

JITEGEMEE CHILDREN'S PROGRAM

ANNUAL REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2022

Audited by:

**PAHM & Company
Certified Public Accountants,
P.O. Box 3077-90100,
Machakos**

JITEGEMEE CHILDREN'S PROGRAM

TABLE OF CONTENTS

Page

Board of Directors and Administration

2

Report of the Board

3

Statement Of Board Responsibilities

4

Auditors Report

5

Income Statement

6

Statement of Financial Position

7

Statement of Changes in Fund Account

8

Statement of Cash flow

9

Notes to the Accounts

10-13

ANNEXURES

JITEGEMEE UNRESTRICTED FUNDS

Annex 1

UNDP

Annex 2

JITEGEMEE CHILDREN'S PROGRAM

BOARD OF TRUSTEES AND ADMINISTRATION OFFICE

BOARD OF DIRECTORS-YEAR 2021

Mrs. Terry Wavinya Mutuku	-	Chairperson
Dr. Peter Nthuli Nduulu	-	Vice Chairperson
Mrs. Verity N. Tichawangana	-	Secretary
Mrs. Benedicta Musau	-	Treasurer
Mr. Rasto Omollo	-	Member
Martina Amoth	-	Member
Peggy Ocholla	-	Member
Mrs. Jenifer Mwikali Katiwa	-	CEO

REGISTERED OFFICE

Jitegemee Children's Program
P.O Box 1100-90100
MACHAKOS

AUDITORS

PAHM & Company
Certified Public Accountants,
P.O. Box 3077-90100,
Machakos

BANKERS

ABSA
Machakos Branch

JITEGEMEE CHILDREN'S PROGRAM

Report of the Board of Directors

The Members of the board submit their report together with the audited financial statements for the period ended 31st December 2022 which disclose the state of affairs of the organization.

INCORPORATION

The organization is registered as a charitable organization by the NGO Cordination Board and is domiciled in Kenya .

PRINCIPAL ACTIVITY

To provide education and life skills to the less previledged children in the community in Machakos County.

RESULTS

The results of the NGO operations are shown on page 6.

BOARD OF DIRECTORS

The NGO's Trustees who served during the year are shown on page 2.

AUDITORS

The NGO Auditors Messrs PAHM & Company, Certified Public Accountants were appointed in the office for the year. They have expressed their willingness to continue providing their services as auditors in accordance with the law.

By Order of the NGO's Officials


....., Secretary

29th /, 2023

IITEGEMEE CHILDREN'S PROGRAM

STATEMENT OF BOARD OF DIRECTOR'S RESPONSIBILITIES

The Law requires the directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the NGO as at the end of the financial year and of the operating results of the NGO for that year. It also requires the directors to ensure that the NGO keeps proper accounting records that disclose, with reasonable accuracy, the financial position of the NGO. They are also responsible for safeguarding the assets of the NGO.

The directors accept responsibility for the annual financial statements that have been prepared using appropriate accounting policies supported by reasonable and prudent judgements and estimates, in conformity with International Accounting Standards and the requirements of the law. The directors are of the opinion that the financial statements give a true and fair view of the state of the financial affairs of the NGO. The directors further accept responsibility for the maintenance of accounting records that may be relied upon in the preparation of financial statements, as well as adequate systems of internal financial control.

Nothing has come to the attention of the board of directors to indicate that the NGO will not remain a going concern for at least twelve months from the date of this statement.

.....) Chairman

.....) Secretary

.....29th / March2023

**JITEGEMEE CHILDREN'S PROGRAM
REPORT OF THE INDEPENDENT AUDITOR
FOR THE YEAR ENDED 31ST DECEMBER 2022**

We have audited the accompanying financial statements of Jitegemee Children's Program. set out on pages 6 to 11 which comprise the statement of financial position (balance sheet) at 31st December 2022 the statement of comprehensive income, the statement of changes in funds, Statement of Cashflows and the plant ,property and equipment schedule

Directors' responsibility for the financial statements

The NGO's Board of Directors are responsible for the preparation and fair presentation of these financial statements in accordance with the International Financial Reporting Standard for Non Governmental Organizations (IFRS for NGOs) and the requirements of the Kenyan Law. This responsibility includes: designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted the audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance that the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control system. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion the accompanying financial statements give a true and fair view of the state of the financial affairs of the company as at 31 December 2022 and of its Income & Expenditure and cash flows for the year then ended in accordance with International Financial Reporting Standard for Non Governmental Organizations (IFRS for NGOs) and the Kenyan Law.

Report on other legal requirements

As required by the Kenyan law we report to you, based on our audit, that:

- i) we have obtained all the available information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit;
- ii) in our opinion proper books of account have been kept by the NGOs, so far as appears from our examination of those books; and
- iii) the NGO's statement of financial position and statement of comprehensive income are in agreement with the books of account.

The partner responsible for the audit opinion above is CPA Peninah Ngina Mutuku Practicing Certificate no P/2298.

**PAHM & Company
Certified Public Accountants
Machakos**

**JITEGEMEE CHILDREN'S PROGRAM
CONSOLIDATED STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2022**

	Notes	2022 Kshs	2021 Kshs
Income	[3]	21,685,964	21,098,820
Other Income	(3c)	93,330	133,491
Administrative	[4a]	(9,515,905)	(8,571,240)
Programme Costs	[4b]	(13,567,877)	(11,268,088)
Monitoring & Evaluation	[4c]	(654,459)	(562,048)
Other Costs	[4d]	(150,381)	(173,817)
Surplus for the year		(2,109,328)	657,118
Reconciliations			
Restricted Funds		(187,746)	(117,000)
General fund		(1,921,582)	774,118
		(2,109,328)	657,118

The notes set out on pages 10 to 13 forms an integral part of these accounts

**JITEGEMEE CHILDREN'S PROGRAM
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER 2022**

ASSETS	Notes	2022 Kshs	2021 Kshs
Non current assets			
Property & equipments	[2b]	2,997,426	3,067,807
Office Building	[2c]	23,758,996	23,758,996
		26,756,422	26,826,803
Total Non Current Assets		26,756,422	26,826,803
Current assets			
Cash & Cash Equivalents	[5]	1,459,787	3,217,062
Total Current Assets		1,459,787	3,217,062
TOTAL ASSETS		28,216,209	30,043,864
FUND & LIABILITIES			
Fund & Reserves			
General Fund		(945,018)	906,183
Restricted Fund		1,723,344	1,911,090
Asset Capital Fund		26,756,422	26,826,802
Total Fund & Reserves		27,534,748	29,644,075
Current Liabilities			
Payables & Accruals	[6]	681,461	399,789
		681,461	399,789
TOTAL FUND & LIABILITIES		28,216,209	30,043,864

The financial statements in pages 6 to 13 were approved by the Board of Directors on the 24 / 03 / 2023 and signed on its behalf by:

.....)Chairman

.....)Secretary

**JITEGEMEE CHILDREN'S PROGRAM
STATEMENT OF CHANGES IN FUND ACCOUNT
FOR THE YEAR ENDED 31ST DECEMBER 2022**

	<u>General Fund</u> Fund Kshs	<u>Restricted</u> Funds Kshs	<u>Asset</u> Fund Kshs	<u>Totals</u> Kshs
YEAR 2022				
Balance as at 01.01.2022	906,183	1,911,090	26,826,802	29,644,075
Changes during the year	(1,851,201)	(187,746)	(70,381)	(2,109,327)
Prior Year Adjustments	-	-	-	
Balance as at 31.12.2022	<u>(945,018)</u>	<u>1,723,344</u>	<u>26,756,422</u>	<u>27,534,748</u>
YEAR 2021				
Balance as at 01.01.2021	26,569	2,028,090	26,932,298	28,986,957
Changes during the year	879,614	(117,000)	(105,496)	657,118
Balance as at 31.12.2021	<u>906,183</u>	<u>1,911,090</u>	<u>26,826,802</u>	<u>29,644,075</u>

**JITEGEMEE CHILDREN'S PROGRAM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2022**

[1] SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The significant Accounting Policies adopted in the preparation of these general financial statements are set out below:

[a] Basis of accounting

The financial statements have been prepared on a going concern basis in compliance with International Financial Reporting Standards(IFRS). The measurement basis used is historical cost basis.

[b] Accounting period

The NGO has prepared its accounts for 12 months period ending 31st December 2022

[c] Income Recognition

Income comprises funds received from donors and partners and is recognised once received.

[d] Consolidation

The consolidated financial statements reflect the results of the Jitegemee Children's Programme financial statements of different project accounts.

[e] Translation of foreign currencies

The financial statements are presented in Kenya shillings (Kshs.) which is the official currency of the Republic of Kenya. Transactions in foreign currencies if any during the period are converted into the functional currency using the exchange rate prevailing at the transaction date. The resulting foreign exchange gains and losses if any from the settlement of such transactions and from year end translation are recognised on a net basis in the Income & Expenditure Account in the year in which they arise.

[f] Comparatives

Comparatives attached are for the year ended 31st December 2021

JITEGEMEE CHILDREN'S PROGRAM
NOTES TO THE FINANCIAL STATEMENTS - Cont'd
FOR THE YEAR ENDED 31ST DECEMBER 2022

[2] Property and Equipments

[2a] Depreciation

Property and equipment is stated at cost less accumulated depreciation.
 Depreciation is calculated on reducing balance method to write off
 the cost of the assets over their expected useful lives

Depreciation rates applicable

Buildings	
Motor vehicles	25.0%
Furniture & Fittings	12.5%
Office Equipment	12.5%
Office Computers	30%

[2b] Property and Equipments Schedule(COST/VALUATION)

	Lease Hold Land Kshs.	Furniture & Fittings Kshs.	Computers & Equipments Kshs.	TOTAL Kshs.
COST				
Balance as at 01.01.2021	2,468,000	1,268,493	493,500	4,229,993
Additions During The Period	-	-	-	-
Balance as at 31.12.2021	<u>2,468,000</u>	<u>1,268,493</u>	<u>493,500</u>	<u>4,229,993</u>
COST				
Balance as at 01.01.2022	2,468,000	1,268,493	493,500	4,229,993
Additions During The Period	-	-	-	-
Balance as at 31.12.2022	<u>2,468,000</u>	<u>1,268,493</u>	<u>493,500</u>	<u>4,229,993</u>
DEPRECIATION				
Balance as at 01.01.2021	-	662,238	394,454	1,056,692
Charge for the year	-	75,782	29,714	105,496
Balance as at 31.12.2021	<u>-</u>	<u>738,020</u>	<u>424,168</u>	<u>1,162,187</u>
DEPRECIATION				
Charge for the year	-	738,020	424,168	1,162,187
Charge for the year	-	(53,047)	(17,333)	(70,381)
Balance as at 31.12.2022	<u>-</u>	<u>684,972</u>	<u>406,834</u>	<u>1,091,807</u>
NET BOOK VALUE				
Balance as at 31.12.2022	<u>2,468,000</u>	<u>477,426</u>	<u>52,000</u>	<u>2,997,426</u>
Balance as at 31.12.2021	<u>2,468,000</u>	<u>530,473</u>	<u>69,333</u>	<u>3,067,807</u>

[2c] Office Building

	2022 Kshs	2021 Kshs
01.01.2022	23,758,996	23,758,996
Additions		
31.12.2022	<u>23,758,996</u>	<u>23,758,996</u>

JITEGEMEE CHILDREN'S PROGRAM
 DETAILED CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT
 FOR THE YEAR ENDED 31ST DECEMBER 2022

		2022	2021
		kshs	kshs
Notes			
[3]	Income		
(3a)	Jitegemee	Annex 1 21,873,710	21,215,820
(3b)	Restricted Funds		
	UNDP-prior year Adjustment	Annex 2 -	-
		(187,746)	(117,000)
		(187,746)	(117,000)
		21,685,964	21,098,820
(3c)	Other Income		
	Farming Income	78,330	133,491
	Sale of Kiondos	15,000	
		93,330	133,491
	Total Income	21,779,294	21,232,311
[4]	Grant Expenditure		
[4a]	Administrative		
	Administration costs	Annex 1 2,244,229	1,650,818
	Staff costs	Annex 1 7,271,675	6,920,422
	Total Administrative	9,515,905	8,571,240
[4b]	Programme Costs		
	1. School Support Programme		
	1.1 Primary School	Annex 1 1,841,832	1,715,461
	1.2 Secondary School	Annex 1 2,946,862	2,349,752
	1.3 Post Secondary	Annex 1 1,871,298	1,913,078
	2. Economic Empowerment		
	2.1 Rehabilitation and Vocational Program(40 Students)	Annex 1 1,078,970	1,248,850
	2.2 Youth Hub	Annex 1 1,054,410	-
	2.3 Care Givers Empowerment	Annex 1 836,880	781,390
	3. Health	Annex 1 3,937,625	3,259,557
	Total Programme Costs	13,567,877	11,268,088
[4c]	Monitoring & Evaluation		
	Non -operating items	Annex 1 654,459	562,048
	Total Project Expenses	14,222,336	11,830,136
[4d]	Other Costs		
	Audit fee	80,000	65,000
	Bank Charges	-	3,322
	Depreciation	70,381	105,496
		150,381	173,817
	Total expenditure	23,888,621	20,575,193
	Surplus/ Deficit	(2,109,328)	657,118

JITEGEMEE CHILDREN'S PROGRAM
NOTES TO THE FINANCIAL STATEMENTS - Cont'd
FOR THE YEAR ENDED 31ST DECEMBER 2022

Notes continued	2022 Kshs	2021 Kshs
<hr/>		
[5] Cash & Cash Equivalents		
Cash in Hand	14,864	-
ABSA general	747,594	1,103,351
Paybill	-	133,491
Visacard	10,506	105,650
ABSA UNDP AC	686,823	1,874,569
Total Cash and Cash Equivalents	1,459,787	3,217,062
<hr/>		
[6] Payables		
Payables	601,461	334,789
Accrued Audit fee	80,000	65,000
	681,461	399,789
<hr/>		

ANNEX 1

JITEGEMEE UNRESTRICTED FUNDS

FUND ACCOUNTABILITY STATEMENTS

JITEGEMEE CHILDREN'S PROGRAM
 FUND ACCOUNTABILITY STATEMENT
 FOR THE YEAR ENDED 31ST DECEMBER 2022

Continued-----

	2022 Kshs	2021 Kshs
2.2 Youth Hub		
Vocational Mental Training	35,400	-
Kaplan's Foundation Youth Hub	1,019,010	-
	1,054,410	-
2.3 Care Givers Empowerment		
SBS Training	836,880	634,590
Entrepreneurship Training(Vocational, Alumni, mentors)	-	146,800
	836,880	781,390
Total Economic Empowerment	2,970,260	2,030,240
3. Health		
Feeding program-Health	2,963,600	2,279,187
Annual Health Day-Children	390,750	597,710
Annual Health Day-Parents	259,000	
Routine Medical Check ups, referrals	18,150	26,850
Emergency covid -19 support	-	92,620
SRH trainings and workshops	306,125	122,290
SRH materials, sanitary wear etc	-	110,400
Art and sports Activities	-	30,500
Health Sub total	3,937,625	3,259,557
Monitoring & Evaluation		
NON -OPERATING ITEMS		
Non -operating items	2,600	-
Building Expenses	264,550	14,600
Technical	202,589	356,620
Repair & Maintenance	184,720	190,828
Total Non Operating	654,459	562,048
Total Expenses	23,738,241	21,650,226
Surplus/Deficit	(1,864,531)	(434,406)

ANNEX 2

UNDP

FUND ACCOUNTABILITY STATEMENTS

**JITEGEMEE CHILDREN'S PROGRAM
FUND ACCOUNTABILITY STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2022
PARTICULARS**

	2022 Kshs	2021 Kshs
Funds received		
Donations Unrestricted	21,873,710	21,215,820
Net Income	21,873,710	21,215,820
ADMINISTRATIVE		
Staff Salaries		
Management	1,851,142	1,772,060
Program staff	3,048,868	2,535,972
Administrative Staff	1,079,603	1,254,313
Support Staff	826,717	774,928
Staff Bonus	152,500	111,500
Payroll Taxes	-	-
NHIF/ NSSF	312,846	471,649
Total Staff Salaries	7,271,675	6,920,422
Administrative Expenses		
Staff Health Expenses	350,000	-
Travel and Accomodation	202,980	186,338
Kenya Utilities	262,635	252,040
Kenya office expense	557,449	590,944
Local Support	37,500	-
Local Fundraising Efforts	300,040	138,186
Board Capacity Building	533,625	259,510
Professional Development/ staff capacity Building	-	207,800
Stakeholders support	-	16,000
Total Staff Administrative expenses	2,244,229	1,650,818
TOTALS ADMINISTRATIVE	9,515,905	8,571,240
1. School Support Programme		
1.1 Primary School		
Tuition	309,460	283,690
Exam fee	102,930	74,850
Recruitment of Primary school students	60,000	30,000
Shoes-primary	230,506	200,200
Uniforms-Primary	227,580	309,220
Recreation(Field trip, Children's Christmas Day) Primary	-	178,150
School Supplies Includsing books, stationery)primary	510,676	358,691
School Feeding Prohgram	312,730	246,160
Schools Visit	57,950	34,500
Head Teachers' Meeting	30,000	-
Primary School Sub total	1,841,832	1,715,461
1.2 Secondary School		
Teaching fees	2,099,881	1,768,660
Upkeep	721,281	484,842
Career Day	125,700	96,250
Secondary School Subtotal	2,946,862	2,349,752
1.3 Post Secondary		
College teaching fees	1,187,248	999,607
Upkeep	679,550	897,971
Graduation Celebration	4,500	15,500
Post Secondary Subtotal	1,871,298	1,913,078
2. Economic Empowerment		
2.1 Rehabilitation and Vocational Program(40 Students)		
Attachment fees	406,700	480,000
Starting materials and uniforms	250,250	194,750
Exam booking fee	120,000	145,000
Exam Materials	24,000	37,200
Exam Center fee	29,350	38,800
Trade Choosng Workshop	40,000	35,000
Theory Classes	85,000	67,000
Catering Course	64,620	70,600
Rehabilitation Curriculum Development	-	-
Vocational Field Trip	-	115,500
Recruitment for next class	45,000	45,000
Exchange program	14,050	-
Youth Development Hub : Vocational Mentors Training	-	20,000
Rehabilitation and Vocational Program(40 Students) Sub total	1,078,970	1,248,850

UNDP
 FUND ACCOUNTABILITY STATEMENT
 FOR THE YEAR ENDED 31ST DECEMBER 2022

	2022 Kshs	2021 Kshs
PARTICULARS		
opening Balance	1,911,090	2,028,090
Funds Received		
UNDP	-	-
Net Income	1,911,090	2,028,090
UNDP Program Expenses		
Training & Products	-	50,000
Graduation	-	48,000
Meals	-	19,000
Monitoring & Evaluation	136,000	-
Administrative	1,746	-
Programming	50,000	-
Total UNDP Costs	187,746	117,000
Surplus	1,723,344	1,911,090





NGOS CO-ORDINATION BOARD

OFFICE OF THE PRESIDENT

MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT

P.O.BOX 44617-00100/ NAIROBI- KENYA

TEL: NAIROBI - (020) 2214044, 2213938, 5038574/ KISUMU - (020) 5038575/

FAX: 8025970 / EMAIL: info@ngobureau.go.ke / WEB: WW.ngobureau.go.ke / PIN: P051110860M

OFFICIAL RECEIPT

Receipt No.	NGOCB11136	Date:	29 Mar 2023	Total Paid:	2,000.00
Name:	JITEGEMEE CHILDREN PROGRAM	Credit Used:	0.00	Mode Number:	SLIP- BRFO02W 0350001
Payment Mode:	CO-OPERATIVE BANK 101	Credit Bal:	0.00		
Amount In Words:	TWO THOUSAND AND ZERO CENTS				

Remarks: FYR - 2022

INVOICE(S) APPLIED: INV9511

DESCRIPTION	AMOUNT (KES)	CASHIER SIGNATURE/STAMP
FILING FEE	2,000.00	





**NON-GOVERNMENTAL ORGANIZATIONS BOARD
ANNUAL REPORT**

Please read these notes before filling this form

If either your total income/funding or expenditure exceeds the sum of Kenya Shillings One Million (Kshs. 1,000,000), you must send, together with this form, an Audited Report from recognised auditors within ICPAK. The accounts MUST be in Kenya Shillings and Compliant with International Financial reporting Standards (IFRS).

You must send this form duly filled not later than 90 days from the date of completion of your financial year. We recommend that you send all the required documents to the NGOs Board, at least two weeks before the due date to ensure that they are received and processed on time.

Please enter all financial amounts in Kenya Shillings (KShs.)

To the Executive Director NGOs
Co-ordination Board
P. O. Box 44617
Nairobi

Financial year Starting on 1/Jan/2022 Ending on 31/Dec/2022

SECTION A - GENERAL INFORMATION

A1) Name and Address of NGO

Name JITEGEMEE CHILDREN'S PROGRAMME

Postal Address P.O. BOX 1100-90100 MACHAKOS

Physical Address BEHIND GARDEN HOTEL-MACHAKOS TOWN

Telephone N/A

Cell Phone 799086913

Fax N/A

Email info@jitegemee.org

Website www.jitegemee.org



Where any organization registered or exempted from registration changes the situation of its registered office or postal address, it shall give notice of such change to the Board in Form 4 set out in the First schedule (Section 20 (3) NGO Regulations, 1992)

A2) Name and Address of Contact Person

Name MRS TERRY WAVINYA MUTUKU

Position CHAIRPERSON TO THE BOARD

Telephone N/A Cell Phone 0721916508

Email twavinya@yahoo.com

Nationality Kenya

A3 a) Registration Number OP218/051/2004/0160/3448

A3 b) NGOs PIN Number ... P051181912G

A4) Date of Registration 24/02/2005

A5) Scope of NGO (Tick where appropriate)

National International

A6) Counties of operation

MACHAKOS COUNTY

NGOs Should report only on the counties they operated in during the reporting period

SECTION B - FINANCE

Section 127 of the Income Tax Act empowers the Commissioner of Income Tax to specify (i.e prescribe) the form of a return. The Commissioner has in turn specified the form of return, which requires that income and expenditure be declared in Kenya shillings.

B1) List of NGO's Assets & Reserves, in regard to the following (Those stationed in Kenya only)

<u>Item</u>	<u>Number</u>	<u>Estimated Value</u>
Land	<u>1</u>	<u>2,468,000.00</u>
Building	<u>under construction</u>	<u>23,758,996.00</u>
Machinery	_____	_____
Motor Vehicles	_____	_____
Furniture and Fittings	_____	<u>477,426.00</u>
Computers	_____	<u>52,000.00</u>
Printers	_____	_____
Scanners	_____	_____
Photocopiers	_____	_____
Fax Machines	_____	_____
Investment Securities (eg Shares,bonds)	_____	_____
Reserves	_____	_____
Other(Specify)	_____	_____

B6) For the amount spent on Projects in B3(ii) above, break it down to sectors in which it was spent in Kenya and other countries

Sectors here refers to the main result (Target Objective) expected from project implementation. While it is true that a project could have various components; the basis usually is to achieve a result in a specific sector i.e a HIV/AIDS Sector project could have a non security ,microfinance components. Note that the totals in section B6 should tally with project cost figures indicated on B3.

Sector	<u>In Kenya</u>	<u>In other countries</u>
Agriculture		
Children	1,841,832.00	
Disability		
Education	4,818,160.00	
Environment		
Gender		
Governance		
Health	3,937,625.00	
HIV/AIDS		
Informal Sector	836,880.00	
Information Communication technology sector.	654,459.00	
Micro-finance		
Old Age Care		
Peace Building		
Population and Reproductive Health		
Refugees		
Relief		
Water		
Welfare	7,271,675.00	
Youth	2,133,380.00	
Other (Specify) Professional and board expense	3,049,069.00	
Expenses related to visitors and related activities		

B7) Name(s) of Bank(s) and Branch(es) for this NGO

- | | <u>Bank</u> | <u>Branch</u> |
|------|-------------------------|---------------|
| i) | Barclays Bank/absa bank | Machakos |
| ii) | _____ | _____ |
| iii) | _____ | _____ |

NGOs are required to obtain authorization letters from the NGOs Co-ordination Board before opening bank accounts.

SECTION C - PERSONNEL

C1) State the number of Employees and Volunteers both local and International

i) Stationed in Kenya

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
Previous Year	10		10
Current Year	11		11
Staff who came in this year	1		1
Staff who left this year	1		1

ii) Stationed in other countries (Specify _____)

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
Previous Year	N/A		
Current Year			-

iii) Volunteers/Interns

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
Previous Year			-
Current Year			

C2) Privileges accorded to Volunteers/Interns

	<u>Local</u>		<u>International</u>	
	<u>Volunteers</u>	<u>Interns</u>	<u>Volunteers</u>	<u>Interns</u>
Allowances/Stipends	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C3) Number of staff members trained during the reporting period

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
In-house Training	11		11
Professional Training	4		4
Other Training (Specify)			-
			-
Total	15	-	15

SECTION D - PROJECTS

Note that "Projects in Other Countries" as referred to in this Section are the activities which were administered, supervised or co-coordinated from the Kenyan office of this NGO. Sectors he re refers to the main result (Target Objective) expected from project im plementa tion. while it is true that a project could have various components; the basis usually is to achieve a result in a specific sector i.e a HIV/AIDS Sector project could have an non security, microfinance components.

D1) Projects carried out	i) Projects carried out this year, that were brought forward from previous year		ii) Projects carried out this year, that were started during the year		iii) Projects carried out this year, that were completed during the year	
	<i>Kenya</i>	<i>Other</i>	<i>Kenya</i>	<i>Other</i>	<i>Kenya</i>	<i>Other</i>
Sector						
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HIV/AIDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informal Sector	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Micro-finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Old Age Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peace Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Population and Reproductive Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Refugees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welfare	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify) Professional staff support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D2) Contribution(s) from Local Community and Government (Projects carried out in Kenya only)

i) From Local Community (Tick where appropriate)

	<input type="checkbox"/>	<u>Estimated amount</u>
Material	<input type="checkbox"/>
Labour	<input type="checkbox"/>
Financial	<input type="checkbox"/>
Other (Specify) <u>In kind donations</u>	<input checked="" type="checkbox"/>	<u>122,910.00</u>

ii) From Government (Tick where appropriate)

Tax waiver and VAT Exemption

Other (Specify) Non governmental

Items/Goods granted

Tax Waiver/VAT Exemption

Amount granted

D3) Type of Organization collaborated with and Nature of Collaboration

(Projects carried out in Kenya only) (Tick where appropriate)

	Information Exchange	Technical Support to Partner	Technical Support from Partner	Funding to Partner	Funding From Partner	Equipment to Partner	Equipment from Partner
NGOs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CBOs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FBOs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research Institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Institutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government of Kenya Agencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donor Agencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)							

SECTION E - GOVERNANCE

E1) Number of Board meetings per year, by NGO's Constitution

FOUR

E2) Meetings held previous year E3)

FOUR

Meetings held in current year

FOUR

E4) Date of Last Annual General Meeting (AGM)

E5) Frequency of Elections as per Constitution (Tick where appropriate)

Annually

Every 2 years

Every 3 years

Every 4 years

Every 5 years

Other (Specify)

E6) Date of last Election

07.07.2017

E7) Number of Directors/Officials

8

E8) During the financial year, have any assets of this NGO stolen or otherwise misappropriated by a person who was, at the time, associated with this NGO (whether the assets or their value have been recovered or not)?

Yes

No

E9) Names of three current Officials

	<u>Name</u>	<u>Postal Address</u>	<u>Telephone</u>
i)	MRS TERRY W. MUTUKU MRS BENEDICTER MUSAU	P.O. BOX 338-90100 MKS	0721916508
ii)	MRS VERITY NORMAN TICHAWANGANA		0721275606
iii)		P.O. BOX 1100 - 90100 MKS	0701272315

Where there is any change of officers or of the title of any office of a registered Organization, notice in Form 13 set out in the First Schedule shall be given to the Board within fourteen days of the change and the notice shall be signed by three of the officers of the Organization (NGOs Regulations 22(1)). Note that the changes only become effective after a letter of confirmation is issued by the NGOs Coordination Board

SECTION F - DECLARATION

I declare that the information given in this form is true and correct to the best of my knowledge, and that it reflects the actual state and activities of this Organization.

Signed by Chief Officer: Name Jennifer Mwikali Katiwa

Sign 

Date 28/03/2022

Organization official stamp

