



County Assembly of
BUNGOMA

Bungoma Legislator Digital

info@bungomaassembly.go.ke

P.O Box 1886-50200 Bungoma

020-2030309/055-2030854



BUNGOMA UPDATES

County Assembly Of Bungoma ResumesSittings After Long Recess

Page 1&2.

BUNGOMA UPDATES

County Assembly Begins Interrogation Of Key Budget And Financial Reports

Page 2&3.

BUNGOMA UPDATES

Sectoral Committees Continue Day Two Interrogation of Third Quarter Financial Reports, ADP 2027/28 and Controller of Budget Report

Page 4,5&6.

BUNGOMA UPDATES

Speaker Inspects Ongoing Construction Of New Chambers

Page 6.

BUNGOMA UPDATES

Busia County Assembly Committee on Roads and Public works Benchmarks Bungoma on Roads and Public Works and Disaster Management.

Page 6&7.

BUNGOMA UPDATES

Officers From The Kenya National Archives And Documentation Service(KNADS) Conduct Records Survey At The County Assembly Of Bungoma.

Page 6.

BUNGOMA UPDATES

Ward Managers and Secretaries Sensitized on Financial Management and Compliance.

Page 8&9.

County Assembly Of Bungoma Resumes Sittings After Long Recess

By Erick Ngobilo



FILE PHOTO: Members of the County Assembly of Bungoma attend a plenary session.

The County Assembly of Bungoma has today resumed its sittings following a month long recess. The session will run through to the first week of December.

The resumption comes as the Third County Assembly enters a critical phase of its Fifth Session, with Hon. Members expected to dedicate the coming months to consideration of reports, financial statements, development plans, legislation, petitions, questions and other matters of public interest.

The Assembly's approved programme for the first week running to Thursday 3rd has a number of key reports and financial accountability matters lined

up for consideration during the sittings.

The first sitting upon resumption scheduled for this afternoon will consider a motion on the report of the Sectoral Committee on Agriculture, Livestock, Fisheries, Irrigation and Cooperative Development on the first and second quarter financial statements for the period ended December 31, 2025.

Among the papers scheduled for tabling is the Bungoma County Annual Development Plan for the Financial Year 2027/2028, an important planning document that will provide the framework for the County Government's development priorities and programmes in the subsequent financial year.

Also scheduled for tabling is the Bungoma County Fourth Quarter Financial Statements for the Second Kenya Devolution Support Programme (KDSP), Financial Year 2025/2026.

The Assembly is also set to receive and consider a report by the Sectoral Committee on Labour Relations, Members Services and Facilities on the status of construction of the County Public Service Board office block and the new County Assembly Debating Chambers.

The Committee's report is scheduled for tabling on Tuesday, with a corresponding notice of motion seeking its adoption. The consideration of the report provides the House with an opportunity to exercise oversight over the implementation of major public infrastructure projects.

The Sectoral Committee on Roads, Public Works and Infrastructure will also present a report on the half-year financial statements for the Financial Year 2025/2026. The report is scheduled for tabling on Tuesday, with a notice of motion also listed for its adoption.

The Assembly's business continues on Wednesday, September 2, with a morning sitting scheduled for 9:30 a.m.

Members will consider a motion on the report of the Sectoral



Members will consider a motion on the report of the Sectoral Committee on Roads, Public Works and Infrastructure on the financial statements for the period ended December 31, 2025.

The morning sitting will also see the tabling of a report by the Sectoral Committee on Public Administration and ICT on the half-year financial statements for the period ended December 31, 2025, together with a corresponding notice of motion seeking adoption of the Committee's report.

In the afternoon sitting on Wednesday, Members will turn their attention to the report on the status of construction of the County Public Service Board office block and the County Assembly Debating Chambers. The motion, to be moved by the Chairperson of the Sectoral Committee on Labour Relations, Members Services and Facilities, seeks adoption of the Committee's report on the status of the two projects.

The afternoon sitting on Thursday will consider the report of the Sectoral Committee on Public Administration and ICT on the half-year financial statements for the period ended December 31, 2025. The report is scheduled for consideration following its tabling before the House on Wednesday morning.

Beyond the specific business listed for the first three days, Members will also continue discharging their representative role by raising questions and statements, considering petitions and undertaking other business brought before the House.

County Assembly Begins Interrogation Of Key Budget And Financial Reports

By Rosemary Wachiye, Erick Ngobilo, Marsh Misiko

The County Assembly of Bungoma commenced the interrogation on 7th September, 2026 of key financial and planning documents as Hon. Members scrutinize the County Government's budget implementation, expenditure and development priorities.

The documents under consideration include the Annual Development Plan for the Financial Year 2027/28, the Third Quarter Financial Statements and Reports for FY 2025/26, the Controller of Budget's Report on Budget Implementation for the first nine months of FY 2025/26, and the Report on Receivers of Revenue for FY 2025/26.

On the first day of the interrogations, four Assembly committees were scheduled to engage various departments of the County Executive on the documents, examining their financial performance, implementation of programmes and proposed priorities.

The committees involved were the Committee on Tourism, Environment, Water and Natural Resources; Committee on Roads, Transport, Infrastructure and Public Works; Committee on Health Services; and Committee on Gender, Culture and Social Welfare.

The Committee on Health Services, however, did not conduct interrogations on the day, having already considered the documents earlier.

The Committee on Roads, Transport, Infrastructure and Public Works subjected the department to extensive scrutiny, with

Hon. Members seeking explanations on its proposed priorities, pending bills, road infrastructure projects, drainage, fire stations and revenue enhancement.

Appearing before the Committee, the County Executive Committee Member (CECM) for Roads, Transport, Infrastructure and Public Works, Ms. Carolyn Makali, said most of the machinery owned by the department was old, with some equipment having been declared unserviceable.

Ms. Makali said the department required additional funding to acquire modern machinery to improve efficiency and enhance its capacity to undertake road maintenance and other infrastructure works.

She also called for increased allocation towards drainage infrastructure, noting that inadequate drainage systems continue to contribute to perennial flooding whenever it rains across various parts of the County.

Members of the Committee called for the acquisition of a new grader for each of the nine sub-counties, saying adequate equipment would enable the County Government to respond more effectively to road maintenance needs at the grassroots.

The CECM appeared before the Committee alongside the Director of Roads, Mr. Moses Wamala, as well as economists, accountants, procurement officers and project supervision teams.

Led by Chairperson Hon.

Frankline Simotwo, Members put the department to task over its proposed priorities and expenditure plans.

Among the issues raised was the failure by the department to make adequate provision for the settlement of pending bills, despite the County having accumulated significant unpaid obligations.

Members warned that failure to address pending bills could continue to undermine the implementation of new projects and negatively affect service delivery.

The Committee also questioned the department's priorities regarding fire and emergency response infrastructure. Members observed that Bungoma County continues to lack adequately equipped and functional fire stations and questioned why resources were not being channelled towards equipping fire stations in Bungoma and Webuye towns, given the importance of the facilities in protecting lives and property.

The Members further sought clarification on the criteria used to identify areas for the construction of bridges and box culverts, noting that numerous parts of the County remained in need of such infrastructure.

The CECM also raised concern over the encroachment of road reserves by private developers and investors, saying the practice was hampering the implementation of road projects and making it difficult for the department to expand and improve the road network.



Ms. Carolyn Makali, county executive committee member (CECM) for Roads, Transport, Infrastructure and Public Works, alongside Mr. Moses Wamalwa, director of roads, and Dr. Andrew Wamalwa, county executive committee member (CECM) for Tourism, Environment, Water and Natural Resources, alongside Mr. Reuben Wambwa, chief officer, appear before their respective Sectoral Committees for interrogation on the Third Quarter Financial Statements and Reports for Financial Year 2025/26, the Controller of Budget Report on Implementation for Financial Year 2025/26, and the Annual Development Plan (ADP) for Financial Year 2027/28

The Roads Department is projecting an allocation of approximately Sh1.9 billion, making it the highest-funded department in the County.

The Committee also sought an explanation on how the department and the County Government intend to tap into new revenue streams to enhance Own Source Revenue (OSR) collection.

Members expressed concern over contractors who had failed to move to site months after being awarded contracts. They said prolonged delays in commencement of projects were undermining service delivery and called for stronger contract management and enforcement mechanisms.

The Committee on Gender, Culture and Social Welfare also put the County Executive to task over its priorities, policy framework and allocation of resources between recurrent expenditure and development programmes. The department is seeking Sh3 million for the protection of cultural sites across the County, while an additional Sh10 million has been proposed for fencing the Sang'alo Cultural Centre.

The department is also seeking Sh10 million for the renovation and equipping of the Kimilili Library, as well as another Sh10 million for the construction of a Women Empowerment Centre. Appearing before the Committee were the CECM, Mr. Benedict Emachar, Chief Officer Mr. Andrew Musungu and Director

Mr. Moses Chebonyo, alongside accountants, economists, procurement officers and finance officers.

Led by Chairperson Hon. Jack Kawa, the Committee questioned the department's priorities and implementation of its programmes.

Members expressed concern over what they described as a lack of adequate policies within the department, noting that the absence of the necessary policy framework had affected the implementation of programmes. The Committee also faulted the department over what Members said was insufficient action following the lapse of regulations that had operationalised the Women and Disability Empowerment Funds.

Members sought to know why the department had not taken sufficient steps to ensure the funds were operationalised, given their importance in supporting vulnerable groups and promoting economic empowerment.

The Committee further raised concern over the department's expenditure pattern, observing that a significant proportion of its budget continued to go towards recurrent expenditure, with limited resources being directed towards development and capital investments.

Members urged the department to strengthen its development

component and ensure that more resources are channelled towards projects with a direct impact on residents.

The Committee also directed the department to factor in its pending bills when preparing departmental projections, warning that failure to account for outstanding obligations could affect future budget implementation.

The Committee on Tourism, Environment, Water and Natural Resources, which was told moderated by Hon. Benjamin Jeremiah Otsiulah, MCA Khasoko Ward, questioned the Executive over their expenditure plans.

The County Executive team was led by the County Executive Committee Member (CECM), in charge of the Department Dr. Andrew Wamalwa, alongside Chief Officer Mr. Reuben Wambwa and other departmental officials.

The interrogation focused on the department's developmental expenditure, pending bills, budget implementation, absorption of allocated funds, unutilized allocations and revenue performance within the department.

On developmental expenditure, the Committee raised concerns regarding pending bills and the absence of specific allocations in the proposed FY 2027/2028 budget for their settlement. In response, the department clarified that the amounts in question were not pending bills but funds relating to pending works for projects.

The Committee further noted that there were no departmental planned programmes for FY 2027/2028 specifically targeting ward-based projects and proposed grants.

On the department's low absorption rate, the Executives explained that the performance was partly attributed to funds that the department was unable to access during the financial year. The department maintained that the inability to access some of the allocated funds affected the implementation of planned programmes and consequently contributed to the low absorption rate.

The Committee also raised concerns over several significant allocations that remained completely unutilized during the period under review.

Revenue performance under the Department of Tourism, Environment, Water and Natural Resources was also interrogated, with the Committee seeking clarification on measures being undertaken to improve revenue collection and ensure that the department meets its revenue targets.

The exercise is expected to continue with other County Executive departments appearing before their respective Assembly committees for further scrutiny tomorrow and Thursday.

Sectoral Committees Continue Day Two Interrogation of Third Quarter Financial Reports, ADP 2027/28 and Controller of Budget Report

By Rosemary Wachiye, Marsh Misiko Ian Wangila



The County Executive and County Assembly administration, led by Mr. Charles Wafula, clerk of the County Assembly, appear before Sectoral Committees for interrogation of the Third Quarter Financial Statements and Reports for Financial Year 2025/26, the Controller of Budget Report on Implementation for Financial Year 2025/26, and the Annual Development Plan (ADP) for Financial Year 2027/28

The County Assembly of Bungoma, on Wednesday, 9th September 2026, proceeded with the second day of interrogating the County Executive on the Third Quarter Financial Statements and Reports for Financial Year 2025/26, the Controller of Budget Report on Implementation for Financial Year 2025/26, the Annual Development Plan (ADP25/26).

The Public Administration and ICT Sectoral Committee held its session at the County Assembly plenary and interrogated representatives of the County Secretary's Office, the County Attorney's Office and the Governor's Office, led by County Executive Committee Member Dr. David Wamamili.

The Chief Officer in charge of Public Service Management, Ms. Everlyne Wekesa, briefed the Committee on the department's priority plan, namely: enhancing the digitization of public service, strengthening the policy and legal framework, formulating relevant policies, and conducting a customer satisfaction survey.

The Committee emphasized the importance of each subsector

within the department prioritizing the payment of pending bills. Members noted that some contractors awarded cleaning and security services contracts have a tendency to withhold staff wages despite being paid by the County.

Dr. Wamamili stated that the department had drafted a policy to address human resource deployment and transfers in decentralized units, which will be presented to the Assembly for approval.

The Committee urged the department to prioritize the County's core mandate in its budget expenditure, particularly with regard to spending on national events. In response, Ms. Wekesa explained that the County participates in such events to foster intergovernmental relations, noting that officers deliver speeches on behalf of the County Governor at these engagements.

Ms. Wekesa further noted that the department requires dedicated funds to cater for staff welfare in the event of bereavement, citing recent cases where the department has had to organize fundraisers to support grieving families due to the absence of a welfare fund.

The County Secretary's Office, led by Accounting Officer Mr. Nelson Mukholi, informed the Committee that the subsector plans to hold an employee wealth declaration filing exercise, four quality compliance audits, and two intergovernmental meetings.

The office clarified that KSh. 48.6 million spent towards clearing pending bills went towards the payment of pension and gratuity to LAPTRUST and LAPFUND.

The Committee raised concerns regarding County employees who fail to report to duty and engage in matters unrelated to their work, noting that such conduct amounts to a misuse of public funds. Members observed laxity and a lack of performance of duties across departments within the County Executive, attributing this partly to inadequate induction of staff upon joining the service, and called for firm action to be taken.

The County Attorney's Office, represented by County Solicitor Ms. Purity Masinde, stated that the office plans to recruit three additional legal staff, conduct legal and compliance audits

across all departments, and undertake legislative drafting in response to requests from departments.

The County Assembly Committee on Labour Relations, Members' Services and Facilities has intensified scrutiny of the implementation of the Annual Development Plan for Financial Year 2025/26, focusing on the utilization of funds, development projects, staff welfare and challenges affecting service delivery.

The Committee, chaired by Hon. Martin Chemorion, questioned the County Assembly Service Board on progress made in implementing programmes contained in the previous ADP, as well as plans for Financial Year 2027/28. County Assembly Clerk Mr. Charles Wafula told the Committee that inadequate funds and resources remained among the major challenges facing the institution, although improvements had been made in some areas.

Mr. Wafula reported that the Assembly had installed a solar system that had improved electricity supply, and that construction of new projects, including a new debating chamber and the Speaker's residence, was ongoing. He added that the Assembly was working to improve its Information Communication and Technology systems in order to reduce the physical movement of documents and make the handling of official records more efficient.

The Committee also sought an explanation for delays in the

release of funds to the County Assembly. Mr. Wafula explained that the Assembly normally undertakes the budget process on time, but that delays can occur due to procedures within the Central Bank system that are beyond the Assembly's control. He further attributed delays in salary payments to the County Executive's delay in uploading the budget and completing the process of transferring funds to the County Assembly account.

The Assembly administration informed the Committee that the Assembly had purchased one vehicle during the last financial year and intends to purchase another. The committee also discussed the welfare of staff, including the possibility of establishing a fund to support employees with car loans and mortgages instead of relying on refunds from funds previously received beneficiaries. The Committee was further informed that funding for the offices of Nominated Members of the County Assembly could only be budgeted for once an amendment to the relevant funds policy had been effected.

Implementation of the previous ADP was also affected by challenges within the contracting system. The Assembly administration told the Committee that a contract had disappeared from the contracting platform, making it impossible to absorb and utilize some of the allocated resources within the financial year.

The Committee also interrogated the County Public Service Board on the implementation of the Executive's programmes under the ADP for Financial Year 2025/26. The Board appeared before the Committee under the leadership of Chief Officer Mr. Andrew Wamukoya, alongside other officers.

The Board reported that it had developed Schemes of Service for

Enforcement and Compliance Officers, as well as for Administration Officers. It had also registered with the Office of the Data Protection Commissioner and recruited health personnel on contract. The Board further reported that several officers had been confirmed, promoted and re-designated, while others had been converted from contract to permanent and pensionable terms. Casual workers who had moved to court over their employment status had also been considered for permanent and pensionable employment, and a number of officers had had their contracts renewed.

However, the Committee demanded further details on the officers who had been confirmed, promoted and re-designated. Members also questioned the plan for payment of salaries, noting that this responsibility falls under the Office of the County Secretary. The Committee further sought clarification on plans to train the entire County Government workforce, particularly given that various departments already plan and implement their own training programmes.

Members also queried a proposal for an advocacy report involving Members of the County Assembly, seeking clarification on its nature, purpose and justification, and requested further details on officers proposed for conversion to permanent and pensionable employment.

The construction of an office block also came under scrutiny, with Members demanding an update on the project's progress, its expected completion date, and whether it would be operational by the start of the next financial year.

Financial management was another major area of concern. The Committee questioned the low absorption of funds under some recurrent votes and sought

explanations for expenditure that was lower than disclosed in the half-year report, particularly in areas such as domestic travel, fuel and lubricants, and other operating expenses.

Members also questioned why funds allocated for the routine maintenance of motor vehicles and other assets had instead been used to settle a pending insurance bill. The Committee further sought an update on un-surrendered imprests and demanded clarification on measures being taken to ensure that outstanding imprests are properly accounted for and surrendered.

The Committee's scrutiny comes as the County Government prepares its programmes for the next financial year. Members emphasized the need for the timely release of funds, improved absorption of allocated resources, completion of ongoing projects, and stronger accountability in the management of public finances. The Committee is expected to continue engaging relevant departments and officers to address the challenges identified during the review, and to ensure that approved programmes are effectively implemented.

The Committee on Agriculture, Livestock, Fisheries, Irrigation and Cooperatives Development put the department under scrutiny on the Annual Development Plan for Financial Year 2027/28. The Committee, chaired by Hon. Wafula Waiti, also scrutinised the department's financial status for the nine-month period, its Receivers of Revenue streams, and the Controller of Budget report.

On the Annual Development Plan, the Committee pointed out gaps in the planned activities. It was noted that, apart from the rehabilitation of cattle dips, the department had not included veterinary services in its priority

list. The department was directed to include veterinary services among its priorities in the plan.

It was also noted that the department had allocated KSh. 30 million to avocado farming, an amount the Committee considered unrealistic given that the project was expected to cover the entire County. The Committee requested the department to provide further detail on the parameters guiding the soil tests and seedling components of the project.

On fertilizer allocation per ward, Hon. Allan Nyongesa advised the department, led by the County Executive Committee Member (CECM) for Agriculture, Livestock, Fisheries, Irrigation and Cooperatives, Eng. Herbert Kibunguchi, to raise the proposed allocation from 600 to 1,500 farmers per ward, in order to benefit more farmers. Eng. Kibunguchi responded that organic fertilizer was costly, and that the department was therefore unable to procure it.

Reporting on the Sector's achievements under the previous ADP, the department recorded support to 22,500 smallholder farmers through subsidized fertilizer and maize seed, and the distribution of avocado and coffee seedlings to promote crop diversification and food security. The department also invested KSh. 53.04 million in the Kabkara Irrigation Scheme to expand dry-season farming, and distributed 335 dairy heifers, 147 dairy goats, 85,799 indigenous chicks, 15,000 fish fingerlings and 75 piglets to enhance livestock production.

Under crop development and management, the Committee was informed that ward-based projects recorded a 99% absorption rate against an approved allocation of KSh. 113,740,000.

Eng. Kibunguchi outlined the department's planned pro-

grammes for Financial Year 2027/28, which include fertilizer at a cost of KSh. 378 million, certified seed at a cost of KSh. 150 million, and improved dairy and chicken farming, among others. The department also plans to establish an Irish potato and sweet potato processing facility in Mt. Elgon at a cost of KSh. 45 million, although the specific ward has yet to be identified. The Committee called upon the department to prioritize wards with extensive sweet potato production, while also ensuring inclusivity so that the project benefits farmers across the County.

The Committee raised significant concern over pending bills, noting that although these had been highlighted, no specific allocation had been made for their settlement in the proposed FY 2027/28 budget. The CECM confirmed that the department's pending bills had accumulated to KSh. 125 million. The department also briefed the Committee on the five actual revenue streams under its control.

The Speaker of the County Assembly of Bungoma, Hon. Emmanuel M. Situma, who doubles as the chairman of the County Assembly Service Board has called on the contractor undertaking the construction of the Assembly's ultra-modern debating chambers to urgently increase manpower and accelerate works to ensure the project is completed within the revised timeline.

Speaker Inspects Ongoing Construction Of New Chambers

By Erick Ngobilo



Hon. Emmanuel M. Situma, speaker of the County Assembly of Bungoma, inspects construction works on the new debating chambers, accompanied by Mr. Cleophas Obilo, works officer.

Hon. Situma made the remarks today when he inspected the ongoing construction works, expressing concern over the pace of work and emphasizing that the Assembly expects the facility to be ready for official opening before the end of the year.

The Sh399.7 million project, being undertaken by M/s Shamim Investment Limited, was handed over on 16 February 2024 and commenced on 15 March 2024. The original contract period was 104 weeks, with the initial completion date set for 13 March 2026.

According to the latest Clerk of Works report dated 5 June 2026, the project had attained approximately 76 per cent physical progress. The contract period had been revised to 130 weeks, with a revised completion date of 11 September 2026. The works

are at 78 percent completion.

During the inspection, the Speaker directed the contractor to double the workforce deployed at the site to facilitate faster execution of the remaining works. He stressed that the Assembly would not accept unnecessary delays, noting that only a four-week extension had been granted to facilitate completion.

"The contractor must double the manpower on site and ensure that the remaining works are completed within the agreed timelines. We want this building ready for official opening before the end of the year," the Speaker said.

He said the Assembly was keen to see the modern facility completed and operational, noting that plans were underway to

invite President William Ruto to officially commission and open the new debating chambers.

Hon. Situma said completion of the debating chambers would mark a significant milestone for the County Assembly of Bungoma, providing a modern environment for Members to discharge their constitutional and legislative responsibilities.

He urged the contractor, project consultants and all other parties involved in the project to work closely and maintain the required standards while ensuring that the remaining works are completed expeditiously.

Busia County Assembly Committee on Roads and Public works Benchmarks Bungoma on Roads and Public Works and Disaster Management.

By Erick Ngobilo

A delegation from the County Assembly of Busia on September 9th, 2026 visited the County

Assembly of Bungoma for a benchmarking exercise aimed at sharing experiences and identifying best practices in the man-

agement and oversight of roads, infrastructure, public works and disaster management.

The delegation, comprising Members of the Busia County Assembly Committee on Roads,



The Bungoma County Assembly's Roads, Infrastructure and Public Works Committee chairperson, Hon. Frankline Simotwo, hosts a delegation of Members from the Busia County Assembly Committee on Roads, Infrastructure, Public Works and Disaster Management, led by the committee chairperson, Hon. Leonard Emuriel; the leader of majority, Hon. Josephat Wandera; the leader of minority, Hon. Bonventure Makokha; and the clerk of the County Assembly of Busia, Mr. Allan Mabuka

Infrastructure, Public Works and Disaster Management, was led by the Committee Chairperson, Hon. Leonard Emuriel. It also included the Leader of the Majority, Hon. Josephat Wandera, and the Leader of the Minority, Hon. Bonventure Makokha. The secretariat was led by the Clerk of the County Assembly of Busia, Mr. Allan Mabuka.

During the visit, the Busia delegation held discussions with their counterparts in Bungoma to exchange experiences on legislative oversight, budget allocation and implementation of road infrastructure programmes.

The Bungoma County Assembly Roads, Infrastructure and Public Works Committee is chaired by Hon. Frankline Simotwo and deputised by Hon. Charles Nan-gulu.

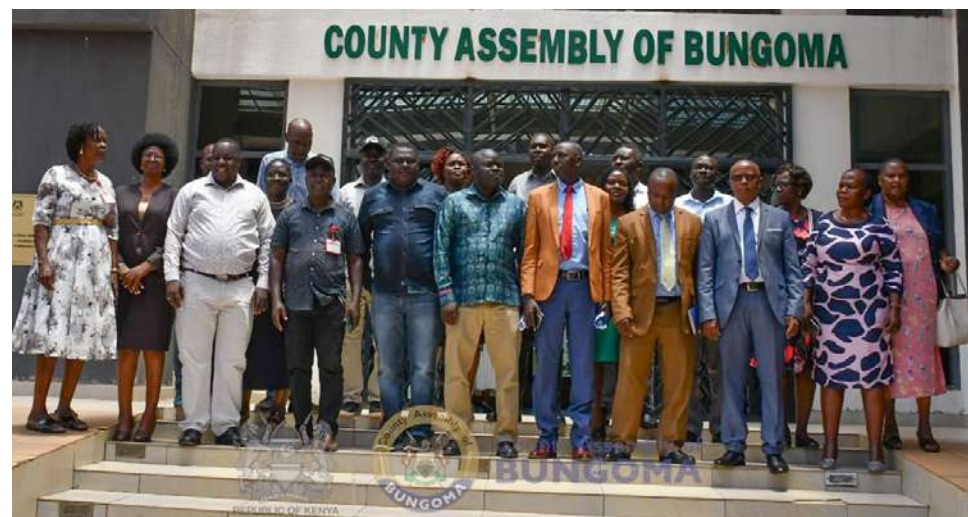
The benchmarking exercise provided an opportunity for the two committees to share experiences and explore approaches that could enhance their effectiveness in undertaking their legislative, representation and oversight mandates.

Among the key areas of interest for the Busia delegation was the budgetary allocation to the Bungoma County Department responsible for roads and public works, including the factors considered when determining the allocation of resources to the sector.

The delegation also sought to understand how Bungoma County manages storm-water drainage, routine road maintenance, disaster management and the naming of streets and roads.

Hon. Leonard Emuriel on behalf of his committee sought clarification on whether Bungoma County had enacted legislation to guide the naming of streets and roads within the county.

Responding to the delegation, Bungoma County Assembly Roads, Infrastructure and Public Works Committee Chairperson Hon. Frankline Simotwo explained that disaster management does not fall under the Roads and Public Works Department in Bungoma County. He noted that the function is domiciled in the Department of Finance and Economic Planning.



Hon. Simotwo further highlighted the role played by Members of the County Assembly in identifying roads within their respective wards that require improvement and prioritising resources towards addressing the infrastructure needs.

He emphasised the importance of collaboration between Members of the County Assembly and the Governor and the County Executive in ensuring that identified road projects are implemented effectively.

“Members play a major role in identifying roads that require intervention in their respective wards. However, for the projects to be successfully implemented, there must be close collaboration between the Assembly and the County Executive,” he said.

The delegation was also taken through the operations and procedures of the Bungoma County Assembly Roads, Infrastructure and Public Works Committee by the Deputy Clerk, Legislative Services, Dr. Leonard Momos, and the Principal Clerk Assistant, Committee Services, Ms. Carolyne Akirapa.

Dr. Momos welcomed the delegation on behalf of the Clerk of the County Assembly of Bungoma, Mr. Charles Wafula, and challenged the committee to ensure that adequate resources

are allocated towards opening up and improving roads.

He noted that County Assembly committees play a critical role in the budget making process and therefore have an opportunity to influence resource allocation towards priority infrastructure projects.

On the issue of naming streets and roads, Dr. Momos informed the delegation that Bungoma County is yet to enact a specific law to regulate the process. He, however, noted that a motion on the naming of streets and roads had already been approved by the County Assembly and that the process of developing the necessary legislation was underway.

The Busia County Assembly Clerk, Mr. Allan Mabuka, welcomed the benchmarking initiative, describing it as an important opportunity for the two County Assemblies to learn from one another and strengthen institutional practices.

Mr. Mabuka congratulated the County Assembly of Bungoma on attaining ISO certification, noting that the Busia delegation was keen to learn from Bungoma's experience and adopt best

Officers From The Kenya National Archives And Documentation Service (KNADS) Conduct Records Survey At The County Assembly Of Bungoma

By Rosemary Wachiye

The Records Management Department of the County Assembly of Bungoma, in collaboration with officers from the Kenya National Archives and Documentation Service (KNADS) Western Region Office, conducted a records survey and appraisal of County Assembly records from 31st August to 3rd September 2026.

The survey sought to assess and establish the nature, volume, usage, value, and retention requirements of records held in the custody of the various departments. It was carried out across relevant departments of the County Assembly, namely: the Central Registry, Finance and Accounts, Information, Communication and Technology (ICT), Legal, Human Resource Management, Procurement, Hansard, and the Office of the Clerk.

The KNADS team, led by Assistant Director Mr. Amos Barasa, stated that the exercise entailed observation and examination of the classification, management, storage facilities, and arrangement of records within the institution. He noted that, upon conclusion of the exercise, the team would issue recommendations and advisories on how records ought to be kept, maintained, and managed.



Also speaking during the exercise, KNADS official Mr. Hillary Mukoya noted that KNADS is the only government institution mandated to authorise the disposal of public records, in addition to its mandate for the capacity building of records officers.

Mr. Mukoya observed that there was a need to review the Records Management Policy in order to align its structure and streamline the manual records management system, ahead of transitioning to digital records administration. He further recommended the adoption of a centralised records management system and the establishment of a secret registry to control sensitive information. He commended the County Assembly's management for undertaking the appraisal, describing it as a demonstration of the institution's recognition of the importance of records management.

Records Management Officer Mr. Joseph Juma acknowledged the



valuable input from the KNADS team and expressed the department's eagerness to improve its processes. He called for continued support towards ensuring that the records management cycle is successfully executed through to the disposal stage.

The Deputy Clerk, Administration, Ms. Josylyne Situmah, who represented the Clerk of the County Assembly at the opening and closing sessions of the records survey, applauded the KNADS team for the support extended to the County Assembly on matters of records management. She noted that the County Assembly looked forward to continued collaboration and engagement with the team in future, adding that the appraisal exercise was crucial, as the feedback and recommendations arising from it would inform the process of records retention and disposal.

The findings of the survey will inform the development of an appropriate Records Retention



Ms. Josylyne Situmah, deputy clerk, administration, chairs the opening and closing sessions of the records survey exercise conducted by officers from the Kenya National Archives and Documentation Service (KNADS) Western Region Office in various departments at the County Assembly.

and Disposal Schedule, in accordance with the requirements of the Public Archives and Documentation Service Act, Cap. 19. In recognition of the importance of the exercise, all concerned departments extended maximum cooperation and support to the survey team throughout its duration.

Ward Managers and Secretaries Sensitized on Financial Management and Compliance

By Erick Ngobilo Ian Wangila

The County Assembly of Bungoma has intensified efforts to strengthen financial accountability

and compliance at the ward level. The Department of Finance and Accounting held a sensitization programme for Ward Managers

and Ward Secretaries on the management of resources and financial operations.

The training, held at Paskari Nabwana Hall, brought together Ward Managers and Ward Secre-

taries from across the County and was facilitated by the Finance and Accounts Department.

The programme was designed to equip the officers with practical knowledge and skills necessary for the effective management of financial resources allocated to ward offices, while ensuring strict adherence to established financial procedures, timelines and accountability requirements.

The training programme covered four key modules, namely Policy Framework and Strategic Alignment; Imprest Application and Work Planning; Daily Petty Cash Book and Voucher Upkeep; and Landlord eTIMS, Procurement and Invoicing. The programme concluded with a session on surrender deadlines and the Finance Department helpdesk.

Opening the forum, Principal Finance Officer Mr. Simon Walukana underscored the important role played by Ward Managers and Ward Secretaries in ensuring accountability in the management of public resources at the ward level.

Mr. Walukana described the officers as key in the day-to-day operations of ward offices and an important link between Members of the County Assembly and the people of Bungoma County.

“You are our first contact officers at the Ward level and that is why this programme is vital to our day-to-day activities in our offices. You are the direct link between our Honourable Members and the people of this great county, and that is why accountability should be our first priority,” said Mr. Walukana.

He urged the officers to seek clarification and consult the Finance and Accounts Office whenever they encountered challenges in the interpretation

or application of financial procedures.

“Our offices are open for you always to ensure we serve the people at the very best,” he added.

The opening session also emphasized the importance of grounding ward operations in the relevant policies and ensuring that financial decisions and activities are aligned with approved procedures. The officers were taken through the preparation and processing of imprest applications and work plans, with emphasis on proper documentation and timely submission.

The training provided guidance on the preparation of the Imprest Application Memo (CAB/FA/F/14) and the Work Plan (CAB/F&A/F/15). Participants were also taken through resource breakdowns, including the categorization of requirements such as office supplies, fuel and minor repairs.

The Finance and Accounts team amongst them Ms. Julia Lunani (Senior Accounts Controller) Pamela Wabomba (Finance Officer) and Anthony Mulati (Finance Officer) emphasized the importance of matching planned activities with available resources and observing the prescribed timelines when submitting financial documents.

The approach is intended to ensure that funds allocated for Ward operations are utilized for their intended purposes and that expenditure is supported by proper planning and documentation.

The training also focused on the Daily Petty Cash Book and Voucher Upkeep, with participants being reminded of their bookkeeping responsibilities. The officers were guided on the requirement to maintain daily records in the Petty Cash Book

and properly process individual cash transactions using the prescribed Petty Cash Voucher (CAB/F&A/F/07).

They were further taken through internal verification of financial entries before requests for replenishment are made. The process is intended to minimize discrepancies and strengthen internal controls at the ward level.

The training underscored the need for accurate and up-to-date financial records as an important component of accountability and audit compliance.

Speaking during the training, Ms. Pamelah Wabomba encouraged Ward Managers and Ward Secretaries to be proactive in processing payments, particularly rent obligations, to avoid accumulation of arrears, delays and possible challenges at their respective work stations.

She also emphasized adherence to the prescribed surrender timelines, reminding participants of the requirement to submit their surrenders within the stipulated period.

The programme provided further guidance on Landlord eTIMS, Procurement and Invoicing, with emphasis on compliance with the Kenya Revenue Authority's electronic Tax Invoice Management System. Participants were informed that recurring rental bills should be supported by a real-time transmitted electronic tax invoice. The training also highlighted the financial and audit risks associated with unsupported manual or standalone PDF invoices, which may be disallowed for tax deduction purposes.

Finance Officer Mr. Anthony Mulati took participants through the management and care of County Assembly assets entrusted to ward offices.



The Department of Finance and Accounts at the County Assembly of Bungoma, led by Mr. Symon Walukana, principal finance officer, and Ms. Julia Lunani, senior accounts controller, holds a sensitisation programme for Ward Managers and Ward Secretaries on the management of resources and financial operations.

The session covered asset care, maintenance of the asset register and proper procedures for handing over assets. Officers were reminded that proper documentation and accountability for public assets are essential in preventing mismanagement, loss and penalties.

Mr. Mulati urged the Ward Managers and Ward Secretaries to ensure that assets under their custody are properly recorded, safeguarded and handed over in accordance with established procedures.

He further encouraged the officers to apply for relevant National Industrial Training Authority (NITA) training opportunities to enhance their skills and improve service delivery to residents.

The final session focused on surrender deadlines and the Finance Department helpdesk, providing participants with guidance on the procedures for surrendering funds and accessing technical support from the Finance Department.

The programme emphasized the seven-day post-period or depletion surrender window through the prescribed Form CAB/-FA/F/16, with compliance intended to prevent financial irregularities and possible payroll deductions.



County Assembly of
BUNGOMA



A PUBLICATION OF THE COUNTY ASSEMBLY OF BUNGOMA

© Copyright 2026

www.bungomaassembly.go.ke

[f](#) Bungoma County Assembly

[X](#) @Assembly Bungoma

Team Leader: Mr. Charles Wafula

Writers: Erick Ngobilo
Rosemary Wachiye
Marsh Misiko

Designer: Shelton N. Mukewa

Photography: Ian Wangila

Are you enjoying **THE BUNGOMA LEGISLATOR**? Would you like to contribute news articles to enrich the publication? You can send us your comments, views, and feedback regarding the publication and what you would like to see in the next edition at; publicomms@bungomaassembly.go.ke