

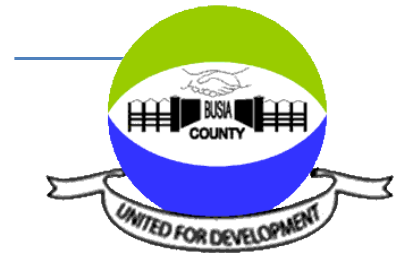


**COUNTY GOVERNMENT OF BUSIA
DEPARTMENT OF LANDS, HOUSING
& URBAN DEVELOPMENT
THE MUNICIPALITY OF BUSIA**

P.O. Box 1001 - 50400

BUSIA, KENYA

Email: municipalityofbusia@gmail.com



REF: CG/BM/FIN/18

**MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING HELD
AT THE DEPARTMENT OF TRADE AND COOPERATIVE MANAGEMENT BOARD
ROOM ON 29TH JANUARY, 2021 AT 9.00 AM.**

MEMBERS PRESENT

- | | |
|--------------------------|------------|
| 1. Peter Oteba Omeri | –Chairman |
| 2. Mr. Andrew otiti | -Member |
| 3. Mr. Kenneth Nabulindo | -Secretary |

IN ATTENDANCE

- | | |
|----------------------|-----------------------|
| 1. Billy Omolloh | – Town Engineer |
| 2. Norbert Oroto | -Accountant I |
| 3. Geoffrey Ochwei | - Procurement Officer |
| 4. Mr. Brian Abwaku | - Town Planner |
| 5. Crescent Mang'eni | -Accountant II |

AGENDA

1. Preliminaries
2. Communication from the Chairman
3. Declaration of conflict of interest.
4. Confirmation of the 3th Finance & Administration minutes
5. Matters Arising from the 3th Finance & Administration Minutes.

6. To receive & consider the following
 - Procurement plan FY 2020/2021
 - Budget (UIG/UDG & County Budget 2020/2021
 - ADP2021/2022
 - CFSP 2021/2022
 - Status report as per CPCT & APA 111 review
 - Board and Staff Work Plan
7. Any Other Business

PRELIMINARIES

The meeting was called to order by the Chairman of Finance Administration at 9.00 am. Thereafter, Mr. Crescent Mang'eni led the meeting in a word of prayer that was followed by self-introductions from members present.

The agenda was adopted and proposed by Mr. Andrew Otiti and Seconded by Kenneth Nabulindo with amendments on the ADP-2021/2022, CFSP 2021/2022.

Chairman remarks

The chairman welcomed the members to the meeting and encouraged the members to contribute in the deliberations.

MIN 01/29/01/2021 CONFIRMATION OF THE 3RD FINANCE & ADMINISTRATION

MINUTES

The minutes of third Finance and Administration Committee were adopted with amendments after being proposed by Andrew Otiti and seconded by Kenneth Nabulindo.

MIN 02/29/01/2021 MATTERS ARISING ON THE 3RD FINANCE & ADMINISTRATION

MINUTES

Below was noted.

- It was confirmed that UDG budget of 101m was captured in the supplementary Budget of FY 2020/2021
- Strategic plan, ISUDP, CUIDS and IDEP was forwarded to the board for noting.

MIN 03/29/01/2021 RECEIVE AND CONSIDER THE FOLLOWING DOCUMENTS

The committee was taken through the below documents:

- **Procurement Plan FY 2020/2021**

Procurement plan was adopted and recommended with amendments to incorporate supplementary budget items, Alupe Complex road project for board approval and feasibility studies of the next project for FY year 2020/2021

The committee resolved that the procurement plan should reflect what is in the budget.

- **Budget (UIG/UDG & County Budget 2020/2021)**

The UDG budget has been captured in the current supplementary budget.UDG FY 2020/2021 the municipality is expecting KES 230,924,242 which is inclusive of the previous budget for FY 2019/2020 of amount KES 28,000,000.

The committee recommended UIG/UDG & County Budget 2020/2021 forwarded to the Board for approval as presented.

- **ADP FY 2021/2022 & CFSP**

The Finance and administration committee adopted ADP FY 2021/2022 & CFSP and to be forwarded to the board for approval.

- **Status Report As Per CPCT & APA 111 Review**

APA 111 we are at 72% in terms of compliance and the committee resolved that all documents related to Board should be sorted out e.g all minutes to be signed and the documents be approved at both executive and County assembly ; i.e ISUDP, IDEP, Charter, Investment Plan.

- **Almanac and work plan**

The documents were presented and it was received & considered by the committee of finance and administration.

Resolution

The committee of finance and administration received and considered the above documents and recommended to be forwarded to the board for approval.

MIN 04/29/01/2021 AOB

- The Municipal accountant and procurement officer should be defined in the Financial Management, procurement process and FMIS system.
- The municipal manager to be made AIE holder by having IFMIS rights for the purposes of procurement and expenditure on county government funds.
- The Municipality of Busia to have its own budget to support operations and service delivery e.g repair of vehicles payment of power bills, fuel etc.

ADJOURNMENT

Having no any other business, the meeting ended at 1.00 pm with a word of prayer from Mr. Abwaku

For Board

CHAIRPERSON: **DATE:** **SIGN:**

SECRETARY: **DATE:** **SIGN:**