

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



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Makueni County
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MAKUENI

**MINUTES OF THE PENDING BILLS VERIFICATION COMMITTEE VIRTUAL
MEETING HELD ON 14TH AUGUST 2025**

MEMBERS PRESENT

1. Esther Musau – Chairperson-Executive Audit Committee
2. Stephen Thiong'o -Member
3. Fidel Muema – Member
4. Peninnah Mutindi – Secretary

AGENDA

1. Opening Remarks
2. Progress report on pending bills verification exercise
3. Way forward
4. Action points
5. AOB

MIN 1/14/8/2025: OPENING REMARKS

The Chairperson called the meeting to order at 1740hrs and invited Fidel Muema to open with a word of prayer. She then sought to know the progress of preparedness for the pending bills verification exercise.

MIN 2/14/8/2025: PROGRESS REPORT ON PENDING BILLS VERIFICATION EXERCISE

Stephen Thiong'o informed members that;

- Year-end payments had closed late, extending past mid-July. This caused delays in the initial schedule.
- Only one department had submitted its pending bills report, although erroneously addressed to the Chairperson of the committee. The report was rerouted to the Chief Officer-Financial Services office.
- The CO-Financial Services had been sharing creditor declarations, some of which were quite old, but these will form part of the committee's working documents.

- The ECM-Finance had approved the circularization, though it had not yet been shared.
- Suppliers' data had been provided by the Director-Procurement and the ICT department was already on board. A submission link had been created, but the circularization remained pending.

Director Thiong'o further noted that the financial statements submission deadline had been moved forward to 31st August (from the usual 30th September). However, departments had not submitted their pending bills documents, denying the committee sufficient time to interrogate the documents and reconcile them with creditors' information.

He raised concerns that if the verification and reporting process were tied strictly to the financial statement's deadline, the committee would not be able to conduct a thorough exercise.

MIN 3/14/8/2025: WAY FORWARD

- The chairperson directed that the committee be updated on the status of documents submission by the close of business, Friday, 15th August 2025, so that the committee can plan for the following week.
- Director Thiong'o suggested that additional personnel beyond the committee members would be required to support the verification exercise.
- The chair emphasized the need for a comprehensive verification template to guide the exercise. In the event of non-submission by all departments, the Chairperson further proposed that the committee's report should include a disclaimer
- The committee also agreed to establish whether old debts were declared in the years they were incurred.

MIN 4/14/8/2025: ACTION POINTS

Director Thiong'o to liaise with the ICT Department to:

- i. Include in the supplier submission link a revocation date beyond which the link will be inactive, and creditors will not be able to submit data.
- ii. Program the link to detect and prevent double submission of the same data.

Peninnah Mutindi:

- i. Confirm with the CO Finance the status of documents submitted by close of business Friday, 5th August, for the verification exercise.

- ii. Request the CO Finance to assign three accountants to assist with the verification process.

Director Fidel:

- i. Share in the committee's WhatsApp group the draft SMS message to be sent to creditors, for review and approval.

MIN 5/14/8/2025: AOB

- a) Members noted that physical verification may not be feasible, and thus, a supporting verification team would need to be constituted.
- b) The verification exercise will commence with the data received by Monday, 18th August 2025.
- c) The Chairperson emphasized that the exercise should not stop at verification but should also include value-adding recommendations to help close existing gaps and support the county in debt settlement.
- d) The Chairperson reiterated the need for:
 - Inclusion of a revocation date on the submission link.
 - Programming of the link to detect duplicate submissions.
 - Circulation of the link to suppliers' email addresses and prompting them via SMS notifications with a clear subject rider.

ADJOURNMENT

There being no other business, the meeting was adjourned at 6:23 pm.

Prepared by:

Peninnah Mutindi

Secretary

Date: 10/09/2025

Confirmed by:

Esther Musau

Chairperson

Date: 9/10/2025