



Healthy & Wealthy People

KHASAKH COOPERATIVE SOCIETY LIMITED

MINUTES FOR THE 10TH ANNUAL GENERAL MEETING HELD
ON 25TH MARCH, 2023 AT ALL SAINTS CHURCH WITH THE
THEME HERNESSING THE POWER IN US- EPHESIANS 3:20



AGENDA

- Opening remarks and adoption of the Agenda
- Opening prayer
- Chairperson BOD Report
- Review of previous AGM resolution
- Address of the Guest Speaker
- Presentation of the Audit Report
- Presentation of the Budget
- Presentation of the Supervisory Report
- Matters arising
- Ratification of the Auditors
- Disolution of AGM & Lunch

	Item	Responsible Person/Team
MINUTE 1/KHASAK H /AGM/202 3	<p><u>ADOPTION OF THE AGENDA</u> Martin Khasakh 284 proposed the agenda to be adopted. Khasakh 087 Fred Barongo Seconded.</p>	
MINUTE 2/KHASK H AGM/2023	<p><u>OPENING PRAYER</u> The opening prayer was led by Simpson Biryabaho.</p>	
MINUTE 3/KHASAK H AGM 23	<p><u>CHAIRPERSON'S REMARKS AND REPORT</u></p> <p>He recognized the present members for attending the AGM and their commitment.</p> <p>He appreciated members for their support & feedback.</p> <p>He reminded members about the cooperatives principles</p> <ul style="list-style-type: none"> • Open & voluntary membership • Member economic participation • Democratic member control. • Autonomy and Independence. • Cooperation among cooperatives. • Concern for the community. <p>He informed members that we exist to help each other and serve. He referred members to the AGM book and invited them to read in Ephesians 3:20 which says there is power within us.</p> <p>He appreciated the Exco & management, the former Chairperson Martin and Fred.</p> <p>He thanked Julius and the auditors. He also thanked Amany Joseph of Moriah Advocates for the work done on behalf of the SACCO.</p> <p>He further informed members that the committee has been re-organising the</p>	Chairperson




operations and policies and invited members to look at page 6 of the AGM Booklet

- Updating all the necessary policies and processes.
- Implementing the AGM resolutions of 2021.
- Mobilizing and encouraging members to join the SACCO through member education.
- Mobilizing business processes by reducing the turnaround time.
- Ensuring compliance to all institutional obligations.
- Recovering loans through negotiation, mediation and litigation.
- Securing our loan products through effective due diligence.

He informed members that Joseph the SACCO's lawyer has taken defaulters to Court and won cases in regards to debt recovery.

He informed members that Visionfund is not yet on board but Mercy Corps is joining.

He intimated that acquisition, retention and growth of membership and institutional capital hoped to grow from a possible recruitment of membership from both vision fund and Mercy Corps unfortunately, Vision Fund has not responded as expected and Mercy Corps did not come on board until recently.

The legal team is completing the implementation modality and a memorandum of understanding will soon be signed to bring their staff on board.

He informed members that the SACCO has land awaiting subdivision of 25 plots where members will buy at Ugx. 26,000,000/= and non members Ugx. 30,000,000/=.

The SACCO recovered Ugx. 131,977,656/= through legal counsel and Ugx. 11,491,000/= was written off as bad debts.

He informed members that the MSACCO failed to work because of capacity



issues and he extended his apologies.

He also sought approval for the Khasakh Staff to join the provident fund.

CHALLENGES.

Poor performing loan some of which are big loans

Raising share capital is still a big concern and even after running a persuasive campaign, our share uptake is still sub-optimal.

Some standing orders are placed on non-functional bank accounts.

Stiff competition from money lenders and concessions from banks.

Lawrence Oketayoti Khasakh 206 moved a motion to receive the Chairperson's report and was seconded by Lawrence Mujuni and Khasakh No 131

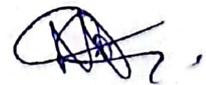
MINUTE
5/KHASAK
H AGM 23

UP DATE ON ACTION OF THE PREVIOUS RESOLUTIONS ARISING FROM THE AGM OF 26TH MARCH, 2022 BY JOSEPHINE NAIGA MUSISI

NO	RESOLUTION	ACTIVITIES UNDER- TAKEN	IMPLEMENTATION DATE	RESPONSIBLE PERSON
1	Moratorium of 6 months be given to members whose shares are below 64 shares	Emails sent from June, July and September 2022. 231 accounts closed, 25 filled	September 2022 followed up with phone calls. by September 2022	Management



		account closure, 14 purchased shares worth 16m		
2	Shares be liquidated into loan repayments for non performing loans	Shares worth shs 14,325,000 where liquidated	December 2022	Management
3	All land loans to be secured by registration of mortgages	All land loans have mortgages	April 2022	Management
4	Asset acquisition loans at 17% to cater for transfer costs	Land acquisition loans have been disbursed at 17% and titles transfred into borrowers names	April 2022	Management
5	Staff of Vision fund be allowed to	Engagements were undertaken	December 2022	Management and Board

	join khasakh	with legal and HR but seemed futile.		
6	Loan acap be lifted from 100m to 200m	Two members to have accessed loans above	April 2022	Management
7	All short term loans be disbursed Exco and Supco at 1%	Done	April 2022	Management
8	Bye laws be amended to comply the recent enactment	Bye laws were drafted by Governance committee and Counsel, shared with members for review	December 2022	Governance committee
9	File resolutions with the registrar of cooperatives	Resolutions were filed	April 2022	Management

Mercy Corps MOU is being reviewed by their global centre. They are joining

soon after signing the MOU.

MINUTE	<u>PRESENTATION OF THE AUDIT REPORT BY JULIUS OWOR</u>
6/KHASAKH AGM 23	Refer to page 32 of the AGM booklet. Loans written off refer to page 28, 8.8 Loan assets refer to page 28, 8.7 Cash and cash equivalents refer to page 28, 8.6 Accounts receivables refer to page 28, 8.5 Investment policy should translate paper into reserves. Statement of cash flows refer to page 24, 7.0 Statement of comprehensive income refer to page 23, 6.0 Statement of changes in equity refer to page 22, 5.0 Statement of financial position refer to page 21, 4.0 Motion to receive the report by Khasakh NoErasmus Tahebwa. Seconded by Khasakh No....Simon Mukula 1224.
MINUTE	<u>PRESENTATION OF THE BUDGET BY ATIM LUCKY, JOHN TUSIGYE CHAIRPERSON FINANCE & INVESTMENT COMMITTEE.</u>
7/KHASAK H AGM 23	Refer to page 43 of the AGM booklet. The budget summaries revenue and expenditure, real estate income and personal costs.
MINUTE	<u>PRESENTATION OF SUPCO REPORT-MARTIN OTHIENO</u>
8/KHASAK H AGM 23	Below are highlights that the SUPCO wishes to share with members in our annual report for the reporting period;It is mandated to do the following;- <ul style="list-style-type: none">• Checking on how the executive committee conducts its business.• Checking on the implementation of the recommendations of the previous financial audit and AGM.• Checking on the loan performance.• Checking on the member satisfaction with the SACCO's products and services.



EXCO

They observed quoram.

Follow up action points.

They are not good at time keeping.

A lot of absenteeism.

AUDIT FINDINGS.

They follow audit findings.

LOAN PERFORMANCE.

Did well on loan recoveries.

MEMBER SATISFACTION JOURNEY.

The survey indicated 120 members participated in the survey despite numerous reminders by management.

FINDINGS.

Customer care: Members(87%) felt they are served well by management through quick and prompt responses to inquiries and fast services. However the 10% felt that management was slow and 3% felt that management was very slow. Management has to address the concerns of 13% of the membership which feels it can do better in service delivery.

Member experience: 15% of the membership have had an excellent experience, 79% good experience, 5% have had a poor experience and 1% an unsatisfactory experience. Majority of the membership has had a good experience this is witnessed in longevity of members and consumption of the SACCO products and services.

The table below highlights some of the member experiences.

- Speedy processing of requests.
- Various savings packages.
- Loan processing is easy.
- Hospitable staff.
- The support given to members in times of need.
- The agility in handling issues forwarded.
- Leadership especially the credit committee.



- Great customer care exhibited by staff.
- Trustworthiness of management.
- I know my savings are safe/Khasakh is a secure place to save for investment I learnt more about the saving culture.

The areas of improvement highlighted were as follows.

- The need for quarterly membership awareness campaigns.
- Increase interest rates on savings.
- Find a way of fastening the sale of shares of members that have left the SACCO.
- Password reset on savings plus should be managed by members to avoid delays in resetting.
- Provide regular financial literacy training.
- Avoid increasing interest rates on loans.
- Diversity investments for better returns.
- Improve on the online helpline.
- Focus a little bit more on satisfying member needs rather than being driven by making profit.
- Improvement of the savings plus system.
- Increase on the member engagement.

Utilisation of the products and services: The survey revealed that members are actively utilizing the SACCO products and services namely saving products, loan products and financial literacy. The most consumed loan product is the salary loan followed by the short-term loan, the land loan and kagwirawo. While the savings products most utilized is the general saver at 90% by the membership, the other categories i.e pension saver, target saver, education saver and child saver shared the remaining 10%.

Challenges faced by the SACCO by similar financial institutions providing the same services.

- Provision of investments beyond what Khasakh can provide.
- Some SACCOs offer higher interest rates on savings.




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- Workplace saving schemes (for none World Vision Uganda employees) and VSLAs prefer quicker processing of services in time of emergency. Other organisations demand that their staff save with their schemes by policy.
- As a alternative in the event that they fail to get served by Khasakh.
- Commercial banks often offer bigger loan amounts payable over a long period of time.
- When you have a running loan, it is difficult to access another loan facility.

Savings plus system: The survey focused on the savings plus system to have an understanding of what the members felt about its usability. Of the respondents (118 of 120), 55% had never even used it, 13% said it was difficult to use, 20% said it was easy to use and 12% said it was very easy to use. Those who often utilize the system, 20% rated it very good, 52% rated it good while 28% rated it poor.

Julius Werike Khasakh No.... moved a motion to receive the two reports.

George Wandera Khasakh No..... seconded.

Responses on the report.

Chairperson's report

Geoffrey Werike proposed 5,000/= instead of 10,000/= on lunch for the staff.

Amwine Christopher intimated that they don't have the updated policies.

Chairperson intimated there was a special AGM to update credit policies and Mercy Corps.

Amwine Christopher said they don't have bye-laws reviewed and updated.

Barongo Fred suggested 10,000/= be given to staff as lunch because the SACCO can afford it but it is not seen anywhere in the budget.

Majority said yes to staff to be give lunch and this is be effective April, 2023 for all staff.

Pardon Akuguzibwe moved a motion to extend the contract of legal services.

Simon Kintu and seconded it.

Appointment of the New Auditors.




Barongo Fred asked what is the procedure used?

Judith Nakamanya indicated that they advertised and three Firms were shortlisted but one did not have the record in SACCOs. J Samuel Richards certified Public Accountants was the best because they had previously supported the SACCO.

Pamela Ndaula intimated that the SACCO cant be audited by a junior Associate in the firm, we cant be doing business with unserious people.

Simon Kintu moved a motion for approval.

Amwine Christopher called upon members to confirm whether the process was okay or not we can put this matter on vote.

Akugizibwe Pordon;we are not sure of the manner in which he was shortlisted.His absence breached commitment and protocol.

Julius the auditor informed members that unless you have issues to do with professional competence and if not then approve.

Approval had the majority vote and it was approved.

KATENDE STEPHEN

He informed members that investment units bring in little interest. He advised them to invest in bonds as they bring in more money. He suggested to bring in someone from the bank to talk about bonds.

JUDITH NAKAMANYA

She intimated that Exco is exploring on investing in bonds.

JOHN TWESIGYE

He informed members that they are heading towards investing in bonds but we need to balance the liquidity levels.

FRED BARONGO

He asked what is the cost on provident funds.

JOSEPHINE NAIGA

She responded that there is no interest and cost.

AMWINE CHRISTOPHER

Indicated that he didn't see 11,491,000 are supposed to be written off.

And Simpson Biryabaho responded that members shouldn't be confused.The



list is at the end.

SIMON KINTU

He moved a motion that all the three requests (provident fund) be approved and this was seconded by Stephen Katende.

STEPHEN KATENDE

He made a proposal that next year there should be no lamentations. Board members should come with clear resolutions on increasing membership.

PHIONA

She told members that they are lacking sensitization on buying shares.

JASCINTA

She informed members that shares earn 11% and general saver 5%

CHAIRPERSON

He suggested that the SACCO needs a share drive where by if all members bought 5 shares at 125,000/= the share capital would increase.

SIMON KINTU

He suggested a special meeting for shares.

AUDIT REPORT

Akuguzibwe Pardon moved a motion to accept the report.

Mukula Simon seconded.

BUDGET

Phiona proposed the committee increases the salary of the Credit Officer.

Fred Barongo questioned some things don't add up in the budget and referred them to pages 44-46 in the AGM booklet.

GRACE KHASAKH NO.469

She intimated that the cost of increment on the salary of 600,000/=

GEORGE WERIKE

He suggested a score on the investment of the land. They should let members buy land first.

AKUGUZIBWE PARDON



He informed members that salary is not competitive.

Accountant-3,000,000/=

Assistant Accountant-2,500,000/=

Marketing Officer-1800,000/=

DOREEN KISEMBO KHASAKH NO.102

She said that they don't know the criteria used for that salary scale. She suggested that let someone do independent review of the salaries.

FRED BARONGO

He informed members that the SACCO has an HR policy and suggested they push the salary revision back to EXCO based on 0% increase.

DR. KALIBAALA VICE CHAIR PERSON

Let the AGM recommend a salary review.

GRACE

She proposed that the salary be performance based.

GEORGE WERIKE, VIOLET KAWALA & BARBARA MUKIIBI

They proposed that the issue be brought back next year to the AGM.

FRED BARONGO

He suggested that the salary review be delegated to the Executive Committee and which shall report back.

CHAIRPERSON

He told members that they will review and revert.

Barbara moved a motion for the budget to be approved with amendments.

AMWINE CHRIS OBJECTED

He intimated that transport and wellness expenses are many and these costs should be removed.

Chairperson reasoned and responded that the staff need to be motivated. But the budget will be reviewed and reduce what is supposed to be reduced.

On Corporate Social Responsibility, he informed members that the SACCO shall support 3 children using the World Vision sponsorship team including one for former members.

Martin Othieno indicated that there is a lot put in by the Board.



On corporate social responsibility; the Sacco is Christian based organization, let's talk from an informed point of view.

FRED BARONGO

Governance costs: Most of the board members have other engagements so 200,000/= is little.

He thereafter seconded Barbra's motion to approve the budget.

RESOLUTIONS: JOHN TWESIGYE

- Creation of investment units.
- Last mile support fund
- 20% of net surplus to be contributed towards Khasakh House (Kintu Simon suggested that 50,000/=)
- Staff becoming members.

PAMELA NDAULA

Informed members that acquiring a house is okay but BOU had advised against it.

LEGAL OPINION BY AMANYA JOSEPH

He advised whether the SACCO can own property. He advised that owning property is allowed in law.

A motion was moved for all resolutions to be passed.

GUEST SPEAKER

He extended his apologies for coming late.

He encouraged the SACCO to continue inviting them for AGM's

He called upon members to make Khasakh their bank.

He also encouraged members to continue saving.

CHAIRPERSON

He thanked members for attending the AGM and awarded members in the following categories on page 60 of the AGM booklet:-

CATEGORY 1- BESK KHASAKH AMBASSODORS OF THE YEAR

No	Name	Member No	Reason	For
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			Recognition
1	TOORACH RONALD LEO	Khask0000836	Best Member Mobilization Ambassador- Central
2	MUKULA SIMON	Khask00001224	Khasakh Patron Ambassador
3	NYANGA SARAH KATAHA	Khask0000908	Best Member Mobilizer-West Nile

CATEGORY 2- KHASAKH BEST SAVERS FY 2022

No	Member Name	Member No	Product
1	ENID OCAYA KABASINGUZI	Khask0000478	211101-General Saver Account
2	GLORY NINSIIMA	Khask0001078	211101-General Saver Account
3	AKELLO ELIZABETH	Khask0000830	211101-General Saver Account
4	HUMPHERY AND MOUREEN RWABUGAHY A	Khask0000241	211101-General Saver Account
5	WOKURI JACKLYN	Khask0000282	211101-General Saver Account
6	AKURUT IMELDA EUNICE	Khask0001010	211101-General Saver Account
7	JOAN MUGENZI	Khask0000456	2115-PENSION SAVER

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7	JOAN MUGENZI	Khask0000456	2115-PENSION SAVER

CATEGORY 3- KHASAKH BEST SHAREHOLDERS FY 2022

No	Member Name	Member No	No of shares
1	TONNY ODONG	Khask0000866	400
2	WASAGAMI FRANCIS	Khask0001028	407
3	TERERAHO JOHN WILSON	Khask0000258	451
4	ENIC OCAYA KABASINGUZI	Khask0000478	690
5	KATIIT RADOOLI DEBORAH	Khask0000845	386
6	NABANKEMA MARYANNE	Khask0000831	224
7	TENDOLYAM UKAMA JONAH	Khask0000614	1,731.00

CATEGORY 4- KHASAKH BEST REPAID LOANS FY 2022

No	Member Name	Member No	Date Disbursed
1	KATENDE STEPHEN	Khask0000548	11/26/2021 16:28
2	JEAN AKITE LYDIA	Khask0000373	9/3/2020 18: 46
3	IGGA CHARLES	Khask0000305	10/19/2020 18:16
4	SEKITTO IMMACULATE LUWEDDE	Khask0000576	8/10/2018 15:52



5	KAJUMBA CONSULATE TRACY	Khask0000079	10/12/2020 19:28
6	AGORIAT ESTHER	Khask0000635	11/1/2021 18:28
7	NDAGIRE KISAKYE GLORIA	Khask0001221	4/29/2022 11:42

MINUTE
11/KHASAKH
H AGM 23

AOB & CLOSURE

The chairperson thanked members for attending the AGM
 He encouraged members to buy shares
 He called upon members to give them feed back about the products.
 He invited members for lunch.
 Pastor Samuel led the closing prayer and prayed for food..

A.O.B & Closure

Members present and apologies: Refer to Annex 1

Signed By

**KHASAKH CO-OPERATIVE
SOCIETY LIMITED**
 SIGN:
 DATE: 12/16/2023

JOHN W. TERERAHO

Chairperson

.....
 AMANYA JOSEPH

Legal Counsel/Secretary

SIGNED BY BY ORDER OF THE EXCO

ANNEX I: ATTENDANCE LIST IN THE ROOM

No	KHASAKH No.	Account Name	Account Name
1	KHASAKH		

	DATE			
1				
2				
3				
4				