

**THE PUBLIC FINANCE MANAGEMENT ACT (BUNGOMA COUNTY CLIMATE CHANGE FUND) REGULATIONS, 2020**

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# THE PUBLIC FINANCE MANAGEMENT ACT, 2012

(No. 18 of 2012)

IN EXERCISE of the powers conferred by Section 116 of the Public Finance Management Act number 18 of 2012, the Executive Committee Member for the time being responsible for matters of the County Treasury makes the following Regulations: -

## THE PUBLIC FINANCE MANAGEMENT ACT (BUNGOMA COUNTY CLIMATE CHANGE FUND) REGULATIONS, 2020

### Part I-Preliminary

CITATION	1. These Regulations may be cited as the Public Finance Management Act (BUNGOMA County Climate Change Fund) Regulations, 2020.
INTERPRETATION	2. In these Regulations, unless the context otherwise requires:- “Authority” means the power or right to give orders, make decisions, and enforce obedience; “Climate Change” has the same meaning assigned to it in section 2 of the Climate Change Act, 2016; “Climate Change resilience” has the same meaning assigned to it in section 2 of the Climate Change Act, 2016; “Financial year” means the period of twelve months ending on the 30th June each year; “Fund” means the Bungoma County Climate Change Fund established under Regulation 5; “Fund Administrator” means a person appointed to manage day to day affairs of County Climate Change Fund under Regulation 9; “Steering Committee” means the County Climate Change Fund Steering Committee established under Regulation 14; “Ward” has the meaning assigned under section 2 of the County Governments Act, 2012; “Ward Planning Committee” means the Ward Climate Change Planning Committee established in Regulation 24; “Planning Committee” means the Bungoma County Climate Change Planning Committee established under Regulation 19;
OBJECTIVE	3. The object of these Regulations is to establish the Bungoma County Climate Change Fund, its management, operation procedures and its winding up procedure, and promote climate change programs.

### Part II – Establishment of the Bungoma County Climate Change Fund

ESTABLISHMENT OF THE FUND	4. There is established a fund to be known as the Bungoma County Climate Change Fund.
PURPOSE OF THE	5. The purpose of the Fund shall be:

FUND	<ul style="list-style-type: none"> <li>a) to finance climate change activities and projects for the purpose of building climate change resilient in the county ;</li> <li>b) to finance implementation of approved climate change projects;</li> <li>c) to finance monitoring and evaluation exercises including documentation, photography and video recording of climate change projects;</li> <li>d) for administrative costs which shall not exceed three percent of the total Fund per financial year;</li> <li>e) capacity building activities at county level, national level and international level as approved by the Steering Committee; and</li> <li>f) to provide funding for integration and mainstreaming of climate change programs, actions, interventions and duties as identified in the Bungoma County Integrated Development Plan, the Climate Change Act, 2016, the National Climate Change Action Plan, Bungoma County Climate Change Act, 2020 and for connected purposes.</li> </ul>
LIFESPAN OF THE FUND	6. The fund shall exist for a period of ten years
EXTENSION OF LIFESPAN OF THE FUND	7. The authority to extend the fund lifespan to a period greater than ten years shall be sought from the County Executive Committee and the County Assembly.
WINDING UP OF THE FUND	<ul style="list-style-type: none"> <li>1. (1) The County Executive Committee Member for County Treasury shall seek the approval of the County Assembly before winding up.</li> <li>(2) Winding up shall be done in accordance to the provisions of the Public Finance Management Act, 2012.</li> </ul>
FUND ADMINSTRATOR	2. There shall be a Fund Administrator who shall be designated in writing by the County Executive Committee Member for the time being responsible for matters of the County Treasury.
FUNCTIONS OF THE FUND ADMINSTRATOR	<ul style="list-style-type: none"> <li>3. The Fund Administrator shall: <ul style="list-style-type: none"> <li>a) undertake supervision and administration of the Fund;</li> <li>b) ensure that the accruals to the Fund are retained in the Fund unless the County Executive Committee Member for the time being responsible for the County Treasury directs otherwise;</li> <li>c) ensure that money held in the Fund is spent only for the purposes for which the Fund is established;</li> <li>d) ensure disbursement of monies out of the Fund is done in accordance to these Regulations;</li> <li>e) cause to be kept proper books of accounts and other books and records in relation to the Fund;</li> <li>f) prepare a financial statement for the Fund each financial year in a form prescribed by the Accounting Standards Board;</li> <li>g) ensure that the accounts for the Fund and the annual financial statements relating to those accounts comply with the accounting standards prescribed and published by the Accounting Standards Board from time to time;</li> <li>h) prepare quarterly financial statements for the Fund</li> </ul> </li> </ul>

	<p>including its financial and non-financial performance in a form prescribed by the Accounting Standards Board;</p> <ul style="list-style-type: none"> <li>i) not later than three months after the end of each financial year, submit financial statements relating to the accounts to the Auditor-General;</li> <li>j) not later than fifteen days after the end of each quarter, submit quarterly reports to the County Treasury and the Controller of Budget;</li> <li>k) furnish such additional information as he or she may deem fit to be proper and sufficient for the purpose of examination and audit by the Controller of Budget and the Auditor-General;</li> <li>l) ensure compliance with decisions of the Steering Committee and submit quarterly reports on such compliance;</li> <li>m) ensure timely and efficient disbursement of funds to the County and Ward Planning Committees for project implementation;</li> <li>n) exercise oversight over capacity building for the Planning Committee and the Ward Planning Committees to ensure greater efficiency in their roles with regard to community Projects identification and implementation processes; and</li> <li>o) perform such other functions as assigned from time to time by the Steering Committee.</li> </ul>
SOURCES OF THE FUND	<p>4. Sources of the fund shall include:</p> <ul style="list-style-type: none"> <li>a) monies appropriated by the Bungoma County Assembly which shall not be less than two percent of the County annual development budget;</li> <li>b) grants and donations; endowments and bequests;</li> <li>c) monies from any other source as approved by the County Executive Committee Member for the time being responsible for matters of the County Treasury; and</li> <li>d) all monies received, savings and accruals to this Fund and any balances not spent at the end of the financial year which shall be held in the Fund to be used in subsequent years for purposes for which the Fund is established unless County Executive Committee Member for the time being responsible for matters of the County Treasury directs otherwise.</li> </ul>
EXPENDITURE OF THE FUND	<p>5. There shall be paid out of the Fund expenses incurred in pursuance of the objects and purposes of the Fund.</p>

**Part III – The Bungoma County Climate Change Fund Steering Committee**

ESTABLISHMENT OF THE COUNTY	<p>6. There is hereby established the Bungoma County Climate Change Fund Steering Committee comprising of all the</p>
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CLIMATE CHANGE FUND STEERING COMMITTEE	members of the county steering committee.
COMPOSITION OF THE FUND STEERING COMMITTEE	<p>7. The County Climate Change Fund Steering Committee shall be composed of:-</p> <ol style="list-style-type: none"> <li>a) the Governor, who shall be the Chairperson and in his absence the deputy governor shall be the chairperson;</li> <li>b) the Executive Committee member (CECM) for the time being responsible for matters of Environment and Climate Change who shall be the secretary.</li> <li>c) the Executive Committee Member for the time being responsible for matters of the County Treasury;</li> <li>d) the Executive Committee Member for the time being responsible for matters of agriculture, livestock and fisheries;</li> <li>e) the Executive Committee Member for the time being responsible for matters of Public Administration</li> <li>f) the Executive Committee Member for the time being responsible for matters of Gender</li> <li>g) County Commissioner or representative</li> <li>h) a representative of the private sector nominated by registered professional associations;</li> <li>i) a representative of the civil society organization whose activities are related to climate change; and</li> <li>j) a representative of the academia, private institutions with knowledge in matters of environment and climate change.</li> </ol>
FUNCTIONS OF THE STEERING COMMITTEE	<p>8. The County Climate Change Fund Steering Committee shall –</p> <ol style="list-style-type: none"> <li>a) mainstream climate change projects, programs and activities in county planning and budgeting and ensure their approval and inclusion in the county integrated development plan;</li> <li>b) approve the County climate change fund;</li> <li>c) approve all payments of climate change funded projects and programs;</li> <li>d) receive and approve project proposals for funding;</li> <li>e) analyse progress reports from the County Planning Committee;</li> <li>f) approve capacity building activities for the Steering Committee, County Planning Committee and the Ward Climate Change Planning Committees;</li> <li>g) ensure coordination among institutions implementing climate change programs so as to minimize duplication of effort;</li> <li>h) identify obstacles to the implementation of climate change policies and programs and make proposals for</li> </ol>

	<ul style="list-style-type: none"> <li>resolving the obstacles;</li> <li>i) monitor disbursement; oversee budget execution;</li> <li>j) advice on partners' collaboration and domestication and implementation of the five year National Climate Change Action Plan through Council of Governors;</li> <li>k) ensure smooth flow of information across the lead agencies;</li> <li>l) mobilize resources for climate change actions in the county;</li> <li>m) and perform any other functions that may be assigned by the Governor.</li> </ul>
MEEETINGS OF THE COUNTY STEERING COMMITTEE	<p>9. (1) The Steering Committee shall meet at least twice in each quarter of a financial year.</p> <p>(2) The quorum shall be half of the members.</p>
ALLOWANCES OF THE STEERING COMMITTEE	<p>10. The Steering Committee shall be entitled to allowances as per the Salaries and Remuneration Commission advisory.</p>

#### **Part IV- The Bungoma County Climate Change Fund Planning Committee**

ESTABLISHMENT OF THE COUNTY CLIMATE CHANGE FUND PLANNING COMMITTEE	<p>11. There is hereby established the Bungoma County Climate Change Fund Planning Committee whose cpmposition comprises all members of the Bungoma County Planning Committee established under section 12 of the Bungoma County Climate Change Act,2020</p>
COMPOSITION OF THE COUNTY FUND PLANNING COMMITTEE	<p>12. (1) The committee shall comprise of—</p> <ul style="list-style-type: none"> <li>a) Chief Officer for the time being responsible for matters of Environment and Climate Change who shall be the Chairperson;</li> <li>b) Chief Officer for the time being responsible for matters of the County Treasury who shall be the vice chairperson;</li> <li>c) County Director Water;</li> <li>d) County Director Agriculture</li> <li>e) County Director Energy</li> <li>f) County Director Environment</li> <li>g) County Director Natural Resources and Forestry</li> </ul>

	<ul style="list-style-type: none"> <li>h) County Director Climate Change who shall be the Secretary</li> <li>i) Two representatives of Ward Planning Committees</li> <li>j) Fund Administrator (ex-officio member)</li> <li>k) Representatives of National Agencies dealing with climate change issues at the County level including National Environment Management Authority, Kenya Meteorological Department, Water Resources Authority, Kenya Forest Service, Kenya Wildlife Service;</li> <li>l) A representative from Public Benefit Organizations that has a wider coverage across the County on climate change matters</li> <li>m) A representative of persons living with disability</li> <li>n) Representative of academia and research institutions with knowledge in matters of environment and climate change</li> </ul> <p>(2) The members of the County Climate Change Fund Planning Committee shall be appointed by the County Executive Committee Member for the time being responsible for matters of Environment and Climate Change</p>
<p>FUNCTIONS OF THE COUNTY PLANNING COMMITTEE</p>	<p>13. The functions of the Planning Committee shall be:-</p> <ul style="list-style-type: none"> <li>a) Identify county wide climate change needs and vulnerabilities;</li> <li>b) Internal and external resource mobilization;</li> <li>c) Review, prioritize and sequence projects submitted by Ward Climate Change Planning Committees based on the set criteria;</li> <li>d) Provide additional technical support to improve the Ward Climate Change Planning Committees proposals;</li> <li>e) Organize inter-ward meetings to review, refine and collate proposals from wards into a list of prospective proposals for funding;</li> <li>f) Approve the successful proposal and forward the approved project proposals to the County Climate Change Steering Committee for funding;</li> <li>g) prepare and disseminate an annual report on climate change response activities in the County;</li> <li>h) formulate and implement a county monitoring, evaluation and reporting framework for climate change</li> </ul>

	<p>response;</p> <p>i) Capacity build and train ward planning committees,</p> <p>j) and perform any other functions assigned to it by the County Steering Committee.</p>
MEETINGS OF THE COUNTY PLANNING COMMITTEE	<p>14. (1) The Planning Committee meetings shall be held at least twice in each quarter of a financial year.</p> <p>(2) The quorum shall be half of the members.</p>
ALLOWANCES OF THE COUNTY PLANNING COMMITTEE	<p>15. The Planning Committee shall be entitled to allowances as per the Salaries and Remuneration Commission advisory.</p>

#### **PART V- The Ward Climate Change Planning Fund Committees**

ESTABLISHMENT OF THE WARD CLIMATE CHANGE PLANNING COMMITTEES	<p>16. There is established a Ward Climate Change Fund Planning Committees that is the same Committees established under Section 18 of the Bungoma County Climate Change Act, 2020</p>
COMPOSITION	<p>17. Composition of Ward Climate Change Planning Committee shall be as follows:</p> <p>a) Chairperson elected by members of the committee and ratified by the Planning Committee.</p> <p>b) Ward administrator (Secretary)</p> <p>c) Village/Community Administrators (Alternate Secretary)</p> <p>d) Sub-County Agriculture Officer</p> <p>e) Sub-County Environment Officer</p> <p>f) Sub-County Water Officer</p> <p>g) Sub-County Forest Officer</p> <p>h) Sub-County Climate Change Officer</p> <p>i) Representative of Member of County Assembly</p> <p>j) Youth representative</p> <p>k) Woman representative</p> <p>l) A representative of the Community based Organizations actively operating in the ward on climate change actions</p> <p>m) A representative of people living with disability (PWDs)</p> <p>n) A representative of religious groups at the ward level</p> <p>o) National Government representative (Assistant County Commissioner)</p>
NOMINATION OF COMMITTEE	<p>18. (1) The Chief Officer for the time being responsible for</p>

MEMBERS	<p>matters of Environment and Climate Change shall direct the Ward Administrators to convene ward level public meetings to nominate members of the Committee.</p> <p>(2) The Ward Administrator shall within fourteen days of receipt of the directive convene a ward level meeting of community members.</p> <p>(3) The community members shall then nominate members under regulation 24(j)-(n) for appointment.</p> <p>(4) The Ward administrator shall then forward the list of nominees to the Chief Officer for the time being responsible for matters of Environment and Climate Change within seven days after the nomination.</p> <p>(5) The Chief Officer for the time being responsible for Environment and Climate Change shall appoint the members within fourteen days of receiving nominees' lists from all the wards.</p>
QUALIFICATIONS OF NOMINATED MEMBERS	<p>19. A person is qualified for appointment as a member of the Ward Planning Committee if such person–</p> <ol style="list-style-type: none"> <li>a) meets the requirements of Chapter Six of the Constitution 2010;</li> <li>b) has basic knowledge of Environment and climate change matters;</li> <li>c) has a minimum qualification of a valid Kenya Certificate of Secondary Education;</li> <li>d) is a committed person willing to serve the community; and</li> <li>e) is a resident of the ward;</li> </ol>
FUNCTIONS OF THE WCCPC	<p>20. The Ward Climate Change Planning Committee Shall:-</p> <ol style="list-style-type: none"> <li>a) To coordinate and mobilise communities and other stakeholders in the ward to design and implement climate change response activities;</li> <li>b) To facilitate research and knowledge management at the ward level on climate change, its impacts and strategies for responding thereto;</li> <li>c) Facilitate public education, awareness creation, and capacity building at the ward level on climate change, its impacts and strategies for responding thereto;</li> <li>d) To coordinate, facilitate and manage community consultations on priority climate change response activities;</li> <li>e) Participate in county planning and budgeting processes with a view to ensuring the mainstreaming of climate change and prioritisation of climate change response in county development plans;</li> </ol>

	<ul style="list-style-type: none"> <li>f) Facilitate public participation in climate change governance, implementation of agreed climate change response activities, and monitoring of those activities;</li> <li>g) Coordinate and facilitate provision of technical support to communities in the ward in developing proposals on climate change response projects for funding by the County Climate Change Fund;</li> <li>h) Oversee implementation of climate change response projects at ward level funded by the County Climate Change Fund and report thereon to the Planning Committee; and,</li> <li>i) recommend for payment of completed projects;</li> <li>j) perform any other functions that may be assigned to it by the Planning Committee.</li> </ul>
MEETINGS OF THE WCCPC	<p>21.</p> <ul style="list-style-type: none"> <li>a) The meetings shall meet at least twice in each quarter</li> <li>b) Meetings shall be held in the respective wards.</li> <li>c) The quorum for meetings of the committee shall be at least shall be half of the members.</li> </ul>
TERM OF THE WCCPC	<p>22. Members of the committee appointed under regulation 24 (j) to (n) shall hold office for a period of three years renewable once subject to satisfactory performance and attendance of atleast half of the meeting in proceeding term</p>
REIMBURSEMENT OF THE WCCPC	<p>23. The team shall be entitled to transport reimbursements as Salaries and Remuneration Commission (SRC) advisory.</p>

**Part VI- Operation of the Fund**

FUND BANK ACCOUNT	<p>24. (1) Authority to open and operate a bank account of the fund shall be sought from the County Treasury.</p>
BANK ACCOUNT SIGNATORIES	<p>25. (1) The signatories of the bank account opened under Regulation 32 (1) above shall be the Fund Administrator, County Chief Officer responsible for matters of the County Treasury and County Chief Officer responsible for matters of Environment and Climate Change.</p> <p>(2) all transactions on the fund bank account must be authorized by all the three signatories.</p>
WITHDRAWALS FROM THE FUND	<p>26. All expenditures from the fund shall be recommended by the Fund Administrator and authorized by the Steering Committee as reflected in the Fund's approved annual estimates of expenditure for that financial year.</p>
PLANNING AND BUDGETARY PROCESS	<p>27. (1) The Fund Administrator shall, before the beginning of each financial year:-</p> <ul style="list-style-type: none"> <li>a) circulate a list of funds available for climate adaptation</li> </ul>

	<p>and mitigation activities in the county to the Steering Committee, the Planning Committee and the Ward Planning Committees in order to guide in project planning,</p> <ul style="list-style-type: none"> <li>b) give details, if any, of conditional funds to target recipients.</li> <li>c) submit the consolidated projects on climate change to the County Executive Committee Member for the time being responsible for matters of the County Treasury.</li> </ul> <p>(2) The Ward Planning Committees shall mobilize communities to participate in identifying, prioritizing, and costing the suggested projects before submitting them to the Planning Committee in form A.</p> <p>(3) Selection of professionals and other service providers for approved and funded projects shall be done in accordance to the Public Procurement and Assets Disposal Act, 2015 and the Public Finance Management Act 2012.</p>
FUND ALLOCATION	<p>28. The funding shall be allocated in the following manner:</p> <ul style="list-style-type: none"> <li>a) Not more than three percent shall be used for administrative costs.</li> <li>b) Seventy-seven percent shall be allocated to the Ward Planning Committees for climate change projects.</li> <li>c) Twenty percent shall be allocated for climate change projects cutting across the county.</li> </ul>
FUND ALLOCATION CRITERIA	<p>29. The allocation of funds to various projects in the Ward and County levels shall be guided by following criteria:</p> <ul style="list-style-type: none"> <li>a) Intervention must seek to benefit majority people including the most vulnerable groups with clear evidence of gender considerations;</li> <li>b) Intervention must support the economy, livelihoods or important services on which many people depend, and has been identified, prioritized and included in ward, sub-county, county and cross-county plan or strategy for public good projects and promotes climate resilient growth and adaptive livelihoods;</li> <li>c) Proof must be provided to show that the target</li> </ul>

	<p>intervention is relevant to building resilience to climate change and has been identified and prioritized through community participation, based on identifiable vulnerabilities, as captured in risk assessment and vulnerability mapping reports available for the county;</p> <ul style="list-style-type: none"><li>d) Must contain detailed situation analysis with clear problem statement to facilitate clarity on level and urgency of vulnerability and risks arising from delayed intervention;</li><li>e) Demonstrates evidence of expected improvement on the socio-economic status and resilience to the most vulnerable groups and incorporates gender considerations;</li><li>f) Must encourage harmony and build relations and understanding among the beneficiaries;</li><li>g) Contributes to adaptation or mitigation and improving community resilience and other community benefits including poverty reduction;</li><li>h) Supports livelihoods through income generation, and improved livelihoods;</li><li>i) Avoids duplication of projects;</li><li>j) Where similar projects have been undertaken, it should provide complementarity and value addition to existing projects;</li><li>k) Must provide platforms for effective stakeholder engagement and demonstrate sensitivity to diverse cultures and religions;</li><li>l) Must provide opportunity for capacity building through training, awareness creation and sensitization, and capture, document and disseminate information and lessons learnt on climate change and its impacts;</li><li>m) Provide proof that the project is sustainable beyond implementation with adequate arrangements to protect</li></ul>
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	<p>assets created after project completion and contributes to long term beneficial impacts to the community;</p> <p>n) Provide proof that the project has innovativeness and demonstrates use of indigenous knowledge, innovations and technology;</p> <p>o) Must be cost-effective and give value for money.</p>
FUND RE-ALLOCATION	<p>30. (1) The Fund Administrator may in consultation with the Planning Committee reallocate funds which cannot be absorbed or utilized in a particular project.</p> <p>(2) Projects receiving reallocated funds shall be within the same ward as the project from which funds are reallocated.</p> <p>(3) A project may receive reallocated funds from a project situated in a different ward only if a disaster is declared.</p> <p>(4) A report of all budget reallocations, in a ward, must be filled giving full details of the project, its location, funds reallocated, amount originally allocated, amount unutilized and proposed reallocations with reasons, as detailed in Form B.</p>
DISBURSEMENT OF FUNDS	<p>31. Disbursement of funds to community prioritized projects shall be done on quarterly basis or on need basis.</p>
ADJUSTMENT OF INSTALLMENTS	<p>32. The Steering Committee may at its discretion adjust the quantum of instalments to various community prioritized projects while taking into account the inflow of funds</p>
PAYMENT OF SUPPLIERS AND SERVICE PROVIDERS	<p>33. (1) Payments to suppliers and service providers shall be supported by approved documentation from each of the suppliers based on the contract terms, a project progress report and an approval of payment signed by at least two of the approved signatories.</p> <p>(2) Payment shall be in accordance with the implementation monitoring plan and investment schedule.</p> <p>(3) The Ward Planning Committees shall advise the Planning Committee and the Steering Committee when payments are made by submitting quarterly implementation reports.</p>
FINANCIAL GOVERNANCE	<p>34. The Ward Planning Committees and the Planning Committee shall submit to the Steering Committee regular reports on</p>

	<p>programs and projects under their supervision as detailed hereunder:</p> <ul style="list-style-type: none"> <li>a) The Ward Planning Committees shall prepare and submit to the Fund Administrator monthly financial reports with details of physical progress and financial expenditure on programs and projects under their supervision.</li> <li>b) The reports shall provide comparison between the project implementation schedule and implementation status as per Form C.</li> </ul>
<p>MAINTANANCE OF RECORDS</p>	<p>35. (1) The Ward Planning Committees and the Planning Committee shall maintain full and accurate records of the Fund expenditures including:</p> <ul style="list-style-type: none"> <li>a) All receipts in respect of every project, program and their total;</li> <li>b) All expenditures supported by approved documentation; and</li> <li>c) Relevant bank statements of the project accounts.</li> </ul> <p>(2) The Ward Planning Committees, Planning Committee and Steering Committee shall ensure all Fund documents together with supporting documents are protected and preserved for future audit and reference.</p>
<p>FINANCIAL REPORTING</p>	<p>36. The Fund Administrator shall prepare and submit quarterly reports to the Steering Committee for approval and onward submission to the County Executive Committee Member for the time being responsible for matters of the County Treasury detailing the following:</p> <ul style="list-style-type: none"> <li>a) Programs and projects funded by or in partnership with Fund;</li> <li>b) Disbursements by each of the supporting financing partners as well as total amounts received;</li> <li>c) Funding status showing monies disbursed for each of the projects at the ward and Sub County level; and</li> <li>d) A summary of County climate change activities.</li> </ul>

AUDIT	37. The accounts of the Fund shall be audited in accordance with the provisions of the Public Finance Management Act, 2012 and the Public Audit Act, 2015.
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**Part VII- Miscellaneous Provisions**

GUIDELINES	38. The County Executive Committee Member for the time being responsible for matters of Environment and Climate Change shall in consultation with the Steering Committee shall develop guidelines for the proper management of climate change activities.
AMENDMENTS TO THESE REGULATIONS	39. The Steering Committee or any other interested party may from time to time recommend to the County Executive Committee Member for the time being responsible for matters of the County Treasury any amendments to these regulations for consideration.

FORM A.

**BUNGOMA COUNTY CLIMATE CHANGE FUND COMMUNITY  
PRIORITIZATION CAPTURE FORM.**

Financial Year .....  
(Cost in Kenya Shillings unless otherwise advised).....  
Ward Name.....

PROJECT TITLE AND LOCATION

**1 Project Priority Rank**

- 1.1 Short Description and target beneficiaries
- 1.2 Justification
- 1.3 Description of proposed measures

**2 Project Costs**

- 2.1 Pre-construction costs
- 2.2 Construction Cost
- 2.3 Additional Infrastructure
- 2.4 Design and supervision
- 2.5 Contingencies
- 2.6 Total project cost
- 2.7 Estimated annual operating costs
- 2.8 Annual Maintenance Costs

**3 Total Estimated costs (for the year)**

**4 Sources of Finance**

- 4.1 Development Costs
- 4.2 Operations and maintenance costs

**5 Staffing and Maintenance Arrangements**

**6 Relationship with other Projects**

**7 Project timeframes: (period of implementation)**

**FORM B.**

**BUNGOMA COUNTY CLIMATE CHANGE FUND PROJECT FUND RE-ALLOCATION FORM.**

**Ward Name**.....

**Financial Year**.....

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Project No	Project Location	Amount Allocated	Amount Disbursed	Balance	Unspent to be reallocated

Reasons for re-allocation

.....  
.....  
.....

Signature.....

Date.....

Name.....

Position.....

**FORM C.**

**BUNGOMA COUNTY CLIMATE CHANGE FUND PROJECT IMPLEMENTATION STATUS FORM.**

Summary sheet for COUNTY CLIMATE CHANGE FUND Project implementation (On-going projects)

Financial year.....

Ward Name.....

S/No	Type of project	Location	Estimated total cost	Amount allocated	Expenditure to date	Variance				
						Q1	Q2	Q3	Q4	TOTAL

Reasons for Variances.....

.....