499 (7%)
- Training expenses with an allocation of Kshs. 65,528,285 had an expenditure of Kshs. 23,656,939 (36%)
- Hospitality with an allocation of Kshs. 58,723,784 had an expenditure of Kshs. 17,083,652 (29%)
- Insurance costs with an allocation of Kshs. 51,005,383 had an expenditure of Kshs. 24,185,031 (47%)
- Specialized materials with an allocation of Kshs. 7,916,500 had an expenditure of Kshs. 777,600 (10%)
- Other operating expenses with an allocation of Kshs. 127,831,755 had an expenditure of Kshs. 53,357,463 (42%)
- Office general supplies with an allocation of Kshs. 18,620,040 had an expenditure of Kshs. 4,283,412 (23%)
- Fuel oil and lubricants with an allocation of Kshs. 5,700,000 had an expenditure of Kshs. 1,370,000 (24%)
- Routine maintenance of vehicles and other transport equipment with an allocation of Kshs. 10,162,000 had an expenditure of Kshs. 462,832 (5%)
- Routine maintenance of other assets with an allocation of Kshs. 15,634,323 had an expenditure of Kshs. 581,250 (4%)

Under Development, the allocation of Kshs. 190,000,000 had an expenditure of Kshs. 58,705,434 (31%) which was for the construction of the Debating chambers.

2.1.2.4 ACCOUNTS PAYABLES

Mr. Speaker,

As at December, 31st 2024, the trade payables amounted to Kshs. 148,004,587, broken down as follows;

- a. Trade payables – Kshs. 116,037,703
- b. Employee payables – Kshs. 29,677,751
- c. Other payables (tax arrears) – 2,289,133

2.1.2.5 ACCOUNTS RECEIVABLES

Mr Speaker,

County Assembly had cleared all Outstanding imprests by 31st December 2024

CHAPTER THREE

3.1 COMMITTEE OBSERVATIONS AND RECOMMENDATIONS.

3.1.1 Committee's Observations.

Mr. Speaker,

The Committee made the following observations.

1. The construction of the County Public Service Board (CPSB) office block is currently at 20% completion. The project has stalled due to delayed payments amounting to Kshs. 3.7 million, as indicated in the payment certificate raised.
2. As of 31st December 2024, the County Treasury had not reported an expenditure of Kshs. 8,000,000 incurred on the construction of the CPSB office block.
3. During the review period, it was noted that neither the County Assembly Service Board nor the County Public Service Board had any outstanding imprests. The only imprest recorded was a standing imprest of Kshs. 300,000 under the CPSB, which is duly cleared at the end of every financial year.
4. The Treasury reported having lent Kshs. 9,549,626 to the County Assembly Service Board. However, the actual amount should have been Kshs. 9,999,626, resulting in a variance of Kshs. 450,000. The discrepancy pertains to expenditure on fuel, oil, and lubricants.
5. It was observed that certain votes registered low absorption rates as at the end of the second quarter of the 2024/25 Financial Year.

3.1.2 Committee's Recommendations

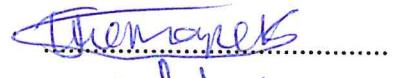
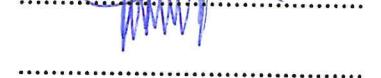
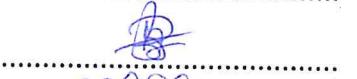
Mr. Speaker,

The following recommendations were made by the Committee:

1. **THAT** the County Treasury should expedite the payment of the outstanding certificate amounting to Kshs. 3.7 million. This will facilitate the return of the contractor to the site and support the timely completion of the CPSB office block, thereby avoiding potential penalties and contract variations.
2. **THAT**, the County Treasury should actively collaborate with the respective user departments to ensure the accuracy and completeness of financial reporting to prevent instances of misreporting in the financial statements.
3. **THAT**, both the County Assembly Service Board (CASB) and the County Public Service Board (CPSB) should enhance budget execution and strive to attain a minimum absorption rate of 50% across all vote heads by the end of the second quarter of the Financial Year.

ADOPTION SCHEDULE

The following Members hereby append our signatures adopting the contents of the report herein

1. Hon. Hentry Nyongesa	Chairperson	
2. Hon. Busolo Sudi	Member	
3. Hon. Anthony Lusenaka	Member	
4. Hon. Joan Kirong'	Member	
5. Hon. Milliah Masungo	Member	
6. Hon. Everton Nganga	Member	
7. Hon. Charles Nangulu	Member	
8. Hon. Idd Owongo	Member	
9. Hon. Martin Chemorion	Member	
10. Hon. Polycarp Kimeta	Member	
11. Hon. Orize Kundu	Member	
12. Hon. Caleb Wanjala	Member	
13. Hon. Abraham Obama	Member	
14. Hon. Brigid Katasi	Member	
15. Hon. Jeremiah Kuloba	Member	

Annexures

- 1. Minutes of the Committee on the adoption of the report.**
- 2. Submissions received for Interrogations**

**MINUTES OF THE LABOUR RELATIONS, MEMBERS SERVICE AND
FACILITIES COMMITTEE HELD ON TUESDAY 6th MAY, 2025 IN CR 1 FROM
10:00 A.M.**

MEMBERS PRESENT

1. Hon. Hentry Nyongesa	- Chairperson
2. Hon. Busolo Sudi	- Member
3. Hon. Caleb Wanjala	- Member
4. Hon. Everton Nganga	- Member
5. Hon. Joan Kirong	- Member
6. Hon. Charles Nangulu	- Member
7. Hon. Brigid Katasi	- Member
8. Hon. Jeremiah Kuloba	- Member
9. Hon. Anthony Lusenaka	- Member
10. Hon. Martin Chemorion	- Member
11. Hon. Milliah Masungo	- Member
12. Hon. Orize Kundu	- Member
13. Hon. Abraham Obama	- Member
14. Hon. Idd Chamawi	- Member
15. Hon. Polycarp Kimeta	- Member

SECRETARIAT

1. Wechuli Wanyonyi	- Clerk Assistant
2. Stella Wanjala	- Hansard Officer
3. Nicholas Maghas	- F.A
4. Levis Wakhungu	- Legal Clerk
5. Aggrey Kubumba	- Serjeant-at-Arms

Agenda:

1. Prayer
2. Quorum and Apologies
3. Adoption of agenda
4. Declaration of interest

5. Communication from the chair
6. Adoption of the Half Year Financial Statements Report.

MIN/LRMS&F/01/06/05/2025: PRELIMINARIES

i. Prayer

The meeting was called to order by the Chairperson at 10:15 A.M and the prayer was said by the presiding chair Hon. Hentry Nyongesa.

ii. Determination of Quorum

The quorum was determined to be sufficient on confirmation by Hon. Busolo Sudi and secondment by Hon. Brigid Katasi.

iii. Adoption of Agenda

The agenda stood adopted on proposal by Hon. Caleb Wanjala and seconded by Hon. Jeremiah Kuloba.

MIN/LRMS&F/02/06/05/2025: DECLARATION OF INTEREST

There was no interest declared at the beginning of the meeting.

MIN/LRMS&F/03/06/05/2025: COMMUNICATION FROM THE CHAIR

There was no communication to make

MIN/LRMS&F/04/06/05/2025: ADOPTION

The committee unanimously agreed to the committee recommendations and asked the secretariat to attach annexures to the committee report.

MIN/LRMS&F/05/06/05/2025: ADJOURNMENT.

There being no other business, the meeting was adjourned at 11:01 A.M and the next meeting would be upon notice.

CONFIRMATION

CONFIRMED BY:

Committee Clerk

Name: KECI WANYONI

SIGN.....

DATE.....05/06/2025.....

Chairperson

Name: HON. Henry Ferguson S.A

SIGN.....

DATE.....05/06/2025.....

29 APR 2025



**COUNTY GOVERNMENT OF BUNGOMA
COUNTY PUBLIC SERVICE BOARD**

Moi Avenue Next to Governor's Office; P.O. Box 2489-50200 Bungoma
email:cpsb.bungoma50200@gmail.com

Your ref: CAB/ADM/6 VOL.V (88)

Date: 28th April, 2025

Our ref: CPSBB/C.A.B/VOL.V (61)

The Clerk to the County Assembly
County Government of Bungoma
P.O Box. 1886-50200
BUNGOMA

**RE: 1ST AND 2ND QUARTERLY FINANCIAL STATEMENTS AND REPORTS
FOR FY 2024/2025**

Your letter Ref No. CAB/ADM/6 VOL.V (88) of 28th April, 2025 on the above subject is referred.

Attached hereto, kindly find the information on the 1st and 2nd quarter financial statements and reports of the Public Service Board for your review.

CS. Joseph S. Makata
SECRETARY/CEO (CPSBB)
CC

- Hon. Speaker
COUNTY ASSEMBLY OF BUNGOMA

CC - Labour
Noted

80/04/2025

① DeJ
Signs
29/9/28

② Co-Labour
T.N.S.
DeJ
29/9/28

All Correspondences to be addressed to the Secretary County Public Service Board

COUNTY PUBLIC SERVICE BOARD

NOTES ON THE 1ST AND 2ND QUARTERLY EXPENDITURE REPORT

The County Public Service Board during the financial year 2024/2025 implemented a recurrent budget of ksh.49,910,124 with allocation on development vote of Ksh. 16,018,306. This was against a submitted financial requirement of Ksh.86,046,605 recurrent while ksh.38,395,500 on development votes respectively.

Below is the analysis on how the approved estimates were implemented during the period ended 31st December 2024.

1. EXCHAQUER RELEASES

A total of kshs.15,702,414 was released under recurrent vote and Ksh. 8,000,000 under Development vote in form of expenditure during the 1st and 2nd quarters ended 31st December 2024 and expensed accordingly with regard to Boards programs activities.

(Appendix I-Recurrent and Development expenditure analysis attached)

2. EXPENDITURE ON PERSONNEL EMOLUMENTS

Of the above releases, Ksh. 1,061,962 was expensed on personnel emoluments as salaries and allowances during the 1st quarter while Ksh. 5,747,567 was utilized on the same during the 2nd quarter. This brought a total expenditure on personnel ksh.6,809,540 for the entire period.

(Appendix II; summary wage Bill for the period Jul-Dec 2024)

3. STATUS OF ONGOING PROJECTS/FLAGSHIP PROJECTS

The Board in the current financial year 2024/2025 was allocated kshs. 16,018,306 towards construction of administration block, this is against contract sum of kshs. 52,497,282.94. By the end of the 2nd quarter, the project was at the formation stage having been paid to the tune of Ksh. 8,000,000.

(Appendix III; Project Implementation status for the period Jul-Dec 2024)

4. STATUS OF THE IMPLEMENTATION OF THE PROCUREMENT PLAN FY 2024/2025

(Appendix IV-Approved procurement plan for the CPSB 2024/2025)

5. PENDING BILLS SETTLED/OUTSTANDING

The Board at the start of the financial year 2024/2025 brought forward a total of Kshs. 18,727,363.30 pending bills due to suppliers. However, due to financial constraints, we managed to pay kshs. 929,436 recurrent whereas Ksh. 8,000,000 for development. The amount outstanding in terms of pending bills as at the end of the 2nd quarter is Kshs. 9,797,927.60.

(Appendix V-Pending Bills schedule for the period Jul-Dec 202)

6. UNSURRENDERD IMPRESTS

All imprests were paid during the period were surrendered except two which are waiting for training certificates as per the attached schedule.

(Appendix VI; Imprest Schedule for the period Jul-Dec 2024)

7. LIST OF RETENTION PAID

During the period under review, the department did not have any retention paid.

RECURRENT EXPENDITURE ANALYSIS- JULY 2024-JUNE 2025 (FY 2024/25)

Date: 31/12/2024

Economic Item & Title	Approved Estimates FY 2024/25 (Kshs.)	Actual Expenditure FY 2024/25 (Kshs.)	Variance (Kshs.) C=A-B	Remarks
Basic Salaries - Civil Service	10,246,070.00	6,809,540.50	3,436,529.50	
Employers Contribution to Pension Scheme	1,466,650.00	-	1,466,650.00	
Telephone, Telex, Facsimile and Mobile Phone Service	381,714.00	190,000.00	191,714.00	
Courier & Postal Services	21,911.00	-	21,911.00	
Travel Costs (airline, bus, railway, mileage allowances etc)	3,854,531.00	693,015.00	3,161,516.00	
Daily Subsistence Allowance	3,691,104.00	1,625,500.00	2,065,604.00	
Field Allowance	3,965,706.00	200,000.00	3,765,706.00	
Advertising, Awareness and Publicity Campaigns	1,072,354.00	183,280.00	889,074.00	
Accommodation Allowance	1,162,678.00	200,800.00	961,878.00	
Tuition Fees Allowance	2,094,980.00	395,236.00	1,699,744.00	
Catering Services(reception, Accommodation, Gifts, Food & Drinks)	4,126,209.00	131,900.00	3,994,309.00	
Boards, Committees, Conference and Seminars	8,096,885.00	4,047,100.00	4,049,785.00	
Purchase of Uniforms and Clothing- staff	420,000.00	-	420,000.00	
General Office Supplies (papers, pencils, forms, small office equipment	1,470,360.00	-	1,470,360.00	
Sanitary and Cleaning Materials	243,115.00	-	243,115.00	
Refined Fuels and Lubricants for Transport	1,513,043.00	756,521.00	756,522.00	
Membership Fees, Dues, and Subscriptions to Professional and Trade Bodies	642,800.00	-	642,800.00	
Legal Dues/fees, Arbitration and Compensation Payments	1,798,000.00	469,522.00	1,328,478.00	
Contracted Professional Services	1,500,000.00	-	1,500,000.00	
Maintenance Expenses- Motor Vehicles	574,011.00	-	574,011.00	
Maintenance of Computers, software and Networks	262,603.00	-	262,603.00	
Purchase of Office Furniture and Fittings	751,400.00	-	751,400.00	

Purchase of Computers, Printers and other IT Equipment	554,000.00				554,000.00
NET TOTALS	49,910,324.00			157,02,414.50	34,207,709.50

Signed:

COUNTY PUBLIC SERVICE BOARD

DEVELOPMENT EXPENDITURE ANALYSIS- JULY 2024 - JUNE 2025 (FY 2024/25)

Signed by Accounting Officer:

Signed:

"I"

Name of the County

PAYROLL SUMMARY AS AT 31ST DECEMBER 2024 (FY 2024/25)

Month	Prescribed Payroll System Amount (Kshs.) a	Manual Payroll Amount (Kshs.) b	Expenditure for Compensation to Employees (Kshs.) c=a+b	Available Revenue (in KShs.)	Compensation to employees as per centage of revenue
May 31, 2024	1,061,962.10	0.00		1,061,962.10	
Jun 30, 2024	1,061,962.10			1,061,962.10	
Jul 31, 2024	1,075,353.75			1,075,353.75	
Aug 30, 2024	1,075,353.75			1,075,353.75	
Sep 30, 2024	889,969.80			889,969.80	
Oct 31, 2024	892,940.55			892,940.55	
Nov 30, 2024	751,998.45			751,998.45	
Total	6,809,540.50	0.00	6,809,540.50		

***Note**

Provide detailed information where payroll amount differs with IFMIS figure

Prepared by:

Signed:

Approved by:

Signed:

DATE.....

COUNTY DEPARTMENT:

COUNTY PUBLIC SERVICE BOARD.

PROJECT IMPLEMENTATION STATUS AS AT 31ST DECEMBER 2024 (FY 2024/25)

DATE 31/12/2024

Operating Unit		Bungoma - County Public Service	Number of Items	60
Department		County Public Service Board	Procurement Plan Total	36178298
Plan		County Public Service Board	Financial Year	2024-2025
Plan Number		Status	Approved	

No	Item Type	Item/Service Code	Item/Service Description	Estd Cost (KES)	Unit	Qty	Proc. Method	Account	Timing of Activities (Quarterly Basic)			
									1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Goods	M000001008	Mobile phones; Airtime, Safaricom 1000	31809	Each	12	Direct Procurement	0-4921-4921000101 -00001001-0711014 910-2210201-49100 001-000	0	0	100	12
2	Services	S000010489	Courier services	21911	Each	1	Direct Procurement	0-4921-4921000101 -00001001-0711014 910-2210203-49100 001-000	0	0	100	1
3	Services	S000000264	Transportation costs	3854531	Each	1	Direct Procurement	0-4921-4921000101 -00001001-0711014 910-2210301-49100 001-000	0	0	100	2191
4	Goods	M000001013	Newspapers; Dailys	60	Each	1565	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2210503-49100 001-000	0	0	0	3854
5	Services	S000000327	Advertising, Awareness & Publicity	89363	Each	1	Direct Procurement	0-4921-4921000101 -00001001-0711014 910-2210504-49100	0	0	100	3

		BOOKS 4 QUIRE			Quotation	910-2211101-49100 001-000					
14	Goods	Log books or pads; HARD COVER REGISTER 2 QUIRE A4	200	Each 50	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211101-49100 001-000	100	0	0	50	0
15	Goods	BOOK, RECORD; COUNTER, FEINT MARGIN,A4 ,3 QUIRE	300	Each 50	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211101-49100 001-000	100	0	0	50	0
16	Goods	RECORD BOOK; COUNTER, 1 QUIRE	120	Each 50	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211101-49100 001-000	100	0	0	50	0
17	Goods	Onion skin paper;conqueror paper A4	5000	Each 5	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211101-49100 001-000	100	0	0	5	0
18	Goods	Markers; Felt pens Packets	500	Each 20	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211101-49100 001-000	100	0	0	20	0
19	Goods	Binding tape;	900	Each 10	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211101-49100 001-000	100	0	0	10	0
20	Goods	Pritt Glue Stick	200	Each 12	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211101-49100 001-000	100	0	0	12	0
21	Goods	Sticker books;	540	Each 5	Request for	0-4921-4921000101 -00001001-0711014	100	0	0	5	0

29	Goods	M000095438	Liquid cleaning detergent	1000	Each	60	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211103-49100 001-000	0	100	0	60	0
30	Goods	M000002914	Toilet tissue	1500	Each	20	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211103-49100 001-000	0	100	0	20	0
31	Goods	M000005788	Fungicides	500	Each	20	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211103-49100 001-000	0	100	0	20	0
32	Goods	M000002923	Paper napkins or serviettes; 1pkt	150	Each	30	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211103-49100 001-000	0	100	0	30	0
33	Goods	M000002026	Hand towels	500	Each	20	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211103-49100 001-000	0	100	0	20	0
34	Goods	M000005051	Alcoholic disinfectant detergent	5000	Each	10	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211103-49100 001-000	0	100	0	10	0
35	Goods	M0000097603	Hand Sanitizers	400	Each	20	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211103-49100 001-000	0	0	0	20	0
36	Goods	M000001864	Cleaning brushes; Polishing brush pc (bristle); Pcs	450	Each	5	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-2211103-49100 001-000	0	100	0	5	0

45	Goods	M0000001018	Glass or window cleaners; Foam	3500	Each	5	Request for Quotation	0-4921-4921000101 -00001001-0711014 001-000	0	100	0	5	0	0	0
46	Goods	M0000012886	Air freshener; CLIMAX AIR FRESHNER CUBES	400	Each	20	Request for Quotation	0-4921-4921000101 -00001001-0711014 001-000	0	100	0	20	0	0	0
47	Services	S0000095788	Maintenance of motor vehicles	574011	Each	1	Direct Procurement	0-4921-4921000101 -00001001-0711014 001-000	0	0	100	5740	0	0	0
48	Services	S0000010107	Contracted Professional Services	1500000	Each	1	Open Tender - National	0-4921-4921000101 -00001001-0711014 001-000	0	0	100	1500	0	0	0
49	Goods	M000001823	Fuel oil; Motorvehicle lubricants & Oil	1513043	Each	1	Request for Quotation	0-4921-4921000101 -00001001-0711014 001-000	0	0	100	1	0	0	0
50	Services	S0000010496	Subscription to professional Membership	64280	Each	1	Request for Quotation	0-4921-4921000101 -00001001-0711014 001-000	0	0	0	6428	0	0	0
51	Goods	M000999082	Desktop computers	120800	Each	2	Request for Quotation	0-4921-4921000101 -00001001-0711014 001-000	0	0	0	2	0	0	0
52	Goods	M000000577	PRINTER; LASERJET, HEAVY DUTY	509800	Each	1	Request for Quotation	0-4921-4921000101 -00001001-0711014 001-000	0	0	0	1	0	0	0
53	Goods	M000000883	CABINET;FILING, 2	45000	Each	1	Request for	0-4921-4921000101 -00001001-0711014	100	0	0	1	0	0	0

59	Works	W000000007	Commercial and office building renovation and repair service;redesign and building of reception	16018306	Each	1	Open Tender - National	1-4921-4921000101 -00001001-0711014 910-3110504-49100 001-000	0	0	100
60	Services	S000000924	General office equipment maintenance;e, unplanned repairs of ict and telecommunication equipment	62603	Each	1	Request for Quotation	0-4921-4921000101 -00001001-0711014 910-3111002-49100 001-000	100	0	0

PROGRESS REPORT ON SETTLEMENT OF PENDING BILLS AS AT 31ST DECEMBER, 2024

S/N.	Supplier/Contractor-Name	LPO/LSO/Contract No.	Date of the LPO/LSO Contract No.	Details of Work Performed	Outstanding Pending Bill Amount as of 30th June, 2024 (Kshs.)	Amount Paid (Kshs.)	Outstanding Pending Bill Amount as of 31st Dec, 2024 (Kshs.)	STATUS
				A	B	C=A-B		
1	WASSER EA SYSTEMS LTD	2530094, 2530095 & 2530096	14/03/2024	Supply of office stationery	574,100.00	-	574,100.00	ON IB
2	AFRICAN TOUCH SAFARIS	1773677	02/05/2024	Provision of airtickets	415,140.00	415,140.00	-	-PAID
3	PHINEROCK VENTURES	2530093	13/03/2024	Supply of Office photocopier	690,000.00	-	690,000.00	PROCESSED
4	NATION MEDIA GROUP PLC	1773678	16/05/2024	Placement of an advert on the position in the department of lands	183,280.00	-	183,280.00	COMMITTED
5	M/S GASPAS ENGINEERING WORKS	1188553/2022/2023	13/04/2023	Construction of office block	11,756,147.60	8,000,000.00	3,756,147.60	COMMITTED
6	AMANI, WEKESA AND ASSOCIATE ADVOCATES	1773658	24/11/2023	Provision of legal services	469,522.00	469,522.00	-	-PAID
7	KENYA SCHOOL OF GOVERNMENT -LOWER KABETE CAMPUS	1773679	19/06/2024	Tuition fees corporate governance course to one Board member	44,774.00	44,774.00	-	-PAID
8	KIKA HOTEL	1773661/1909837/17	20/12/2023	Provision of catering and conference services	225,000.00	-	225,000.00	PROCESSED
9	JOVENTURE HOTEL	1173390	04/03/2021	Provision of catering and conference services	900,000.00	-	900,000.00	NO FUNDS
10	MILLSVIEW HOTEL	1909840	29/06/2023	Provision of catering and conference services	55,200.00	-	55,200.00	PROCESSED
11	MABANGA ATC	1909815	28/02/2022	Provision of catering and conference services during sensitization on code of conduct	2,175,600.00	-	2,175,600.00	NO FUNDS
12	M/S ADEREMA ENTERPRISES	2530086	12/05/2023	Supply of office furniture	556,950.00	-	556,950.00	PROCESSED
13	KERPHINE SOLUTIONS	2530088	25/04/2023	Supply of corporate uniforms	287,650.00	-	287,650.00	PROCESSED
14	MLIMANI GARDENS HOTEL LTD	1909813/1909814/11	11/02/2022	Provision of catering and conference services	164,000.00	-	164,000.00	PROCESSED
15	JOVENTURE HOTEL	1773665/1773667	27/02/2024	Provision of catering and conference services	230,000.00	-	230,000.00	PROCESSED
					18,727,363.60	8,929,436.00	9,797,927.60	

CPSB - Imprest Register as at 31st Dec 2024

ORIGINAL

F.O. 24 (Revised)

IMPREST WARRANT

4986490

Please read conditions on issue of Imprest on reverse)

1. Name of applicant Mafungi, Mary Designation AccPersonal Number 201600061452 Branch/Dept. CPSB Ministry CPSBI apply for Standing/Temporary/Special *Imprest of KSh. 1612100In words One million six hundred twelve thousand one hundred

For the following purposes:

Nature of duty Facilitation for preparation of annual reportProposed Itinerary for the year 2024Estimated number of days away from station 12Date 12/11/24

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 12/11/24

Head of Department/A.I.E. Holder

3. I certify that the amount has been noted in the imprest Register Folio No. 1612100 and the applicant does not have any outstanding imprest.Date 15/11/2024

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. 1612100

Accountant-in-Charge - Vote Book Control

5. Approved/Not approved*

Date 15/11/2024

Accounting Officer/Provincial/District Commissioner

6. I acknowledge receipt of an imprest of KSh. 1612100 which I undertake to account for in full on or before the 31 DEC 2024. In the event of my failure to retire the imprest within 48 hours following return from official duty, the Accounting Officer, Ministry CHIEF OFFICER, FINANCE will recover the amount 1612100 from my salary in additional to any other action that may be preferred against me.Date 12/11/24PAID
31 DEC 2024

M. A. M.

Imprest Holder

Accounts No.	Dept. Voucher No.	Station R No. 437-5240	Sign. S. GOMWA, S. WUN 2024	Date	KSh.	cts.
			C. O. S. GOMWA, S. WUN 2024	31/12/24	1612100	

*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.

2210802 - 1612100

ORIGINAL

F.O. 24 (Revised)

11/10/2024
01/10/2024 0383

IMPREST WARRANT

4986482

(Please read conditions on issue of Imprest on reverse)

1. Name of applicant Andrew W. Sosathu Designation Asst. Div. M.C.

Personal Number 16030402001 Branch/Dept. C.P.B. Ministry C.P.B.

I apply for Standing/Temporary/Special *Imprest of KSh. 162700

In words One thousand six hundred and twenty seven thousand shillings only

For the following purposes:

Nature of duty Facilitation of the KFC Annual seminar in Nairobi

Proposed Itinerary

Estimated number of days away from station

Date 03/01/2024



2.(i) I hereby authorize the money 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 02/01/2024

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 04/01/2024

Accounting Officer/Provincial/District Commissioner

6. I acknowledge receipt of an imprest of KSh. 162700 which I undertake to account for in full on or before the 15/12/2024. In the event of my failure to retire the imprest within 48 hours following return from official duty, the Accounting Officer, Ministry CPB, will recover the amount in full from my salary in addition to any other action that may be preferred against me.

Date 04/01/2024

Imprest Holder

Accounts No.	Dept. Voucher No.	Station	C.B. Vr. No.	Date	KSh.	cts.
			<u>C.P.B.</u>	<u>15/12/2024</u>		

*Delete as applicable.

Original copy for use by the Accounts Department.

Duplicate copy to be retained by the Imprests Section.

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

Quadruplicate to remain in the pad.

2024-01-16 10:00 AM

JINAL

07/10/2024

117546

F.O.24 (Revised)

IMPREST WARRANT

4986481

Chapman (CPB)

(Please read conditions on issue of Imprest on reverse)

1. Name of applicant Jonathan N. Ntimula Designation Chapman (CPB)
Personal Number 1984137358 Branch/Dept. CPB Ministry CPBI apply for Standing/Temporary/Special Imprest of KSh. 110,800In words One hundred thousand eight hundred Shillings

For the following purposes:

Nature of duty Facilitation of all financial conference at KCB - mba

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 03/10/2024

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 14 JAN 2025

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 14/10/2024

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.
			<u>C780</u>	<u>14/10/24</u>		

*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.

2024-03-02 - KSh. 110,800

INAL

762374

H. B. 10/2024

J. K. P.

F.O. 24 (Revised)

IMPREST WARRANT

4986479

Please read conditions on issue of Imprest on reverse)

Name of applicant David C. N. Butiki Designation D.S.H.R.M.Personal Number Branch/Dept. CPS Ministry CPSI apply for Standing/Temporary/Special* Imprest of KSh. 80000In words Eight thousand Shillings

For the following purposes:

Nature of duty facilitation of attorney Gen. annual conferenceProposed Itinerary 802Estimated number of days away from station 802Date 03/14/2024 802 Shmuel

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 03/10/2024 802 Shmuel

Head of Department/A.I.E. Holder

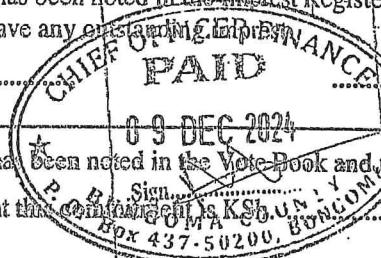
3. I certify that the amount has been noted in the Imprest Register Folio No. and the applicant does not have any outstanding imprest.

Date 802 Shmuel

09 DEC 2024

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 the commitment is KSh. 80000.00



Accountant-in-Charge - Vote Book Control

5. Approved/Not approved*

Date LP 10/12/2024 802 Shmuel

Accounting Officer/Provincial/District Commissioner

6. I acknowledge receipt of an imprest of KSh. 80000 which I undertake to account for in full on or before the 11/12/2024. In the event of my failure to retire the imprest within 48 hours following return from official duty, the Accounting Officer, Ministry CPS will recover the amount in full from my salary in addition to any other action that may be preferred against me.

Date 31/12/2024 802 Shmuel

Imprest Holder

Accounts No.	Dept. Voucher No.	Station	C.B. Vr. No.	Date	KSh.	cts.
			CD13	11/12/24		

*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.

221021 - Ksh. 80000

ORIGINAL

18/1/2024

14/16 CPSI

F.O. 24 (Revised)

Jk. 1

IMPREST WARRANT

(Please read conditions on issue of Imprest on reverse)

4986477

ICTO HIC

1. Name of applicant P.S. Her. Odhiambo Designation ICTO HIC
Personal Number 2014009521 Branch/Dept. CPB Ministry CPB

I apply for Standing/Temporary/Special *Imprest of KSh. 88,400/-

In words Eighty eight thousand four hundred and four

For the following purposes:

Nature of duty Facilitate to attend Seminar on digitization of Public

Proposed Itinerary 16/9/2024

Estimated number of days away from station 1

Date 16/9/2024

H. B. Lucy
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 16/9/2024

H. B. Lucy
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 16/9/2024

H. B. Lucy
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.

H. B. Lucy
Accountant-in-Charge - Vote Book Control

5. Approved/Not approved*

Date 16/9/2024

H. B. Lucy
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 16/9/2024

H. B. Lucy
Imprest Holder

Accounts No.	Dept. Voucher No.	Station	G.B. Vr. No.	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.

2214710 - Ksh. 88,400

ORIGINAL

11/09/2024

436360

D.S.P. :
F.O. 24 (Revised)

IMPREST WARRANT

4986474

(Please read conditions on issue of Imprest on reverse)

1. Name of applicant S. H. H. D. K. A. Designation Sr. Hemo.

Personal Number 2011021235 Branch/Dept. C.P.B. Ministry C.P.B.

I apply for Standing/Temporary/Special Imprest of KSh. 1,500.00

In words One thousand five hundred shillings

For the following purposes:

Nature of duty Facilities + Can't verify & nothing is placed at present documents

Proposed Itinerary

Estimated number of days away from station

Date 1/9/24 1/9/24

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 1/9/24 1/9/24 1/9/24

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 25/09/2024

Accounting Officer/Provincial/District Commissioner

6. I acknowledge receipt of an imprest of KSh. 1,500.00 which I undertake to account for in full on or before the 3/9/24. In the event of my failure to retire the imprest within 48 hours following return from official duty, the Accounting Officer, Ministry C.P.B. will recover the amount in full from my salary in addition to any other action that may be preferred against me.

Date 1/9/24

Imprest Holder

Accounts No.	Dept. Voucher No.	Station	C.B. Vr. No.	Date	KSh.	ots.

*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.

2210359 - Ksh. 2,000

2210353 - Ksh. 1,200

4/24/2024
F.O. 24 (Revised)

NAL

IMPREST WARRANT

4/24/2024

4986469

for need conditions on issue of Imprest on ~~.....~~ reverse

name of applicant Felix B. O. Obiero Designation Minister

Serial Number 204001232 Branch D C.R.B. 394051 Ministry CRB

apply for Standing/Temporary/Special Imprest of KSh. 39,405/- from Initial Shilling, etc.

for the following purposes: Attend SMC training at Kisumu

nature of duty Travel

proposed Itinerary

Estimated number of days away from station

Date 13/8/24

Signature of Applicant

(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 13/8/24 Signature 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 28/8/24 Signature Accountant-in-Charge - Imprest

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

Signature Accountant-in-Charge - Vote Book Control

5. Approved/Not approved*

Date 28/8/2024

Signature Accounting Officer/Provincial/District Commissioner

6. I acknowledge receipt of an imprest of KSh. 39,405/- which I undertake to account for in full on or before the 28/10/24. 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 13/8/24

Signature Imprest Holder

Accounts No.	Dept. Voucher No.	Station	C.B. Vr. No.	Date	KSh.	cts.
			(32)	28/10/2024		

*Delete as applicable.

Original copy for use by the Accounts Department.

Duplicate copy to be retained by the Imprests Section.

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

Quadruplicate to remain in the pad.

22/10/2024 - M. 32

ORIGINAL

9435 97

F.O. 24 (Revised)

IMPREST WARRANT

4986468

(Please read conditions on issue of Imprest on reverse)

1. Name of applicant Esther Lutwanya Designation Inv. Head.Personal Number 20120004239 Branch/Dept. OPB Ministry OPBI apply for Standing/Temporary/Special *Imprest of KSh 1,750.00In words One thousand seven hundred and fifty Kenyan Shillings

For the following purposes:

Nature of duty Relocation & cannot deduct from my permanentProposed Itinerary KenyaEstimated number of days away from station 7Date 14/8/2024

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 12/8/2024

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 12/8/2024

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 12/8/2024

Accounting Officer/Provincial/District Commissioner

6. I acknowledge receipt of an imprest of KSh 1,750.00 which I undertake to account for in full on or before the 13/11/2024. In the event of my failure to retire the imprest within 48 hours following return from official duty, the Accounting Officer, Ministry OPB will recover the amount in full from my salary in additional to any other action that may be preferred against me.Date 12/8/2024

H. Lutwanya

Imprest Holder

Accounts No.	Dept. Voucher No.	Station	CHIEF FINANCIAL OFFICER C.B. VENUE KENYA	Date 13/8/2024	KSh.	cts.
			13 NOV 2024			

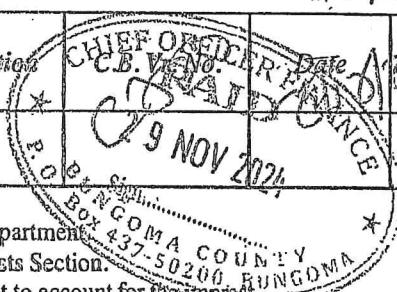
*Delete as applicable.

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.



22/08/2024 - 10h. 1700