



St Paul's
Self Help Group
University of Nairobi Chapel
— Empowering Lives —

THE 23RD
ANNUAL GENERAL MEETING
REPORT

THEME: Empowering lives sustainably,
guided by Catholic Social Teachings

SATURDAY
22 JUNE
2024





24th May 2024

23RD ANNUAL GENERAL MEETING NOTICE AND AGENDA.

NOTICE TO ALL MEMBERS

Please be advised that the 23rd Annual General Meeting (AGM) is scheduled to take place on Saturday, the **22nd of June 2024**, from **09:00 a.m. to 02:00 p.m.** at **St. John Paul II Hall**, located within **St. Paul's Catholic Chapel on University Way, Lower State House Road.**

We strongly encourage members to **attend in person** to facilitate richer engagement and interaction. However, acknowledging the diversity of our membership's locations and commitments, **we will be hosting a hybrid AGM.**

This arrangement allows members the flexibility of participation. Your participation is valued and significant to us. We look forward to your attendance and contribution to the discussions and decisions that will shape our collective future.

Agenda:

1. Holy Mass.
2. Reading and confirmation of minutes of the previous AGM held on 25th March 2023.
3. Matters arising.
4. Management report.
5. Presentation of the audited financial statements for the financial year January 2023 to December 2023 by Caritas auditors.
6. Declaration of reserve funds and distributable surplus.
7. Presentation and approval of budget for 2024-2025.
8. Resolutions.
9. Launch of strategic plan 3.0 - (2024-2026).
10. Election of office bearers.
11. Any other business.

Yours faithfully,

Dr. Anne Christine Kabui

Secretary


St. Paul's Self-Help Group.

**MINUTES OF THE 22ND ANNUAL GENERAL MEETING (HYBRID AGM) HELD
ON 25TH MARCH 2023**

**VENUE: ST. PAUL'S CATHOLIC CHAPEL - ST. JOHN PAUL II HALL | 11:00
AM - 03:40 PM**

AGENDA.

1. Reading and confirmation of minutes of the previous AGM held on 7th May 2022 and Matters arising.
2. Management report.
3. Presentation of the audited financial statements for the financial year January 2022 to December 2022 by Caritas auditors.
4. Declaration of honoraria and distributable surplus.
5. Presentation and approval of budget for 2023-2024.
6. Benevolent fund resolution.
7. Election of office bearers.
8. Awards presentation.
9. Any other business.

Members Present.

1	79 Members attended in person
2	30 members attended via zoom platform
3	30 members attended via You-tube

1	136 Members were absent with apology
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Management Committee Officials Present

1	Edwin Wafula Sabuni-	Group Chairperson
2	Alfred Kiptanui Cherusei-	Group Vice-Chairperson
3	Dr Anne Christine Wanjiru Kabui-	Group Secretary
4	Margaret Wanjiku Rukwaro-	Group Treasury
5	Andrew Muriithi Ileri-	Management Member
6	Joseph Wanjohi Kimotho-	Management Member
7	Millicent Wanja Kiruki-	Management Member

Members of staff Present

1	Kelvin Karanja Kamau-	Accountant/ Operations Officer
2	David Gichimu Njoroge-	Accounts Assistant

Visitors in attendance

1	James Karanja Kimani-	Internal Auditor- Caritas Nairobi
2	Antonnia Lusweti-	Internal Auditor- Caritas Nairobi

3	Peter K Gacheru-	Central Zone Representative
4	Lilian Bosire-	Secretary Central Zone
5	Zelipha M Wachira-	Caritas MFB
6	Dennis Ochenge-	Caritas MFB
7	Roselyn Njuguna-	Caritas MFB

The AGM began with Holy Mass at 10:00 am, celebrated by Fr. Gerald Wanjala.

Quorum check

The meeting started with a count of the members present and those absent with apologies to determine whether there was a meeting quorum which is pegged at one third of the total active membership, in this case the quorum number was expected to be 269 members.

It was confirmed that there were 136 booked apologies, 34 members present in person, 13 members watching via YouTube and 17 members attending via zoom platform. A total of 200 members.

Dr Anne Christine, the group secretary, called members to a resolution to proceed with the meeting as constituted seeing that there was no quorum. The meeting adopted the resolution through a proposal by Member, M00992 seconded by Member, M01570.

Agenda Adoption

The AGM agenda was adopted through a proposal by member, M00814 seconded by Member, M00286.

Welcome remarks.

The Chairperson, Edwin Sabuni, M00499 welcomed everyone present to the meeting noting that the meeting was being streamed live on YouTube, Zoom platform and on the group Facebook page.

Members present in person were requested to do their voice their contributions on the AGM floor and those attending online to contribute via chats and their comments would be read out to all.

Highlights

The Chairperson mentioned five points.

- I. There was a change of Fr in charge at St. Paul's Catholic Chapel beginning June 2022. The group now has a new patron in the person of Fr. Moses Kago who was absent with apology.
- II. The group three-year strategic plan launched in 2021 was now 2 years old and year 2023 would be the last year of implementation. Progress updates and challenges would be given in the meeting.

- III. The group experienced growth in terms of numbers, self-help groups rankings and impact on members. Various reports in the meeting will capture these in detail.
- IV. He recognized the presence of key stakeholders at the meeting, that is, Caritas Nairobi represented by the auditors and Caritas microfinance bank to which the SHG is a shareholder.
- V. Lastly, He introduced members of the management committee, staff, and the zonal office representatives to the meeting.

Min 1: 25/03/2023 - Reading and confirmation of minutes of the previous AGM held on 7th May 2022 and matters arising.

Minutes of the previous AGM were read by the group secretary, Dr Anne Christine, M00514. They were confirmed as a true record of proceedings through a proposal by Members, M00293 & M00853 seconded by Members, M00605, M00700, M01162, M01058, M00577 & M01164.

Matters Arising.

The group chairperson, Edwin Sabuni took the meeting through matters arising as follows.

- I. Loan processing period - The group has reduced loans turnaround time from 5-7 days to 3-4 days after application is submitted. This will be improved in the coming months as the management committee targets to achieve an average turnaround time of 1-3 days.
- II. Staff token of appreciation - This will be dependent on the group performance per year. Performance appraisal guidelines are now in place and the staff will be signing key Performances indicator targets for the year by the end of March 2023.
- III. Venue accessibility - The church has not put up the necessary infrastructure to make accessibility to St. John Paul 11 hall disability friendly. However, initial discussions have started, and the church council requires more time to work on this matter.

Min 2: 25/03/2023 - Management Report.

The Group Vice-chairperson, Alfred Kiptanui, M00515, read the management report. Highlights of the report were as follows.

Management committee- In the financial year 2022, the management committee comprised of 7 officials, and it was made up of four sub-committees as below.

1	Edwin Wafula Sabuni	Group chairperson Team leader Executive committee. (EXCO).
2	Alfred Kiptanui Cherusei	Group – vice chairperson EXCO & Team leader, Capacity building, strategy, and development committee (CBSD).
3	Dr Anne Christine Wanjiru Kabui	Group secretary EXCO & Team leader, Risk, audit, and compliance committee (RAC).
4	Margaret Wanjiku Rukwaro	Group treasurer EXCO & Team leader, Finance, and budget committee (FAB)
5	Andrew Mureithi Ileri	Management member ICT lead, Secretary to CBSD & member of FAB.
6	Millicent Wanja Kiruki	Management member Secretary to FAB & member of RAC
7	Joseph Wanjohi Kimotho	Management member secretary to RAC & member of CBSD

Retiring officials – Of the seven management committee members, three officials were retiring after the AGM, namely.

1. Alfred Kiptanui Cherusei.
2. Millicent Wanja Kiruki.
3. Joseph Wanjohi Kimotho.

The AGM will vote in their successors.

Staff – David Gichimu Njoroge was confirmed as the accounts assistant for the group in October 2022 after a probation period of six months.

The group now has two staff members with Kelvin Karanja Kamau as the group accountant.

Group performance – Performance under membership, savings and loans was reported as follows.

	December 2021	December 2022	Growth
Total Members	1038	1130	8.9%
Total Savings	Ksh. 122,202,182.00	Ksh.139,210,416.53	13.92%
Loans disbursed	242 loans	273 loans	12.8%
Loans value disbursed	Ksh. 41,503,923	Ksh. 48,872,748	17.75%
Dormant members	273 members	328 members	17.95%

- ❖ There were 44 account closures in the year 2022 due to various reasons including financial constraints, relocation, personal reasons, and alternative investment options among others. This affected the group savings growth.

- ❖ Dormancy went up due to the harsh economic environment, however, members were encouraged to save whatever they could to keep accounts active.
- ❖ 75 loans of Ksh. 7,626,946 were offset against savings in the year 2022. This was the highest value of offset since the group was started in year 2000. Members whose offsets' affected guarantors were requested to fast track the refunds.

Distributable surplus – For the year 2022 the management committee was proposing to distribute surplus to members at an average rate of 5.9% which was a minimal growth from year 2021 at 5.4%. This growth was attributed to increased loan borrowing and restructuring the securities investment mix.

Capacity building – On 6th November 2022, the group held its maiden **St. Paul's Self-Help Group Pop-up Market Day**. Over 600 people attended the event.

The St. Paul's SHG marketplace telegram channel, an online platform to provide members opportunity to engage in commerce and trade had 497 participants as at end of year 2022. Members were encouraged to join the channel.

Corporate social investment – In the year 2022, the group carried out two CSI projects in the parish.

Funding the construction of a privacy metallic barrier around the church Marian grotto at a cost Ksh. 176,088.

Participated in the parish new pews project by contributing a sum of Ksh. 127,568 to the initiative.

Adoption of the management report

The AGM adopted the report through a proposal by Member; M01007 seconded by Member; M00982.

Reactions to the Management report.

- A member asked what criteria the management committee will use to award staff bonuses.

The group secretary: M00514 responded that St. Paul's SHG has two members of staff each on a renewable 3-year contract. They are full time employees, paid a monthly salary by members. The salary is set by Caritas Nairobi human resource policy.

Upon successfully completing a contract period, the staff is paid a gratuity. Over and above that, a staff gets appreciated with a gift during AGM if they performed well.

However, beginning 2023 the staff will be eligible for bonus based on performance in a particular year. The performance is guided by a set of key performance indicators.

- Another member asked what criteria is used to award members of management committee.

Dr Anne Christine the group secretary responded that members of the management committee serve on a voluntary basis. They volunteer their professional expertise. They are not paid any salary.

However, there are sitting allowances for main meetings and the amount is guided by Caritas Nairobi Self Help Programme guideline.

- A member asked what steps the management is taking to protect guarantors when a member defaults on a loan and the account gets closed.

The group treasurer: M00289, responded that at the point of loan application, a guarantor understands that in case the loan applicant defaults, the guarantor can get liable during recovery.

As a standard default management practice, the office always sends communication to guarantors consistently in case a loan falls behind on repayment. When a loan gets defaulted, the loan is offset to avoid interest buildup.

Afterwards, the office sustains consistent follow-up with the member who defaulted to ensure they refund the guarantor. The process of seeking refunds is tedious and lengthy but there is a consistent deliberate follow-up by the office.

Min 3: 25/03/2023 - Presentation of the audited financial statements for the financial year January 2022 to December 2022 by Caritas auditors.

The audited financial statements for the financial year 2022 were presented by the Caritas Nairobi auditor, James Karanja.

Highlights of the financial reports.

Statistics	
	Financial Year 2022
Membership	1130
Members Savings	39,210,417.00
Members Loans	48,257,139.00
Investments made through Caritas Nairobi	101,183,761.00

Group Performance	
	Financial Year 2022
Income	16,645,358.00
Expenditure	- 5,023,501.00
Surplus for the year	11,621,857.00

Proposed appropriation of surplus	
	Financial Year 2022
20% Reserve Fund	2,324,371.00
10% Tithe: 5% Local Church	464,874.00
5% Caritas Nairobi	464,874.00
Proposed Honoraria	232,437.00
1% St. Paul's SHG Asset Fund	116,218.00
Proposed distributable surplus to members	8,019,083.00
Total Surplus	11,621,857.00

Adoption of the audited financial reports.

The AGM adopted the audited financial reports for financial year 2022 through a proposal by member; M01033 seconded by member; M00428.

Reactions to the presented audited financial reports.

➤ Member; M00528 contributed as follows.

- When audited financial reports are prepared, the bankers of the group and the auditors should be indicated on the reports.
- She enquired on when the group will start earning dividends from shares invested in Caritas Micro finance bank given that the bank broke even in the year 2021.
- The member enquired about the sharp rise in AGM expenses. Year 2021 the expenditure was Ksh. 19,340 while in the year 2022 the cost was Ksh. 178,264.

James Karanja, Auditor, Caritas Nairobi responded that the recommendation to list the group bankers and auditors was well noted as it will align the audited reports to industry standards.

The group Chairperson: M00499, responded that in the year 2021, the AGM was held virtually due to Covid 19 restrictions therefore the cost was minimal. However, in year 2022 the AGM was hybrid, and there were costs associated with hosting members physically, such as lunch, booklets etc. Therefore, in year 2022, the AGM costs reverted to the normal average.

➤ Member; M00982 enquired as follows:

- What is St. Paul's SHG asset fund and yet the group already has a reserve fund.

- The membership & savings mobilization cost for the year 2021 was Ksh. 25,172 while in the year 2022 the cost was Ksh. 177,401, what caused the huge rise in this cost, yet there was no major membership growth.
- He enquired about new member registration fees. In year 2021 it was Ksh. 5,500 and in the year 2022 it was Ksh. 5,850. Does it mean that the group only realized Ksh. 350.

Margaret Rukwaro, the group treasurer, M00289, responded that St. Paul's asset fund is a special reserve facility for the group approved by members whereby every year some money from surplus is allocated to it for use by the group in future capital extensive projects.

This cautions the group in that when money from the fund is used, it is not captured in the income statement as an expenditure in that year, and this ensures there is no dilution of members surplus.

This is different from the reserve fund, which is a guideline requirement by the regulator. Money in the reserve fund is invested in loans and securities to earn surplus for members.

Dr Anne Christine, the group secretary added that the St. Paul's asset fund idea originated when the church was building the office block, and the group was required to contribute Ksh. 1 million to ensure that it is allocated an office.

The group held a special AGM and approved Ksh. 1 million from the reserve fund. However, using reserve funds is not a good going concern practice, therefore the members recommended the group to create its own fund – St. Paul's Asset fund for use in internal projects. This was to ensure that in future the reserve fund is never utilised for funding capital expenditures.

M00499, the group chairperson, responded that the cost of Ksh. 177,401 under membership & savings mobilization year 2022 was mainly the expenditure incurred in organizing and hosting the **maiden St. Paul's Self-Help Group Pop-Up Market Day year 2022**.

The group treasurer, M00289, responded that member registration fee is not an income to the group, but an expenditure paid to Caritas Nairobi. The group does not charge registrations. However, it is a guideline requirement that the group pays Caritas Nairobi Ksh. 50 for every new member registered in that year. In the year 2022 the group registered 117 members, hence the payment of Ksh. 5,850 to Caritas Nairobi.

➤ Member; M01289 asked as follows:

- He enquired on why there was a 48.7% decrease in employee medical cost in the year 2022 compared to year 2021.
- The member noted that in the year 2021 there was no committee duty allowance cost while in the year 2022 the expense was Ksh. 180,800. He enquired about what this cost entailed and why it was never there before.

Edwin Sabuni, the group chairperson responded that in the year 2021 the group had a staff under probation, and He had been onboarded to the group medical insurance scheme, but when the probation period ended, the person was not confirmed as an employee and was let go on July 2021.

In April 2022, David Gichimu joined the group as a staff under 6 months' probation. After the probation period ended, He was onboarded to the staff medical scheme in October 2022. This means his medical insurance cost for year 2023 was accounted for 3 months hence the huge drop in staff medical cost.

Margaret Rukwaro, the group treasurer responded that previously all allowances paid to officials were recognized under the vote head_ Committee sitting allowances. But beginning the year 2022 the auditors advised that allowances should be reclassified and split into two.

- Committee sitting allowances - To capture allowances paid to officials being payments for the main monthly management committee meetings in the year.
- Committee duty allowances - To capture other allowances paid to officials within the year, such as subcommittee meeting allowances, representing the group in zonal meetings allowances etc.

Min 4: 25/03/2023 - Declaration of honoraria and distributable surplus.

Honoraria

The auditor, James Karanja, called members to a resolution to award the management committee with an honorarium of Ksh. 232,437 for the year 2022.

The AGM adopted the resolution through a proposal by Member; M00293, seconded by Member; M00200.

Distributable surplus

James karanja, auditor Caritas Nairobi, called the meeting to a resolution to pay out a surplus of Ksh. 8,019,083 to members.

The AGM adopted this resolution through a proposal by member; M00518, seconded by member; M00528.

After the adoption, the chairperson, Edwin Sabuni, informed the meeting that members can get surplus payout in three ways; A cheque deposit or reinvesting in savings or loan repayments. Alternatively, a member can advise the office to receive the payout in all three methods. The money can be split into three or two ways as per member instruction.

Min 5: 25/03/2023 - Presentation and approval of budget for 2023-2024.

The group treasurer; M00289 presented the proposed budget for the period 2023 -

2024. She noted as follows.

Budget preparation and estimates are based on past performances, current market conditions and regulatory environment.

On the budget there were notes explaining the basis of the estimates indicated.

The budget had two sections. Estimates for the year 2023 – January to December and estimates for 1st Quarter of 2024, January – March 2024. Pre-approving the budget for 1st quarter 2024 will allow the group to operate normally because during this period, being a new financial year, the group will not have held an AGM to approve the budget for financial year 2024.

Reactions to the proposed budget.

- Member: M00274 commented that in future the group should aim to have the rate of increase in expenses to be lower than the rate of growth in income. As per the budget the income would grow by 26% while the expenditure would increase by 29%, if this was allowed to continue in the coming years, it would be a problem for the group.
- Member: M00982 asked why there is a difference in the estimated staff medical cost between Kelvin Karanja at Ksh. 68,565 and David Gichimu at Ksh. 163,725.

The group treasurer responded that the medical insurance scheme is based on the marital status of the employee. David Gichimu package has listed dependents while Kelvin karanja is the only principal member on his package.

Adoption of the budget

The AGM adopted the budget 2023-2024 through a proposal by member; M00274, seconded by member; M00428.

Min 6: 25/03/2023 - Benevolent fund resolution.

The group chairperson reported about the St. Paul's SHG benevolent fund as follows.

- ❖ The fund was established to give financial support to loved ones in case of demise of a member.
- ❖ The welfare fund was introduced at the 2020 AGM, and it had grown to an amount of Ksh. 296,400 as at December 2022.
- ❖ Members contributed Ksh. 100 per year, per member, and the payout was Ksh. 10,000 upon a member's demise. As of December 2022, there has been two payouts since its inception.
- ❖ The first Benevolent fund guideline was running from 2020-2022 and it was time for a fresh review.

New Proposal

The chairperson informed the meeting that the fund is still small in terms of amount, making it impossible to expand coverage to close family members, therefore for the next three years 2023-2026, if approved, the fund would cover the member only.

The management committee was proposing either of three options below for members to decide.

Contribution Proposal

	Proposal 1	Proposal 2	Proposal 3
Member contribution	Kshs. 100	Kshs. 150	Kshs. 200
Deductions	Annually	Annually	Annually
Cover	Only Member	Only Member	Only Member
Compensation	Kshs. 15,000	Kshs. 20,000	Kshs. 30,000

Reaction to the benevolent fund proposal

- Member: M00428 commented that she was recommending proposal 3.
- Member: M01332 noted that since it's introduction the fund has benefited members. And because the group is growing, it is also important to grow the fund too and increase payout, she recommended proposal 3.
- Member: M00982 commented that He was recommending proposal 3, however, the management should start doing deductions at the beginning of the year and not at the end of the year, because within the year some members close accounts, meaning they leave without having contributed to the fund in that year.
- Member: M01584 also recommended proposal 3 but asked what criteria was used to come up with the payout figure of Ksh. 30,000.

The group secretary responded that the proposed payout of Ksh. 30,000 under proposal 3, was based on the average analysis taken in the last ten years to determine the highest number of members the group had lost in one year and it was noted that the highest number was 3 people, therefore with the current amount in the fund it could comfortably payout to 10 members.

- Member: M00428 enquired on how the management committee gets to know that a member has passed on.

Dr Anne Christine, the group secretary, responded that normally a member's next of kin informs the office about the demise. She implored members to update their KYC details, next of kin's and beneficiaries' details to ensure that the office has the current

data. She also noted that it is important for members to inform their immediate family members that they have an account at St. Paul's SHG.

Adoption of the Benevolent fund proposal

Members unanimously recommended proposal 3. The AGM resolved to adopt proposal 3 which will be in place for next three years between 2023-2026.

The resolution was adopted through a proposal by Member; M00960, seconded by Members; M00322, M00335, M01540 and M01058.

Min 7: 25/03/2023 - Election of office bearers

The auditor explained the recruitment process of management members as follows:

- To join the management committee, potential candidates undergo a vetting process.
- A vacancy is advertised to the membership, and willing members get to apply after which the candidates are shortlisted.
- The shortlisted people are then vetted by Caritas Nairobi and the management committee to ensure they are eligible, and that they achieve the criteria set in the guideline.
- The selected candidates are then presented to the AGM for members to vote.

Criteria

- The person must be a member of the group for at least one year.
- The candidate must be catholic.
- That member must be an active saver with a good loan repayment history.
- It is a requirement that the person must achieve certain minimum savings depending on the size of the group. For St. Paul's SHG the candidate must have a minimum savings of Ksh. 168,000.
- The candidate must be of good moral standing and integrity as prescribed in chapter 6 of the constitution of Kenya.
- The person must at least have a post-secondary education.
- A person who has served in the management committee previously does not qualify and a person who is in the parish pastoral council (PPC) does not qualify.

Officials retiring.

James Karanja recognized the following management officials that would be retiring after the AGM.

1. Joseph Wanjohi Kimotho - M00267.
2. Millicent Wanja Kiruki - M00430.
3. Alfred Kiptanui Cherusei - M00514.

Nominees.

The auditor introduced the nominees who passed the vetting process to the floor of the AGM as follows.

1. Diana Kabura Kibare - M00493.
2. Japheth Obwoye Nyauncho - M00518.
3. Samuel Martin Njoroge - M00814.
4. Jackline Liavoga Kivala - M00558.
5. Jackline Chelangat - M01473.

The AGM noted that Jackline Liavoga Kivala did not attend the meeting in person. The auditor informed the meeting that a candidate cannot be voted for in absentia and therefore she was disqualified.

The nominees introduced themselves to members and stated their backgrounds and gave reasons for the interest to join the management committee.

- ✓ M01473 - Jackline Chelangat - Undergraduate BSc in Microbiology and was studying finance. She has a background in accounts management in the financial services industry.
- ✓ M00814 - Samuel Martin Njoroge - Trained in economics and was working in the Capital markets authority (CMA). He has also trained in strategic planning.
- ✓ M00518 - Japheth Obwoye Nyauncho - Undergraduate BSc in environmental science & natural resource management. An environmental audit expert.
- ✓ M00493 - Diana Kabura Kibare - bachelor's in administration with over 10 years' experience administration.

Elections.

The chairperson, M00499 informed the AGM that election of office bearers would be done online to ensure that the results are fair and transparent, and the results will be accessible to all.

He also informed the meeting that members are only allowed to choose three nominees of the four presented to replace the outgoing officials.

Thereafter a voting link was sent to members via WhatsApp and the chairperson allowed a voting time of 5 minutes.

The results were as follows.



With those results, James karanja announced the three members voted to join the management committee beginning April 2023 as follows.

1. Samuel Martin Njoroge - M00814.
2. Diana Kabura Kibare - M00493.
3. Japheth Obwoye Nyauncho - M00518.

The auditor informed the AGM that the three officials will also undergo induction training, where they will be informed about their responsibilities, then an internal election will be held within the management committee to determine what position each official will take. Thereafter the management committee will take an oath of office to be administered by the patron.

Min 8: 25/03/2023 - Awards presentation.

Millicent Wanja Kiruki, M00430 and Andrew Muriithi Ileri, M00308 presented awards to members who had performed exemplary in year 2022 as follows.

1. Highest savings growth rate under member account category - A member with the highest savings growth in percentage in the financial year (Jan 2022 - Dec 2022). **M01531 - Maureen Mutanu Maweu**
2. Highest savings growth rate under Little Angel account category - A minor with the highest savings growth in percentage in the financial year (Jan 2022 - Dec 2022). **M01472 - Adelaide Risper Oduor**
3. Highest savings growth rate under group account category - A chama with the highest savings growth in percentage in the financial year. (Jan 2022 - Dec 2022) **M01258 - The Four the Quad**
4. Highest savings growth in value under member account category - A member with the highest savings amount deposited in the financial year beginning Jan 2022 to Dec 2022.

M00479 – Peter Kathunkumi Muthaura

5. Highest savings growth in value under Little Angel account category – A minor with the highest savings amount deposited in the financial year beginning Jan 2022 to Dec 2022. **M01346 – Mathew Thiga Mwangi**

6. Highest savings growth in value under group account category – A chama with the savings amount deposited in the financial year beginning Jan 2022 to Dec 2022.

M01258 – The Four the Quad

7. First member award.

The member was registered as member; M00001 during group formation in September, Year 2000 and still has an account with St. Paul’s Self-Help Group.

The member account is active. (Saving regularly)

Recognition of his commitment in the last 23 years.

M00001 Crispine Okoth Abongo

8. Most active diaspora-based member.

A member staying outside the country either for work or studies etc. and has been operating an account with St. Paul’s Self-Help Group.

The member has an active account through saving regularly and was borrowing loans within the financial year.

A member who has referred other Kenyans residing abroad to open accounts with St. Paul’s Self-Help Group.

M00479 – Peter Kathunkumi Muthaura

9. Referral award.

A member who has referred the most people to open accounts with St. Paul’s Self-Help Group in the financial year 2022.

The member has an active account.

The members referred to open accounts with St. Paul’s Self-Help Group are running active accounts.

M01571 – Luciana Natasha Nkatha

10. Guarantorship award - A member who has guaranteed the most people in their loan applications within the financial year 2022.

M00108 – Gladys Gathoni Karinge

Other awards

The three retiring officials were also awarded for saving well and professionally for a period of 6 years.

The staff were also awarded for great work in year 2022.

Min 9: 25/03/2023 – Any other business (A.O.B)

Difference between Caritas MFB & Caritas Nairobi – A member asked why the group was paying tithes to Caritas MFB. The group chairperson explained that Caritas MFB is a bank regulated by the central bank of Kenya while Caritas Nairobi is the regulator for all self-help groups in the Archdiocese of Nairobi and also the organisation that runs the self-help programme.

Payments are not made to the bank, rather, they are made to Caritas Nairobi.

M-pesa deposit receipt confirmation – Another member enquired on the reason why the group stopped sending SMSs confirming that M-pesa deposits have been received. Edwin Sabuni responded that there was a change in data protection laws in Kenya. Therefore, Safaricom upgraded its systems such that phone numbers get hidden when the M-pesa platform sends communication to the group system. Hence auto receipt confirmation stopped.

He requested members to rely on M-pesa messages received from Safaricom as proof that money has reached St. Paul's SHG pay bill account. Members were requested to be checking their monthly statements for correctness.

Loan disbursement via M-pesa – A member asked why the group cannot disburse loan funds via M-pesa. The chairperson responded that it is something the group is working on and before the end of the year, members will start receiving funds via M-pesa.

Branded T-shirts – Another member requested that the group should consider branding T-shirts and distributing to members to improve on brand visibility. Edwin Sabuni noted that the discussion is ongoing within the management committee and the team is considering whether t-shirts are the best items or whether other items could be considered.

Cross guarantorship – A question was asked whether it is possible to do cross guarantorship between different self-help groups. The chairperson noted that it is possible in other self-help groups but for St. Paul's SHG it is not possible because the group uses a different system from the one co-shared by other groups. The process would call for integration with the Caritas Nairobi system, which is a complex process. But soon this will be explored.

Mobile loans – A member requested the group to develop a mobile APP to disburse instant short term mobile loans which could be secured, for example by 30% of a member's savings. The group secretary responded that this is also another project in the pipeline and viability discussions are ongoing within the management committee.

Self Help Group Agents – A member suggested that the group should engage a few university students as agents of the self-help group for a fee to grow the membership. Dr Anne Christine responded that the suggestion will be considered once the management committee is constituted.

Distributable surplus – Another member noted that the group should aim to be paying out surplus at a return rate of 8%. The group secretary noted that the main objective

of the group is socio-economic empowerment to members by offering affordable loans, providing a secure platform for savings, member capacity building and networking. Surplus payout is a plus that augments the core objectives. However, the management will continue investing prudently and members were encouraged to take up more loans and repay well to improve on incomes.

Online portal and Mobile App - A member noted that it is time the group developed a portal or an App where members can check their balances in real time. Dr Anne noted that preliminary discussions on how to undertake the projects have started within the management committee and the strategic advisory committee level.

Caritas Microfinance bank - Denis Onchege, the business development manager Caritas MFB spoke on behalf of the bank. The highlights were as follows:

- The bank has broken even, but all the profits are being invested in expansion and meeting the regulatory capital ratios.
- At the point when the bank was starting each share was valued at Ksh. 20, but as at end of year 2022 each share is valued at Ksh. 27 meaning there is capital gain for shareholders.
- For the last three years, the bank as been voted as the best microfinance bank is Kenya with an average growth of 35% y/y.
- The bank has developed new products that compliment what is offered by the self-help groups. He requested members to open accounts with the bank to benefit from the tailored products.
- The bank accepts title deeds, logbooks, payslips etc as securities for loans and the bank can facilitate clients to buy properties.

There being no other business, Joseph Kimotho, M00267 gave a vote of thanks then the meeting ended at 03:40 pm with a word of prayer from George Kaburu, M00269.

Minutes adoption.

Edwin Wafula Sabuni.
Kabui.

Dr Anne Christine Wanjiru

Chairperson.

Secretary.

St. Paul's Self-Help Group.

St. Paul's Self-Help Group.

MANAGEMENT REPORT FOR THE FINANCIAL YEAR 2023

1. INTRODUCTION

1.1 Chairperson's remarks

To our valued member,

On behalf of the Management Committee (MC), I welcome you all to the 23rd Annual General Meeting. The year 2023 was indeed a great year with great achievements. Our group has made huge strides in growth and improved operations efficiency.

1.2 Management Committee

The Management Committee has remained dedicated to service delivery within the group. For a period of 5 months, the committee served as a 6-member team. This was because one of the recently elected members stepped down after joining the PPC Executive Committee. The Management Committee was able to co-opt Quinter Achieng' member number, M01215, in September 2023 to fill in the gap.

The four sub committees have continued to serve the various roles i.e.

- a) Executive committee
- b) The risk, audit and compliance committee
- c) The finance and budget committee
- d) The capacity building, strategy and development (CBSD) committee

MANAGEMENT COMMITTEE

1. Sabuni Edwin - Chairperson (Chair, Executive Committee)
2. Japheth Nyauncho - Vice Chairperson (Chair, Capacity Building, Strategy & Development Committee)
3. Margaret Wanjiku - Treasurer (Chair, Finance & Budget Committee)
4. Dr. Ann Christine - Secretary (Chair, Risk, Audit & Compliance Committee)
5. Andrew Ileri - CBS&D Committee Member/ Finance & Budget Committee Member
6. Quinter Achieng' - Finance & Budget/ Risk, Audit & Compliance Committee Member/ CBS&D Committee Member
7. Diana Kibare - Finance & Budget/ Risk, Audit & Compliance/ CBS&D Committee Member

This year, two members will be exiting the committee after successfully serving their term of 6 years and an extra one year. We deeply appreciate the services offered by the two and pray that God blesses the works of their hands and opens new opportunities for them.

1.3 Staff

The staff have continued serving exemplary well throughout the year. Their seamless working relationship can't be praised enough.

With the tough economic times, we feel we need to motivate our staff more by a slight increase in their salaries. This would help them focus more on the services they offer and group performance.

2. GROUP PERFORMANCE

2.1 Membership

The Self-Help Group membership stood at 1,193 as of 31st December 2023 a growth from 1,130 as of 31st December 2022 representing a growth of 5.58%. We had a total of 72 accounts closures due to various reasons. The main reasons were harsh economic times and relocation from Nairobi. With our online based services, we encourage members to maintain their accounts irrespective of the geographical location of work or residence.

2.2 Members savings

The members' deposits stood at Ksh.164, 482,292.00 as of 31st December 2023 up from Ksh. 139,210,416.00 as of 31st December 2022. This is an increase of 18.15%. This was the highest growth in value of savings since the inception of the group. We encourage members to adopt innovative saving mechanisms that work best for them such as standing orders, daily saving, weekly saving, and target saving etc.

The savings growth was slowed down by closure of the 60 accounts with a withdrawal of Ksh. 3,935,878.98. As we work collectively to improve our savings, we encourage members to consider other options other than closing their account. We also encourage members who have closed accounts to reactivate them and continue saving with us.

2.3 Loans to Members

In the financial year 2023, we offered 333 loans worth Ksh. 50,433,972.00 to members compared to 273 loans worth Ksh 48,872,748 advanced in 2022. This was a growth of 3.19%. We regret to inform you that we offset a total of 47 loans that were in default worth Ksh. 3,377,277.00

The number of loans being disbursed has significantly increased, thanks to the efficiency in processing and disbursement of the loans. Loans of values below Ksh. 250,000 have continued to be processed and disbursed within 3 hours of application. We thank members for honoring the repayment schedules as well thus growing the

loan books. This offers an alternative to the expensive mobile loans that have frustrated our members.

The loans continue to be offered at a competitive rate of 1% per month on reducing balance.

2.4 Interest on members' deposits.

The committee proposes payment of distributed surplus on savings at an average rate of 5.4% for the financial year 2023. This is a drop from 5.8% offered in the financial year 2022. The drop was as a result of a wider spread of the surplus to the entire membership. In addition, majority of the deposits were made towards the second half of the year. The value of surplus increased from Kshs 11,621,857.00 in 2022 to Kshs 13,258,684.00 in 2023. In order to earn more returns, we encourage members to save more in the first half of the year.

We continue to encourage and advise Caritas Nairobi to follow our proposed investment mix to improve the rate of return.

2.5 Benevolent fund

The fund has continued to grow at a steady rate. The fund now stands at Ksh.479,800.

We are saddened to inform you that we lost one member: Titus Mugo Kaguuru. M00648, on 23rd April 2023. "Eternal rest grant unto him, and let your perpetual light shine upon him, may he rest in peace - Amen"

3. CAPACITY BUILDING

3.1 Members education

The MC has continued to share informative literature with our members via the various social media platforms. The objective of this is to equip members with knowledge that can help them make better informed investment decisions.

In the current financial year, we intend to enlighten members on the policies and by-laws that govern the self-help group.

3.2 Social economic empowerment

Our strategic activities have continued to align with the program's objective of socio-economic empowerment. In 2023, the committee organized a one-of-a-kind Pop-up market. Attached in this booklet is the impact of this activity not only to our members but also to the entire St. Paul's community.

3.3 Church activities

Our integration to the church activities and Parish Pastoral Council has been commendable. We have continuously been involved in all church activities ranging

from mass facilitation, medical camp, participation in recollections just to mention but a few.

3.4 Corporate social investment

In the year 2023, the group assisted the church to put up a wheelchair ramp at the church entrance. This aligned with the church theme for the year; “New Evangelization for active participation in Christian life”. The management envisioned collective participation of all parishioners in the celebration of mass.

For the current year, the committee is in the process of finalizing selection of a CSI activity. We will call upon all members to turn up in large number as we will be unveiling the activity for the year.

STRATEGIC PLAN

The second cycle of our strategic plan was successfully completed. Within this period, we were able to make huge milestones on all the four strategic objectives. We have prepared a summary of the major achievements and lessons learnt in the said period.

We are glad to inform you that the third cycle of the strategic plan is ready and has been in operation from January 2024. This cycle focusses on accelerated growth through sustainable operational activities. Based on our mission “To provide a platform of social economic influence through networks, accessible and ethical financial services and innovative connection of ideas and communities”, we endeavor to be the first stop in all solutions for our members.

We will officially launch the third cycle during this AGM. We have prepared an abridged version of the strategic plan 3.0 for your perusal. We encourage all members to be part of this journey, by commenting, criticizing and encouragement where good work has been done.

Self-regulatory framework and Core banking system

As the self-help programme continues to grow, changes are bound to take place to cope with the growth. Caritas Nairobi, the regulators, have come up with a self-regulatory framework that officially started operating on 08/01/2024. The framework will enhance accountability and efficiency in running the self-help programme within the Archdiocese of Nairobi.

In addition, a core banking system is being procured to run all the self-help groups. This enhances self-help operations efficiency. The St. Paul’s Self-help group being a group within the programme is mandated to contribute towards procurement of the system and in future would be running with the system. The committee, however, will need to undergo a series of meetings to understand the system to ensure seamless operations.

4. CLOSING REMARKS

We thank the Almighty God for seeing us through the year 2023.

We also thank our new patron Fr. John Wamuti for his dedication and commitment to the group. We are also grateful to Fr. Victor Mbuthia for his services while at St. Paul's. We welcome Fr. Stephen Gaitho into the St. Paul's community and to the group as we orient him on the operations of the group.

The advice and guidance of the clergy has been crucial to the wellbeing of the group.

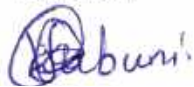
We continue to appreciate our staff, Kelvin Karanja and David Njoroge, for the sacrifices and commitment offered to the group. May the good Lord continue blessing you especially in your times of need.

We appreciate Caritas Nairobi, our regulators, for the meaningful engagement we have had. We hope to continue in our engagements in order to make the group better and more efficient.

Finally, to all our members, we thank you for entrusting this management to lead the group. Without you we would not exist.

Until our next meet up, may God bless you all.

On behalf of the Management committee,



Sabuni Edwin - Chairperson.

**ST. PAUL'S CATHOLIC CHAPEL SELF HELP
GROUP**

**FINANCIAL REPORT FOR THE YEAR
ENDED 31ST DECEMBER 2023**

COMPILED AND REVIEWED BY:

ARCHDIOCESE OF NAIROBI
CARITAS REGISTERED TRUSTEES
TECHNICAL TEAM
P. O. BOX 41353, 00100
NAIROBI

ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP

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Statement of Changes in Funds Balances	8
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ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP

STATEMENT OF MANAGEMENT COMMITTEE RESPONSIBILITIES

It's the responsibility of the Management Committee to prepare financial statements for each financial year which give a true and fair view of state of affairs of the Self Help Group as at the end of the financial year, and of its surplus or deficit for that period. In preparing for those financial statements the Management Committee is required to: -

- Select suitable accounting policies and then apply them consistently.
- Make judgments and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the self-help will continue in the business.

The Management Committee is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any one time the financial position of the Self Help Group. It is responsible for safe guarding the assets of the Self Help Group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP

REPORT OF THE MANAGEMENT COMMITTEE

The Management Committee presents its report with the reviewed financial statements for the period ended **31st December 2023**.

ACTIVITIES

The Self Help Group's objectives

- a) To promote the welfare and economic interest of its members.
- b) To promote and encourage thrift among its members towards self-reliance.
- c) To promote Pastoral and Social Economic activities of their own members' welfare and that of the wider community.
- d) To co-operate with other self Help Groups of the Archdiocese of Nairobi to effectively achieve the above.

RESULTS

The results of the operation for the year are shown in the statement of comprehensive income on page 6 and the appropriation thereof.

MANAGEMENT COMMITTEE

The present Management Committee is as set out on page 5 of this report. In accordance with article 4.1 of the Guidelines of the Archdiocese of Nairobi Caritas Registered Trustees and the Governance Manual, member shall be elected to serve for a term of three years and will be eligible for re-election for another period of three years.

CARITAS REGISTERED TRUSTEES

Archdiocese of Nairobi Caritas Registered Trustees is solely mandated to examine all records of Self Help groups registered under it.

**FOR AND ON BEHALF OF THE MANAGEMENT COMMITTEE
SECRETARY**

NAME.....Dr. Anne Christine.....

SIGN..........

DATE.....12/06/2024.....

REPORT OF THE ARCHDIOCESE OF NAIROBI CARITAS REGISTERED TRUSTEES TO THE MEMBERS OF ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP – 31ST DECEMBER 2023

Scope

We conducted the audit assignment in terms of the approved internal audit plan. The time covered by the audit is from 1st January 2023 to 31st December 2023. Audit procedures performed are designed to evaluate the adequacy, efficiency, effectiveness and compliance of the group's governance principles, risk management and control processes.

We examined all records of the Self Help Group including the accompanying report as set out on **Pages 6 - 12**. It comprises the statement of comprehensive income, financial position, statement of fund balances, and cash flows statement for the year then ended 31st December 2023 and a summary of significant accounting policies and other explanatory notes.

Respective Responsibilities of Management Committee and Regulator

As described on page 3, the Management Committee is responsible for the governance and preparation of all records. Our responsibility is to examine the records to check whether they conform to the Archdiocese of Nairobi Caritas Registered Trustees Self Help guidelines.

Results

From our examination, all records conform to the Archdiocese of Nairobi Caritas Registered Trustees guidelines as at 31st December 2023.

**For and on behalf of
Archdiocese of Nairobi
Caritas Registered Trustees
Technical Team**

Sign.  Date: 31st May 2024

**ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP
STATISTICAL INFORMATION
FOR THE YEAR 31ST DECEMBER 2023**

	2023	2022
MEMBERSHIP	1,193	1,130
STATISTICS	KSHS	KSHS
Outstanding loans	59,289,211.00	48,257,139.00
Members Savings	164,482,292.00	139,210,417.00
Investments	121,013,499.00	101,183,761.00
Current Assets	189,915,720.00	161,058,890.00
Current Liabilities	11,590,902.00	10,156,685.00

PATRON: Fr. Rev. John Wamuti

MANAGEMENT COMMITTEE

EXECUTIVE COMMITTEE

Edwin Wafula Sabuni	Chairperson
Japheth Obwoye Nyauncho	Vice-Chairperson
Dr. Anne Christine Wanjiru Kabui	Secretary
Margaret Wanjiku Rukwaro	Treasurer

FINANCE & BUDGET COMMITTEE

Margaret Wanjiku Rukwaro	Chairperson
Andrew Muriithi Ileri	Secretary
Diana Kabura Kibare	Member

CAPACITY BUILDING, STRATEGY & DEVELOPMENT

Japheth Obwoye Nyauncho	Chairperson
Quinter Achieng Atoto	Secretary
Andrew Muriithi Ileri	Member

RISK, AUDIT & COMPLIANCE COMMITTEE

Dr. Anne Christine Wanjiru Kabui	Chairperson
Diana Kabura Kibare	Secretary
Quinter Achieng Atoto	Member


**ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR 31ST DECEMBER 2023**


	NOTES	2023 KSHS	2022 KSHS
INCOME			
Interest From Loans		6,077,456.00	5,496,896.00
Interest From Caritas Investments	3	13,021,951.00	11,105,762.00
Other Incomes	4	43,948.00	42,700.00
		19,143,355.00	16,645,358.00
EXPENDITURE			
Operating Expenses	5	926,266.00	955,057.00
Members' Costs	6	605,973.00	558,314.00
Strategic Plan Implementation Cost	7	340,619.00	282,968.00
Caritas Fees	8	1,092,622.00	1,164,244.00
Management Costs	11	1,194,474.00	720,211.00
Staff Costs	9	1,724,717.00	1,342,707.00
		5,884,671.00	5,023,501.00
SURPLUS FOR THE YEAR		13,258,684.00	11,621,857.00
APPROPRIATION ACCOUNT			
20% Reserve Fund		2,651,737.00	2,324,371.00
10% Tithe: 5% Local Church		530,347.00	464,874.00
5% Caritas Nairobi		530,347.00	464,874.00
Proposed Honoraria		265,174.00	232,437.00
Retirement Token		240,000.00	-
1% St. Paul Asset Fund		132,587.00	116,218.00
Proposed Distributable Surplus		8,908,492.00	8,019,083.00
		13,258,684.00	11,621,857.00


**ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP
STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER 2023**

	NOTES	2023 KSHS	2022 KSHS
NON CURRENT ASSETS			
Property, Plant and Equipment	14	1,267,658.00	1,132,200.00
Caritas Microfinance Bank shares		2,050,000.00	2,050,000.00
		3,317,658.00	3,182,200.00
CURRENT ASSETS			
Outstanding Loans	2	59,289,211.00	48,257,139.00
Debtors & Prepayments	10	4,784,385.00	3,653,363.00
Investments In Caritas Nairobi	11	121,013,499.00	101,183,761.00
Bank & Cash Balances	12	4,828,625.00	7,964,627.00
		189,915,720.00	161,058,890.00
TOTAL ASSETS		193,233,378.00	164,241,090.00
FUNDS			
Members' Savings	2	164,482,292.00	139,210,417.00
Reserve Fund		14,023,701.00	11,371,617.00
Capitalised Savings		77,195.00	67,195.00
Asset Fund		2,579,488.00	3,138,776.00
Benovelent Fund		479,800.00	296,400.00
		181,642,476.00	154,084,405.00
CURRENT LIABILITIES			
Creditors & Accruals	13	2,682,410.00	2,137,602.00
Distributable Surplus		8,908,492.00	8,019,083.00
		11,590,902.00	10,156,685.00
TOTAL FUNDS & LIABILITIES		193,233,378.00	164,241,090.00

SIGNED ON BEHALF OF MANAGEMENT COMMITTEE:

CHAIRPERSON:.....  DATE:..... 12/06/2024

SECRETARY:.....  DATE:..... 12/06/2024

TREASURER:.....  DATE:..... 12/06/2024

**ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	Members' Savings KSHS	Reserve fund KSHS	St. Pauls SHG Asset Fund KSHS	Capitalised Shares KSHS	Benevolent Fund KSHS	Total KSHS
Opening balances as at 01/01/2023	139,210,417.00	11,371,618.00	3,138,775.00	67,195.00	296,400.00	154,084,405.00
Net members' shares contribution	25,271,875.00	-	-	-	-	25,271,875.00
Net benevolent fund cotribution	-	-	-	-	183,400.00	183,400.00
St. Paul's Asset Fund	-	-	(559,287.00)	-	-	(559,287.00)
Realised Share Capital	-	-	-	10,000.00	-	10,000.00
Reserve Fund Apropriation	-	2,651,737.00	-	-	-	2,651,737.00
Reserve Fund Adjustment	-	346.00	-	-	-	346.00
Balance As at 31/12/2023	164,482,292.00	14,023,701.00	2,579,488.00	77,195.00	479,800.00	181,642,476.00

**ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP
STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	2023	2022
	<u>KSHS</u>	<u>KSHS</u>
CASHFLOW FROM OPERATING ACTIVITIES		
Surplus for the year	13,258,684.00	11,621,857.00
Add: depreciation	463,940.00	404,315.00
Add: asset disposed	2,202.00	
Less :Interest on Investments Re-invested	(11,029,738.00)	(9,651,639.00)
Adj: Reserve Fund	346.00	1,908.00
	<u>2,695,434.00</u>	<u>2,376,441.00</u>
CHANGES IN WORKING CAPITAL		
Debtors & Prepayments	(1,131,022.00)	(692,708.00)
Creditors & Accruals	141,125.00	(320,723.00)
Less:Tithe paid	(929,748.00)	(763,050.00)
Less:Honararia paid	(232,437.00)	(190,762.00)
Surplus Distributed	(8,019,082.00)	(6,581,304.00)
	<u>(10,171,164.00)</u>	<u>(8,548,547.00)</u>
CASHFLOW FROM INVESTING ACTIVITIES		
Additional Investments in Caritas Nairobi	(11,800,000.00)	(9,500,000.00)
Net loans	(11,032,072.00)	(9,003,471.00)
Acquisition of Non Current Assets	(601,600.00)	(30,000.00)
Withdrawn Investments in Caritas Nairobi	3,000,000.00	11,252,111.00
	<u>(20,433,672.00)</u>	<u>(7,281,360.00)</u>
CASHFLOW FROM FINANCING ACTIVITES		
Net members' Savings	25,271,875.00	17,008,235.00
Capitalised Savings	10,000.00	14,381.00
Net Benevolent fund contribution	183,400.00	96,400.00
St. Paul's Asset fund	(691,875.00)	
	<u>24,773,400.00</u>	<u>17,119,016.00</u>
CHANGE IN CASH & CASH EQUIVALENT	(3,136,002.00)	3,665,550.00
OPENING CASH & CASH EQUIVALENT	7,964,627.00	4,299,077.00
CLOSING CASH & CASH EQUIVALENT	<u>4,828,625.00</u>	<u>7,964,627.00</u>

**ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

1 PRINCIPLE ACCOUNTING POLICIES

a) Accounting Basis

The accounts are prepared under Historical cost convention.

b) Interest on Loans to members

Interests on loans to members have been calculated on reducing balance at a rate of 1% per month.

c) Reserve fund

This is provided at 20% on surplus for the year while church tithe is charged at 10% of the Net surplus after the reserve fund.

d) Asset Fund.

This is provided at 1% on the surplus for the year

2 CONTROL AND LISTING ANALYSIS

	CONTROL	LISTING	
Members' savings	164,482,292.00	164,482,292.00	-
Loan outstanding	59,289,211.00	59,289,211.00	-

3 INTEREST FROM INVESTMENTS

	2023 KSHS	2022 KSHS
Interest from Treasury Bills (Caritas)	893,679.00	316,515.00
Interest from Treasury Bonds (Caritas)	6,243,501.00	5,946,620.00
Interest From Fixed Deposits(Caritas)	5,884,771.00	4,842,627.00
	13,021,951.00	11,105,762.00

4 OTHER INCOMES

Loan Application fee	34,400.00	27,300.00
Merchandise Sale	750.00	15,400.00
Gain on Disposal	8,798.00	-
	43,948.00	42,700.00

5 OPERATING EXPENSES

Bank Charges & Commissions	42,007.00	43,448.00
Telephone & Internet	15,650.00	21,300.00
Office Supplies / Stationary	24,176.00	16,104.00
Bulk SMS	59,116.00	80,000.00
Office insurance premium	13,670.00	13,145.00
Depreciation	389,190.00	404,315.00
Travel & Subsistence	26,278.00	17,218.00
System Maintainance	246,136.00	260,517.00
CRB Charges	34,400.00	27,300.00
Office Expenses	42,625.00	37,510.00
Repair & Maintainance	33,018.00	34,200.00
	926,266.00	955,057.00

6 MEMBER COSTS

Zonal Meeting Expenses	5,000.00	3,000.00
A.G.M Expenses	234,077.00	178,264.00
Corporate Social Investment(CSI)	320,000.00	320,000.00
Zonal Kitty	8,500.00	5,000.00
L.A.G.M	2,000.00	2,000.00
Promotion & Publicity	36,396.00	50,050.00
	605,973.00	558,314.00

**ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP
NOTES TO THE ACCOUNTS(CONTINUED)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	2023	2022
	KSHS	KSHS
7 STRATEGIC PLAN IMPLEMENTATION COST		
Monitoring & Oversight	139,100.00	105,567.00
Membership & Savings Mobilisation	201,519.00	177,401.00
	340,619.00	282,968.00
8 CARITAS FEES		
Caritas Investment Fees	967,972.00	1,045,394.00
Annual Members Admin Fee	119,300.00	113,000.00
New Member Registration Fees	5,350.00	5,850.00
	1,092,622.00	1,164,244.00
9 STAFF COST		
Salaries & Wages	1,218,312.00	1,143,677.00
Employee Medical	234,840.00	70,642.00
Staff training	55,000.00	55,000.00
Staff gratuity	75,750.00	69,188.00
NSSF Employer	24,160.00	4,200.00
Housing Levy (Employer)	7,575.00	-
Staff Token of Appreciation	109,080.00	-
	1,724,717.00	1,342,707.00
11 MANAGEMENT COST		
Committee Sitting Allowances	479,600.00	443,200.00
Management Meeting Expenses	56,449.00	51,911.00
Seminars & Workshops	7,000.00	3,500.00
Committee Duty Allowances	402,900.00	180,800.00
Training and capacity building	114,424.00	40,800.00
Team Building & Benchmarking	134,101.00	-
	1,194,474.00	720,211.00
10 DEBTORS & PREPAYMENTS		
Accrued Interest on Caritas Investments	4,255,456.00	3,165,785.00
Accrued Loan Interest	334,015.00	297,961.00
Prepaid Office Insurance Premium	12,468.00	11,866.00
Prepayments - Server Hosting Service	24,804.00	16,103.00
Prepayment - Medical Insurance	157,642.00	161,648.00
	4,784,385.00	3,653,363.00
11 INVESTMENTS IN CARITAS NAIROBI		
Treasury Bills & Bonds	57,173,700.00	51,390,962.00
Fixed Deposits	63,839,799.00	49,792,799.00
	121,013,499.00	101,183,761.00
12 BANK & CASH BALANCES		
Bank Balance: Coop- current	1,134,933.00	2,183,927.00
Coop-Savings accounts	446,320.00	3,534,921.00
Caritas MFB	598,560.00	651,823.00
Petty cash	10,599.00	10,000.00
M-Pesa account	2,638,213.00	1,583,956.00
	4,828,625.00	7,964,627.00

**ST. PAUL'S CATHOLIC CHAPEL SELF HELP GROUP
NOTES TO THE ACCOUNTS(CONTINUED)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	2023	2022
	KSHS	KSHS
13 CREDITORS & ACCRUALS		
Accrued Caritas Inv't Management Fees	322,878.00	257,452.00
Accrued Annual Members Admin Fee	119,300.00	103,400.00
Accrued Seminars & Workshops	7,000.00	3,500.00
Accrued New Member Registration Fees	5,350.00	5,850.00
Accrued CRB Charges	34,400.00	27,300.00
Un-allocated banking	251,231.00	249,031.00
Accrued Staff gratuity	169,688.00	93,938.00
L.S.F Caritas	4,403.00	32,182.00
Accrued CSI	125,668.00	80,000.00
De-registered Dormant Members Savings	45,560.00	42,444.00
Tithe Local Church	530,347.00	464,874.00
Tithe Caritas	530,347.00	464,874.00
Proposed Honoraria	265,174.00	232,437.00
Retirement Token	240,000.00	-
Liquidation Account	24,264.00	47,239.00
Accrued Overtime Pay	-	33,081.00
Accrued Website Maintenance Charges	2,000.00	
Accrued Allowances	4,800.00	
	2,682,410.00	2,137,602.00

14 FIXED ASSETS MOVEMENT SCHEDULE

	OFFICE EQUIPMENT 30.00% KSHS	OFFICE EQUIPMENT(AF) 30.00% KSHS	FURNITURE & FITTINGS 12.50% KSHS	FURNITURE & FITTINGS (AF) 12.50% KSHS	COMPUTER SOFTWARE 5year KSHS	STRATEGIC PLAN (AF) 3 years KSHS	TOTALS KSHS
Cost as at 01/01/2023	428,682.00	-	786,765.00	-	1,500,000.00	-	2,715,447.00
Additions	20,000.00	-	-	-	-	-	20,000.00
Additions - Asset Fund	-	185,000.00	-	154,000.00	-	242,600.00	581,600.00
Disposal	(59,000.00)	-	-	-	-	-	(59,000.00)
Cost as at 31/12/2023	389,682.00	185,000.00	786,765.00	154,000.00	1,500,000.00	242,600.00	3,258,047.00
Accumulated Depreciation as at 01/01/2023	329,680.00	-	353,567.00	-	900,000.00	-	1,583,247.00
Depreciation/Amortization during the year	35,040.00	-	54,150.00	-	300,000.00	-	389,190.00
Depreciation/Amortization during the year (Asset Fund)	-	55,500.00	-	19,250.00	-	-	74,750.00
Accumulated depreciation on disposal	(56,798.00)	-	-	-	-	-	(56,798.00)
Accumulated Depreciation as at 31/12/2023	307,922.00	55,500.00	407,717.00	19,250.00	1,200,000.00	-	1,990,389.00
NET BOOK VALUE AS AT 31/12/2022	99,002.00	-	433,198.00	-	600,000.00	-	1,132,200.00
NET BOOK VALUE AS AT 31/12/2023	81,760.00	129,500.00	379,048.00	134,750.00	300,000.00	242,600.00	1,267,658.00

ST. Paul's Self Help Group						
Proposed Budget 2024-2025						
PARTICULARS	ACTUAL PERFORMANCE FINANCIAL YEAR 2023	PROPOSED BUDGET FOR FINANCIAL YEAR 2024	PROJECTED GROWTH RATE FINANCIAL YEAR 2024	NOTES	PROPOSED BUDGET FOR THE PERIOD JANUARY 2025 - MARCH 2025 (3 MONTHS)	
MEMBERSHIP, LOANS, SAVINGS & INVESTMENTS						
1 Membership	1193	1462	23%	Strategic plan 3.0 guidance of 269 net growth in new accounts.	1529	
2 Member Savings	164,482,292.41	192,988,194.00	17%	Strategic plan 3.0 guidance of Ksh. 28.5 million net savings growth per year.	200,113,194.00	
3 Members Loans	59,289,211.12	72,859,474.00	23%	Strategic plan 3.0 guidance of Ksh. 13.5 million net loan book growth per year.	76,234,474.00	
4 External Investments: Bills, Bonds & Fixed Deposits	121,013,499.00	147,342,330.00	22%	Strategic plan 3.0 guidance of Ksh. 26.3 million growth in external investments per	153,917,330.00	
TOTAL LOANS AND INVESTMENTS	180,302,710.12	220,201,804.00	22%		-	
INCOME						
5 Interest from members loans	6,077,455.86	7,928,921.11	30%	Estimate	1,982,230.28	
INTEREST FROM INVESTMENT						
6 Interest from Corporate Bonds (Caritas)						
7 Interest from Treasury Bills (Caritas)	893,679.00	1,105,014.00	24%	12% return rate on external investments	276,253.50	
8 Interest from Treasury Bonds (Caritas)	6,243,501.00	7,719,948.66	24%	12% return rate on external investments	1,929,987.17	
9 Interest from Fixed Deposits (Caritas)	5,884,771.00	7,276,387.08	24%	12% return rate on external investments	1,819,096.77	
Total interest from Investment	13,021,951.00	16,101,349.74	24%	12% return rate on external investments. [Market estimate]	4,025,337.44	
OTHER INCOMES						
10 Loan application fees	34,400.00	42,300.00	23%	Same as loan book growth rate	10,500.00	
11 Sale of Promotional Materials	750.00	-	-			
12 Gain on disposal	8,798.29	-	-			
Total Other Incomes	43,948.29	42,300.00				
TOTAL INCOMES	19,143,355.15	24,072,570.85	26%		6,007,567.71	

ST. Paul's Self Help Group						
Proposed Budget 2024-2025						
PARTICULARS	ACTUAL PERFORMANCE FINANCIAL YEAR 2023	PROPOSED BUDGET FOR FINANCIAL YEAR 2024	PROJECTED GROWTH RATE FINANCIAL YEAR 2024	NOTES	PROPOSED BUDGET FOR THE PERIOD JANUARY 2025 - MARCH 2025 (3 MONTHS)	
22 CRB Charges	34,400.00	42,300.00	23%	Same growth as the loan book	10,500.00	
23 Bank Charges	42,006.50	30,000.00	-29%	Estimate. (Costs to drop due to reduced use of cheques)	7,500.00	
24 Microsoft Office 365 Annual Renewal	3,928.00	11,000.00	180%	Actual cost. (Accrual accounting introduced to the vote head year 2023)	-	
25 Mobile Phone Airtime	10,250.00	14,400.00	40%	At Ksh. 1,200 per month.	4,500.00	
				1. Student's workshops year 2024 - Ksh. 40,000.		
				2. Mass animation social meetup - Ksh. 15,000.		
				3. Financial wellness clinic 2024 during the St. Paul's Chapel Medical camp - Ksh. 15,000.		
				4. Members sponsorships to events, workshops and visits e.g. farm visits, agricultural shows, factory visits - Ksh. 50,000.	0.00	
26 Promotion & Publicity	36,396.00	120,000.00	230%			
27 Printing & Stationary	24,176.00	28,000.00	16%	Estimate	10,500.00	
28 Office Equipment and Furnitures, repair & maintenance.	33,018.00	36,000.00	9%	Estimate	-	
29 Software Armozation	299,999.97	300,000.00	0%	Actual cost	75,000.00	
30 Depreciation- Furniture & Fittings	54,150.00	50,000.00	-8%	estimate	12,500.00	
31 Depreciation- Equipments	35,040.00	34,060.00	-3%	estimate	8,515.00	
				1. Bulk SMS - ksh. 80,000.		
				2. SMTP2GO subscription - Ksh. 16,536.		
				3. Zoom licence - Ksh. 40,000.		
32 Communication expenses (Bulk SMS, SMTP2GO subscription & Zoom licence)	59,116.00	136,536.00	131%	Actual cost	51,600.00	
33 Office Insurance Premium	13,670.00	14,272.00	4%	At Ksh. 1,000 per month	-	
34 Internet	5,400.00	12,000.00	122%	estimate	3,000.00	
35 Office Expenses	42,625.00	46,887.00	10%	estimate	11,722	
Total Operating Expenses	962,661.69	1,175,136.00	22%		268,232.25	

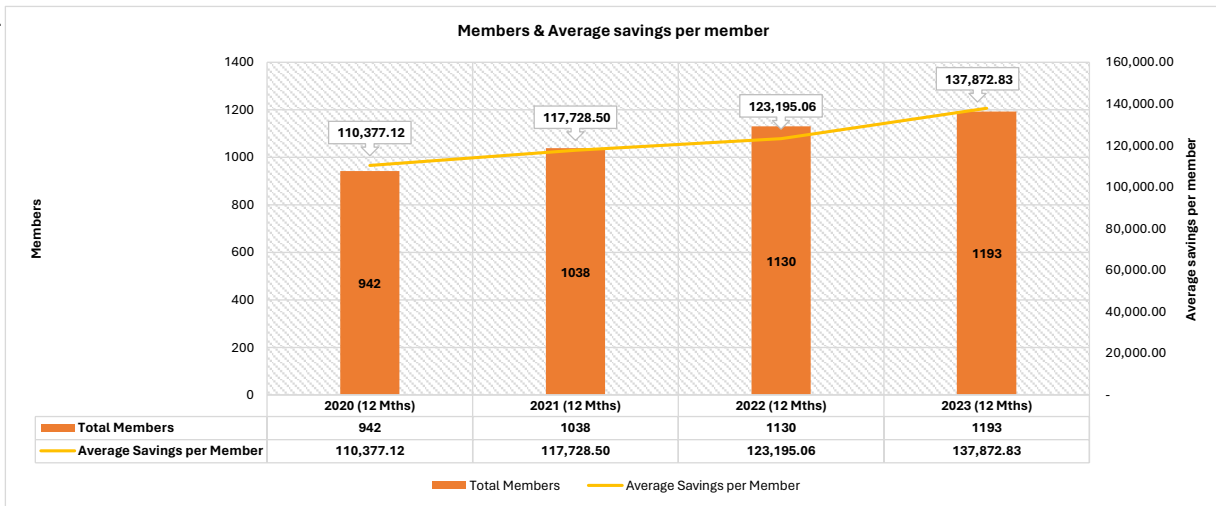
ST. Paul's Self Help Group					
Proposed Budget 2024-2025					
PARTICULARS	ACTUAL PERFORMANCE FINANCIAL YEAR 2023	PROPOSED BUDGET FOR FINANCIAL YEAR 2024	PROJECTED GROWTH RATE FINANCIAL YEAR 2024	NOTES	PROPOSED BUDGET FOR THE PERIOD JANUARY 2025 - MARCH 2025 (3 MONTHS)
STAFF COSTS					
40 Salaries	990,074.60	1,109,610.60	12%	David - Ksh. 428,362 per year. Kelvin - Ksh. 681,247 per year.	277,402.65
41 Staff Medical	234,840.25	230,834.00	-2%	David - Ksh. 162,269 per year. Kelvin - Ksh. 68,565 per year.	57,708.50
42 Housing Levy	7,575.00	18,180.00	140%	David - Ksh. 6,300 per year. Kelvin - Ksh. 11,880 per year.	4,545.00
43 Housing Levy Employer	7,575.00	18,180.00	140%	David - Ksh. 6,300 per year. Kelvin - Ksh. 11,880 per year.	4,545.00
44 NSSF	24,160.00	25,920.00	7%	David - Ksh. 12,960 per year. Kelvin - Ksh. 12,960 per year.	6,480.00
45 NSSF - Employer	24,160.00	25,920.00	7%	David - Ksh. 12,960 per year. Kelvin - Ksh. 12,960 per year.	6,480.00
46 SHIF	27,000.00	33,330.00	23%	David - Ksh. 11,550 per year. Kelvin - Ksh. 21,780 per year.	8,332.50
47 PAYE	169,502.40	220,769.00	30%	David - Ksh. 55,777. per year. Kelvin - Ksh. 164,992. per year.	55,192.25
48 Staff Gratuity	75,750.00	75,750.00	0%	David - Ksh. 26,250 per year. Kelvin - Ksh. 49,500 per year.	18,937.50
49 Staff token of appreciation	109,080.00	101,000.00	-7%		
50 Staff Training by Caritas Nairobi	55,000.00	98,000.00	78%	Actual Cost - Caritas Nairobi Guidance	24,500.00
Total Staff Costs	1,724,717.25	1,957,493.60	13%		464,123.40
MEMBER COSTS					
51 L.A.G.M	2,000.00	2,000.00	0%	Actual Cost	2,000.00
52 Zonal Meeting Expenses	5,000.00	6,500.00	30%	Actual Cost	6,500.00
53 Zonal Kitty	8,500.00	15,300.00	80%	Actual Cost	11,800.00
54 A.G.M Expenses	234,077.00	320,000.00	37%	Estimate	320,000.00
55 Corporate Social Investment (CSI)	320,000.00	320,000.00	0%	Actual Cost	80,000.00
Total Member Costs	569,577.00	663,800.00	17%		420,300.00

**ST. PAUL'S SELF HELP GROUP
PERFORMANCE CHART | 4 YEARS**

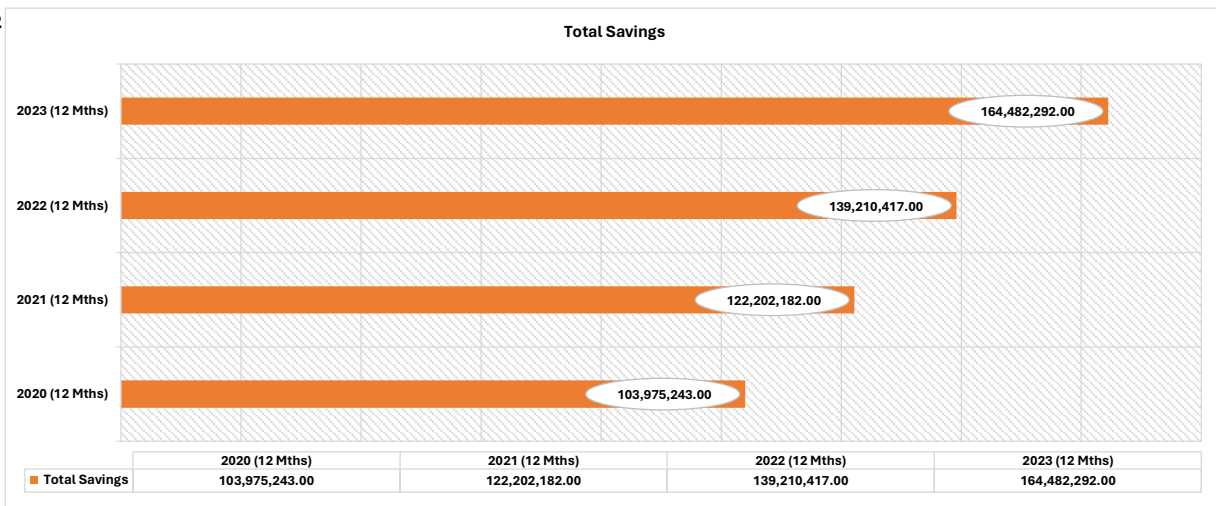
ITEM	Fin Yr 2020 (12 Months) 942	Fin Yr 2021 (12 Months) 1038	Fin Yr 2022 (12 Months) 1130	Fin Yr 2023 (12 Months) 1193	Growth from Fin Yr 2022 (12 Months) 6%
Membership					
Outstanding Loans	33,721,121.00	39,253,668.00	48,257,139.00	59,289,211.00	23%
Members Savings	103,975,243.00	122,202,182.00	139,210,417.00	164,482,292.00	18%
External Investments	74,085,232.00	93,284,234.00	101,183,761.00	121,013,499.00	20%
Current Assets	117,423,917.00	139,797,634.00	161,058,890.00	189,915,720.00	18%
Current Liabilities	7,103,446.00	8,831,257.00	10,156,685.00	11,590,902.00	14%
Income	11,428,925.00	13,363,775.00	16,645,358.00	19,143,355.00	15%
Expenditure	3,210,469.00	3,825,653.00	5,023,501.00	5,884,671.00	17%
Total Surplus	8,218,456.00	9,538,122.00	11,621,857.00	13,258,684.00	14%
Expenditure to income ratio: (Expenditure / Income)	28%	29%	30%	31%	2%
(R.O.A) Return on Assets - (Surplus / Current Assets)	7.0%	6.8%	7.2%	7.0%	-3%
Distributable Surplus	5,506,366.00	6,581,305.00	8,019,083.00	8,908,492.00	11%
Avg . Distributable surplus rate on total savings	5.3%	5.4%	5.8%	5.4%	-6%

St. Paul's Self-Help Group
Key performance indicators
Financial years 2020 to 2023

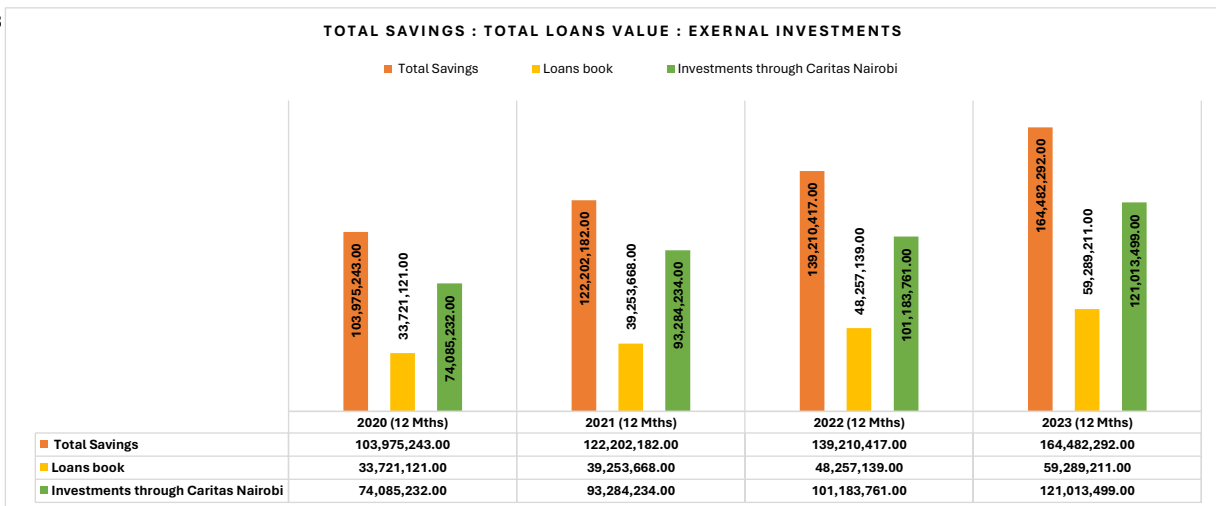
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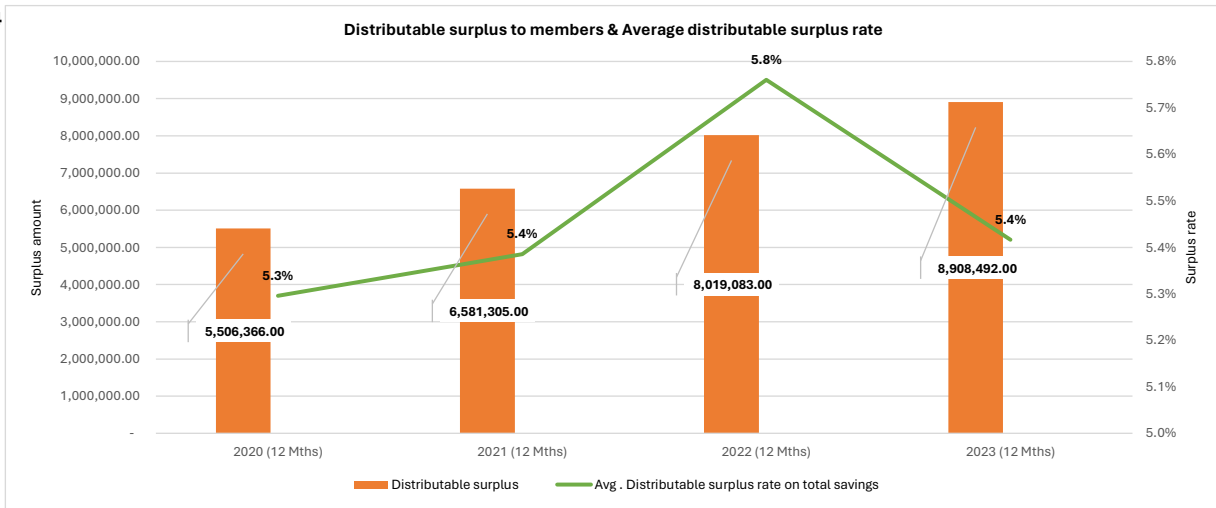
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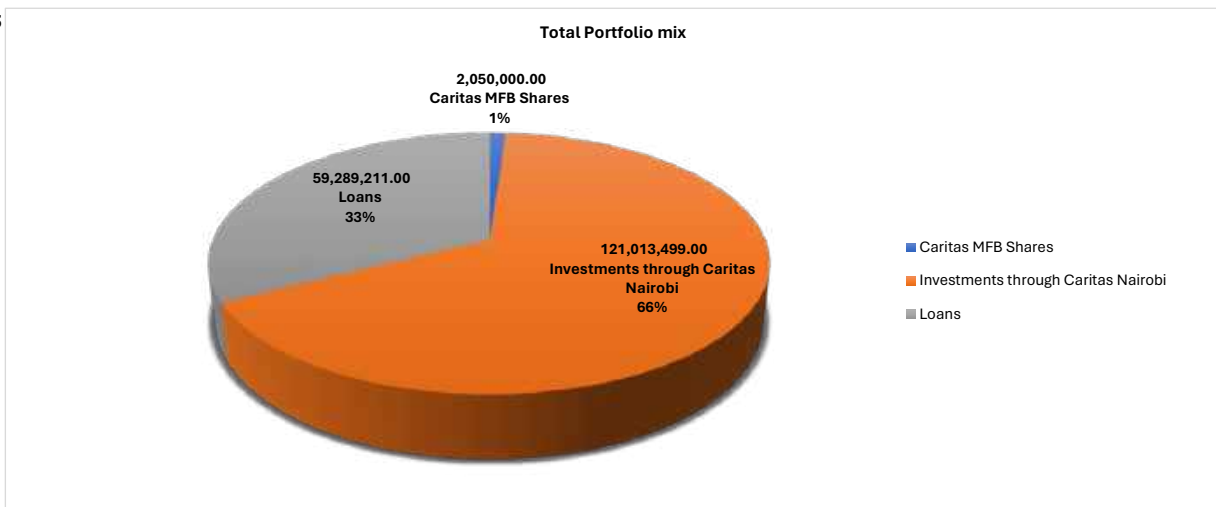
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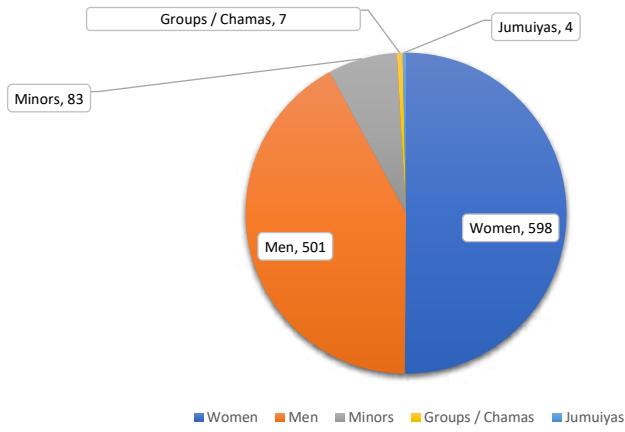
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Performance as of 31st December 2023

	Value		% growth (YoY)
Savings:	164,482,292.00	↑	18%
Loans:	59,289,211.00	↑	23%
Surplus:	13,258,684.00	↑	14%
Distributable surplus to members:	8,908,492.00	↑	11%
Membership:	1193	↑	6%
External Investments:	121,013,499.00	↑	20%
Avg. Distributable surplus rate on total savings	5%	↓	-6%
Average savings per member:	137,872.83	↑	12%

Membership demographics



St. Paul's Self-Help Group Market Day 2023 Impact Report.

Event Date: 3rd September 2023.

Introduction

St. Paul's Self-Help Group was registered in September of Year 2000 as an agent of Archdiocese of Nairobi Caritas Self Help Group programme to conduct socio economic development with the aim of empowering its members.

Over the years we have consistently accomplished this by.

- Providing a secure savings platform for members.
- Availing affordable loans to all members.
- Members' capacity building through, education days initially, later revamped to Investment talks.

However, our members have consistently challenged us to do more outside the three activities above.

Therefore, the SHG team did research in the industry to determine what more things the group can do outside provision of financial services and report them as value propositions to our members.

It became clear that the management committee should steer the group towards social performance and social impact as additional goals.

Telegram channel marketplace

A large category of our members is engaged in trade directly or indirectly. Kenyans have laborious – through sheer will – engaged in enterprise to augment their incomes – perhaps, this is where the term, *side hustle* originated from.

Therefore, as a way of supporting our members using the platform we have, on 16th November 2020, we launched a channel on telegram called **St. Paul's SHG - Marketplace.**

A platform to provide St. Paul's Self-Help Group members opportunity to engage in commerce and trade.

On the channel, members can buy and sell to each other. Willing members can post their goods and services and other interested willing members can buy via side chatting with the seller. And this being a community of St. Paul's Self-Help Group, the level of trust is high.

To date, there is no business fraud case reported and the channel has over 500 participants, all of them members and a few former members.

By creating this channel, we achieved the following.

- Provided a platform for members to uplift and support each other through trade.
 - Improved the benefits of being part of St. Paul's Self-Help Group Community.
 - By creating this channel, we were now firmly rooted in our objective of socio-economic development.
-
- We offer affordable loans to members to fund their businesses or economic activities.
 - Then we will go further and support you to succeed by bringing together a community to form a ready market for your services and goods.

St. Paul's Self-Help Group Market Day 2022 & Market Day 2023.

The Telegram channel marketplace became successful and inspired the group to keep innovating. However, the sellers and buyers remained faceless since the channel is a virtual world.

In 2022, an idea came about around organizing a physical market event bringing together the participants in the telegram marketplace and inviting the parishioners of St. Paul's Catholic Chapel too for a day of trade. The suggestion borrowed heavily from what happens in pop-up organic markets.

Upon discussions and wide consultations, the now famous event, **St. Paul's Self-Help Group Market Day**, was born.

Objectives

The objectives of both events; Market Day 2022 and Market 2023 were as follows.

- ✓ To exhibit and sell locally produced goods and services to attendees of the market day.
- ✓ Create an opportunity to link producers with local and regional markets.
- ✓ Create an environment for business information dissemination and sharing.
- ✓ Promote networking for St. Paul's Self-Help Group members for business linkages and guarantorship purposes.
- ✓ Curate an experience that exposes the attendees to other investments partners and opportunities.

- ✓ A social activity as a family fun day for members, parishioners, friends – and their families.
- ✓ Promoting the brand of the SHG to the community.
- ✓ Cementing our socio-economic objective by becoming a financial services provider, a platform for capacity building & promoting enterprise and a social convenor through enabling a networking environment.

Maiden Edition

The first edition on 6th November 2022 attracted over 600 visitors, drew the participation of 45 vendors and 12 corporates.

It occurred on a Sunday to attract participation from parishioners and Christians from surrounding churches.



Market Day 2023

Following the success and lessons learnt from the event on Market Day 2022, the St. Paul's Self-Help Group market day 2023 happened on 3rd September 2023. It was on a Sunday to maximize on presence of parishioners and Christians from surrounding churches.

This event was bigger, better, and well organized than the one preceding in the year 2022. Its intentions were not modest, they were clear and deliberate.

Through this event the management committee aimed to have the brand of St. Paul's SHG engrained firmly in the community and culture of St. Paul's Catholic Chapel.

The theme was a trade fair / family day to promote togetherness. The event had vendors – this time food vendors were present – , there were corporates, and over 700 visitors.

The setup had an open sitting area, a large screen to watch football and F1 races, nightlights, a DJ, an MC, Mascots, and Kids play area and great music. In all the last people exited the grounds at 12 am which speaks loudly to the appeal created by the event.





Achievements and impact made through Market Day 2022 & Market Day 2023

- ✓ The event brought together families from members, parishioners, and surrounding community.
- ✓ Participating vendors made sales and present businesses promoted their brands to hundreds of people.
- ✓ Promoting the brand of St. Paul's SHG in the community of St. Paul's Catholic Chapel and surrounding areas.
- ✓ Bringing families together for social good and togetherness.
- ✓ The SHG got 20 new members on the same day with the number of members subsequently registered being on the rise.
- ✓ As part of socio-economic development objectives, through the event, we were in contact with many people and as a result forming a massive networking platform where people exchanged ideas, business contacts and promoted familiarity with each other for guarantorship purposes where applicable.
- ✓ Managed to improve the St. Paul's SHG relations with key stakeholders including PPC, Parish, Church groups and Caritas Nairobi. These key partners help shape the model of the Self-Help groups.
- ✓ Managed to position the SHG as a pioneer in redefining what it means to be a member of Caritas Nairobi Self Help Programme Group in this decade. Excelling as a financial services provider and going beyond to become a wholesome platform through social linkages.
- ✓ The two events gave us a strategic direction on the theme that the new SHG strategic plan 2024-2026 will adopt and aspire towards.
- ✓ It showed that loans, when put in income generating activities, the impact would spread to entire communities, uplifting many people, and creating a

self-sustaining and financially secure membership. This information will guide the group in developing a better strategy for loan management procedures.

Conclusion

The event is now an important part of St. Paul's SHG DNA and going forward if 60% of all members attended, the benefits would reverberate in the entire SHG, increasing membership numbers, savings and boosting the loan book massively from guaranteed loans.

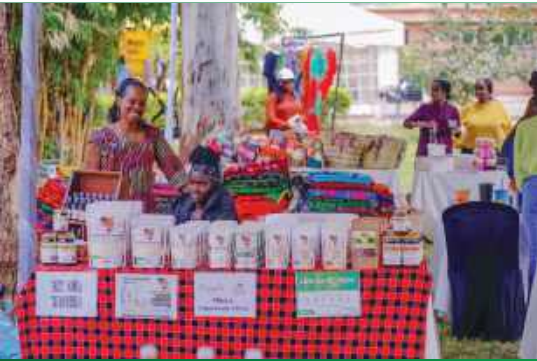
The cost of this event is high and if it is to continue as an annual activity, major corporate sponsors and partners must come on board for it to remain sustainable.

Partnership with members in a big way so that the majority can exhibit their businesses and income-generating hobbies at such future trade fairs.

Catholic social teachings principles

	<p>Preferential option for the poor: We live in an amazing world with enough resources for everyone. Yet, many miss out.</p>
	<p>Human dignity: We are made in God's image. This means we each have a God-given dignity.</p>
	<p>Care for our common home: We are responsible for looking after the world we live in.</p>
	<p>Subsidiarity and participation: The role of people in positions of power is to look after the good of all.</p>
	<p>The common good: We can only live life in all its fullness when we are in relationship with others – through community.</p>
	<p>Solidarity: We should commit ourselves wholeheartedly to the good of all, to stand in solidarity with our one human family.</p>
	<p>Peace: Our common bonds of humanity demand that we live in harmony and that we promote what is good for one another.</p>





CONTACTS



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