

# ICOC WELFARE ANNUAL GENERAL MEETING

20<sup>TH</sup> MAY, 2023

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## AGENDA

1. Welcome brief remarks and prayer
2. To read the previous SGM minutes and adoption
3. Chairman Speech
4. Financial report
5. Constitution presentation by Lawyer Madam Valery Ang'awa
6. Website presentation
7. Partners segment
8. Voting
9. AOB
10. Vote of thanks and closing prayers

### **Min 01 Brief remarks for welcome and opening prayer**

The meeting was called to order at 10:30am by the master of ceremony who welcomed the church lead Evangelist who gave brief remarks and opening prayer

### **Min 02 Reading of Previous SGM minutes and adoption**

The previous SGM minutes were read by David the Organising Secretary and proposed by .Paul Kuru and seconded by Jeff Koroso. The master of ceremony announced that the minutes had been adopted as a true reflection of what took place.

### **Min 03 The Chairman's Speech**

Then the ICOC Welfare chairman bwana Nicholas Omondi took over and requested members a minute of silence in remembrance of the six souls who passed on. The chairman welcomed all the members both online and those in physical attendance. The chairman said that

the welfare began with **103** members but currently the number has grown to **130** members. He shared how the welfare has partnered with Octagon insurance brokers. The chairman also shared the progress of the welfare. The robust constitution which will be shared and adopted, friendly payment system and an interface website that serves as a virtual office.

The chairman proposed some items that were to be submitted for voting by members.

- a) A proposed extra kes 500/ additional annual subscription to support the running of the office which has been co opted in the constitution for members adoption.
- b) Request to extend the extention of the current office for a period of one year.

The chairman said that the officials have served without expecting any pay.

The chairman urged members to be urgent in paying their subscription in time.

#### **Min 04 Treasurers financial report**

Treasurer Philip Mutula welcomed Morisson who is a financial expert who gave the report below

##### **Cash Flow Budget**

Items	Year 2021	Year 2022	Year 2023
Opening Balance 1st January 2021	132,520.00	179,950.00	290,653.00
Add Receipts	457,690.00	616,355.00	22,789.00
Less Expenditure	(410,260.00)	(505,652.00)	(82,280.00)
Reconcile Closing Balance	179,950.00	290,653.00	231,162.00
Closing Balance As At 31st December	179,950.00	290,680.00	231,162.00

#### **Remarks**

- 1 Closing Balance for the year 2023 is As at 2nd March 2023

- 2 Closing Balances for the year 2021 and 2022 is As at 31st December  
The income grew by 35%

**ICOC WELFARE  
2023 BUDGET**

Items	2023 Budget	Actual 2022	Variance	Remarks
Income	KES 832,079.25	KES 616,355.00	KES 215,724.25	Projecting Income to Grow by 35%
<b>Total Income</b>	<b>KES 832,079.25</b>	<b>KES 616,355.00</b>	<b>KES 215,724.25</b>	

Expenses

Bank Charges	KES 8,000.00	KES 8,000.00	KES -	Normal Operation
Communications	KES 30,000.00	KES 37,500.00	KES (7,500.00)	Normal Operation
Insurance	KES 470,400.00	KES 470,400.00	KES -	Normal Operation
Meeting Expenditure	KES 20,000.00	KES 17,000.00	KES 3,000.00	Normal Operation
Professional Fees	KES 32,000.00	KES 32,000.00	KES -	Normal Operation
Travels	KES 20,000.00	KES 11,000.00	KES 9,000.00	Normal Operation
Capital Expenditure	KES 100,000.00	KES -	KES 100,000.00	Laptop
<b>Total Expenses</b>	<b>KES 680,400.00</b>	<b>KES 575,900.00</b>	<b>KES 104,500.00</b>	
<b>Surplus</b>	<b>KES 151,679.25</b>	<b>KES 40,455.00</b>	<b>KES 111,224.25</b>	

**Expenditure**

Date	Cheque Number	Payee	Account	Details	Amount
08/07/2021	0001	Kenan Consulting	Professional Fees	Filing returns	5,500.00
07/08/2021	0002	Mary Ondatto	Communications	Reps Airtime/Rubber stamp	2,500.00
13/08/2021	0003	Octagon Insurance Brokers	Insurance	Last respect Premium	284,500.00
13/08/2021	0004	Lincoln Njogu	Communications	Down payment Website Design	15,000.00
17/09/2021	0005	Mary Ondatto		Sample of Paybill account	-

09/10/2021	0006	Octagon Insurance Brokers	Insurance	Gitau's Mum Premium	3,000.00
09/10/2021	0007	Mary Ondatto	Meeting Expenditure	Meal/Airtime and Welfare Committee	9,170.00
22/10/2021	0008	Octagon Insurance Brokers	Insurance	Last respect Premium	68,500.00
24/10/2021	0009	Philip Mutula	Office Expenses	Phone for welfare	2,000.00
18/11/2021	0010	Lincoln Njogu	Communications	Website design	10,000.00
31/12/2021		Bank Charges	Bank Charges	The year 2021	7,590.00
18/11/2021	0011	Octagon Insurance Brokers	Insurance	last respect Premium-Mary Wavinya Mbaika	2,500.00
					410,260.00
18/01/2022	0013	Mary Ondatto	Travels	David Shisia Travel Simon mother in law/Airtime Mutula	3,500.00
24/04/2022	0014	Mary Ondatto	Travels	Transport for burial and Welfare returns	4,500.00
24/06/2022	0016	Mary Ondatto	Travels	Transport for Kuru toNyanza	3,000.00
24/06/2022	0017	Kenan Consulting	Professional Fees	Tax returns 2021	2,000.00
10/12/2022	0021	Valary Angawa	Professional Fees	Lega Fee	30,000.00
26/05/2022	0015	Mary Ondatto	Meeting Expenditure	Transport for Welfare members	12,000.00
18/08/2022	0018	Nicholas Omondi	Meeting Expenditure	Meal/transport Welfare Committee	5,000.00
11/01/2022	0012	Octagon Insurance Brokers	Insurance		5,500.00
01/11/2022	0019	Octagon Insurance Brokers	Insurance	2022 premium	395,200.00
	0020	Lincoln Njogu	Communications	Website development	37,500.00
31/12/2022		Bank Charges	Bank Charges	The year 2022	7,452.00
					505,652.00
05/01/2023	0022	Octagon Insurance Brokers	Insurance	premuim	69,700.00

05/01/2023	0023	Paul Kuru	Travels	Attending Philip's dad burial	1,500.00
21/02/2023	0024	Jeremiah Gamba	Travels	Transport to Attend Edwin father burial	2,000.00
28/02/2023	0025	Mary Ondatto	Travels	Fare to Nairobi handing over accounts	2,500.00
28/02/2023	0026	Kenan Consulting	Professional Fees	Filing returns 2022	5,500.00
		Bank Charges	Bank Charges		1,080.00
					82,280.00

### **Min 05 Presentation of the constitution by the Lawyer**

The Lawyer did the presentation of the constitution and members were asking questions section per section as they being answered.

### **Min 06 Website Presentation**

The website expert Mr Lincoln did his presentation

In his presentation he discussed the following items

1. Website
2. Members portal
  - a) Admin
  - b) User
3. How to access information
4. Q & A

He said that one can get the general information about the welfare and also new members are able to log in and register themselves.

Questions were asked and members were able to get clarifications.

### **Min 07 Partners segment – Octagon**

A representative from Octagon was able to give a presentation on what products Octagon is offering. Questions were asked and members received clarifications

### **Min 08 Voting**

The chairman posed a question for members to adopt the following items

- a) The constitution with the adjustment made
- b) Extension of partnership with Octagon for one year
- c) The website team as the virtual office
- d) Extension of the term of the current office for a period of one year

All the items were voted for and approved by the members.

Then the officials were called forward to append their signatures to the constitution that had just been adopted by members

### **Min 09 AOB**

There were no AOB

### **Min 10 Closing remarks of vote of thanks and closing prayer**

The Annual General meeting came to an end where Mr Robert Matano took the opportunity to give a vote of thanks and asked Sammy Mbuva to do a closing prayer.

### **Minutes written by**

Designation	Name	sign
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Org. Secretary:	David .A. Shisia	
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Chairman: