



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

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/Feb/10 Ending on 1/Feb/11

SECTION A - GENERAL INFORMATION

A1) Name and Address of NGO

Name ACRES OF MERCY, KENYA

Postal Address 1031-00300 NAIROBI

Physical Address NGULUNI, OFF KANGUNDO ROAD, MACHAKOS COUNTY

Telephone 020 267 1835

Cell Phone 733472201

Fax N/A

Email acresofmercy@yahoo.com

Website www.acresofmercy.webnode.com

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 CATHERINE NDINDA MUTETI

Position FOUNDER

Telephone 0202671835 Cell Phone 0733472201

Email acresofmercy@yahoo.com

Nationality KENYAN

A3) Registration Number OP.218/051/2005/011/3430

A4) Date of Registration 24th February 2005

A5) Scope of NGO (Tick where appropriate)

National ☒

International ☐

A6) Counties of operation

Machakos County, Nairobi County

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, in regard to the following (Those stationed in Kenya only)

<u>Item</u>	<u>Number</u>	<u>Estimated Value</u>
Land	3/4 Acre	300,000.00
Building	3	878,845.00
Machinery	1	20,000.00
Motor Vehicles		
Furniture and Fittings		40,000.00
Computers	1	12,000.00
Printers	3	5,000.00
Scanners		
Photocopiers		
Fax Machines		
Stocks(Specify)		
Reserves		
Other(Specify) DVD Player		4,000.00
Water Well		50,000.00

B2) Receipts**i) Cash and Bank balances carried forward from previous year**

10,187.00

ii) Income**NOTE:** For every donor given below, indicate their type based on the categories given below

- | | |
|------------------------------------|-------------------------------------|
| i) Religious Institution | vii) Foreign Government Agency |
| ii) Research/ Academic Institution | viii) Non Governmental Organization |
| iii) Agency of Kenya Government | ix) Headquarter of this NGO |
| iv) Embassy/High Commission | x) Directors' Contribution |
| v) Foundation/Trust | xi) Membership Subscription |
| vi) United Nations Agency | xii) Other (Specify) |

<u>Name of Donor</u>	<u>Type of Donor</u>	<u>Country</u>	<u>Amount</u>
Joshua & Margaret Perry/ Mona White	Individuals	USA	109,794
Cypress Valley Bible Church	Religious Institution	USA	245,195
Directors Contribution	Directors Contribution	KENYA	94,825
AMREF MAANISHA	NGO	KENYA	486,150
Community Contribution	School Fees	KENYA	59,113

iii) Income sub-total

995,077.00

iv) Receipts total {B2(i) + B2(iii)}

1,005,264.00

B3) Payments

	<u>Kenya</u>	<u>Other Countries</u>	<u>Total</u>
i) Purchase of non-financial assets	238,995.00		238,995.00
ii) Projects cost	674,838.00		674,838.00
iii) Administration costs	52,290.00		52,290.00
iv) Personnel emoluments & benefits			
(a) Local Staff	10,000.00		10,000.00
(b) International Staff			-
v) Other Running Costs	5,890.00		5,890.00
vi) Payments total	982,013.00	-	982,013.00

B4) Cash and Bank Balance {B2(iv) - B3(vi)}

23,251.00

B5) Accounts audited in the last Financial Year.

Yes

☒

(Tick where appropriate)

No

☐

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

Sector	<u>In Kenya</u>	<u>In other countries</u>
Agriculture		
Children	16,414.00	
Disability		
Education	203,824.00	
Environment		
Gender		
Governance		
Health		
HIV/ AIDS	418,600.00	
Informal Sector		
Information		
Micro-finance		
Old Age Care		
Peace Building		
Population and Reproductive Health		
Refugees		
Relief		
Water	36,000.00	
Welfare		
Youth		
Other (Specify)		

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

- | | <u>Bank</u> | <u>Branch</u> |
|------|----------------------------|---------------|
| i) | CO-OPERATIVE BANK OF KENYA | TALA |
| ii) | | |
| iii) | | |

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

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	8		8
Current Year	9		9
Staff who came in this year	8		8
Staff who left this year	5		5

ii) Stationed in other countries (Specify)

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

iii) Volunteers/Interns

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
Previous Year	1	4	5
Current Year	1	2	3

C2) Privileges accorded to Volunteers/Interns

	Local		International	
	Volunteers	Interns	Volunteers	Interns
Allowances/Stipends	☐	☒	☐	☐
Housing	☐	☐	☐	☐
Insurance	☐	☐	☐	☐
Medical	☐	☐	☐	☐
Training	☐	☐	☐	☐
Others (Specify)	☐	☐	☐	☐
	☐	☐	☐	☐

C3) Number of staff members trained during the reporting period

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
In-house Training	7		7
Professional Training			-
Other Training (Specify)			
AMREF	2		2
			-
Total	9	-	9

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.

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	
	<u>Kenya</u>	<u>Other</u>	<u>Kenya</u>	<u>Other</u>	<u>Kenya</u>	<u>Other</u>
Sector						
Agriculture	☐	☐	☐	☐	☐	☐
Children	☒	☐	☐	☐	☐	☐
Disability	☐	☐	☐	☐	☐	☐
Education	☒	☐	☐	☐	☐	☐
Environment	☐	☐	☐	☐	☐	☐
Gender	☐	☐	☐	☐	☐	☐
Governance	☐	☐	☐	☐	☐	☐
Health	☒	☐	☐	☐	☐	☐
HIV/AIDS	☒	☐	☒	☐	☐	☐
Informal Sector	☐	☐	☐	☐	☐	☐
Information	☐	☐	☐	☐	☐	☐
Micro-finance	☐	☐	☐	☐	☐	☐
Old Age Care	☐	☐	☐	☐	☐	☐
Peace Building	☐	☐	☐	☐	☐	☐
Population and Reproductive Health	☐	☐	☐	☐	☐	☐
Refugees	☐	☐	☐	☐	☐	☐
Relief	☐	☐	☐	☐	☐	☐
Water	☐	☐	☐	☐	☐	☐
Welfare	☐	☐	☐	☐	☐	☐
Youth	☐	☐	☐	☐	☐	☐
Other (Specify)	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐

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

i) From Local Community (Tick where appropriate)

Estimated amount

Material	☐	
Labour	☐	
Financial	☐	
Other (Specify)	☐	

ii) From Government (Tick where appropriate)

Tax waiver and VAT Exemption ☐

Other (Specify) ☐

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	☒	☐	☒	☐	☐	☐	☐
CBOs	☒	☐	☐	☐	☐	☐	☐
FBOs	☐	☐	☐	☐	☐	☐	☐
Research Institutions	☐	☐	☐	☐	☐	☐	☐
Academic Institutions	☐	☐	☐	☐	☐	☐	☐
Health Institutions	☒	☐	☐	☐	☐	☐	☐
Government of Kenya Agencies	☒	☐	☐	☐	☐	☐	☐
Donor Agencies	☐	☐	☐	☐	☒	☐	☐
Other (Specify)							

SECTION E - GOVERNANCE

E1) Number of Board meetings per year, by NGO's Constitution Not Specified

E2) Meetings held previous year 4

E3) Meetings held in current year 3

E4) Date of Last Annual General Meeting (AGM) Nov 14 2009

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 16th January 2011

E7) Number of Directors/Officials 7

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 ☒

E8) Names of three current Officials

	<u>Name</u>	<u>Postal Address</u>	<u>Telephone</u>
i)	June N. Gichuki	33646-00600	0722830420
ii)	Catherine N. Oluoch Jane Katinda	1031-00300 NRB	0733472201
iii)		616 Kangundo	0733453906

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 Catherine N.M.O Sign Catherine N.M.O Date 28/04/2011

Organization official stamp

