



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

ANNUAL GENERAL MEETING
REPORT
2017/2018

ANNUAL GENERAL MEETING PROGRAMME

TIME	ACTIVITY
12: 00pm - 12:30pm	Mass
12: 30pm - 01:00pm	Lunch to be served
01: 00pm - 01:20pm	Reading and confirmation of minutes of the AGM held on 25th November 2017
01: 20pm - 02:00pm	Matters arising
02: 00pm - 02:20pm	Report from the chairperson
02: 20pm - 02:40pm	Report from the supervisory committee
02: 40pm - 03:10pm	Presentation of the Audited Financial Statements for financial year 2017/18
03: 10pm - 03:20pm	Declaration of reserve funds and dividends.
03: 20pm - 03:35pm	Presentation and approval of budget for financial year 2018/19.
03: 35pm - 03:55pm	Resolutions
03: 55pm - 04:25pm	Election of office bearers
04: 25pm - 04:40pm	Any other business
04: 40pm - 04:50pm	Closing Prayers / Tea



**MINUTES FOR THE ST. PAULS SELF-HELP GROUP, ANNUAL GENERAL MEETING
(AGM), HELD ON 25th NOVEMBER 2017 AT ST. PAUL'S CATHOLIC CHAPEL
ST. JOHN PAUL 11 HALL.**

Members present

	Member No	Name		Member No	Name
1	0001 00	CrispineAbongo	62	0629 15	Sarah Njeri Kagiri
2	0016 00	Catherine N. Mwangi	63	0646 15	Paul Kimaiwa Keitany
3	0065 00	Rose Owuor	64	0654 15	Anne Muthoni Karonji
4	0081 00	Brown Murungi	65	0655 15	Stephen OluochOkumu
5	01098 18	Margarita Adhiambo	66	0657 15	HabelKingoriIgoko
6	0140 00	Mary Njeri Khasiani	67	0662 15	Fr. Peter Kaigua Ngugi
7	0160 01	Francis Ben Njuguna	68	0663 15	Serah Anastacia
8	0189 02	Jane Wanjiru Kinyua	69	0678 15	Muthama Kitivi
9	0198 02	James W. Ndegwa	70	0680 15	Wathuta Wamugi
10	0199 02	Mary Wangari Wamugi	71	0689 15	Robert Kariuki Gichuki
11	0235 04	Jane Wanjiku K.	72	0715 15	Christine Gakii
12	0241 04	Njogu Samson Muriuki	73	0726 15	Francis Wesebebe
13	0253 05	Mark Mbwayo Magige	74	0739 15	Catherine Waringa
14	0254 05	Anne Wanjiru Mbwayo	75	0765 16	Josephine AwuorAtieno
15	0267 06	Joseph Wanjohi	76	0766 16	Colin Ochieng Adongo
16	0274 07	George E Kaburu	77	0768 16	Maryann Naibutu
17	0308 08	Andrew Muriithi Ileri	78	0784 16	Ahiro Nathan
18	0325 09	Sarah Muthoni	79	0796 16	Francis Moturi Nyabuti
19	0328 09	Bancy Karimi Purity	80	0800 16	Jackness Murugi Njeru
20	0331 09	Mercy Wanjira Juma	81	0804 16	Teresa Busolo
21	0333 09	Mapelu Nailantei Jane	82	0808 16	Esther Wanyoko
22	0335 09	Grace Wariara	83	0813 16	Grace Wangechi Kagure
23	0339 09	Lucy KhasialaMulindi	84	0814 16	Samuel Martin Kamunyu
24	0354 10	Elizabeth Mueni Kisio	85	0819 16	Francis Xavier Karanja
25	0364 10	Lucy Wanjiru Waweru	86	0821 16	Phelister Atieno
26	0379 11	OngereKwengePhylis	87	0829 16	Kelvin Muriithi Muchiri
27	0382 11	Christine Nyathira	88	0841 16	Alban Chege Ishmael
28	0383 11	Stephen Kamau David	89	0847 16	Mercy Wangechi
29	0384 11	Esther Wanjiku	90	0854 16	Nicholas Otinyu
30	0395 11	James GithuaNyokabi	91	0856 16	Joseph Mwaura Kamau
31	0411 12	Patrick Gitonga Nyaga	92	0859 16	Jane Waithera Thuo
32	0423 12	Sylvester Odhiambo	93	0860 16	Anthony Mbugua Kanai
33	0428 12	Grace Wairimu	94	0866 16	Antony Otieno Okoya
34	0429 12	Caroline Muthoni	95	0877 16	Zipporah Wambui Njoki
35	0430 12	Millicent Wanja Kiruki	96	0880 16	Stanley Ngache
36	0441 12	Kenneth Kipruto	97	0883 16	Titus MuhoiMarite
37	0454 13	Hilary MuthuiMbavu	98	0887 16	Mary Nyambura Gitonga
38	0485 14	Wamugi Ndegwa Junia	99	0908 16	Linus LuyaiKibisu
39	0486 14	Wachira Wamugi	100	0914 16	Janet Wambui Muiruri
40	0489 14	Esther Wambui Mwaura	101	0931 17	Evalyn KaariNjagi
41	0495 14	Julius Kiprotich	102	0935 17	Mary Mukami Wanjiru
42	0499 14	Edwin WafulaSabuni	103	0936 17	Mary Nabwire Juma
43	0501 14	Josphat Njoroge	104	0941 17	Lawrence NjauItibi

44	0514 14	Anne Christine	105	0945 17	Flora Nyaga
45	0516 14	Dorothy Kemunto Oeri	106	0952 17	Reuben Ndungu Kamau
46	0518 14	Nyauncho Japheth	107	0960 17	Mackline Wankio
47	0526 14	Bernard Kimemia	108	0961 17	Margaret Manase
48	0545 15	Rita Mugure Nyaga	109	0967 17	Jacobin Maomond
49	0550 15	Gerald Philita	110	0515 14	Alfred Kiptanui
50	0551 15	Justin Ndwiga Njeru	111	0528 14	Evah Wamuyu Wachira
51	0552 15	Margaret Mukira	112	0968 17	Violet Ndunge Maweu
52	0554 15	Mary Wacera Kieha	113	0969 17	Victor Elikana Ongaya
53	0559 15	Susan Mbithe Musembi	114	0980 17	Alloys Mila Ochieng
54	0566 15	Auma Evalyne Nudi	115	0981 17	Betty Mang'uriu
55	0575 15	Erick Abuga Gecheo	116	0982 17	John Daniel Oduor
56	0585 15	Opiyo Charles Omondi	117	0985 17	Humphrey Ochieng Sefu
57	0597 15	Catherine Njoki Nyoike	118	0987 17	Zephaniah Oduor Sefu
58	0598 15	Caroline Awuor Koko	119	0988 17	Joseph Kivuva Mutinda
59	0599 15	Charles Maitai Ndiritu	120	0990 17	Aurephena Nasimiyu
60	0610 15	Jedidah Njeri Matindi	121	0991 17	Alex Wangome Githinji
61	0627 15	Lilian Njeri Wanyoike	122	0992 17	John Felix Ochieng

Members absent with apology

	Member No	Name		Member No	Name
1	0374 10	Wangui B. Mwaniki	25	0475 13	Salome Njambi Itibi
2	0851 16	Fr. Saviour Saka	26	0667 15	Jane Wanjiru Mwangi
3	0397 11	Teresah Wairimu	27	0607 15	Leah Silandi Ntawuasa
4	0372 10	George Kimani Mbari	28	0203 02	Joyce K. Nturibi
5	0674 15	Blantina Mulunda	29	0971 17	Mary Wanjiku Kimani
6	0067 00	Maria G. Waithaka	30	0488 14	Winfred Njeri
7	0727 15	Carey Adoyo Owiti	31	0474 13	Simon Mburu Memia
8	0482 14	Cecilia Nairuko	32	0604 15	Angela Bosibori
9	0494 14	Benedict Mwendwa	33	0399 11	Martin Wanyamu Muriuki
10	0673 15	Maureen Njeri	34	0356 10	Rachel Hongo
11	0882 16	Josephine Muthoni	35	0823 16	Sicily Muthoni Gatiti
12	0560 15	Micubu Muroki	36	0731 15	Bertha Katee Mwiu
13	0744 16	Mary Shadrack	37	0420 12	Susan Wothaya Gichuna
14	0964 17	Nicodemus Mwanthi	38	0498 14	Franklin Wafula Masinde
15	0559 15	Susan Mbithe Musembi	39	0590 15	Mary Mwendwa Kairu
16	0743 16	Liliane Binagwaho	40	0019 00	Margaret Njanja Kamau
17	0060 00	Anne Wangui Kanyuga	41	0468 13	Brettah K Muthuri
18	0386 11	Christopher Kahuthu	42	0291 07	Dominic Muriungi Mwabu
19	0326 09	Theresa Mbithe	43	0778 16	Boniface Kimathi Kiruki
20	0974 17	Patrice Kimeu Kivuva	44	0907 16	Benedict Mwanzo Luyai
21	0421 12	Margaret Wanjiru	45	0844 16	Nathan Malii Mulinge
22	0677 15	Mary Kalekye Mule	46	0057 00	Chris Gacicio
23	0664 15	John Nguata Kungu	47	0432 12	Felista Wawira Munyagia
24	0868 16	Catherine Lucy Moraa			



AGENDA:

1. Reading and Confirmation of Previous AGM Minutes & Matters Arising
2. Chairperson Report
3. Supervisory Report
4. Presentation of Audited Accounts
5. Declaration of Dividends.
6. Resolutions
7. Presentation and Approval of Budget
8. Election of Office Bearers
9. Launch of The Strategic Plan
10. AOB.

The meeting started at 1305 hours with celebration of mass by Fr. Gerald.

Thereafter, the Chairperson Njogu Samson Muriuki, Member number 0241 welcomed members to the meeting. He read the agenda of the day which was adopted by the members. The chairman then introduced the Members of the Management & Supervisory Committees and the auditors from CARITAS Nairobi.

MIN 1:25-11-2017: Reading and Confirmation of the Previous AGM Minutes and Matters Arising.

The Group Secretary, Alfred Kiptanui Cherusei, member number 0515 read the previous AGM minutes. The minutes were proposed as a true record by Member Number 0081 and seconded by Member Number 0663.

Matters Arising

Member Number 0160 enquired if the meeting quorum had been achieved prior to reading of the minutes. The Chairman having considered the members present and absent with apology, confirmed quorum attainment, which as per constitution is one third of the total active membership. The chairman informed members that Samuel Ndirangu, Member Number 0340, had voluntarily resigned from the management committee and an election would take place seeking a replacement.

Member number 0982 requested to know if officials honorarium was part of the agenda and it was explained that it had not been included, however, he clarified that members could raise the matter after presentation of the proposed budget.

MIN 2:25-11-2017: Chairperson Report

The chairperson thanked former members of management who had served in the previous years.

He informed members that since the report had been circulated, he won't read it in its entirety but will only highlight the key issues. These were;

Membership - He noted that membership stood at 636 as at 31/7/2017 up from 578 in the previous year. This was a 19% growth. To sustain this momentum, he noted that the management committee was in a mission to recruit more members.

Members deposits – The deposits stood at Kshs. 52,789,450 as at 31st July 2017 up from Kshs.43,799,467 on 31st July 2016 which is a growth of 21%. This growth had elevated St Paul SHG to the second tier group under CARITAS Self Help Program rankings. He informed the members that the second tier category consists of groups with deposits of between Kshs.50 Million to Kshs. 100 million. This growth had translated to an average increase in savings by Ksh 19,845 per member in the year.

Share capital - He noted that in order to foster ownership of the Self-Help Group, the management committee had proposed to issue shares to members, each member will be expected to own Ksh 500

in the group. The shares will be non-withdrawable, but members could utilize the amount for borrowing purposes. In addition, the shares would continue earning dividends as usual.

Dividends on members' deposits - He noted that for the financial year 2015/2016 dividends paid on savings was at a rate of 5.9%. For the financial year 2016/2017 the management committee proposed to pay dividends on savings at a rate of 4.7%. He explained to members that the decrease was occasioned by the slower economic growth and decrease in earnings from external investments.

Reaction.

Member number 160 asked for clarification on the drop in the rate of interest earnings on external investments going forth given that the larger bulk of deposits had been channeled to CARITAS Nairobi Investment office in comparison to loans. The chairperson explained that the management committee had instigated discussions with CARITAS Nairobi to monitor market Performance and invest in items with higher rate of return.

Member number 598 requested for a clarification on loans guarantorship proposal mentioned in the chairman's report. The chairperson explained that the group would set up a guarantorship fund account with capitalized shares to guarantee members who shall meet the minimum qualification requirements that shall be set. As a rejoinder to the guarantorship issue, Credit Committee chairperson, member number 0423, explained that the group had created investment whatsapp groups to help members know each other and boost trust for easier guarantorship.

Member number 0575 needed a clarification on how the group will recruit 1,200 new members as per the objectives without a budget. The treasurer, Member number 0597, explained that mobilization costs fell under membership and savings mobilization budget item and that the allocation was expected to be sufficient for the task.

The chairperson report was proposed by member number 0814 and seconded by member number 0253.

MIN 3:25-11-2017: Supervisory Report

Mr. Stephen Kamau David, Member Number 0383, who was the Supervisory Committee chairperson took members through the report. He briefly explained the functions of the supervisory committee.

He then listed what the committee had achieved in the year as follows;

- Checked the reports given by the administrator which he noted were accurate and clear.
- Monitored internal controls on funds utilization, loans and shares.
- Proposed for a new accounting system to be put in place or the current one to be upgraded to assist in strengthening the integrity of the reports and integration of all the sub ledgers.

He also noted that the dormant member shares category was growing, and measures were required to stem this trend.

The detailed working Programme of the supervisory committee for the financial year 2017-2018 was presented as follows;

- a) A full verification of all member accounts
- b) Detailed audit of day to day operations of the Self-Help group including attendance of management meetings.
- c) Review of policy guidelines.
- d) Accessing any investment and operational risks and recommending measures for the risk management.
- e) Participation in the upgrade and computerization of the current accounting system.
- f) Monitoring the implementation of the strategic plan.

The supervisory committee chairman congratulated the management committee for the good work done and urged members to share any complaints they might have had with the supervisory

committee.

Reactions

Member number 0575 inquired whether the management had any plans to improve on channels of loan disbursement i.e. using mobile money transfer. Credit Committee chairperson, Member number 0423, noted that the management was already exploring the feasibility of that idea.

Member number 0160 noted that Ann Christine, Member number 0514, name was under the supervisory committee and as per the previous minutes she had been elected to the management committee. An explanation was given that after every election, management officials plus new elected members would hold a meeting and reconstitute both the management and supervisory committees, hence Ann Christine was proposed to join the supervisory committee team.

Member number 0766 applauded the good work of the supervisory committee and he challenged the management committee to improve on the education of new members especially on loan procedures and other key issues.

A member asked if the resignation of Samuel Ndirangu, Member Number 0340, had affected the performance of the management Committee. It was clarified that his resignation did not affect the team since the quorum for management committee members as per guideline is 5 persons.

The report was proposed by Member number 0001 and seconded by member number 0866.

MIN 4:25-11-2017: Presentation of Audited Accounts.

CARITAS Nairobi auditor, Evelyn Mwangi, took members through the audited accounts and the main highlights were;

ACTIVITY	2017	2016
Interest on loans	2,139,726	2,006,405
Caritas investments	2,998,879	2,880,959
Other incomes	66,428	65,541
EXPENSES		
Committee allowance	265,300	156,300
Operating expenses	324,936	207,025
Members cost	122,553	92,621
Audit fees	13,720	11,609
Caritas fees	255,190	241,198
Salaries and wages	511,245	410,199
Surplus for the year	3,715,758	3,833,996
Appropriation account		
20% reserve fund	744,418	766,799
5% asset fund	186,104	191,700
5% local church tithe	148,884	153,360
5% caritas tithe	148,884	153,360
Proposed distributable Surplus	2,487,468	2,568,777

She also read the audit report and stated that in their opinion, proper books of accounts were kept by the self-help group and the financial statements which were in agreement therewith give a true and fair view of the Self-Help Group state of affairs as at 31st July 2017.

Reactions:

Member number 0814 noted that interest on investment was more than interest on loans which was not a recommended practice. The treasurer explained that Caritas Nairobi were very strict on areas to invest in to protect members money. She noted that loans uptake in the group were low,



however, the management committee was focusing on pushing for more loan uptakes.

Member number 0160 wanted to know why LSF under creditors & accruals was high and if it posed any risk to the group. A representative from Caritas Nairobi explained that it did not pose any risk since those were funds already collected from members prior to loan disbursal and were yet to be remitted to Caritas Nairobi.

Member number 0379 asked why the group was still investing through CARITAS Nairobi Investment office while interest on Investments was declining instead of giving more loans to members. Nasimiyu Wanjala from CARITAS Nairobi responded that since members were not taking enough loans, management committee had to place the money under investment items to earn interest through CARITAS Nairobi instead of idling high cash balances in the bank.

Member number 0379 requested to know the use of the Asset fund. The treasurer explained that the fund will be utilized in future on projects that may come up for the benefit of all members and growth of the group.

Member number 0528 proposed to the management to come up with short term loans resembling M-shwari. The chairperson thanked the member for the noble idea and he mentioned that the marketing team would explore more options on the matter.

MIN 5:25-11-2017: Declaration of dividends.

The chairperson declared a proposed distributable surplus amount of Ksh. 2,487,468 and requested for payout approval to be adopted.

Member number 0081 proposed the distribution and member number 160 seconded hence it was agreed that the money be distributed. The chairperson urged members to consider capitalizing their dividends as part of payout option to grow their savings and potentially benefit better in future.

MIN 6:25-11-2017: Resolutions

Share capitalization.

Share capitalization proposal was presented to members for adoption. Each member would be expected to own Ksh. 500 in the group. The share amount would be non-withdrawable, but it would earn dividends as usual and members could utilize it for loan purposes. It was explained that the capitalized share fund would be used to undertake capital expenditure and caution the guarantorship of loans to members to improve the loan uptake.

Member number 0796 needed a clarification on whether the money proposed would be enough to guarantee all loan applicants since the initial amount proposed was a bit small. The chairperson explained that the fund would not guarantee first time loan takers since they did not have a borrowing record in the group yet. However, for those that qualify, the group would only guarantee 25% of the already sourced guaranteed amount from other members, hence for the year under trial, the amount was expected to be enough.

Another member needed a clarification on how many times the Kshs. 500 proposed for capitalization would be deducted. The treasurer explained that the amount would be deducted once and only when a member leaves the group, otherwise the members would meanwhile utilize the amount to borrow loans and it would earn dividends.

Member number 0253 proposed for a change in the approach of funding the idea. He proposed that the group should utilize some of the surplus to fund the guarantorship account. The chairman explained that the group was already soft testing the guarantorship and had utilized some funds from the reserve fund with no foreseeable risk so far.

Nasimiyu Wanjala from caritas proposed that if the members did not understand well about the fund then it's adoption and consideration could be pushed to the next AGM when the members would be

more knowledgeable about it. The chairperson explained that members were at will to either adopt or postpone.

The chairperson of the supervisory committee assured members that they had done research about the guarantee fund and they were giving it a clean bill of health since the risk associated was low.

Voting for the establishment of the fund was recommended. The voting process was coordinated by CARITAS representatives present and those who voted for the establishment of the fund were 59 members and 1 Member voted to reject, the rest of the members present abstained thus the resolution was passed.

MIN 7:25-11-2017: Presentation and Approval of Budget 2017/2018

The treasurer read the proposed budget for the year 2017/2018. She explained that projected performance in the year 2016/2017 did not meet overall targets by 5% due to low uptake of loans and unfavorable economic environment. She read the projected budget and expected growth and since there were no reactions, Member number 0908 proposed for adoption of the budget and it was seconded by member number 841.

MIN 8:25-11-2017: Election of Office Bearers

CARITAS representatives coordinated the elections. An election to replace Samuel Ndirangu, Member number 0340, who resigned from the management committee during the year and re-election of Sylvester Juma, Member number 0423, who had served for one term was conducted

The reelection of Sylvester Juma, member number 0423 was proposed by Member number 0253 and was seconded by member number 0545.

The election of Member number 0528 was proposed by Member number 0514 and seconded by Member number 0969.

The election of Member number 0554 was proposed by Member number 0518 and seconded by Member number 0856.

Voting was conducted by show of hands and the results were as follows.

- | | |
|--|-----------|
| 1. Sylvester Odhiambo Juma, member number 0423 | -54 votes |
| 2. Evah Wamuyu Wachira, member number 0528 | -50 votes |
| 3. Mary Wacera Kieha, member number 0554 | -12 votes |

Sylvester Odhiambo and Evah Wamuyu were thus declared winners. They were congratulated and welcomed to the management by the chairperson.

MIN 9:25-11-2017: Launch of the Strategic Plan

The chairperson took members through the proposed strategic plan which would run for 3 years and there being no reactions from the members, Michael Kiburi, Deputy Director from CARITAS Nairobi who represented Sr. Mary Mbaci, Director CARITAS Nairobi, launched the strategic plan. A cake was cut to mark and celebrate the event. He congratulated the group for coming up with a great strategic plan and took some few minutes to explain the role of CARITAS Nairobi to Self Help Groups.

Any Other Business

There being no other business, Millicent Wanja Kiruki, Member number 0430 gave a vote of thanks and the meeting ended at 1840 hours with a word of prayer from Ann Christine, Member Number 0514.



Samson Njogu
Chairperson
St. Paul's Self-Help Group

Alfred Kiptanui.
Secretary.
St. Paul's Self-Help Group.

CHAIRMAN'S REPORT TO THE MEMBERS OF ST PAUL SELF HELP GROUP DURING THE ANNUAL GENERAL MEETING HELD ON 8th DECEMBER 2018

On behalf of the Management Committee (MC), it is my great pleasure to welcome you all to this very important occasion in our Self-Help Group calendar of events. It is the final event for the financial year under review. As members of St Paul Self-Help group, we converge on this day in order to review our past and project our future. I wish to thank the administrator and my colleague members of the management committee, for being supportive and never getting tired of actively taking part in the running of the group's business.

1.1 THE KENYAN ECONOMY OUTLOOK

The year 2017/2018 was characterized by a turbulent economy as it was an electioneering period with the general election, disputed presidential election and the subsequent repeat of presidential election. This was followed by an uncertain period until the handshake between the president and former prime minister. The capping of interest rates on bank loans at a rate of 14% continued and was later revised downwards to 13.5%. This was expected to have more borrowers move to the microfinance sector – like our group, since the banks had indicated that they were not ready to lend to high risk borrowers at low rates. We continued lending our loans at 1% per month on reducing balance. The demand for our loans continued growing and we managed to disburse these loans on a timely manner. Part of our members deposits were invested in the securities market through CARITAS Nairobi.

1.2 MEMBERSHIP

The Self-Help membership stood at 839 as at 31st July 2018 up from 686 on 31st July 2017. This is a 22.3% increase. We as the MC are on a mission of recruiting more members in order to increase the Self-Help's deposits and hence avail more funds to you in terms of innovative products and ultimately improve the financial wellbeing of the members. The membership drive has been revised to not only look at the numbers but also focus on the deposits – both immediate and potential, that they inject into the group. During the year under review, 16 members separated with the Self-Help group for various reasons, which included: relocation, alternative investments, and financial constraints.

One (1) member; separated with the group through death. May the Almighty God rest her soul in eternal peace

I appeal to you members to assist us in recruiting other members in your groups and social units such as families in order to grow our group. The membership is also open to non-Catholics.

1.3 MEMBERS DEPOSITS

The members' deposits stood at Ksh 68,769,995.00 as at 31st July 2018 up from Ksh 52,789,450.00 as at 31st July 2017. This is an increase of 30.3%. The group is still in the second tier of Self-Help Programme, CARITAS Nairobi rankings – Ksh 50 million to Ksh 100 million tier. We are however inching closer to the next tier – over Ksh. 100 million. This increase in deposits is on the lower side for a group like ours. We appeal to members to reconsider their savings patterns and increase their monthly deposits. This is the only way that we can make sound investments and secure our future financial stability.

1.4 INTEREST ON MEMBERS' DEPOSITS



The MC proposed and paid interest on your deposits at the average rate of 4.7% weighted average in 2016/2017. In the financial year under review – 2017/2018, the Management Committee is proposing to pay the interest on deposits at a rate of 4.5%. The small decrease of 0.2% from the figure paid out in the last financial year is attributed to the decline in dormancy following the spirited campaign of the management which means more members participate in the distribution of surplus.

1.5 LOANS TO MEMBERS

St Paul SHG continues to grant loans to members based on their individual deposits. During the year under review the group advanced a total of 208 loans worth Ksh 31,691,217 to members compared to 142 loans worth Ksh 22,812,954 advanced in the previous year, 2016/2017. As seen from above, the total loans amount granted increased by 38.9% from the previous year. Some members have been facing a challenge in obtaining guarantors. The management has used the capitalized shares to boost the level of guarantee-ship to qualified loanees.

In order to further increase the loan uptake, the MC is proposing the following; 1. To continue enhancing the level of interaction between investment groups members to boost familiarity and confidence in each other for purposes of guaranteeing each other. 2. To restructure/set up new investment groups alongside common interests.

1.6 MEMBERS EDUCATION

In our quest to bring the Self-Help closer to members, address personal issues and challenges, educate, create awareness and recruit, the MC explored a different approach from the previous educational days.

Online registration of members for participation was adopted. Members were informed and given tips through their investments group WhatsApp platforms. We are also able to get feedback from the members through the WhatsApp platforms, immediate feedback forms after events and on our website. Members were also involved in choosing the topics that needed to be addressed during the education days. We thank you for contributing and making positive contributions to improve the Self-Help Group.

The MC will continue to invest in educating our members to better manage their personal finances to ensure that members make prudent financial and investments decisions while saving for their future.

1.7 STRATEGIC PARTNERSHIPS

In order to serve you better, it is our aim as the MC is to continue exploring the potential of expanding our operations by seeking and introducing new and innovative products and services in order to broaden our revenue base and improve service delivery to you. The strategic plan for the period 2017/2020 which was launched in the last AGM aims to achieve this. It has gone through the first year of implementation and the periods' performance is under review. This review will bring out the areas of weakness and devise ways of enhancing the SP implementation.

The MC has also endeavored to improve our level of interaction and partnerships with the relevant stakeholders which includes CARITAS Nairobi, the PPC and other church groups within the Parish for the mutual benefits of the parties. This should be continued and improved.



1.8 CORPORATE GOVERNANCE

The Management Committee is responsible for the governance of the Self-Help and is accountable to you as the members of the group. We ensure that the group complies with the CARITAS guidelines and our By-laws. We attach great importance to the need of conducting the group's business with integrity and in accordance with generally adopted principles of good governance.

The group adopts the best principles of good corporate culture that requires that all MC members and the administrator maintain the highest personal and ethical standards and to act in good faith and in the interest of the group. To enhance accountability, the MC members must seek approval from CARITAS whenever they seek to take a guaranteed loan. The Supervisory Committee, being the watchdog of the group, has been mandated to keep watch on the MC. This is in effort to ensure that there are enough and effective internal controls and that the group is run in the best interest of the members without exposing the members' contributions to uncontrollable risks.

1.9 ELECTION OF MANAGEMENT COMMITTEE MEMBERS AND SUPERVISORY COMMITTEE MEMBERS.

The one-third rotation rule still applies to the Management Committee members and Supervisory Committee members. Last AGM saw the entrant of 2 new members in the management and supervisory teams. Therefore, this year there is only one member retiring and three members finishing their first 3-year term. The three members are eligible for re-election and offer themselves to you for the same. 2 are in the management committee while 1 is in the supervisory committee.

APPRECIATION AND FUTURE OUTLOOK

I thank you members for continued support and commitment to the group. I convey special thanks to the patron and other priests in the parish, Management team, the supervisory, the administrator and CARITAS – Nairobi for their continued support in running the affairs of the group.

CONCLUSION

Finally, my fellow Members I am very grateful for the commitment you have shown to our group through your savings, the taking of loans and the repayment of the same. Our group is becoming a great force for the good of the Society and will achieve greater heights with your support and co-operation. Remember to always Save Regularly, Borrow Wisely and Repay Promptly.

Yours Faithfully,

Njogu S. Muriuki
Chairman,
St Paul SHG



SUPERVISORY COMMITTEE REPORT FOR YEAR ENDED 31ST JULY 2018 PRESENTED TO THE AGM ON 8TH DECEMBER 2018.

INTRODUCTION

The Supervisory Committee is pleased to present its report for the year ended 31st July 2018. This report will only highlight those issues that the committee wishes to bring to the attention of members, based on work it carried out, observations and management responses received during the year 2017/2018. It also proposes two policies for review and summarizes the work plan for 2018/2019.

Our responsibility is to serve you members by ensuring that the operations of the SHG are managed efficiently through sufficient and effective internal controls, that assets are protected, and records are accurately maintained and reported. By doing so, we will continue strengthening the financial growth as well as the operational and strategic development of the SHG year after year.

We confirm that during the year 2017/2018, we performed our oversight duties independently in compliance with the guidelines as set out by Caritas through monitoring the activities of the Management Committee, attending scheduled meetings, critically reviewing all responses and giving advise where necessary.

WORK DONE

Compared to 2016/2017, the year 2017/2018 was a successful one for the SHG, with membership rising from 686 to 839, share capital growing from Ksh 52,789,450 to Ksh 68,769,995 and surplus rising from Ksh 3,715,758 to Ksh 4,654,648. This is a clear indication of the dedication, focus and determination by the Management Committee.

In addition to holding our quarterly meetings, we also attended three (3) Management Committee meetings during which detailed discussions on responses to issues we had raised, the status of the strategic plan, proposed 2018/2019 budget, draft 2017/2018 financial statements and Caritas audit report were held, documents reviewed, necessary changes made, and reports adopted.

Through production of monthly financial reports, we were regularly provided and kept up to date with timely and detailed information on the operations and status of various activities and programmes of the SHG.

As part of our programmed work for 2017/2018, the Supervisory Committee carried out detailed reviews of various tasks but only the following are highlighted:

i) Individual member accounts

We reviewed approximately 800 members accounts, raised various issues and singled out a sample of 110 accounts that needed to be addressed by the Management



Committee. Subsequently, we received responses from the Management Committee and are still reviewing the same in order to determine their impact on current and future financial statements of the SHG.

ii) Monthly financial statements

All the twelve (12) monthly financial statements were reviewed and a few issues raised regarding the inadequacy of the current proprietary accounting system in meeting certain accounting requirements. The Management Committee has advised that it is addressing this issue.

iii) Policies and guidelines

Following a review of some of the current policies adopted by the Management Committee, our view is that most of them are good, are working well but need to be documented. However, the policies on partial withdrawal of shares and eligibility for dividends need further discussion.

PLANNED WORK 2018/2019

In its commitment to improving the accountability and transparency on documents and reports produced, the Supervisory Committee plans to carry out reviews of the following:

- i) Strategic Plan implementation
- ii) Monitor budgetary and operational performance indicators
- iii) Follow-up on the upgrade and computerization of the current accounting system

CONCLUSION

The Supervisory Committee, in fulfilling its supervisory roles and responsibilities, will remain vigilant representatives of members interests and shall continue carrying out its work diligently, independently and in a professional manner.

As we review the past and project on the future, we urge all members to fully participate in the deliberations of this AGM by seeking clarifications and details on all matters that are not clear but are of interest to you.

Finally, we look forward to continued fruitful cooperation with the Management Committee in 2018/2019 for the benefit of all members.

Stephen Kamau David
CHAIRMAN

Anne Christine Wanjiru
MEMBER

Joseph Kimotho
MEMBER



**ST PAUL'S SELF HELP GROUP
STATISTICAL INFORMATION
FOR THE YEAR ENDEND 31ST JULY 2018**

	2018	2017
MEMBERSHIP	839	686
STATISTICS	KSHS	KSHS
Outstanding loans	29,311,574.00	20,364,737.00
Members Shares	68,350,495.00	52,789,450.00
Investments	39,495,926.00	32,813,777.00
Current Assets	74,616,757.00	57,263,073.00
Current Liabilities	1,165,835.00	747,401.00

PATRON: Rev. Fr. Stephen Mbugua

MANAGEMENT COMMITTEE

Njogu Samson Muriuki	Chairperson
Mapelu Nailantei Jane	Vice Chairperson
Catherine Njoki Nyoike	Treasurer
Alfred Kiptanui Cherusei	Secretary
Sylvester Odhiambo Juma	Credit Committee Chairperson
Patrick Gitonga Nyaga	Credit Committee Secretary
Millicent Wanja Kiruki	Credit Committee Member
Edwin Wafula Sabuni	Capacity Building & Development Secretary
Evah Wamuyu Wachira	Capacity Building & Development Member

SUPERVISORY COMMITTEE

Stephen Kamau David	Chairperson
Anne Christine Wanjiru	Secretary
Joseph Wanjohi Kimotho	Member.


ST PAUL'S SELF HELP GROUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST JULY 2018

	NOTES	2018 KSHS	2017 KSHS
INCOME			
Interest From Loans		2,926,279.00	2,139,726.00
Interest From Caritas Investments	3	3,729,156.00	2,998,879.00
Other Incomes	4	52,939.00	66,428.00
		6,708,374.00	5,205,033.00
EXPENDITURE			
Operating Expenses	5	309,634.00	324,936.00
Members' Costs	6	257,544.00	122,553.00
Strategic Plan Implementation Cost	7	165,604.00	-
Caritas Fees	8	314,272.00	255,190.00
Committee Sitting Allowances		305,000.00	255,300.00
Audit Costs		20,780.00	13,720.00
Salaries & Wages		680,899.00	511,245.00
		2,053,733.00	1,482,944.00
SURPLUS			
Surplus b/f		4,654,641.00	3,722,089.00
		6.00	(6,331.00)
		4,654,647.00	3,715,758.00
<u>APPROPRIATION ACCOUNT</u>			
20% Reserve Fund		930,928.00	744,418.00
10% Tithe: 5% Local Church		186,186.00	148,884.00
5% Caritas Nairobi		186,186.00	148,884.00
5% St. Paul Asset Fund		232,732.00	186,104.00
Proposed Distributable Surplus		3,118,615.00	2,487,468.00
		4,654,647.00	3,715,758.00

ST PAUL'S SELF HELP GROUP
STATEMENT OF FINANCIAL POSITION
AS AT 31ST JULY 2018

	NOTES	2018 KSHS	2017 KSHS
<u>NON CURRENT ASSETS</u>			
Property, Plant and Equipment	13	910,846.00	65,487.00
Caritas Microfinance Bank shares		2,050,000.00	2,050,000.00
		2,960,846.00	2,115,487.00
<u>CURRENT ASSETS</u>			
Outstanding Loans	2	29,311,574.00	20,364,737.00
Debtors & Prepayments	9	1,432,071.00	941,222.00
Investments In Caritas Nairobi	10	39,495,926.00	30,815,662.00
Bank & Cash Balances	11	4,377,186.00	5,141,452.00
		74,616,757.00	57,263,073.00
TOTAL ASSETS		77,577,603.00	59,378,560.00
<u>FUNDS</u>			
Members' Shares	2	68,350,495.00	52,789,450.00
Reserve Fund		3,907,365.00	2,976,437.00
Capitalised Shares		424,757.00	-
Asset Fund		610,536.00	377,804.00
Distributable Surplus		3,118,615.00	2,487,468.00
		76,411,768.00	58,631,159.00
<u>CURRENT LIABILITIES</u>			
Members Short-term Savings	2	22,000.00	54,300.00
Creditors & Accruals	12	1,143,835.00	693,101.00
		1,165,835.00	747,401.00
TOTAL FUNDS & LIABILITIES		77,577,603.00	59,378,560.00

SIGNED ON BEHALF OF MANAGEMENT COMMITTEE:

CHAIRPERSON:  DATE: 16/11/2018

SECRETARY:  DATE: 16/11/2018

TREASURER:  DATE: 18/11/18



ST PAUL'S SELF HELP GROUP
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED 31ST JULY 2018

	Members' Shares	Reserve fund	St. Pauls SHG Asset Fund	Distributable Surplus	Capitalised Shares	Total
Opening balances as at 01/08/17	52,789,450.00	2,976,437.00	377,804.00	2,487,468.00	-	58,631,159.00
Net members' shares contribution	15,561,045.00	-	-	-	-	15,561,045.00
Surplus Distributed	-	-	-	(2,487,468.00)	-	(2,487,468.00)
St. Paul's Asset Fund	-	-	232,732.00	-	-	232,732.00
Realised Share Capital	-	-	-	-	424,757.00	424,757.00
Reserve Fund Appropriation	-	930,928.00	-	-	-	930,928.00
Surplus for the year	-	-	-	3,118,615.00	-	3,118,615.00
Balance As at 31/07/2018	68,350,495.00	3,907,365.00	610,536.00	3,118,615.00	424,757.00	76,411,768.00

ST PAUL'S SELF HELP GROUP
STATEMENT OF CASHFLOWS
FOR THE YEAR ENDEND 31ST JULY 2018

	2018	2017
	<u>KSHS</u>	<u>KSHS</u>
CASHFLOW FROM OPERATING ACTIVITIES		
Surplus for the year	4,654,641.00	3,722,089.00
Add: depreciation	74,774.00	19,233.00
Less: Gain on Disposal	(6,075.00)	-
Less :Interest on Investments Re-invested	(2,888,097.00)	(2,107,300.00)
	<u>1,835,243.00</u>	<u>1,634,022.00</u>
CHANGES IN WORKING CAPITAL		
Debtors & Prepayments	(490,849.00)	(318,195.00)
Creditors & Accruals	376,130.00	89,032.00
Members Short-term Savings	(32,300.00)	3,880.00
Less:Tithe paid	(297,768.00)	(306,720.00)
Surplus Distributed	(2,487,462.00)	(2,575,108.00)
	<u>(2,932,249.00)</u>	<u>(3,107,111.00)</u>
CASHFLOW FROM INVESTING ACTIVITIES		
Investments Additions	(7,500,000.00)	(2,000,000.00)
Investments Withdrawals	1,707,833.00	-
Net loans	(8,946,837.00)	(3,132,736.00)
Disposal of an Asset	11,850.00	-
Acquisition of Non Current Assets	(925,908.00)	(28,545.00)
	<u>(15,653,062.00)</u>	<u>(5,161,281.00)</u>
CASHFLOW FROM FINANCING ACTIVITES		
Guarantorship Fund Contribution	424,757.00	-
Net members' shares	15,561,045.00	8,989,983.00
	<u>15,985,802.00</u>	<u>8,989,983.00</u>
Cash & cash equivalent change	(764,266.00)	2,355,613.00
Cash & cash equivalent at start of the year	5,141,452.00	2,785,839.00
CLOSING CASH & CASH EQUIVALENT	<u>4,377,186.00</u>	<u>5,141,452.00</u>

**ST PAUL'S SELF HELP GROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDEND 31ST JULY 2018**

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 5% on the suplus for the year

2 CONTROL AND LISTING ANALYSIS

	CONTROL	LISTING
Members' shares	68,350,495.00	68,350,495.00
Loan outstanding	29,311,574.00	29,311,574.00
Members' Short-term Savings	22,000.00	22,000.00

3 INTEREST FROM INVESTMENTS

	2018 KSHS	2017 KSHS
Treasury Bill & Bonds Interest	1,453,928.00	848,671.00
Interest From Corporate Bonds	449,978.00	438,006.00
Interest From Fixed Deposits	1,825,250.00	1,712,202.00
	3,729,156.00	2,998,879.00

4 OTHER INCOMES

Registration Fees	1,800.00	6,450.00
Loan Application fee	20,800.00	14,800.00
Gain on Disposal	7,575.00	1,200.00
Sale Of Literature	9,860.00	33,450.00
Bank Interest	-	875.00
Bank Charges Recovery	12,904.00	9,653.00
	52,939.00	66,428.00

5 OPERATING EXPENSES

Bank Charges & Commisions	56,459.00	42,340.00
Postage & Telephone	5,950.00	18,250.00
Office Supplies / Stationary	80,806.00	79,508.00
Marketing	-	21,000.00
Bulk SMS	22,139.00	-
Office Internet	22,700.00	-
Depreciation	74,774.00	19,233.00
Management Meeting Cost	14,493.00	81,405.00
Travel & Subsistence	9,950.00	200.00
System Upgrade/Website	22,363.00	63,000.00
	309,634.00	324,936.00

6 MEMBER COSTS

Zonal Expenses	5,500.00	1,500.00
L.A.G.M	-	2,000.00
A.G.M Expenses	110,096.00	40,150.00
Corporate Social Responsibility	85,000.00	35,000.00
Capacity Building & Development	56,948.00	43,903.00
	257,544.00	122,553.00

7 STRATEGIC PLAN IMPLEMENTATION COST

Monitoring & Oversight	90,138.00	-
Membership & Savings Mobilisation	73,654.00	-
Product & Service Development	1,218.00	-
ICT	594.00	-
	165,604.00	-



ST PAUL'S SELF HELP GROUP
NOTES TO THE ACCOUNTS(CONTINUED)
FOR THE YEAR ENDEND 31ST JULY 2018

	2018 KSHS	2017 KSHS
8 <u>CARITAS FEES</u>		
Office maintenance Caritas	8,390.00	6,860.00
Caritas Investment Fees	285,582.00	220,030.00
Seminars & Workshops	7,500.00	15,500.00
Typing & Binding	800.00	800.00
Annual Subscription	12,000.00	12,000.00
	314,272.00	255,190.00
9 <u>DEBTORS & PREPAYMENTS</u>		
Accrued Interest on Caritas Investments	1,144,365.00	792,046.00
Accrued Loan Interest	156,056.00	89,125.00
Ivent Concepts (Graphics Designer)	131,650.00	-
Caritas Debtors	-	60,051.00
	1,432,071.00	941,222.00
10 <u>INVESTMENTS IN CARITAS NAIROBI</u>		
Treasury Bills & Bonds	16,541,371.00	7,900,461.00
Fixed Deposits	19,454,555.00	19,415,201.00
Corporate Bonds	3,500,000.00	3,500,000.00
	39,495,926.00	30,815,662.00
11 <u>BANK & CASH BALANCES</u>		
Bank Balance: Coop- current	846,598.00	901,209.00
Coop-Savings accounts	2,295,326.00	2,709,774.00
Caritas MFB	41,902.00	292,775.00
Petty cash	-	1,473.00
M-Pesa account	1,193,360.00	1,236,221.00
	4,377,186.00	5,141,452.00
12 <u>CREDITORS & ACCRUALS</u>		
Accrued Audit Fees	16,780.00	13,720.00
Accrued Office Maintainance Caritas	8,390.00	6,860.00
Accrued Caritas Inv't Management Fees	86,963.00	60,261.00
Accrued System Upgrade Cost	27,000.00	27,000.00
Accrued Typing & Binding	800.00	800.00
Accrued Annual Subscription	12,000.00	12,000.00
Accrued Seminars & Workshops	1,500.00	1,500.00
Wilmer Furnishings	265,443.00	-
New Member Reg Caritas	1,850.00	6,550.00
L.S.F Caritas	316,912.00	232,417.00
Dormant Share Capital	33,825.00	34,225.00
Tithe Local Church	186,186.00	148,884.00
Tithe Caritas	186,186.00	148,884.00
	1,143,835.00	693,101.00



ST PAUL'S SELF HELP GROUP
NOTES TO THE ACCOUNTS(CONTINUED)
FOR THE YEAR ENDEND 31ST JULY 2018

13 FIXED ASSETS MOVEMENT SCHEDULE

	OFFICE EQUIPMENT	FURNITURE & FITTINGS	TOTALS
	30.00%	12.50%	
	KSHS	KSHS	KSHS
Cost as at 01/08/2017	122,375.00	30,000.00	152,375.00
Additions	218,398.00	707,510.00	925,908.00
Less: Items Disposed	(17,050.00)	(17,000.00)	(34,050.00)
Cost as at 31/07/2018	323,723.00	720,510.00	1,044,233.00
Accumulated Depreciation as at 01/08/2017	71,793.00	15,095.00	86,888.00
Less: Accumulated Depreciation on Items Disposed	(15,219.00)	(13,056.00)	(28,275.00)
Depreciation during the year	46,759.00	28,015.00	74,774.00
Accumulated Depreciation as at 31/07/2018	103,333.00	30,054.00	133,387.00
NET BOOK VALUE AS AT 31/07/2017	50,582.00	14,905.00	65,487.00
NET BOOK VALUE AS AT 31/07/2018	220,390.00	690,456.00	910,846.00

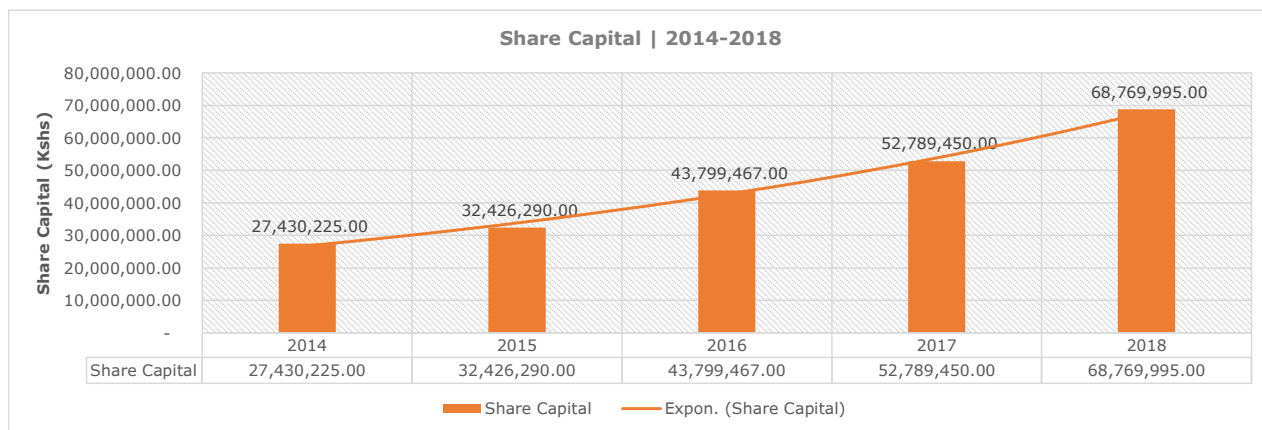
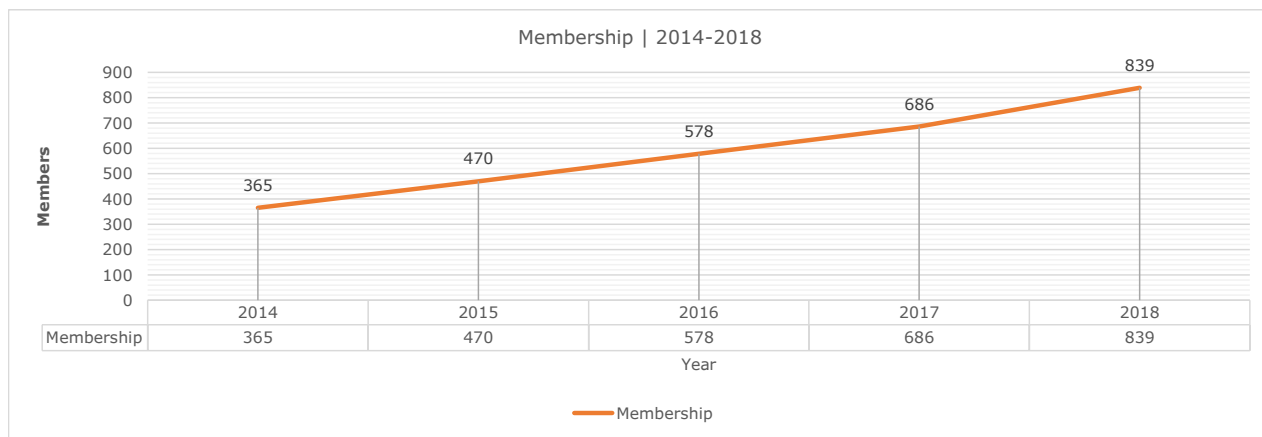
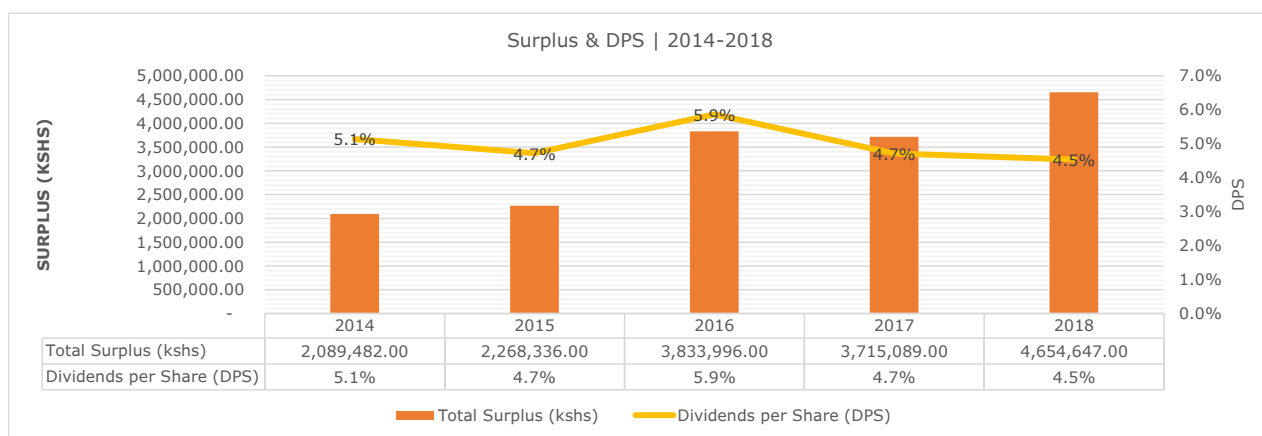
PROPOSED BUDGET YEAR 2018/19

	Actual Performance Year 2016-2017	Budget Year 2017-2018	Actual Performance Year 2017-2018	Actual Growth	Variance against Budget	Projected Budget Year 2018-2019	Projected Expected Growth
Membership	686	1955	839	22%	-133%	1049	25%
Members Shares	52,789,450.00	70,547,340.00	68,769,995.32	30%	-3%	85,274,794.20	24%
Outstanding Loans	20,364,737.00	24,437,684.40	29,311,574.00	44%	17%	38,398,161.94	31%
Investments	32,865,662.00	45,124,167.92	41,545,926.00	26%	-9%	50,270,570.46	21%
Loans + Investments	53,230,399.00	69,561,852.32	70,857,500.00	33%	2%	88,668,732.40	25%
INCOME							
Loan Interest	2,139,726.00	2,565,956.86	2,926,278.50	37%	12%	3,839,816.19	31%
Interest from Investments in; Bills, Bonds and Fixed Deposit items.	2,998,879.00	4,286,795.95	3,729,156.00	24%	-15%	4,524,351.34	21%
Other Incomes	66,428.00	66,428.00	52,938.76	-20%	-25%	52,938.76	0%
Total Incomes	5,205,033.00	6,919,180.81	6,708,373.26	29%		8,417,106.30	25%
EXPENDITURE							
Management Committee Allowance	239,300.00	264,000.00	282,000.00	18%	6%	300,000.00	6%
Supervisory Committee Allowance	16,000.00	27,600.00	23,000.00	44%	-20%	40,000.00	74%
Total Sitting Allowance	255,300.00	291,600.00	305,000.00			340,000.00	
OPERATING EXPENSES							
Transport	200.00	1,000.00	9,950.00	-	90%	11,940.00	20%
System Upgrade	54,000.00						
Website Maintenance and Domain Hosting	12,364.00	17,000.00	11,363.00	-8%	-50%	11,363.00	0%
Bulk SMS	-	17,000.00	22,138.50		23%	24,352.35	10%
Microsoft Office renewal	6,200.00	5,500.00	11,000.00	77%	50%	11,000.00	0%
Bank Charges	42,340.00	46,574.00	56,458.50	33%	18%	64,927.28	15%
Internet Expenses	18,449.00	42,000.00	22,700.00	23%	-85%	6,000.00	-74%
Mobile Phone Airtime	6,700.00	8,400.00	5,950.00	-11%	-41%	8,925.00	50%
Office Supplies and Stationary	63,045.00	72,501.75	80,806.00	28%	10%	96,967.20	20%
Management Meeting Cost	81,405.00	12,000.00	14,493.00	-82%	17%	18,000.00	24%
Marketing	21,000.00			-100%			
Depreciation	19,233.00	95,727.35	74,773.54	289%	-28%	168,351.00	125%
Total Operating Expenses	324,936.00	317,703.10	309,632.54			421,825.83	
MEMBERS COST							
Leaders Annual General Meeting	2,000.00	2,000.00	2,000.00	0%	0%	2,000.00	0%
Zonal Kitty	1,500.00	1,500.00	3,500.00	133%	57%	3,500.00	0%
AGM Expenses	40,150.00	65,000.00	110,096.00	174%	41%	110,096.00	0%
Capacity Building and Development Committee	43,903.00	57,073.90	56,948.00	30%	0%	68,337.60	20%
Corporate Social Responsibility	35,000.00	45,000.00	85,000.00	143%	47%	43,500.00	-49%
Total Members Cost	122,553.00	170,573.90	257,544.00			227,433.60	
SALARIES							
Office Administrator Cost	511,245.00	600,000.00	680,899.00	33%	12%	900,000.00	32%
Total Salaries	511,245.00	600,000.00	680,899.00			900,000.00	
FEES							
Audit Fee	13,720.00	39,092.00	20,780.00	51%	-88%	20,980.00	1%
Caritas Fees	255,190.00	280,709.00	314,272.00	23%	11%	427,126.40	36%
Total Fees	268,910.00	319,801.00	335,052.00			448,106.40	
STRATEGIC PLAN IMPLEMENTATION							
Membership & Savings Mobilisation.		100,000.00	73,654.00			147,308.00	100%
Product and Services Development.		12,000.00	1,218.00			12,000.00	885%
ICT upgrade.		50,000.00	594.00			50,000.00	
Leadership and Governance Structures		12,000.00	-			12,000.00	
Finance and Investment Structures.		12,000.00	-			12,000.00	
S.P Implementation, Monitoring and Oversight		171,200.00	90,138.00			94,644.90	5%
Total Strategic Cost 1st Year		357,200.00	165,604.00			327,952.90	
Management Training		91,000.00	-			91,000.00	
Total Expenses	1,482,944.00	2,147,878.00	2,053,731.54	38%	-5%	2,756,318.73	34%
SURPLUS	3,722,089.00	4,771,302.81	4,654,641.72	25%	-3%	5,660,787.57	22%
CAPEX							
Office Chairs	13,000.00	90,000.00	180,960.00				
Mini Fridge & Fridge Guard		15,550.00	15,900.00				
Water Dispenser	15,545.00	-					
System Upgrade						400,000.00	
Microwave		7,100.00	6,750.00				
Nikon D7200 Camera						150,000.00	
Smart TV & Cables		60,000.00	64,900.00				
Office Desk		30,000.00	243,600.00				
Laptop			70,350.00				
Board Table		30,000.00	104,400.00				
Intern Desk		20,000.00					
Cabinet and Fittings		63,000.00	50,300.00				
Printer			47,349.00				
Flooring		34,050.00	34,050.00				
Visitors Sofa		19,000.00					
Office Makeover and Design Cost		123,000.00	94,200.00			100,000.00	
Smart Phone		13,149.00	13,149.00				
Total CAPEX	28,545.00	504,849.00	925,908.00	94%	45%	650,000.00	-30%

HIGHLIGHTS FOR THE YEAR 2017-2018



St. Paul's Self Help Group
Performance Indicators
Years 2014 - 2018



	2014	2015	2016	2017	2018
Membership	365	470	578	686	839
Share Capital	27,430,225.00	32,426,290.00	43,799,467.00	52,789,450.00	68,769,995.00
Loans Outstanding	11,116,135.00	11,934,832.00	17,232,001.00	20,364,737.00	29,311,574.00
Investments portfolio	17,129,773.00	22,140,360.00	28,758,363.00	32,865,662.00	41,545,926.00
Interest on Loans	1,098,664.00	1,224,235.00	2,006,405.00	2,139,726.00	2,926,279.00
Interest on Investments	1,316,046.00	1,675,559.00	2,880,959.00	2,998,879.00	3,729,156.00
Total Income	2,443,256.00	2,940,508.00	4,952,905.00	5,205,033.00	6,708,374.00
Total Expenditure	353,774.00	672,172.00	1,118,902.00	1,482,944.00	2,053,733.00
Total Surplus (kshs)	2,089,482.00	2,268,336.00	3,833,996.00	3,715,089.00	4,654,647.00
Dividends	1,410,400.00	1,531,125.00	2,568,777.00	2,487,468.00	3,118,615.00
Return on Equity (ROI)	7.6%	7.0%	8.8%	7.0%	6.8%
Dividends per Share (DPS)	5.1%	4.7%	5.9%	4.7%	4.5%
Return On Loans	8.71%	9.41%	7.27%	8.79%	8.49%
Return On Investments	12.74%	11.72%	8.83%	10.27%	9.98%
Average Savings per Member	75,151.30	68,992.11	75,777.62	76,952.55	81,966.62



GENERAL LOAN POLICIES

1. Eligibility

Active Membership: The loan applicant must be a bona fide and active member of the group having saved for at least six (6) consecutive months.

Active Status: Not less than four (4) months of continuous share contribution.

Credit Worthiness: The group will always consider the borrower's ability to pay.

2. Loan Levels

- Loans shall be restricted to a maximum of three times (X3) member's available shares both for individuals and corporate and the loan must be fully guaranteed.
- The committee may refuse to accept as a guarantor a person who is him/herself in receipt of a loan and may decline to grant a loan subsequently to a member while he/she remains liable as a guarantor.
- No loan shall be given based on boosted shares unless it's self-guaranteed. Boosted shares will be considered for loans after a period of four (4) months from the date of deposit. Boosted shares will be any amount of contribution that is more than a third of member's savings at the time of taking the loan.
- No loan shall be made to any member in excess of 15% of the group's total share capital and reserves.
- Interest on all loans shall be one percent (1%) per month on a reducing balance.
- All loan applications of more than Kenya Shillings One Hundred Thousand (Kshs. 100,000) should be accompanied with a Credit Reference Bureau Report of the applicant.

3. Loan Repayment Schedule

Amount	Repayment Period
Less than 50,000	Maximum of 2 years (24 Months)
50,001 – 1,000,000	Maximum of 3 years (36 Months)
Above 1,000,000	Maximum of 5 years (60 Months)

- Loan repayment shall commence not later than one (1) month following disbursement of the loan.

4. Loan Refinancing

Loan refinancing will be granted on the following conditions:

- The member must have repaid 60% of the existing loan or according to the loan agreement form.
- For self-guaranteed loans, refinancing will be approved as long as the amount applied for is within current available shares.

5. Default Management Procedures

- After one month of non-repayment, the loanee shall be notified about their delay in



servicing the loan.

- If by the second month the repayment has not been regularized, a demand notice shall be written to him/her and copied to the guarantors.
- If by the third month the repayment shall not have regularized, another demand notice shall be written to them and copied to the guarantors.
- After the fourth month of non-repayment, the loanee shall be declared a defaulter and his/her shares/deposits shall be used to offset the loan without further notice. The balance of the loan, if any, shall be apportioned to the guarantors on pro rata.
- If a member's share contribution is used to off-set a loan due to default and they have no share balance, he/she ceases to be a member of the group and his/her name shall be struck off the members register.
- Any loan off-set at the request of the member shall be charged 5% of the total outstanding loan.

Note:

- *When a member consistently underpays his/her loan, the delinquent measures shall apply. If the underpayments, when aggregated are equivalent to four (4) months of principal installments, the member shall be considered a defaulter and the default management procedures shall apply.*
- *Upon loan recovery, the details of the defaulter shall be forwarded to CARITAS for consideration and listing with Credit Reference Bureau.*

6. Withdrawal from the Group

- Where a member wishes to withdraw from the group, they shall be required to give a written notice of up to 60 days of their intention to withdraw.
- No member shall be allowed to withdraw from the group unless the member's loan is repaid in full or the loan balance can fully be off-set by the member's non-withdrawable deposits.
- Such a member will also have to satisfy the group that all loans guaranteed have been paid in full or the balance does not exceed the non-withdrawable deposits of the member whose loans were guaranteed.
- Where a member wishes to withdraw from the group while their shares are held by another borrower, the member will only be entitled to the portion of current available shares while the rest will be held until the member is fully released by the borrower or another guarantor is provided.

7. Loan Restructure/Rescheduling

Where a member experiences financial difficulties, they may request for loans restructuring i.e. changing the terms of an existing loan agreement by extending the repayment period and reduce monthly installment to avoid default. Loans may be restructured in cases of:

- Permanent illness.
- Accidents destroying major income earning assets.



CONTACTS

**P. O. Box 41512 - 00100,
Nairobi.**

Cell: +254 707 774 792

Email: info@stpaulshg.org

Website: www.stpaulshg.org

THANK YOU