



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/11 Ending on 1/Feb/12

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 734297826

Fax N/A

Email acresofmercy@yahoo.com, info@acresofmercy.org

Website www.acresofmercy.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 JIMMY ALLAN OLUOCH

Position CEO

Telephone 0202671835 Cell Phone 0734297826

Email joluoch@acresofmercy.org, acresofmercy@gmail.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	798,650.00
Machinery	1	147,130.00
Motor Vehicles/MotorBike	1	59,094.00
Furniture and Fittings		128,738.00
Computers	1	6,138.00
Printers	3	-
Scanners		
Photocopiers		
Fax Machines		
Stocks(Specify)		
Reserves		
Other(Specify) Water Tank		51,014.00
GreenHouse	2	283,479.00
Water Well		50,000.00

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

526,146.90

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 (<i>Specify</i>) |

<u>Name of Donor</u>	<u>Type of Donor</u>	<u>Country</u>	<u>Amount</u>
Various	xii) Individuals	USA,UK,KENYA	1,221,872
GlobalGiving	xii) Internet giving	UK,USA,NL	150,794
AMREF MAANISHA	V) Foundation	KENYA	500,000
Community Contribution	xii) School Fees	KENYA	63,655
Income Generation	xii) Green House Sales	KENYA	6,000
Community Fundraising	xii) Card Collections	KENYA	4,130

iii) Income sub-total

1,946,450.70

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

2,472,597.60

B3) Payments

	<u>Kenya</u>	<u>Other Countries</u>	<u>Total</u>
i) Purchase of non-financial assets	406,732.00		406,732.00
ii) Projects cost	992,649.00		992,649.00
iii) Administration costs	289,447.00		289,447.00
iv) Personnel emoluments & benefits			
(a) Local Staff	555,950.00		555,950.00
(b) International Staff			-
v) Other Running Costs	34,085.00		34,085.00
vi) Payments total	2,278,863.00	-	2,278,863.00

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

193,734.60

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		
Disability		
Education	433,569.00	
Environment		
Gender		
Governance		
Health		
HIV/AIDS	559,080.00	
Informal Sector		
Information		
Micro-finance		
Old Age Care		
Peace Building		
Population and Reproductive Health		
Refugees		
Relief		
Water		
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	9		9
Current Year	8		8
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			-
Current Year			-

iii) Volunteers/Interns

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
Previous Year	1	1	2
Current Year	2	5	7

C2) Privileges accorded to Volunteers/Interns

	<u>Local</u>		<u>International</u>	
	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	8		8
Professional Training			-
Other Training (Specify)			
<u>AMREF</u>	1		1
_____			-
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		ii) Projects carried out this year, that were started during the year		iii) Projects carried out this year, that were completed during	
Sector	<u>Kenya</u>	<u>Other</u>	<u>Kenya</u>	<u>Other</u>	<u>Kenya</u>	<u>Other</u>
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)*

		<u>Estimated amount</u>
Material	☒	1,000.00
Labour	☒	3,000.00
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 to Partner	Technical 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 3

E3) Meetings held in current year 5

E4) Date of Last Annual General Meeting (AGM) July 1, 2012

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 July 1, 2012

E7) Number of Directors/Officials 5

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)	Winnie M. Mutio	1031-00300 NRB	0721439639
ii)	Jimmy Allan Oluoch	1031-00300 NRB	0734297826
iii)	George O. Odhiambo		0724854783

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 Jimmy Allan Oluoch Sign.  Date 4/29/2013

Organization official stamp

