**MINUTES OF BRILLIANT SACCO SOCIETY LTD MANAGEMENT COMMITTEE MEETING HELD ON 13TH JAN 2024 AT TAZAMA BUILDINGS.**

**Members Present**

1. John mbaki- chairman
2. Asaph keiru – v. chairman
3. Peter kiumbuku- Treasurer
4. Stephen Kuria – secretary
5. Nancy Wachu - member
6. Misheck Chege- member
7. Denis karaba - member

**Absent without apology**

Nicholas maina – member

**In attendance**

1. Gilbert Irungu – staff

**Agenda**

* Preliminaries
* Reading of the notice
* Reading and confirmation of previous minutes
* Matters arising
* Marketing report
* Financial report
* Loans \_\_\_\_\_\_ Granting

\_\_\_\_\_\_ Recovery

* Correspondences
* AOB

**MIN1/01/13/2024:Preliminaries.**

The meeting was called to order by the chairman at 2:00 pm.

**MIN 2/01/13/2024: Notice**

The notice of the meeting was read to the members by Gilbert , it was proposed by Asaph Keiru and seconded by Misheck Chege.

**MIN 3/01/13/2024 Reading and confirmation of previous minutes**

The minutes of previous meetings were read by the secretary and found to be true deliberation of the previous meeting minutes .The minutes were proposed by by Denis Karaba and seconded by Peter Kiumbuku.

**MIN4/01/13/2023 Matters arising**

* All loan application forms should be accompanied by the previous loan repayment and saving statements of the member .
* Treasurer and the office to liase with the CCTV installer so that our CCTV can get back to normality .

**MIN5 /01/13/2023: Marketing report**

In the month of December we had one new member who joined the sacco i.e Mwireri SHG .

Number of shares in the month of DEC 2023 was ksh 2987 while in the month of November was ksh 3800

In the month of December 2023 we had a saving of ksh 58260 while in the month of November 2023 we had ksh 60200

We had one member who has activated his a/c i.e John Kamau Wanjohi member no 433

|  |  |
| --- | --- |
| Particular | Amount |
| Total investment account | 930037 |
| Total amount at bank | 646280 |
| Cash in hand | 90780 |
| Amount to be refunded | 192977 |

**Min 6/01/13/2024:Finanacial report**

The annual unaudited financial report was presented by Gilbert , and management committee gave a go ahead to be taken to Murang’a cooperative officer to be audited

**MIN 7/01/13/2024: loan recovery and granting**

Total loan recovered was 12900

Loans granted :

|  |  |
| --- | --- |
| Name | Amount (shs) |
| Faith wakuthi | 300000 |

**MIN8/01/13/2024:Any Other Business (AOB)**

* Any committe member who participate in the cash count at the end of every month should be given an allowance of kshs 500/= only
* Cecilia Wanjeri Wanguhu was given a compulsory leave letter
* Having no other businesss the meeting ended at 3:15 pm by a word of prayer from Nicholas Maina .

Minutes were taken by Secretary…………………………………………………. Sign-----------------

Minutes Confirmed by Chairman---------------------------------- Sign…………………