



MINISTRY OF EDUCATION

OFFICE OF THE PRINCIPAL SECRETARY, STATE DEPARTMENT OF EARLY LEARNING AND BASIC EDUCATION

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Ref. No. MOE.HQS/3/13/3
and date

8th January, 2021
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All County Directors of Education



DISBURSEMENT OF FREE DAY SECONDARY EDUCATION (FDSE) FUNDS - JANUARY 2021

The Ministry of Education has released Free Day Secondary Education funds at a capitation rate of KShs.4656.00 per student. From this amount, the Ministry has retained Ksh. 337.20 for students' medical cover (Edu Afya), Ksh. 50.00 for the SMASSE programmes and Ksh.526.25 for the provision of set books. Consequently, schools will receive Ksh.345.00 per student for expenses related to tuition and Ksh. 3,397.55 per student for Operational expenses. The vote head break down for the utilization of funds is as follows: -

Table 1: Vote heads for the Operation Account

Vote head	School	Retained	Total Amount
Maintenance and improvement	2,000.00	0.00	2000.00
Other Vote heads (Personal Emoluments, EWC, LTT, Adm.costs)	1,397.55	00.00	1,397.55
Insurance (NHIF - EduAya)	00.00	337.20	337.20
TOTALS	3,397.55	337.20	3,734.75

Table 2: Vote heads for the Tuition Account

Vote head	School	Retained	Total Amount
Tuition	345	526.25	871.25
SMASSE	0	50.00	50
TOTALS	345	576.25	921.25

The enrollment data that has been used for this disbursement was extracted from NEMIS on Monday 7th December 2020 at 9.35 AM.

The total annual allocation for Maintenance and Improvement (M&I) for 2021 is Ksh.5,000 of which Ksh.2,000 has been disbursed in this disbursement of January 2021. The rest of the funds will be disbursed in subsequent disbursements. Principals are required to adhere to the set guidelines in the utilization of the funds.

All Principals must acknowledge receipt of funds by:

- (i) Issuing official school receipts to the Principal Secretary, State Department of Early Learning and Basic Education for both Tuition and Operation Accounts with copies to the Sub County Directors (SCDEs) and County Directors of Education (CDEs).
- (ii) Acknowledging receipt of funds through NEMIS by uploading a copy of the official receipt for both accounts where applicable.
- (iii) Providing to the County Director of Education through the Sub- County Director of Education an allocation of funds duly signed by individual students.
- (iv) Having individual students sign form-lists that show their admission numbers and full names as in the admission register and the amount awarded. These lists should be attached to the payment voucher kept in the school as per procedure and every student issued with a school official receipt for the allocation.

This must be accomplished within two weeks of receipt of funds, failure to which further release of grants to such schools will be suspended.

It is the responsibility of every County Director and Sub-County Director of Education to authenticate and monitor the accuracy of enrolment data of their schools as reflected in NEMIS.

All County Directors of Education are asked to circulate the contents of this letter to all Principals of public secondary schools within their jurisdiction.



DR. BELIO R. KIPSANG, CBS
PRINCIPAL SECRETARY

C.C Cabinet Secretary, Ministry of Education
Secretary/CEO, Teachers Service Commission
Director, School Audit Services
Director, Quality assurance and standards
All Regional Coordinators of Education