

**MINUTES OF ANNUAL GENERAL MEETING FOR MAZINGIRA WELFARE  
ASSOCIATION HELD ON 27TH AUGUST, 2022. AT THE  
KENYA FOREST SERVICE HEADQUARTERS OPEN GROUND.**

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**MANAGEMENT COMMITTEE PRESENT:-**

- |                     |   |                |
|---------------------|---|----------------|
| 1. MR. C. SANGURA   | - | CHAIRMAN       |
| 2. MR. J.K. KIREMBU | - | MEMBER         |
| 3. MRS. S.W. MACHUA | - | MEMBER         |
| 4. MR. L. ABRAHAMS  | - | MEMBER         |
| 5. MR. K.M. OBONDI  | - | MEMBER         |
| 6. MS. V.N. AMATTA  | - | MEMBER         |
| 7. MR. E.S. KULOBA  | - | MEMBER         |
| 8. MR. E. ELAMENYA  | - | MEMBER         |
| 9. MR. H. ODHIAMBO  | - | MEMBER         |
| 10. MR. E. NYAGA    | - | ASS. SECRETARY |

**ABSENT WITH APOLOGY:-**

- |                     |   |                   |
|---------------------|---|-------------------|
| 1. MS. C. MUNYASYA  | - | VICE- CHAIRPERSON |
| 2. MR. G. GICHURU   | - | TREASURER         |
| 3. MS. M.N. SINDIYO | - | ASST. TREASURER   |

**MEMBERS PRESENT:-**

The list of members present is appended at the end of the minutes.

**IN-ATTENDANCE:-**

- |                         |   |                    |
|-------------------------|---|--------------------|
| 1. MR. SAMUEL M. GITHUA | - | AUDITOR            |
| 2. MR. EVANS KEGODE     | - | MASTER OF CEREMONY |

**MIN.113/2022: INTRODUCTION AND ADOPTION OF AGENDA:-**

The Master of Ceremony called the meeting to order at 11.10 a.m. after a word of prayer by Mr. Edwin Elamenya. The Chair welcomed all members to the meeting and requested the members of the Committee, Staff, Liaison officers and desk officers to introduce themselves. Thereafter all other members were introduced according to their respective departments.

**MIN.114/2022: ADOPTION OF AGENDA**

The Agenda for deliberation was adopted after being proposed and seconded by Mr. Benjamin Ogake (Water) and Mr. Ronald Mbugu (Environment) respectively as shown hereunder:-

1. Prayers and Adoption of Agenda;
2. Confirmation of Minutes of the last meeting held on 17<sup>th</sup> August 2019;
3. Matters arising;
4. Chairman' s Report;
5. Treasurer's Report and presentation of budget for the year 2022 and 2023;
6. Consideration of Audited Accounts for the year ended 31<sup>st</sup> December, 2021;
7. Proposed Amendment of the Constitution and By-Laws;
8. Appointment of Auditor(s);
9. Consideration of Proposals and Resolutions;
10. Election of Representatives ; and
11. Any Other Business.

### **MIN.115/2022: CONFIRMATION OF MINUTES:-**

Members deliberated on the Minutes of the meeting held on 17<sup>th</sup> August 2019 and confirmed them as a true record of the deliberations, after being proposed and seconded by Mr. Benjamin Ogake (Water) and Mr. Abel Chumba (Mining) respectively.

### **MIN.116/2022: MATTERS ARISING :-**

#### ***Ex-Min.10/2019: Proposals and resolutions***

Members recommended that refund of 50% contribution upon exiting the Welfare be increased to 75% on the total contribution by members. It was noted that the request was part of the agenda for deliberation.

### **MIN.117/2022: CHAIRMAN'S REPORT:-**

The Chairman presented his report as appended below;

#### **1. INTRODUCTION**

Mazingira Welfare Association is a nonprofit making Welfare Association established in the year 1995 under the Ministry of Environment and Forestry and registered with the Office of the Registrar of Societies, Kenya.

The main objectives of the Welfare are: -

- a) Foster and encourage members' participation in Welfare's activities.
- b) Source and maintain funds through voluntary contributions, subscriptions, investments and ensure prudent management of the resources.
- c) Solicit for financial support from available external sources for the Welfare of members.

- d) Advance interest free loans and grants to members of the Welfare subject to availability of funds;
- e) Acquire, lease, charge, sell/dispose-off and mortgage both movable or immovable property/assets for the interest of the members;
- f) Support the socio-economic development projects of the Welfare/members through access to affordable loans and appropriate technical skills.

## **2. MANAGEMENT OF THE ASSOCIATION**

### **(i) PATRON**

The Principal Secretary in charge of the Ministry of Environment and Forestry is by virtue of his official position the Patron of the Welfare.

### **(ii) MANAGEMENT COMMITTEE**

The Management Committee consists of the Chairperson, Vice- Chairperson, Treasurer, Secretary, Assistant Secretary, Assistant Treasurer, Nominated and Elected representatives from the Ministries and Departments and Agencies (MDAs).

The Current Management Committee comprises of the following appointed/nominated and elected members: -

- |                           |   |  |
|---------------------------|---|--|
| 1) Mr. Cornelius Sangura  | - | Chairman (Appointed – Environment)           |
| 2) Ms.Charity Munyasya    | - | Vice-Chairperson (Nominated –KFS)            |
| 3) Ms. Rosemary Wamoto    | - | Secretary (Appointed – Environment)          |
| 4) Mr. George Gichuru     | - | Treasurer (Appointed – Environment)          |
| 5) Ms. Miriam Sindiyo     | - | Asst. Treasurer(Co-opted - Accounts)         |
| 6) Ms. Erick Nyaga        | - | Asst.Secretary/Manager (Co-opted –Mazingira) |
| 7) Mr. James Kirembu      | - | Member ( Nominated – Mining)                 |
| 8) Mrs. Salome Machua     | - | Member ( Nominated – NEMA)                   |
| 9) Mr. Lameck Abrahams    | - | Member ( Elected Rep – Water)                |
| 10) Mr. Micah Obondi      | - | Member ( Elected Rep – Mining)               |
| 11) Mr.Emmanuel Kuloba    | - | Member ( Elected Rep – KFS)                  |
| 12) Mr.Hempstone Odhiambo | - | Member ( Elected Rep – KFS)                  |
| 13) Mr.Edwin Elamenya     | - | Member ( Elected Rep – Environment)          |
| 14) Ms.Vivian Amatta      | - | Member ( Elected Rep – NEMA)                 |

### **NOTE:**

The current Committee consist of members who were elected during the AGM in the year 2018.The Association’s By-Laws provide that elections for the representatives to be done after every three (3) years. The elections from the various departments and Ministries were due to be held in the year 2021 but due to the Covid-19 pandemic and the Association not being able to hold its AGM in the same year the election are scheduled to be held in the current AGM.

The following departments and Ministries will be expected to elect and submit names of their new representatives at the end of the meeting as follows;

- (i) Ministry of Environment - One (1) representative
- (ii) Ministry of Water & Irrigation - One (1) representative
- (iii) Ministry of Mining - One (1) representative
- (iv) Kenya Forest Service - Two (2) representatives
- (v) NEMA - One (1) representative

### **(iii) STAFF**

Currently, the Association is run by a staff of four (4) full time employees.

- (i) Mr. Erick Nyaga - Manager
- (ii) Mr. Solomon Njane - Accountant
- (iii) Ms. Cindy Akinyi - Accounts Assistant
- (iv) Ms. Christine Wambua - Senior Clerk

In addition the Management Committee hired a Caretaker (Mr. Sylvester Wambalamba) to take care of the Association's Water Project in Phase I Kitengela site.

### **(iv) DESK OFFICERS**

The following members assist the staff in running the affairs of the Association particularly in matters related to the payroll from their respective Departments and Ministries.

- (i) Mr. Peter Nchuru - Environment- HRM/IPPD
- (ii) Ms. Eunice Njeru - KFS - HRM/IPPD
- (iii) Mrs.Dorothy Omondi - Public Works (Administration)
- (iv) Mr. Martin Okwachi - Water - HRM/IPPD
- (v) Ms. Florence Mbaka - Mining - HRM/IPPD

### **(v) LIAISON OFFICERS**

The Association has six (6) Liaison Officers who are usually elected by members from their respective Counties. The current list of the liaison officers is as shown below:

<b>COUNTY</b>	<b>NAME OF LIAISON OFFICER</b>
i. Kisii	- Mr. Abel Osoro Bebo
ii. Machakos	- Ms. Winfred Munyoki
iii. Nakuru	- Ms. Tabitha Ngatia
iv. Laikipia	- Mr.Alex Kabuki
v. Nyeri	- Mr. George Wangai
vi. Makueni	- Ms. Cornelia Nanjala

The Committee is appealing to members from the various Counties to carry out more recruitment and awareness campaigns so as to attain the required number of one hundred (100) and above in order to qualify for more Liaison Officers from their respective County Governments.

### **3. MEMBERSHIP**

The Association started with a membership of **500** and has since grown its membership strength to over **3,800** members across the Country.

Membership is open to all employees of the Ministries, Departments and Agencies (MDAs), County Governments or any other Parastatal or Project under the Government of Kenya.

Members willing to join the Association must fill the application forms and upon approval they are required to pay a non-refundable registration fee and monthly contribution through their payroll.

The current rates for registration fee and monthly contribution are **Kshs.200.00** and **Kshs.500.0** respectively.

#### **Note:**

- (i) The membership fee and the monthly contribution must be remitted through the check-off system from the respective payroll of the member.
- (ii) The Management Committee is committed to ensuring continuous recruitment of members and is calling upon every member to be an ambassador in creating awareness and recruitment of more members.

### **4. BENEFITS OF MEMBERS**

#### **(i) Normal Loans**

Members are eligible to apply for an **interest free loan** after a minimum period of six (6) months from the date of joining the Association. The maximum repayment period for the normal loan is **18 months**. Approved Loans are disbursed on monthly basis.

Currently the maximum loan is at **Kshs.70,000.00** and may be reviewed from time to time subject to approval by AGM.

#### **Note:**

The Committee will be committed to ensuring effective Communication and feedback on loan processing. Members to be notified upon submitting their applications and updated on the amount qualified, approved and dispatched to their bank accounts.

#### **(ii) Emergency loans**

Qualified members are eligible to apply for Interest free emergency loans. The maximum repayment period for the **emergency loans** is **12 months**. Emergency Loans are disbursed within three (3) days.

Currently the maximum emergency loan amount is **Kshs.20,000.00** and may be reviewed from time to time subject to approval by AGM.

**(iii) Grants (Burial and Benevolent fund): -**

Grants are paid to qualified and paid up members following the loss of a member, spouse (one spouse only) or a child below the age of 26 years (up to only four children).

Payment of grant is only considered where the names of spouse, children and the next of kin have been declared to the Association in advance by filling appropriate declaration form and upon submission of relevant documents for processing.

Current rates for the benevolent funds /grants:

- a) Member - 25,000/=
- b) Spouse - 20,000/=
- c) Child - 15,000/=

**(iv) Refund of Contribution to Members**

Members are entitled for refund of 50% of total contributions upon retirement ,dismissal ,withdrawal or death .The refund is applicable for paid up members who have attained five(5) years and above in the Association.

**(v) Development Projects (Land and other projects)**

Members are eligible to benefit from various projects undertaken by the Association. Members were able to acquire and own plots at relatively low prices from the Association as indicated below:

- i. Year 2010-Phase I at Kitengela near KAG University - 215 plots
- ii. Year 2012-Phase II at Isinya next to Ketraco Power station at Isinya - 370 plots
- iii. Year 2013-Phase III at Isinya next to Ketraco Power station at Isinya - 368 plots
- iv. Year 2014-Phase IV at Oletepesi Magadi Rd in Tinga Shopping centre -319 plots
- v. Year 2018-Phase V at Kangundo Rd near Koma/Kantafu Shopping Centres - 276 plots

**5. MEETINGS**

**(i) MANAGEMENT COMMITTEE**

The Management Committee usually holds monthly meetings to transact the Association's business, which includes consideration of loan applications, ratification of grants and refund of 50% contributions upon retirement /dismissal/death and any other issue that is of benefit to the members.

The Management Committee comprises two sub-Committees namely the Finance& HR and the Development sub-Committee which often meet as directed by the

Management Committee to deal with issues affecting the daily operations of the Association.

## **(ii) ANNUAL GENERAL MEETING**

The Annual General Meeting is held every year to consider the audited accounts and budget among other important agendas.

It is pointed out that the Association did not hold its usual annual general meetings in the year 2020 and 2021 due to the pandemic of Covid -19. However the Association posted the necessary notices and documents in the website for members' information. The Committee regrets for any inconveniences caused to our members during that period.

## **6. ACHIVEMENTS AND CHALLENGES**

### **(i) ACHIEVEMENTS**

The Committee is pleased to report to members that despite the previous three years being unfavorable due to the challenges of covid-19 pandemic the Committee was able to realize the following achievements:

- i. The Welfare granted loans to the members on monthly basis and during the year 2019, 2020 and 2021 a total of **4,095** members benefited from **Ksh. 222,642,850.00**
- ii. Grants were paid promptly on receipt of the required relevant document and during the same period a total of ninety two (92) members benefited from a total of **kshs.2,080,000.00**.
- iii. Refund of 50% contribution paid promptly on receipt of the relevant documents and during the three years **714** members were refunded a total of **kshs.15,001,875.00**.
- iv. Recruitment of two hundred thirty nine (**239**) new members during the year 2021.

The breakdown of grants, loans disbursed and 50% refund during the last three (3) years is as shown below: -

<b>YEAR</b>	<b>GRANTS</b>	<b>LOANS</b>	<b>50% REFUND</b>	<b>TOTAL (KSHS)</b>
2019	790,000.00	67,660,200.00	4,646,579.00	73,096,779.00
2020	485,000.00	84,817,250.00	4,858,290.00	90,160,540.00
2021	805,000.00	70,165,400.00	5,497,006.00	76,467,406.00
<b>TOTAL</b>	<b>2,080,000.00</b>	<b>222,642,850.00</b>	<b>15,001,875.00</b>	<b>239,724,725.00</b>

- v. The Association sunk a borehole at Kitengela Phase I in the year 2020 to supply and connect members with water at affordable cost. Currently we

- have connected **three (3)** members to our borehole water as we continue to receive more applications on the same.
- vi. Successful evacuation of squatters from the Phase IV Oletepesi land in the year 2021 and thereafter beneficiaries of the plots were taken to the site and requested to take full possession of their plots. The issue of squatters was a challenge to the management and members for several years (2014 -2021).
  - vii. Re-beaconing of both Phase II- Isinya and Phase IV – Oletepesi was done in the year 2020 and 2021 respectively for our members where the beacons were not traceable.
  - viii. Grading of roads and marking of boundaries was done in the year 2021 for Phase IV Oletepesi land while securing it from the squatters.

### **(b) CHALLENGES**

- (i) Members defaulting to clear outstanding land balances hence making it difficult for the Association to plan for other projects. A total of Kshs. 8,622,609.00 was outstanding from members as at end of year 2021.
- (ii) Some Ministries, departments and Counties not clearing their outstanding debts from the unremitted amounts from member's deductions. A total of Kshs.15, 986,971.00 was outstanding as at end of year 2021.
- (iii) Members not updating their declaration forms periodically and also not submitting the relevant documents when requesting for payment of grant or refund of 50% contribution, hence making it difficult for the office to timely process the payments .
- (iv) Despite the Committee carrying out more recruitment and awareness exercises the membership strength is decreasing due to the high rate of retirement from the civil service and the lack of recruitment of new staff by the Government. In the year 2021 two hundred seventy (270) members exited the Welfare due to retirement, withdrawal or demise.
- (v) Members not taking full possession of their property after the title deeds are issued out to them by the Association. The Management Committee wishes to draw attention to members that once ownership of property is transferred to individual members, the Association will cease to be involved or engaged on any matters affecting such property. Members therefore are required to be vigilant in securing and taking care of their property.

### **(c) DEVELOPMENT AND OTHER PROGRESS REPORT**

- (i) Beneficiaries of Phase I plots at Kitengela are invited to apply for connection and supply of water from our borehole project at the site. The Connection fee is **Kshs.20,000.00** which is inclusive of the water meter cost. The consumption charges are **Kshs.100.00** per unit of consumption.

- (ii) The Committee guided by the last AGM resolution was able to dispose to members some of the utility plots and other plots initially under the Welfare name in Phase I,II and III at the market price.
- (iii) The Association has a few plots on offer to members in Isinya Phase III at the market price of **Kshs.300, 000.00**.Members to contact the office for more information on the same.
- (iv) The Committee will be committed to ensuring effective Communication and feedback on loan processing. Members to be notified upon submitting their applications and updated on the amount qualified, approved and dispatched to their bank accounts.

## **7. REVIEW OF THE CONSTITUTION**

The Management Committee found it necessary to review the Association's Constitution and By-Laws to accommodate the emerging issues and also enhance efficiency in delivery of services to members. The reviewed documents are attached for members' approval during the meeting.

## **8. PROPOSALS AND RESOLUTIONS FROM MEMBERS**

The Management Committee deliberated on the proposals by members and prepared a report on the same. The report is attached for consideration and approval by members during the Annual General Meeting.

### **Action:**

The Chairman's report was adopted by members after being proposed and seconded by Ms.Patricia Mumbi(NEMA) and Mr.Ali Mbarak (Environment) respectively.

## **MIN.118/2022: TREASURER'S REPORT AND PRESENTATION OF BUDGET FOR THE YEAR 2022 AND FORWARD BUDGET FOR THE YEAR 2023:-**

The report was presented by the Ass. Secretary as shown below;

### **1. ESTIMATED INCOME BUDGETS FOR THE YEAR 2022 AND 2023**

	<b>APPROVED INCOME FOR 2021</b>	<b>ESTIMATED INCOME FOR 2022</b>	<b>PROJECTED INCOME FOR 2023</b>
Membership Strength	4000	4000	4000
Contribution P.M.	<b>KSH</b>	<b>KSH</b>	<b>KSH</b>
Per Member	500.00	500.00	500.00
Monthly payment income	2,000,000.00	2,000,000.00	2,000,000.00
For 12 months	24,000,000.00	24,000,000.00	24,000,000.00
Less: Estimated Expenditure	15,630,000.00	16,435,000.00	16,810,000.00
Less: Government Commission	<u>960,000.00</u>	<u>960,000.00</u>	<u>960,000.00</u>
<b>EXPECTED SURPLUS</b>	<b><u>7,410,000.00</u></b>	<b><u>6,605,000.00</u></b>	<b><u>6,230,000.00</u></b>
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**NOTES:**

Introduction of Government service commission on every transaction for members working in the Ministries and County Governments.

- a) On contribution kshs.(4,000x20x12) = kshs.960,000.00
- b) On loans ,kshs.20 per month to be loaded on the members monthly loan repayments.

**2. ESTIMATED BUDGET FOR THE YEAR 2022 AND FORWARD BUDGET FOR THE YEAR 2023.**

	<b>ITEMS</b>	<b>APPROVED BUDGET FOR 2021 (KSH)</b>	<b>ETIMATED BUDGET FOR 2022 (KSH)</b>	<b>PROJECTED BUDGET FOR 2023 (KSH)</b>
1	Sitting Allowance	2,000,000.00	2,000,000.00	2,000,000.00
2	Payment for Professional Assistance	370,000.00	370,000.00	430,000.00
3	Salaries and House Allowance	2,700,000.00	2,850,000.00	2,910,000.00
4	Gratuity	300,000.00	300,000.00	350,000.00
5	Entertainment Allowance	200,000.00	200,000.00	200,000.00
6	Extraneous Allowance	600,000.00	400,000.00	400,000.00
7	Annual General Meeting	350,000.00	500,000.00	500,000.00
8	Stationery	350,000.00	350,000.00	350,000.00
9	Audit Fees	40,000.00	40,000.00	40,000.00
10	Recruitment Awareness	500,000.00	600,000.00	600,000.00
11	Grants	1,200,000.00	1,200,000.00	1,200,000.00
12	Write-offs	250,000.00	250,000.00	250,000.00
13	Office Operations	35,000.00	35,000.00	35,000.00
14	Telephone (Air Time Exp.)	100,000.00	200,000.00	200,000.00
15	Postage Fees	50,000.00	50,000.00	50,000.00
16	Traveling & Accommodation	250,000.00	300,000.00	300,000.00
17	Leave Allowance	50,000.00	50,000.00	50,000.00
18	Bank charges	200,000.00	100,000.00	100,000.00
19	Maintenance of Office equipment	100,000.00	100,000.00	100,000.00
20	Office Equipment	100,000.00	100,000.00	100,000.00
21.	50% Refund on Retirement/Dismissal / Death.	5,000,000.00	5,700,000.00	5,700,000.00
22	Training	150,000.00	200,000.00	200,000.00
23.	N.S.S.F.	55,000.00	60,000.00	65,000.00
24.	Organization Development (OD)	650,000.00	650,000.00	650,000.00
25.	Maintenance of ADMS	30,000.00	30,000.00	30,000.00
	<b>TOTAL</b>	<b>15,630,000.00</b>	<b>16,635,000.00</b>	<b>16,810,000.00</b>

**Action:**

The Treasurers report was adopted by members after being proposed and seconded by Ms.Flavia Judy (MSEA) and Mr.David Angwenyi (Mining) respectively.

**MIN.119/2022: AUDIT REPORT:-**

The Auditor presented his report for the year ending 31<sup>st</sup> December, 2021 as shown here under.

**Examination Of Accounts Of Mazingira Welfare Association For The Period Ended 31<sup>st</sup> December 2021**

Attached herewith find a Report on the Accounts of the above named organization for your action.

I have obtained all the information necessary in the preparation and examination of the Accounts and in my view, they represent a true and fair state of affairs of the organization as at 31<sup>st</sup> December 2021.

<b>MAZINGIRA WELFARE ASSOCIATION</b>			
<b>INCOME &amp; EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 2021</b>			
	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Income</b>	<b>Kshs:</b>	<b>Kshs:</b>	<b>Kshs:</b>
Income:Contributions From Members	21,257,580.00	23,209,795.00	21,300,180.00
Miscellaneous Income:			
Interest From: Depost Account		1,896,617.10	1,597,400.00
Land debtors	54,850.00	41,300.00	57,500.00
Designs	6,500.00	5,000.00	4,000.00
Transport Receipts	–	38,500.00	–
	<b>21,318,930.00</b>	<b>25,191,212.10</b>	<b>22,959,080.00</b>
<b>Expenditure:</b>			
Entertainment	192,396.00	146,648.00	189,045.00
Stationery	384,660.00	289,570.00	321,400.00
Bank Charges	178,938.00	52,122.00	57,892.00
Proffesional Assistance	318,000.00	363,000.00	314,000.00
Salaries & Allowances	2,396,450.00	2,462,100.00	1,939,327.00
Sitting Allowances	2,055,800.00	1,996,600.00	2,095,500.00
Gratuity	149,433.00	1,254,000.00	167,846.00
Misc Expenditure/Incidentals	33,988.00	29,085.00	22,170.00
Grants	790,000.00	485,000.00	805,000.00
Loans Written Off	56,000.00	227,522.00	124,294.00
Provision for Audit Expenses	30,000.00	30,000.00	30,000.00
Postage	45,840.00	42,880.00	20,190.00

Travel & Accommodation Expenses	311,600.00	240,100.00	333,730.00
Leave Allowance	45,000.00	45,000.00	30,000.00
AGM Expenses	284,680.00	—	138,500.00
50% Refund On Retirement	4,646,579.00	4,858,290.00	5,497,006.00
Maintenance of Office Equipment	85,900.00	93,670.00	17,670.00
Depreciation:Office Equipment	55,240.00	52,744.00	52,744.00
Training Expenses	76,200.00	11,200.00	11,200.00
Telephone Expenses	96,700.00	99,000.00	132,500.00
NSSF Contributions	51,840.00	51,840.00	41,760.00
Organisation &Development	632,875.00	613,000.00	603,600.00
Recruitment & Awareness	499,000.00	158,000.00	533,400.00
Extraneous Allowance	518,400.00	226,700.00	185,700.00
<b>Total Expenditure</b>	<b>13,935,519.00</b>	<b>13,828,071.00</b>	<b>13,664,474.00</b>
Surplus For The Year	7,383,411.00	11,363,141.10	9,294,606.00
Less: 25% Transfer to Reserve Fund	1,845,853.00	2,840,785.00	2,323,652.00
<b>Net Surplus For The Year</b>	<b>5,537,558.00</b>	<b>8,522,356.10</b>	<b>6,970,954.00</b>

<b>MAZINGIRA WELFARE ASSOCIATION</b>			
<b>BALANCE SHEET AS AT 31ST DECEMBER 2021</b>			
	<b>31.12.2019</b>	<b>31.12.2020</b>	<b>31.12.2021</b>
	<b>Kshs.</b>	<b>Kshs.</b>	<b>Kshs.</b>
<b>Assets:</b>			
Office Equipment	165,720.00	210,976.00	158,232.00
Loans to Members*	47,756,224.50	73,945,884.50	65,802,664.65
Debtors	30,272,483.80	26,886,947.60	29,122,280.00
Investment Fund	25,000,000.00	25,000,000.00	25,000,000.00
Bank Balance	20,377,648.20	5,251,564.50	17,310,621.45
Land*	67,500,174.50	74,049,219.50	6,000,000.00
Cash On Hand	—	—	—
	<b>191,072,251.00</b>	<b>205,344,592.10</b>	<b>143,393,798.10</b>
<b>Financed By:</b>			
Forest Welfare Fund	2,855,508.00	2,855,508.00	2,855,508.00
Registration Fees	548,800.00	549,500.00	550,300.00
Land Deposit	68,337,700.00	71,246,200.00	—
Total Surplus For The Year	89,211,547.60	97,733,903.70	104,704,857.70
25% Reserve Fund	30,118,695.40	32,959,480.40	35,283,132.40
	<b>191,072,251.00</b>	<b>205,344,592.10</b>	<b>143,393,798.10</b>

## Notes to the Accounts-31<sup>st</sup> December 2021

- 1) The total Membership of the Association was 3623 as at 31<sup>st</sup> December 2021.
- 2) Transactions relating to purchase of land revealed that Ksh. 8,622,809.00 was yet to be settled despite ownership documents having been issued for the various phases.
- 3) An amount of Ksh. 4,512,500.00 was due from members who had purchased plots that had been offered for sale by the Association.
- 4) The Utility plots retained by the Association in Phase I, II, III, IV and V had an approximate value of Ksh. 6,000,000.00.
- 5) A provision for Audit expenses of Kshs. 30,000.00 included in the year 2020 was settled during 2021.
- 6) Debtors amounting to Ksh. 15,986,971.60 related to recoveries by various Organisations, mainly County Governments but which are yet to be remitted to the Association.
- 7) The Net Surplus for the period under review amounted to Kshs. 6,970,954.00 .

**Note:** These Accounts are not for Income Tax purposes.

After deliberations on the Audit report and the Treasurer's report the following items were highlighted and explained to members accordingly;

- (i) The Association did not hold its annual meetings in the previous two years (year 2020 and 2021) hence the reason why the Auditor included the financial records for the two years in the current year's report.
- (ii) The expenditure on the AGM vote in the year 2021 was to facilitate the departmental meetings held in the various Ministries and departments by the elected representatives since the welfare did not hold the AGM in the same year due to Covid -19 pandemic.
- (iii) Sitting allowance is usually paid to Committee members during the monthly meetings or other sub-Committee meetings in the course of running the affairs of the Association.
- (iv) Organization development budget facilitates workshops or retreats by the Committee and staff undertaken to enhance bonding and awareness or when undertaking critical exercises such as review of the Constitution/By-Laws among others.

- (v) Recruitment and awareness budget facilitates the recruitment exercises undertaken within various departments and institutions. It was confirmed that in the year 2021 the Welfare recruited 239 members from such exercises whereas in the same year 270 members exited the welfare through retirement, withdrawal or demise hence the need to promote recruitment exercises to maintain the membership strength.
- (vi) Grants being payments on bereavement of a member's family which is unpredictable hence a consistent budget for the various years since the expenditures in the previous years have been within the same limit.
- (vii) The balance sheet totals differed in the previous years due to Phase V Land project which had not been completed in the year 2019 and 2020 .Initially held in trust for the members.
- (viii) The unremitted amounts from the various departments were confirmed to be from the earlier years between 2010 and 2016,the Association has been making a follow up with the relevant Ministries and departments.

**Action:**

The Audit report was adopted by members after being proposed and seconded by Mr.Danvas Otara (ME&F) and Mr.Davis Otieno(WRA) respectively.

**MIN: 120/2022: AMENDMENT OF THE CONSTITUTION**

Members deliberated on the amended Constitution (**copy attached**) and made the following recommendations for incorporation in the final document;

- 1) That to consider recruitment and awareness in our main objectives and promote sports if possible.
- 2) The elections for representatives to be held annually and not after three(3) years(approved by majority in the meeting)
- 3) Refund of 50% total contribution on voluntary withdrawal to be considered for members who have attained ten(10) years and above whereas on grounds of retirement or demise the refund to be considered for members who have attained five (5) years and above .(approved by majority in the meeting)

**Action:**

Members adopted the amended Constitution after being proposed and seconded by Mr.Benjamin Kinyili (KFS) and Mr.Jacob Njeru (KFS) respectively with further directions that the Management Committee to consider and incorporate the proposed recommendation and resolutions in the final document.

## **MIN: 121/2022: PROPOSALS AND RESOLUTIONS:-**

The Management Committee presented its recommendations on the proposals from members during the pre-AGM meetings as follows;

### **A. PROPOSALS FROM THE PRE-AGM MEETINGS**

- a) Normal Loans be increased from Kshs.70,000.00 to either Kshs.80,000.00 or Kshs.100,000.00 and repayments also increased to either 24-36 months and monthly contribution increased to kshs.600.00 or kshs.700.00.

Computations for Monthly income, contribution, loans and expenditures

	MONTHLY CONT.	MONTHLY INCOME	LOANS APPROVED	TOTAL EXP.	SURPLUS
<b>YEAR 2021-JAN TO DEC</b>	6,893,485.00	<b>8,113,226.00</b>	5,817,117.00	<b>7,529,742.00</b>	<b>583,484.00</b>
<b>YEAR 2022-JAN TO JULY</b>	6,654,088.00	<b>7,600,372.00</b>	5,825,000.00	<b>7,317,080.00</b>	<b>283,292.00</b>

	RATE OF CONTR.	AVERAGE INCOME	AVERAGE LOANS	AVERAGE EXPENDITURE	SURPLUS
<b>1</b>	<b>500</b> Max. loan @ 80,000. Max loan @ 100,000	7,600,372	5,825,000 6,658,000 8,322,000	7,317,080 8,075,500 9,739,500	283,292 (475,128) (721,628)
<b>2</b>	<b>600</b> Max. loan @ 80,000. Max loan @ 100,000	9,120,445	6,658,000 8,322,000	8,075,500 9,739,500	1,044,945 (619,055)
<b>3</b>	<b>700</b> Max. loan @ 80,000. Max loan @ 100,000	10,640,520	6,658,000 8,322,000	8,075,500 9,739,500	2,565,020 901,020
<b>4</b>	<b>800</b> Max. loan @ 120,000 Max loan @ 130,000	12,160,595	9,986,000 10,818,000	11,403,500 12,235,500	757,095 (74,905)
<b>5</b>	<b>900</b> Max. loan @ 130,000. Max loan @ 140,000	13,680,670	10,818,000 11,650,000	12,235,500 13,067,500	1,445,170 613,170
<b>6</b>	<b>1,000</b> Max. loan @ 140,000. Max loan @ 150,000 Max loan @ 160,000	15,200,745	11,650,000 12,483,000 13,315,000	13,067,500 13,900,500 14,732,500	2,133,245 1,300,245 468,245

**Note:**

- Total expenditure includes all payments including loans approved and other expenditures.
- Monthly income includes monthly receipts from contributions and loans.

**MONTHLY REPAYMENTS PROPOSALS.**

Proposed criteria for granting loans with the repayment period based on 18 months and 24 months, as shown below;

**LOAN REPAYMENT SCHEDULE FOR 18 MONTHS AND 24 MONTHS RESPECTIVELY**

<b>Less than 5 years</b>	<b>More than 5 years</b>	<b>Disposable net salary (18 months)</b>	<b>Disposable net salary (24 months)</b>
30,000.00	40,000.00	Kshs. 2,222.00 and below, Subject to ability to repay	Kshs. 1,666.00 and below, Subject to ability to repay
40,000.00	50,000.00	From Kshs. 2,223.00 to Kshs.2,778.00	From Kshs. 1,667.00 to Kshs.2,084.00
50,000.00	60,000.00	From Kshs.2,778.00 to Kshs.3,334.00	From Kshs.2,084.00 to Kshs.2,500.00
60,000.00	70,000.00	From Kshs. 3,334.00 to Kshs.3,889.00	From Kshs. 2,500.00 to Kshs.2,917.00
70,000.00	80,000.00	From Kshs. 3,889.00 to Kshs.4,444.00	From Kshs. 2,917.00 to Kshs.3,334.00
80,000.00	90,000.00	From Kshs. 4,444.00 to Kshs.5,000.00	From Kshs. 3,334.00 to Kshs.3,750.00
90,000.00	100,000.00	From Kshs. 5,000.00 to Kshs.5,555.00	From Kshs. 3,750.00 to Kshs.4,167.00
100,000.00	110,000.00	From Kshs. 5,555.00 to Kshs.6,112.00	From Kshs. 4,167.00 to Kshs.4,584.00
110,000.00	120,000.00	From Kshs. 6,112.00 to Kshs.6,667.00	From Kshs. 4,584.00 to Kshs.5,000.00
120,000.00	130,000.00	From Kshs. 6,667.00 to Kshs.7,222.00	From Kshs. 5,000.00 to Kshs.5,417.00
130,000.00	140,000.00	From Kshs. 7,222.00 to Kshs.7,778.00	From Kshs. 5,417.00 to Kshs.5,834.00
140,000.00	150,000.00	From Kshs. 7,778.00 to Kshs.8,334.00	From Kshs. 5,834.00 to Kshs.6,250.00
150,000.00	160,000.00	From Kshs.8,334.00 to Kshs.8,889	From Kshs.6,250.00 to Kshs.6,667.00

After deliberations members noted the following;

- That the current rate of contribution @ **kshs. 500.00** cannot sustain the proposed loan increment.
- That the increment of contribution to **kshs.600.00** can only sustain a maximum loan of **kshs.80,000.00**
- That the increment of contribution to **Kshs.700.00** can sustain a maximum loan of **kshs.100,000.00**
- That the increment of contribution to **Kshs.800.00** can sustain a maximum loan of **kshs.120,000.00**
- That the increment of contribution to **Kshs.900.00** can sustain a maximum loan of **kshs.140,000.00**
- That the increment of contribution to **Kshs.1,000.00** can sustain a maximum loan of **kshs.160,000.00**

**Recommendation:**

Members to approve the best case scenario for the contribution rate, maximum loan and maximum repayment period for adoption.

**b) To consider allowing top-up loans for members with ability to pay.**

Members noted that the Welfare does not charge interest on loans and operates within limited income from member's contribution. Allowing top-up loans would lead to so many members opting for the option which may be unsustainable hence not advisable to allow for top-up loans.

**c) Members below 5 years to qualify for the maximum loan of Kshs.70,000.00 and not 65,000.00**

Members resolved that the status quo be maintained since the difference between the two loans was a small margin. It was also noted that new members are granted Kshs.65,000.00 having contributed Kshs.3,000.00 (6 months), in comparison to the contribution and the loan granted the disparity is huge.

**d) Communication and quick feedback message on loan processing. Members be notified on loan amount qualified /approved before dispatch to account especially if amount is lower than applied or disqualified due to the 1/3 rule.**

Members are usually notified on receipt of loan application forms and after dispatch of the loans approved. However the staff will work towards ensuring that members are notified on the amount they qualify or where disqualified before the loans are approved.

**e) To consider reviewing the requirements for loan applications (remove unnecessary conditions)**

Members noted that the unnecessary conditions referred to emergency loans where one is required to attach the medical bills, police abstract among other documents. Members resolved that due to the limited resources the conditions for emergency loans be maintained to limit the loan facility which would be unsustainable if it is open to all members.

**f) Emergency loans to be facilitated within a day and also be increased to Kshs.50,000.00 and to consider school fees for emergency loans.**

Emergency loans are normally processed within three (3) days or less. Members noted that school fees was not unforeseeable eventuality hence should not be considered for emergency loan. Members should plan in advance and apply for the normal loans to pay school fees.

The emergency loan can be increased in proportion to the contribution and normal loan increment as shown below;

- i. Contribution increment to Kshs.600.00-Maximum emergency loan = Kshs.25,000.00
- ii. Contribution increment to Kshs.700.00-Maximum emergency loan = Kshs.30,000.00
- iii. Contribution increment to Kshs.800.00-Maximum emergency loan = Kshs.35,000.00
- iv. Contribution increment to Kshs.900.00-Maximum emergency loan = Kshs.40,000.00
- v. Contribution increment to Kshs.1,000.00-Max. emergency loan = Kshs.40,000.00

**g) To consider increasing the refund to 60%-80% of total contribution.**

Members considered two scenarios based on the income and expenditures for three years as shown below;

**SCENARIO 1 - REFUND OF 50% CONTRIBUTION**

<b>INCOME AND EXPENDITURE ACCOUNT</b>			
	<b>YEAR 2019</b>	<b>YEAR 2020</b>	<b>YEAR 2021</b>
Income from members contributions	<b>21,257,580.00</b>	<b>23,209,795.00</b>	<b>21,300,180.00</b>
<b>LESS:</b>			
Actual expenditure less 50% refund	9,288,940.00	8,969,781.00	8,167,468.00
Surplus for the year	<b>11,968,640.00</b>	<b>14,240,014.00</b>	<b>13,132,712.00</b>
50% on members income	10,628,790.00	11,604,898.00	10,650,090.00
<b>Net surplus</b>	<b>1,339,850.00</b>	<b>2,635,116.00</b>	<b>2,482,622.00</b>
Transfer to reserve (25%)	334,963.00	658,779.00	620,656.00
<b>Net balance</b>	<b>1,004,887.00</b>	<b>1,976,337.00</b>	<b>1,861,966.00</b>

**SCENARIO 2 - REFUND OF 60% CONTRIBUTION**

<b>INCOME AND EXPENDITURE ACCOUNT</b>			
	<b>YEAR 2019</b>	<b>YEAR 2020</b>	<b>YEAR 2021</b>
Income from members contributions	<b>21,257,580.00</b>	<b>23,209,795.00</b>	<b>21,300,180.00</b>
<b>LESS:</b>			
Actual expenditure less 50% refund	9,288,940.00	8,969,781.00	8,167,468.00
Surplus for the year	<b>11,968,640.00</b>	<b>14,240,014.00</b>	<b>13,132,712.00</b>
60% on members income	12,754,548.00	13,925,877.00	12,780,108.00
<b>Net surplus</b>	<b>(785,908.00)</b>	<b>314,137.00</b>	<b>352,604.00</b>
Transfer to reserve (25%)	-	78,535.00	88,151.00
<b>Net balance</b>	<b>(785,908.00)</b>	<b>235,602.00</b>	<b>264,453.00</b>

Members noted that the Association would not be able to sustain its operations if the refund was increased to a higher percentage above the current rate of 50%. Members therefore resolved that the status quo be maintained for the Welfare to sustain its normal operations.

**h) To consider allowing/incorporating willing retirees to continue with membership and enjoy the services. Contribute through MPESA or other means.**

Members noted that follow up on payments from members who have retired would be so challenging especially on loan repayments. Members recommended to maintain status quo to allow the retiring members enjoy their pension peacefully.

**i) 50% Refund to be considered for members below five(5) years , probably starting from two (2) years and above.**

Members noted that initially the Welfare used to refund the 50% contribution upon retirement /death or dismissal only. Members were not refunded on voluntary withdrawal. It was noted that this aided in maintaining the membership strength of the Welfare.

The table below shows the change in withdrawal rate before and after the implementation of refund upon attaining membership of over five (5) years.

Year	No refund on voluntary withdrawals		Refund on voluntary withdrawal (membership over 5 years)		
	2018	2019	2020	2021	2022
<b>Withdrawal cases</b>	13	12	39	53	47

Members resolved that in order to discourage frequent rates of members withdrawing and re-joining, the period should be increased from the current five (5) years to ten (10) years.

**j) Proposal to raise the grant upon demise as follows:**

- Member – Kshs. 40,000 - 50,000
- Spouse – Kshs.30,000 - 35,000
- Child - Kshs. 20,000 - 30,000

Members resolved that the rates of grants be increased proportionally to the increment in the monthly contribution rate. Below is tabulation on the same;

	Category	Current rate (kshs.500)	Cont. at ksh.600	contr. at kshs.700	contr. at kshs.800	contr. at kshs.900	contr. at kshs.1,000
1	Member	25,000	30,000	35,000	40,000	45,000	50,000
2	Spouse	20,000	25,000	30,000	35,000	40,000	40,000
3	Child	15,000	20,000	25,000	25,000	30,000	30,000

**k) To embrace technology to support computerized records for ease and quick feedback on loans and contributions. Members also to receive online statements on contributions and loans.**

The staff will be working with the providers of the database management system to ensure that it is updated to incorporate the proposals. Members are therefore requested to update their records and submit their email addresses and mobile numbers to the office to facilitate the process.

The Welfare is only limited to facilitating members to acquire property through the normal loans. However individuals can acquire property and get facilitation from their respective SACCOS or other organization in which they are members

**l) To consider buying land for members and also facilitate members to acquire property through other organizations e.g SACCOS or civil servants housing schemes.**

The Committee may consider buying land for members on the following grounds;

- (i) Approval by members during the AGM; and
- (ii) Availability of funds; and
- (iii) Availability of land at affordable cost.

The Welfare is only limited to facilitating members to acquire property through the normal loans. However individuals can acquire property and get facilitation from their respective SACCOS or other organization in which they are members

**m) Representation of members upon attaining membership strength of over 100 members in a department or organization e.g KMD, FKF, NWPC,WRA, KEWI.**

The By-Laws provides that, the Management Committee shall determine the criteria and the number of departments the Welfare may have based on the membership strength of respective departments. However due to the reducing membership strength of the Welfare various departments are encouraged to recruit more members to attain membership strength of at least three hundred (300) members so as to qualify for a representative.

**n) The un-remitted amount from the Ministry of Water to be fast tracked and to have the money paid to the Welfare to avoid double deduction on members.**

The Committee has been frequently making follow up on the unremitted amounts from the various institutions including Ministry of Water. However this has been a challenge due to lack of response from the respective departments. The Committee is planning to explore all the available debt collections measures and also involve the Patron (PS -Ministry of Environment) to assist on the matter.

**o) To carry out more recruitment and awareness especially through advertisements and branding e.g brochures and T-shirts during AGM and Pre-AGM meetings.**

The Committee is committed to use the most effective and economical way of promoting awareness and marketing to enhance growth of the Welfare. Currently the Committee has introduced brochures aimed at creating awareness and marketing the Welfare during the recruitment exercises. Members are encouraged to use the available brochures to recruit their friends to the Welfare

**p) Monetary facilitation to members during the AGM day rather than provision of lunches/food.**

Members resolved that the option was not viable because the idea is cumbersome and expensive to implement.

- q) The Committee recommended payments of audit fee of **Kshs.35,000.00** to the Auditor as per his charge on examination of Association's books of accounts for the year ended 31<sup>st</sup> December 2021.

**B. RESOLUTIONS BY MEMBERS DURING THE AGM**

- 1) That the monthly contribution rate be increased from the current rate of Kshs.500.00 to **Kshs.700.00**.
- 2) That the normal loan ceiling be increased from the current amount of Kshs.70,000.00 to **Kshs.100,000.000**.
- 3) That the maximum repayment period for the normal loan be increased to **24 months** and the monthly repayment schedule adopted as shown hereunder;

**LOAN REPAYMENT SCHEDULE (MAXIMUM PERIOD 24 MONTHS)**

Less than 5 yrs	More than 5 years	Disposable net salary (24 months)
30,000.00	40,000.00	Kshs. 1,666.00 and below, Subject to ability to repay
40,000.00	50,000.00	From Kshs. 1,667.00 to Kshs.2,084.00
50,000.00	60,000.00	From Kshs.2,084.00 to Kshs.2,500.00
60,000.00	70,000.00	From Kshs. 2,500.00 to Kshs.2,917.00
70,000.00	80,000.00	From Kshs. 2,917.00 to Kshs.3,334.00
80,000.00	90,000.00	From Kshs. 3,334.00 to Kshs.3,750.00
90,000.00	100,000.00	From Kshs. 3,750.00 to Kshs.4,167.00

- 4) That the emergency loan ceiling be increased from the current amount of Kshs.20,000.00 to **Kshs.30,000.000** ,repayable in **12 months only**.
- 5) That to maintain status quo on refund, where members are **refunded 50%** of total contributions upon retirement or demise provided they have been active members for a period **not less than five (5) years**.
- 6) That member who **voluntary withdraw** from the Association be refunded **50%** of total contributions provided they have been active members for a period **not less than ten (10) years**.
- 7) That the **grants** and benevolent funds be increased to new rates as follows;
  - i. Member – Kshs. 35,000.00
  - ii. Spouse – Kshs.30,000.00
  - iii. Child – Kshs.25,000.00
- 8) The elections for representatives to be held annually and not after three (3) years.

- 9) That Mr.Samwel Githua who audited the Association’s books of account for the period ended 31<sup>st</sup> December 2021 be paid audit fee of **Kshs.35,000.00**.
- 10)That all other proposals were adopted by members as per the Committee recommendations.

**C. PROPOSALS BY MEMBERS DURING THE AGM**

The following proposals were presented by members for further consideration by the Committee;

- 1) That to consider recruitment and awareness in our main objectives and promote sports if possible.
- 2) That to consider using conference facilities and boardrooms within our departments during the AGM.
- 3) That KMD and WRA be considered for representation in the Committee.
- 4) That the fuel allowance for GK vehicles during Welfare trips be reverted to Kshs.5,000.00 from the current rate of kshs.3,000.00
- 5) To consider utilizing the proceeds/income from land projects for the benefit of members e.g. dividends

**MIN: 122/2022: APPOINTMENT OF AUDITOR**

The list of auditors who submitted their request to be considered for audit exercise for the Association’s books of account for the year ended 31<sup>st</sup> December 2022 was presented to members as shown below.

**LIST OF AUDITORS**

	<b>NAME</b>	<b>EXPERIENCE</b>	<b>QUALIFICATION</b>	<b>PROFESSIONAL BODY</b>	<b>AMOUNT QUOTED</b>
1	SAMWEL GITHUA	25 years	CPA K	IIA	Kshs. 30,000.00
2	CHARLES & CO(CPA -K)	10 years	CPA K	ICPAK	Kshs. 30,000.00

**Action:**

After deliberated members resolved that Mr. Samwel Githua be appointed to audit the Association’s books of accounts for the year ending 31<sup>st</sup> December, 2022 due to the experience in the work after being proposed and seconded by Ms. Jane Ayisi (Mining) and Mr.Ezekiel Muigai (KMD) respectively.

## **MIN.123/2022: ELECTION OF REPRESENTATIVES**

The Manager requested members from the following Ministries and Departments to elect their representatives as shown below;

- |                                     |   |                         |
|-------------------------------------|---|-------------------------|
| (i) Ministry of Environment         | - | One (1) representative  |
| (ii) Ministry of Water & Irrigation | - | One (1) representative  |
| (iii) Ministry of Mining            | - | One (1) representative  |
| (iv) Kenya Forest Service           | - | Two (2) representatives |
| (v) NEMA                            | - | One (1) representative  |

The following officials were elected by members from their respective departments;

- |                       |   |             |
|-----------------------|---|-------------|
| 1) Mr.Micah Obondi    | - | Mining      |
| 2) Ms. Vivian Amatta  | - | NEMA        |
| 3) Mr.Zebedeo Ongoro  | - | Water       |
| 4) Mr.Cyrus Nyaata    | - | Environment |
| 5) Mr.Emmanuel Kuloba | - | KFS         |
| 6) Mr.Wesley Langat   | - | KFS         |

## **MIN.124/2022: ANY OTHER BUSINESS**

The Chair expressed his appreciation for the sacrifice by members having spared their busy schedule to attend the meeting. Thereafter he invited all the newly elected representatives who thanked the members for the opportunity and promised to diligently serve them.

The outgoing representatives thanked the Committee and members for the wonderful experience gained while rendering their services to the Welfare.

Mr. Lameck sensitized members on matters pertaining to the Union of Civil Servants and NHIF among others.

There being no any other business, the meeting ended at 3.30 p.m. after a word of prayer from Mr. Lameck Abrahams (Water).

.....  
**SECRETARY**

.....  
**DATE**

.....  
**CHAIRMAN**

.....  
**DATE**

**MAZINGIRA WELFARE ASSOCIATION**  
**23<sup>RD</sup> ANNUAL GENERAL MEETING**  
**HELD ON 27<sup>TH</sup> AUGUST, 2022**  
**KFS HQS – KARURA GROUND**  
**LIST OF ATTENDANCE**

NO	NAME	P/NO	DEPT/MINISTRY
1	EVANS KEGODE	1995010074	KFS
2	ERICK OGOLA	2008142505	CABINET
3	ROSEMARY AKINYI	21857308	ENVIRONMENT
4	JANETH MWANDOE	2009001126	ENVIRONMENT
5	BEATRICE WANGECHI	20210043769	ENVIRONMENT
6	MAUREEN INDIVIZA	2009047300	ENVIRONMENT
7	KELLY BITOK	2009059739	ENVIRONMENT
8	DOROTHY OMONDI	910404899	INFRASTRUCTURE
9	HUMPHREY NJOGU	91056379	KFS
10	JOHN MBATHA	2002035043	KFS
11	MICHAEL EMOTO	2017108046	MINING
12	RONALD MBUGU	1999007382	ENVIRONMENT
13	STEPHEN NYAANGA		ENVIRONMENT
14	KENNEDY OMITO	FKFJT84	FKF
15	SAMUEL GITHUA		AUDIT
16	RICHARD YATICH	1994003838	KFS
17	MOSES EMASE	2002040828	KFS
18	EDWIN ELAMENYA	2009048186	ENVIRONMENT
19	JUSTUS KIPRONO	2010104115	ENVIRONMENT
20	JACKLINE WEKESA	2009001273	ENVIRONMENT
21	HEMPSTONE ODHIAMBO	2002037100	KFS
22	ERICK NYAGA	0007	MAZINGIRA
23	ERIC RONO	2002036340	KFS
24	MARK MWEWGEI	6213	KEFRI
25	PETER KARANJA	1990096774	KFS
26	PETER TOO	2002036332	KFS
27	JOHN MALEMO	2002041426	KFS
28	SAMUEL NJENGA	2002036544	KFS
29	CYRUS NYAATA	2008142466	ENVIRONMENT
30	ALFRED KIPSANG	087	FKF
31	JAMES AWIDHI	118	FKF
32	MARK W. WEKESA	KFEET10	KFEET
33	PURITY WAMBUI KARANI	KFEET005	KFEET
34	ANN WANJIKU KAHIHU	090	FKF
35	JOSEPH M.MUNYALO	045	FKF
36	DANVAS OTARA	2009047619	ENVIRONMENT
37	JOEL OMONDI	2002059738	KFS
38	STEPHEN KADEMBAH	2007129596	KFS
39	ADRIAN MUTHIKE MURIUKI	2002032689	KFS
40	WILFRED OLWASI OGOLA	20150040010	KFS
41	EMMILY N. MAINGI	20210428260	KFS
42	SCOLASTICA MULOMI	2931	NWWSA
43	COLLETTA NELIMA	2908	NWWSA
44	CORNELIA NANJALA	20100006693	KFS
45	DOROTHY WARINDA	2809	KFS
46	CATHERINE WEBUYE	2803	KFS
47	RACHAEL WARINDA	2916	KFS
48	AKHAL LORUA	2010052075	ENVIRONMENT
49	BENJAMIN KENGERE	1990070168	WATER
50	JOSHUA O. KITUTU	1991056599	KFS
51	GABRIEL WANYOIKE	2002032833	KFS
52	CHARLES MUNENE	03560	KFS
53	ALEX KABUKI	96055768	WATER
54	ROSE METTO	04527	KFS
55	CHARLES O. WERE	2007131470	MINING

56	MERCY NJOKI	007	KFEET
57	J. OMONYI	015	FKF
58	ANTONY KARANJA	025	FKF
59	GABRIEL NJOROGE	012	FKF
60	SIMON MUNGA	40	FKF
61	PAUL KEMEI	2002039429	KFS
62	JOSEPHINE AYITSO	88116665	LANDS
63	DANIEL NGARACHU	20150039357	KFS
64	MAXINE TALLAM	20210441446	KFS
65	MARGARET MUGANE	1990096562	FOREIGN AFF.
66	ELIZABETH G. MUTEGI	2007064689	ENVIRONMENT
67	MARTIN OKWACH	91023148	WATER
68	LENARD WANYONYI	042	KFS
69	FLORENCE KULEI	2009048089	MINING
70	PATRICK NAMAGWA	91056492	KFS
71	SAMUEL C. MWANGI	89028548	ENVIRONMENT
72	JOHN MAINA	0341	NEMA
73	ANDREW KOOME	2007130301	KFS
74	WILLIAM MWALE	06174	KFS
75	DAVID MAINA	01557	KFS
76	MERCY MWIKALI	20210011186	ENVIRONMENT
77	SCOLASTICA CHESOLI	6143	KFS
78	OLANDO CAXTON	2007131008	MINING
79	MOFFAT KIBERENGE	2009047790	TRANSPORT
80	ELVIS KIPLIMO	20160051490	KFS
81	DALMAS NYAGILO	02967	NWWSA
82	ZEBEDED O. ONGORO	1991037391	WATER
83	STEPHEN K. NDUNGU	1990111477	KFS
84	GUIDO K. KOCHALE	0299	NEMA
85	MATHEWS OTIENO	2002037524	KFS
86	DANIEL RIOBA	2002037760	KFS
87	WESLEY LANGAT	2002038944	KFS
89	GEORGE ADERO	2002037142	KFS
90	BRIAN KWATSIMA	2017107907	MINING
91	EDWIN KOSGEI	2009047813	MINING
92	SAMMY LUMUMBA	067	FKF
93	WILSON KAMANDE	20160050135	KFS
94	VITALIS DENIS OLANDO	2009047677	MINING
95	DONATO N. NYAGA	20150038832	KFS
96	OMWEGA SAMUEL	2002036950	KFS
97	BONIFACE MUREITHI	1990062830	KFS
98	STEPHEN MWARIGA	1990013768	ENVIRONMENT
99	ISAAC BARMAO	2003004477	ENVIRONMENT
100	EDWIN OSIYA	20160051169	KFS
101	VICTOR MWENDWA	05713	KFS
102	FRANCIS TUNJE	2009001231	ENVIRONMENT
103	KENNEDY MWAREMA	91099945	WATER
104	JARED JUMA	91044348	ENVIRONMENT
105	DAVICE OTIENO	00675	WRA
106	JOASH ONGAGA	1989066025	KFS
107	OTIENO BARACK	20160049534	KFS
108	ABIUD NYABUNGA	2007131666	MINING
109	FRANCIS THUO	2009048152	MINING
110	ELIAS WEKESA	2017107818	MINING
111	NICHOLAS MACHARIA	FKF03	FKF
112	CHAI KEAH	2002033897	KFS
113	MARTIN O. KIMAYA	1985078559	ENVIRONMENT
114	SALIM J RAVINO	2019025502	ENVIRONMENT
115	MOHAMED NOOR	20150039811	KFS
116	WILSON BARSOGET	200814254	CABINET OFFICE
117	FESTUS KIKENYI	2009048380	CABINET OFFICE
118	DANIEL ANGWENYI	2002037273	KFS
119	ANTONY NYAMBEGERA	03397	KFS

120	FRANKLINE CHAKALI	2009001037	KFS
121	ABEL K. CHUMBA	1998009810	PLANNING
122	JOHN THUO	02950	KFS
123	IDALE NYABOLA	116	FKF
124	KELVIN WAHOME	177	FKF
125	JONATHAN O. SANDE	082	FKF
126	VIRGINIA WAITHERA	006	FKF
127	GUYO BULE	064	FKF
128	MESHACK OTIENO	2008094794	ENVIRONMENT
129	ABIGAIL APONDI	2009008063	ENVIRONMENT
130	JEREMIAH NYACHIEO	20210467963	KFS
131	KENNEDY IRUNGU	1989008530	N.TREASURY
132	PAUL KIHONGE	1999007405	MINING
133	DEQUIZE ONGWEN	2009008542	ENVIRONMENT
134	MOSES MWITI	20220259477	ENVIRONMENT
135	EDWIN NJIRU	2007025729	ENVIRONMENT
136	PETER NYAGA	11150837	ENVIRONMENT
137	JAMHURI MUSAVI	2009347201	ENVIRONMENT
138	MARGARET MUNGAI	2007011	WASREB
139	JOHN OLELA	97022962	ENVIRONMENT
140	ELVIS KIARIE	2009047261	ENVIRONMENT
141	JOHN CHEGE	001	FKF
142	DOMINIC MAKAU	050	FKF
143	CHARLES OBALA	1994013778	KFS
144	JACINTA NABWILE	20210416938	ENVIRONMENT
145	OSBERT MWANGI	010	FKF
146	HEZRON NYAKUNDI	2005061425	ENVIRONMENT
147	FAITH NYAKUNDI	2246186	ENVIRONMENT
148	FAITH WANGARI	33038633	KFS
149	ROSENER MULI	92000143	WATER
150	WERE M. JOSEPH	2007064370	ENVIRONMENT
151	ELIZABETH GATWIRI	2007064689	ENVIRONMENT
152	JAMES W. GATUIRIA	2002033229	KFS
153	MARGARET WANGARI	02399	KFS
154	ROSE BEVIEN NYANGAI	5761	KEFRI
155	ROSE KIRUKI	2002003377	ENVIRONMENT
156	ANNE ICHAHURIAH	2007011769	ENVIRONMENT
157	ABRAHAM SANKALE	20210431425	KFS
158	PETER NJOROGE	1991056418	KFS
159	DAVID MAINA	2009048102	MINING
160	JOAB O ODHIAMBO	20210428082	KFS
161	CHRISTINE MURITHI	20150058192	KFS
162	HESBON KHANDA BWIRE	19	FKF
163	TEDLINE OPONDO	20100006817	KFS
164	ALI MBARAK	2009047928	ENVIRONMENT
165	NCHURU PETER	2019024970	ENVIRONMENT
166	JANET KURUI	20200102058	ENVIRONMENT
167	SUSAN NDUNGU	2009001100	ENVIRONMENT
168	JOSEPHAT NYACHAE	2009048217	AGRICULTURE
169	ROBERT NJUGUNA	02837	KFS
170	MARGARET NJERI	085	FKF
171	DORIS MADARA	97008798	KFS
172	WILSON LANGAT	199036782	KFS
173	EMMANUEL WANYAMA	2009081083	KFS
174	TITUS MBITHI	029	FKF
175	GRACE OKOTH	96014487	INTERIOR
176	JESEPH MURAGURI	00895	KFS
177	MARK NADUGA	2017107798	PUBLIC WORKS
178	BIBIANA A ODAWA	1990033700	KFS
179	VICTOR OLWEYO	70	FKF
180	EVANS MUNENE	20200102066	ENVIRONMENT
181	ABEL OSORO BEBO	1990159297	KFS
182	BEATRICE AKOTH YONGO	1985083211	ENVIRONMENT

183	KENNEDY OCHOLA	200000814	ENVIRONMENT
184	ZIPPORAH ONCHARI	2000005709	ENVIRONMENT
185	ALI SALANO	2022007	NEPAD
186	MERYLINE MULUPI	2009047782	INTERIOR
187	LUCY AURA	1995086130	ENVIRONMENT
188	JUDITH K ODANGA	1996095051	WATER
189	JANE S AYISI	1991095674	MINING
200	ESIKWAN LUCIA	2007129677	KFS
201	LILIAN N. RUGIRI	1989008213	WATER
202	MOSES MISIKO	1990031978	KFS
203	ELIZABETH BOKE GIMERO	2003007263	KFS
204	LINET K AMUDAVI	2002056623	KFS
205	DAVID SIKANY	20160049696	KFS
206	JOSEPH ANUNDA	2002037312	KFS
207	YARUP ABDI	2002036162	KFS
208	MARGARET GATHURI	90052241	KFS
209	COLLINS WABUKE	201651631	KFS
210	ANN WANJA	190	KEFRI
211	PETER N. WAHWAI	6777	KEFRI
212	JUNE A. ONYANGO	31784720	JKIA
213	JOSPHINE G. MUTHONI	34814341	JKIA
214	STELLA B. NYAMWEYA	1995086148	ENVIRONMENT
215	EMILLY NAINI	2019025019	ENVIRONMENT
216	CAROLINE NZIOKA	2010004535	OAG
217	KENNEDY GITONGA	20210403244	KFS
218	IDAH KAGENI	20008	TBPT
219	ALI HASSAN	2002036471	KFS
220	WINSTON ALUKWE	00639	WRA
221	JOYCE MULANGE	200334	TBPT
222	HEZRON OMBIJA	2010103	TBPT
223	PAULINE IRERI	104	FKF
224	ALICE KISILU	2009083152	ENVIRONMENT
225	ELLY JUMBA	2017108053	MINING
226	CAROLINE MUKOLA	02415	KFS
227	PASTUS NGALA	2002033910	KFS
228	PATRICIA MUMBI	0200	NEMA
229	KEMBOI STEPHEN	20210431433	KFS
230	HENRY KIMATHI	2002036015	KFS
231	NICHOLAS KIMWEMWE	7153	KEFRI
232	GEOFFREY MUTHOKA	2007130880	KFS
233	DENNIS OMBIO	2007131674	MINING
234	JOSEPH IRO	1991040912	KFS
235	GEORGE AROMO	20220165	KEWI
236	RICHARD ONDIEKI	20220174	KEWI
237	CHRISTINE ODUOR	20000005513	ENVIRONMENT
238	NICODEMUS MUTINDA	2008021602	ENVIRONMENT
239	CHERYOIT PETER	2019024494	ENVIRONMENT
240	ALFONCINAH MAGARA	2009047237	STATE LAW
241	FRANKLINE MAKONJIO	2016004301	REGIONAL &NC
242	SIMON MUTAI	2017107832	MINING
243	MARGARET OTIENO	200044	KEFS
244	ATLEEN GATAKAA	200336	TBP
245	EMMANUEL KHISA	23465288	KFS
246	EDDAH MANDERA	72	FKF
247	NICHOLAS OMWANDHO	00883	WRA
248	REGINA MBITHI	20035	TBPT
249	ZIPPORAH MUKAMI	027	FKF
250	DUNSTAN MUTALII	113	FKF
251	JEMIMAH MASOLO	2007130482	KFS
252	JOSEPH KAMAU	002	FKF
253	PAULINE WANJIKU	008	FKF
254	PETER K. THOMAS	20804900	KFS
255	JOSPHAT NGUNI	2002035881	KFS

256	LUCY KAARI	2009088500	ENVIRONMENT
257	CYRUS MAGERIA	1997010907	ENVIRONMENT
258	JANIFFER MANGELI	1990150502	KFS
289	ERICK MUMO	29	FKF
260	JARED MOMANYI	2007129774	KFS
261	JULIUS KARIUKI	200770	TBTT
262	CHESUM JESIRE	2016027304	ENVIRONMENT
263	JUDY LUCHIRI	2018099851	ENVIRONMENT
264	JAMES BARSOGET	2007131519	MINING
265	JOSEPH WAINAINA	2009001257	ENVIRONMENT
266	SUSAN WAMBUGU	1991002841	ENVIRONMENT
267	OTIEN LORRINE	98	FKF
268	GABRIEL NJOROGE	56	FKF
269	EVERLYNE ADAKI	91039385	KFS
270	GIDRAPH GITHINJI	2009000976	KFS
271	JACOB NJERU MURIITHI	2007130636	KFS
272	LABAN ADERO ODHIAMBO	2002038295	KFS
272	FLAVIA JUDY NKATHA	1991097032	MSEA
273	WINFRED N.MUNYOKI	1990076889	MACHAKOS CNTY
274	TABITHA NGATIA	00284	WRA
275	CHRISTOPHER N. WERU	1987012177	N.TREASURY
276	PRISCILLA CHARI	83020783	CABINET OFFICE
277	LILIAN KAGWERIA NJIRU	2002035645	KFS
278	TABITHA W. MBURU	2007052498	COOPERATIVE
279	ELIZABETH MPAPALE	20200104903	MINING
280	CAROLINE MWANIKI	019	FKF
281	MARY MULUPI		
282	GEORGE WANGAI	1990166309	KFS
283	ANTHONY MWAGIRU	1988121725	KFS
284	CHARLES KIMELI	20150058183	KFS
285	JOHN WANYAMA	20160051838	KFS
286	KEPHA BOSIRE	2007131072	KFS
287	ROSE WANJIRU	200991	TBPT
288	FRANCIS BARASA	20160050420	KFS
289	TERESA OTIENO	2007009322	KFS
290	MICHAEL WACHIRA	7106	KEFRI
291	SAMMY GICHOBI	2007043805	N.TREASURY
292	MARIAM RUTO	2008088	TBPT
293	DELAPHINE MWENDWA	2007011002	EDUCATION
294	RAHAB MUNUHE	2009047716	ENVIRONMENT
295	AGNES WANJIKU	0560	NEMA
296	CHARLES KILONZO	1988026763	ENVIRONMENT
297	FIDELIS O. ALILA	31	FKF
298	JOSEPH MUIGAI	1989045304	KFS
299	DAVID ANGWENYI	1999007366	MINING
300	STEPHEN MBUGUA	002	KFS
301	MARY GICHOGO	20140052517	KFS
302	DOREEN AMUKOYA	092	FKF
303	JARED O. AWITI	051	FKF
304	SAMUEL W. SIMIYU	KFEET04	KFEET
305	MOSES WANGILA	05342	KFS
306	SEBASTIAN WESONGA		ENVIRONMENT
307	PAULINE MBAE	2007041049	ENVIRONMENT
308	JOSEPH MUNENE	20100006933	KFS
309	LINET DUNIS MWEBI	2007130408	KFS
310	JUSTUS MAKOKHA	1993070604	KFS
311	JAMES KIMANI	1997010193	MINING
312	SOLOMON N. KAMAU	0010	MAZINGIRA
313	CINDY AKINYI	0011	MAZINGIRA
314	CHRISTINE N. WAMBUA	009	MAZINGIRA
315	EMMANUEL KULOBA	2002041549	KFS
316	CORNELIUS SANGURA	1996014314	ENVIRONMENT
317	MICAH OBONDI	2007131713	MINING

318	SALOME MACHUA	0062	NEMA
319	VIVIAN AMATTA	0260	NEMA
320	JAMES KIREMBU	97010193	MINING
321	LAMECK ABRAHAMS	89096834	WATER