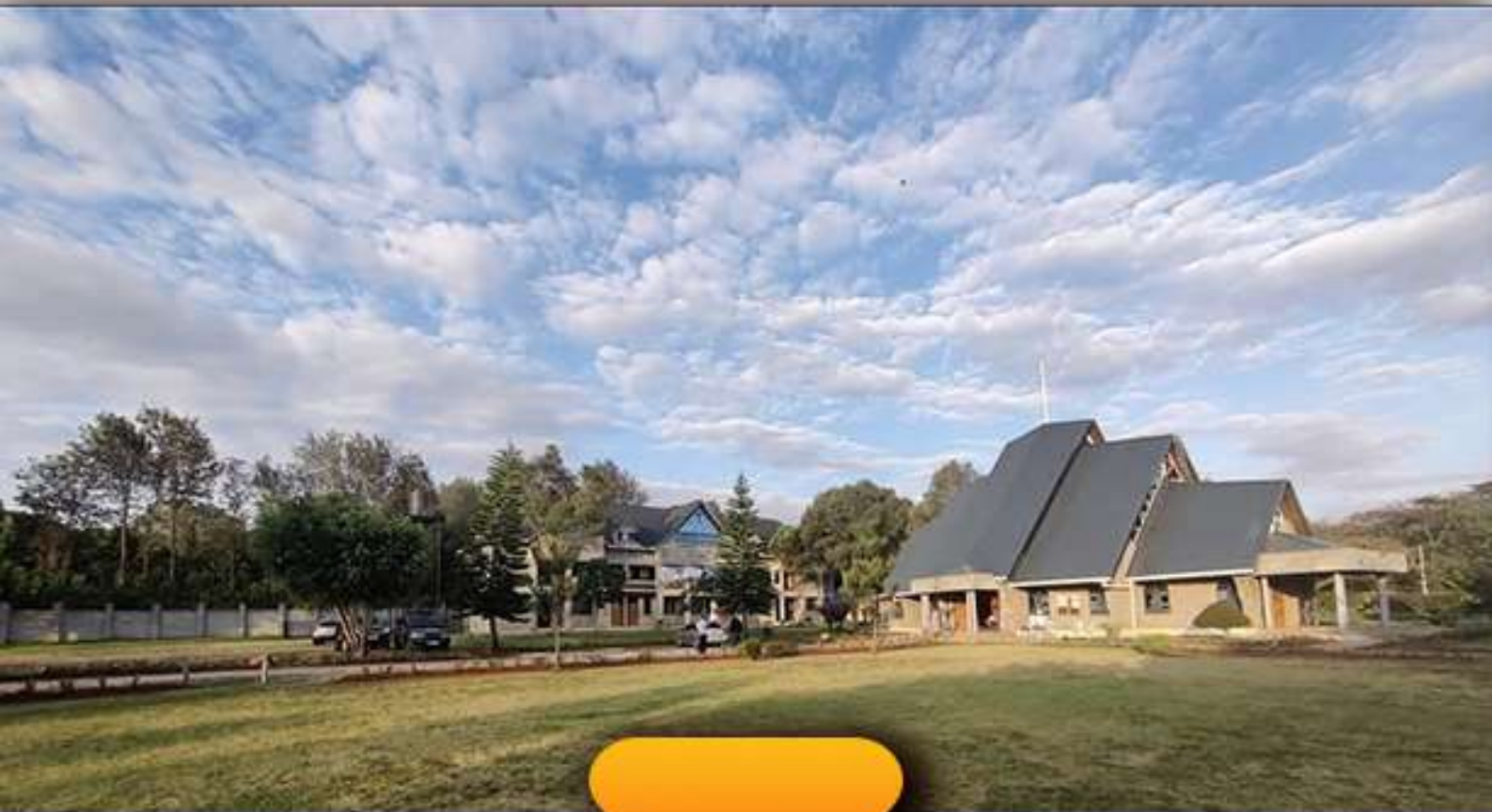




**MILIMANI SOUTH PRESBYTERY**



**KAREN WEST PARISH**

**PCEA MUTEERO CHURCH**  
**AGM 2024**

**Sunday 15th December 2024**

**ANNUAL REPORT FOR THE F/Y 2023-2024**

"Enlarge the place of your tent" Isaiah 54:2

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**NOTICE OF AGM**  
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**PCEA MUTEERO CHURCH**

**NOTICE OF CONGREGATION ANNUAL GENERAL MEETING (AGM)**

Pursuant to the resolution of the Special CBM Meeting on Saturday 23rd November 2024, **NOTICE IS HEREBY GIVEN** to **ALL** Members, Groups, Committees and Officials of **PCEA MUTEERO CHURCH**, that the Congregation will hold its Annual General Meeting on Sunday 15th December 2024 immediately after the Sunday Worship Service to deliberate the following Agenda :-

1. PRAYER AND WELCOME
2. ATTENDANCE
3. READING OF PREVIOUS MINUTES FOR THE AGM HELD ON 17TH DECEMBER 2023
4. MATTERS ARISING
5. CHAIRMANS REPORT FOR FY 2023/2024 & HANDING OVER TO INCOMING CBM CHAIR
6. EXTERNAL AUDITORS REPORT FOR FY 2023/2024
7. APPOINTMENT OF EXTERNAL AUDITORS FOR FY 2024/2025
8. RATIFICATION OF CONGREGATION BUDGET 2024/2025
8. GROUP & COMMITTEE REPORTS FOR FY 2023/2024
9. AOB

DATED this **23rd** DAY of **NOVEMBER** 2024

**Mrs. Mercy  
Mwangi**  
CBM Secretary

**Wangai Maina  
(Elder)**  
CBM Chair  
2023-2024

**Section B**  
**MINUTES OF AGM HELD ON 17TH DECEMBER 2023**  
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**MILIMANI SOUTH PRESBYTERY  
KAREN WEST PARISH  
PCEA MUTEERO CHURCH**

**MINUTES OF THE ANNUAL GENERAL MEETING  
HELD ON SUNDAY DECEMBER 17<sup>TH</sup> 2023**

**AGENDA**

1. WELCOME
2. ATTENDANCE
3. ADOPTION OF THE AGENDA
4. CONFIRMATION OF MINUTES OF LAST AGM HELD ON DECEMBER 18<sup>TH</sup> 2022
5. CHAIRMANS REPORT
6. AUDITORS REPORT FOR FY 2022/2023
7. APPOINTMENT OF THE AUDITOR FOR FY 2023/2024
8. APPROVAL OF 2022/2023 BUDGET
9. HANDOVER OF CBM OFFICIALS
10. CANCELLATION OF BANK SIGNATORIES
11. GROUP AND COMMITTEE REPORTS
12. AOB

**MIN1/AGM/17/2023: ATTENDANCE**

**Attendance**

- |                          |                      |                          |
|--------------------------|----------------------|--------------------------|
| 1. Eng. Johnson Matu     | 41. Anne Ndirangu    | 81. Rahab Gathoni Mutha  |
| 2. Ruth Ndirangu         | 42. Norman Wanyiri   | 82. Joseph Kimanthi      |
| 3. Winnie Muthaka        | 43. Moses Mwaura     | 83. Lee Watene           |
| 4. Mary Kinyua           | 44. David Gathuara   | 84. Damaris Maina        |
| 5. George Warutere       | 45. Purity Nkatha    | 85. Grace N Wairi        |
| 6. Charles Mugwanja      | 46. Samuel Thuo      | 86. Margaret Wanjiku Kar |
| 7. Eunice M'barine       | 47. James Wahome     | 87. Stanley N Kinuthia   |
| 8. Fridah Wangui Gachari | 48. Isaac Gikonyo    | 88. Mercy Nginyo         |
| 9. Irene Kiaraha         | 49. Hannah Wainaina  | 89. Jane Macharia        |
| 10. Ev. Charles Mutembei | 50. Elizabeth Mbocha | 90. Mary Mungai          |

- |                        |                           |                           |
|------------------------|---------------------------|---------------------------|
| 11. David Kang'ara     | 51. Lucy Gatu             | 91. Karen Mumbi           |
| 12. Ruth Maina         | 52. Agnes Mwangi          | 92. Newton Karinga        |
| 13. Nancy Maina        | 53. Anthony Mureithi      | 93. Eng. Peter Patu       |
| 14. Gerald Njagi Ileri | 54. Peter Mwangi          | 94. Simon Mbugua          |
| 15. Martha Ngaruiya    | 55. Johana Kimondo        | 95. Gladys Muchena        |
| 16. Patricia Irungu    | 56. Faith Mwendia         | 96. Margaret Kimani       |
| 17. Susan Kiragu       | 57. Lucy Njimu            | 97. Joy Kimani            |
| 18. Alice Mbirwa       | 58. Jane Wahoro           | 98. Elijah Wamae          |
| 19. Helen Njenga       | 59. Joseph Muraguri       | 99. Julia Maina           |
| 20. Grace Ndungu       | 60. Pharis Ndua           | 100. Martha Mwangi        |
| 21. Grace Mwaniki      | 61. Linda Ogwago          | 101. Jedidah Wanjiku      |
| 22. Mark Mwaniki       | 62. Jane Naivasha         | 102. Bilha Ndaire         |
| 23. Anne Ngaruiya      | 63. Zippy Kiarie          | 103. John Gatu Kibacia    |
| 24. Winfred Mwangi     | 64. Joyce Koikai          | 104. Alice Makau          |
| 25. David K Gitau      | 65. Jemimah Weru          | 105. Elizabeth Gitahi     |
| 26. A.Z Kiragu         | 66. Ann Gitau             | 106. Faith Munuhe         |
| 27. Chris Karumba      | 67. Julia Ndai            | 107. Rose Githaiga        |
| 28. Mercy Mwangi       | 68. Magy Muchiri          | 108. Anne Muriu           |
| 29. Nancy Ochieng      | 69. Mary Mwangi           | 109. Luyia Wachira        |
| 30. Florence Mwaura    | 70. Neema Mwangi          | 110. Jane Muriithi        |
| 31. John Muoria        | 71. Tiffany Wanjiru       | 111. Wandia Mutura        |
| 32. Emily Wagama       | 72. Mark Lee              | 112. Mary Mukono          |
| 33. Margaret Njoroge   | 73. Stanley Kanja         | 113. Deborah Maara        |
| 34. Ruth Gathwara      | 74. James Mwaura          | 114. Samuel Thairu        |
| 35. Anne Ng'ang'a      | 75. Mercy Muraguri        | 115. Elaine Mukuru        |
| 36. Dennis Ng'ang'a    | 76. Noel Ndaya            | 116. Agnes Muriithi       |
| 37. Milka Wangui       | 77. Stephen Luseno        | 117. Catherine Waweru     |
| 38. Dennis Makau       | 78. Karen M Wanja Muhindi | 118. Eunice Wainaina      |
| 39. Francis Muturi     | 79. Susan Wangeci         | 119. Dr. Gladys Kinyanjui |
| 40. Mercy Mutembe      | 80. Paul Wanyika          | 120. Milka Gichuki        |
|                        |                           | **121. GM                 |

**ABSENT WITH APOLOGY:**

1. DR. William Waweru

**MIN 2/AGM/17/2023 WELCOME REMARKS**

- The meeting started at 12.50pm with a word of prayer followed by welcome remarks by the CBM chairman

**MIN 3/AGM/17/2023: ADOPTION OF THE AGENDA**

- Adoption of Agenda was proposed by Susan Kiragu and seconded by Elder Emily Wagama.



**MIN 4/AGM/17/2023: CONFIRMATION OF THE MINUTES OF THE PREVIOUS AGM**

- The previous AGM minutes were confirmed as true record of the deliberations by Elder Peter Mwangi and seconded by Loise Wangu

**MIN 5/AGM/17/2023: ADOPTION OF CHAIRMAN'S REPORT**

- The CBM Chairman read his report. Adoption of the report was proposed by George Warutere and seconded by Mrs. Agnes Mwangi

**MIN 6/AGM/17/2023: ADOPTION OF THE AUDITORS REPORT**

- Highlight of the Audited financial statements were presented. The Auditor confirmed the audited report was a true reflection of the books of accounts.
- Based on the previous appraisal by the auditor, the adoption of the Audited report was proposed by Elder Jane Naivasha and Seconded by Margaret Kimani.

**MIN 7/AGM/17/2023: APPOINTMENT OF AUDITORS FOR FY 2023/2024**

- It was agreed that the current Auditor be retained for another financial year retention of the current e and Associate was proposed by Lucy Njimu and Seconded by David Gitau

**MIN 8 AGM/17/2023: APPROVAL OF THE 2023/2024 BUDGET**

- Members were taken through the highlights of the church budget as well as the groups budget
- Approval to adopt the budget as presented was proposed by Elder John Mworio and seconded by Charles Mugwanja.

**MIN 9/AGM/17/2023: HANDOVER OF THE CBM OFFICIALS**

- The chairman appreciated the out-going team for the effort they have put in steering the church to the next level.
- He further welcomed the incoming CBM executive committee.
- It was agreed that the out-going CBM officials will handover in a special session to be communicated.

- A vote of thanks for the outgoing team was given by Loise Wangu and a Prayer for the new team by Mrs Kiragu

**MIN 10/AGM/17/2023: CHANGE OF PARISH/CHURCH BANK SIGNATORIES**

- With the changes in the CBM Executive committee it was agreed that the Signatories to the bank accounts needed to be changed.
- This was Proposed by Neema Karanja and Seconded by Joseph Muraguri.

**MIN 11/AGM/17/2023: APPROVAL OF GROUP AND COMMITTEE REPORTS**

- The group and committee reports were presented and were approved as follows:

<b>GROUP</b>	<b>PROPOSER</b>	<b>SECONDER</b>
<b>Womans Guild</b>	Elizabeth Mbocha	Grace Kamau
<b>PCMF</b>	Isaac Gikonyo	Dennis Makau
<b>Youth</b>	David Kang'ara	Margaret Kamau
<b>Church School</b>	Nanacy Ochieng	Eld. Emily Wagemu
<b>BSR</b>	Loise Wangu	Lucy Gatu
<b>Health</b>	Naeema Karanja	Agnes Muriithi
<b>Christian Education</b>	Margaret Kimani	Kawira
<b>Mission and Evangelism</b>	Elijah Wamae	Gerald Njagi
<b>Choir</b>	Alice Mbirwa	Winnie Mwangi
<b>Technical</b>	Lucy Njimu	Eric Mwaura
<b>Brigade</b>	Irene Kiaraho	Samuel Mwaura
<b>JPRC</b>	Faith Mwendia	Margaret Kamau
<b>Security</b>	George Warutere	David Kangara

**MIN 12/AGM/17/2023: AOB**

- Need to relook the Project Joshua targets which appear under budgeted
- Think of incentives to ensure members bring more business especially in regard to the facilities and grounds.
- Continuously remind members that the 2nd Sunday is tithe Sunday
- Proposal to give tokens-Pens and Book marks to visitors
- Technical team to ensure that the entire sanctuary is covered during broadcast and not just a portion of the church.

- Consider better ways of resources mobilization.
- Involve congregation to bring in new ideas especially on resource mobilization
- Praise and worship Give the older generation a chance to include hymns and Old songs.
- Send out a Survey to know what the congregation wants.
- Relook the structure of the service and allow more time for the sermon/ preaching's.
- CBM attendance is critical as this is where ideas are shared.
- Resolve and have a standing Committee/commitment committee looking into the finances:
- Resolution: Kirk session will give guidance/action them

**MIN 13/AGM/17/2023: ADJOURNMENT**

- There being no other business the meeting ended at 1:45pm with a word of prayer from Mrs Kiragu
- Confirmed as a Time Record:

**CHAIRMAN:** -----

**SECRETARY:** -----

-----

**DATE:** -----

**DATE:** -----

**Section C**  
**CBM CHAIRMANS REPORT & HANDING OVER TO NEW CBM**  
**CHAIRMAN**  
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## *PCEA KAREN WEST PARISH*

### *Muteero Congregation*

### *Report by CBM Chairman to the Year 2024 Congregation AGM*

---

#### **CBM Chairman's Report to the PCEA Muteero Congregation Annual General Meeting – Year 2024 for the Financial Year 2023/2024 as at 30<sup>th</sup> September 2024**

##### **1. Introduction**

Praise the Lord, my brothers, and sisters in Christ. It is with a grateful heart and deep humility that I present my final report as your chairman for the year 2023/2024, marking the end of my tenure after four blessed years of service.

This report captures the key achievements, challenges, and milestones we have experienced together as a congregation. It is a moment to give thanks—to you, the dear loving congregation of PCEA Muteero, and most importantly, to God, without whom none of this would have been possible.

##### **2. CBM Executive Members and update of its new Members**

First, I would like to introduce and acknowledge my colleagues in the CBM Executive who I have had the great pleasure of serving with and who joined us at the beginning of the Year.

- a. Mrs. Mercy Mwangi - CBM Secretary
- b. Mrs. Mercy Muraguri- CBM Vice Secretary
- c. Dr. William Waweru- Finance Chair
- d. Mr. Eric Muhindi- CBM Treasurer
- e. Mrs. Nancy Ochieng - Co-opted to the Executive committee by virtue of being the Parish Administrator

I want to thank the officials who retired at the commencement of FY 2023/2024 and others who retired from FY 2020/2021 to take up other roles in the Church.

##### **3. The Purpose of the Church Board of Management**

The Church Board of Management, which comprises ALL elected Deacons and Group and Committee officials is founded in the Word of God, in Acts 6:1-7. The CBM therefore comprises of men and women full of the Holy Spirit with the purpose of serving God's people and ensuring distribution of resources and taking care of the investments, buildings and infrastructure of the Church so that the Parish Minister together with the Elders and pastoral team can concentrate on prayer, preaching and teaching the Word of God and spreading the Good News of our Lord and Savior to win the souls of many.

Further its Purpose is also highlighted in Chapter 7 and Act 14 of the PCEA Practice and Procedure manual, and I summarize its purpose as to implement resolutions and Finance the Vision, Mission and obligations of the Parish Kirk Session and as ratified by this AGM.



## *PCEA KAREN WEST PARISH*

### *Muteero Congregation*

#### *Report by CBM Chairman to the Year 2024 Congregation AGM*

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#### 4. Activities and Achievements for the Year

In tandem with the theme of the year 2024 from **Isaiah 54:2** “Enlarge the place of your tent, stretch your tent curtains wide, do not hold back; lengthen your cords, strengthen your stakes” your CBM and Congregation

a. Saw Church Membership Grow by God’s Grace:-

Category of Membership	as at 30.09 2024	as at 30.9.2023	YOY Growth +/- %
Full Communicants	<b>523</b>	453	+15.4%
Adherents	<b>64</b>	57	+12.8%
Affiliates/Associates	<b>10</b>	5	+50%
Adults who got Born Again	<b>12</b>	14	-14.28%
Children /Teens Who got born again	<b>28</b>	38	-26.31%

- b. Increased the camera’s covering the service to cover every corner of the Sanctuary and installed CCTV to capture what happens in the compound and in your buildings as the Church.
- c. Facilitated the overall maintenance of the Assets and infrastructure of the Church through the Property Development Committee.
- d. Ensured Tokens/gifts given are given to first time visitors as coordinated by the BSR Committee
- e. Participated in the formation of the resource mobilization committee, a subcommittee of the session comprising of members of the congregation to ensure a continuous flow of ideas to assist the congregation in raising funds.
- f. Supported in the efforts of conceptualizing the Strategic Plan 2024-2028 and the establishment of PCEA Muteero Academy, Karen.



## PCEA KAREN WEST PARISH

### Muteero Congregation

#### Report by CBM Chairman to the Year 2024 Congregation AGM

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g. Paid the following as MMF to the Parish:-

Ast at 31.09.2024	As at 31.09.2024	Y O Y Growth +/- %
<b>KES. 16,033,261</b>	<b>KES. 15,040,746</b>	6.5%

h. Implemented the management letter from our External Auditors which has resulted in streamlining of Church Bank accounts to 3, that is PCEA Muteero Groups, PCEA Muteero-Main Account and PCEA Muteero Development Account. CBM has also implemented the budget-based financial system which has moved groups from being cost centers of the CBM.

i. has contributed to outreach programs and reaching out to the community as under:-

- PCEA Ngujuka Church Construction as a congregation you have given an initial KES. 400,000.00 as at 30.9.2024 which has grown, and the incoming Chair will report next year exactly what you have done Praise the Lord!
- Support to PCEA Namanga Mission Area via BSR , Mission & Evangelism and other Church Groups
- Supported PCEA Unity and the residents of Gataka through BSR after the heavy flooding that occurred in April 2024

j. Participated in offering solace and support to the family of the late Very Rev. Dr. George Ernest Wanjau, Moderator of the 11th and 12th General Assembly and his lovely wife the late Mrs. Mary Wanjiru Wanjau , on their passing to Higher Glory in the months of April and May 2024, respectively. The Late Very Rev and Mrs. Wanjau were founders of PCEA Muteero Church and Muteero- Muhugu Estate and their contribution to PCEA Muteero and the lives of many will never be forgotten.

k. Participated in the planning of Thanksgiving services and Group Days where funds were raised for church-wide and ministry activities. We also participated in the Farewell service for our former Parish Minister, Rev. Daniel Njeru. The Social Sunday, Christmas Cantata and Cross over Kesha have also been crowning events for the CBM and Congregation after laboring in the Lord's vineyard to the Glory and Honor of His name.

The Impact of the above activities is to touch the lives of many with the Love of God and it is my Prayer that we live up to being the Church where the needs of the People meet the Power of God.

#### **4. Financial Report**

Below is a summary of the church's financial status which is also contained in the Audited financial statements attached hereto:



## *PCEA KAREN WEST PARISH*

### *Muteero Congregation*

#### *Report by CBM Chairman to the Year 2024 Congregation AGM*

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Item	FY 2023/2024	FY 2022/2023	YOY Trend +/-
CBM Income	KES. 22,633,675.00	KES. 19,541,974.00	+15.82
CBM Expenses	KES. 25,532,681.00	KES. 22,747,090.00	+12.24
Year Surplus/Deficit	(KES.2,899,006.00)	(KES.3,205,116.00)	(9.86%)

Income from the Joshua Building, from rent , hire of the rooms and meeting spaces, the Kitchen and grounds grew to KES. 2,006,909.00 from KES.1,256,001, marking a 59.78% growth. This income accounts for 8.86% of the CBM Income and further sources of income to finance the Ministries of the Church will have to be established and we look forward to the commencement of operations by PCEA Muteero Academy, Karen.

The congregation expenses grew by 12.24% and this is attributed to Depreciation costs, increase in MMF, Honorarium to preachers and purchase of equipment.

We closed the year at 30.9.2024, with a net deficit of (KES 2,072,958.00 ) as opposed to (KES. 4,256,835.00) as at 30.9.2023, which is more than 50% reduction. We owed the Parish MMF of KES 1,767,621 and the Woman's Guild KES. 500,000.00 at the close of the Year .

#### **5. Challenges and Lessons Learned**

- Financial constraints have been a major Key issue, but I thank God for the Great teams and leaders that we have in the church, they have always remained positive, looking for solutions rather than canceling an activity or a project.
- The Greatest lesson that I have learnt is that God wants a Church that pleases Him. We can only be that Church if we depend on God, remain united, and pull in the same direction. For this to happen we must continue in Prayer, Fellowship, and have Love for one another for their God commands a Blessing.
- Another lesson, we have amazing and great intellectual resources, gifts, and talents within the congregation. You are a light on a hill that cannot be hidden. Let Your Light Shine for Jesus Church!





## *PCEA KAREN WEST PARISH*

### *Muteero Congregation*

#### *Report by CBM Chairman to the Year 2024 Congregation AGM*

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#### **6. Plans and Recommendations for the Coming Year**

- Support for Missions and PCEA Muteero Academy, Karen is paramount.
- The CBM and the Congregation will have to raise KES. 61 million per annum for the next 5 financial years. The Session, CBM and Resource Mobilization committee will need to produce a unified financing strategy and build constructive collaboration to ensure that the Strategic Plan 2024-2028 is fully implemented.
- groups/committees with a negative balance at the end of the Year must critically reconsider income generating activities , by being strategic and relevant to members of the Church or relooking their operations and how members and the community resonate to the same.
- More congregation members need to be given regular opportunities to Preach during the Sunday service.

#### **7. Photographs of the Year's Activities**

**Photo 1:** Youth Service in the Joshua Hall 2nd June 2024



*PCEA KAREN WEST PARISH*

*Muteero Congregation*

*Report by CBM Chairman to the Year 2024 Congregation AGM*

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**Photo 2:** 2024-2028 Parish Strategic Plan Launch 11th June 2024



## *PCEA KAREN WEST PARISH*

### *Muteero Congregation*

#### *Report by CBM Chairman to the Year 2024 Congregation AGM*

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#### **8. Gratitude and Acknowledgements**

I stand here deeply indebted to many who have made this journey not only bearable but truly rewarding:

- **My Family:** To my dear Wife & family, your unwavering love, patience, and support over these past four (4) years have been my rock. Thank you for standing by me through every moment of this calling.
- **Parish Ministers:** Special thanks to our former Parish Ministers in the last four (4) years, Rev. Dr. Kanga, Rev. Mwirichia, Rev. Simon Kamande and Rev. Daniel Njeru for your wise counsel. Your support has been invaluable.
- **Elder Muoria:** I am profoundly grateful to my predecessor, Elder Muoria, whose guidance and mentorship laid the foundation for my leadership. Your example has been a light to my path.
- **Session and CBM Members & Officials:** Thank you for your collaboration, wisdom, great ideas, and commitment to the mission of this church. Your teamwork has been the engine driving our progress.
- **Parish and Congregation Staff:** Your efforts in ensuring smooth operations, from preparing the sanctuary, meeting rooms, tea for countless meetings, to organizing events, managing resources, and offering spiritual guidance, have not gone unnoticed. You have been pillars of support to this church. Thank you for your patience, humility, and willingness to go the extra mile in ensuring our congregation remains a place where the needs of the People meet the Power of God. May God



## *PCEA KAREN WEST PARISH*

### *Muteero Congregation*

#### *Report by CBM Chairman to the Year 2024 Congregation AGM*

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bless you abundantly, strengthen you in your duties, and continue to use you mightily for His glory.

- **Congregation:** To each member of PCEA Muteero, your overwhelming support, prayers, and encouragement have been a constant source of strength. Together, we have achieved more than I could have imagined.

#### **9. Words for the Incoming Chair**

It is with great joy and confidence that I welcome **Elder Emily Wagem**a as our incoming Chair. Thank you, Elder Emily, for accepting to take up this baton. I encourage you to burn with the fire of the Holy Spirit as you lead this congregation in serving the Lord and His people. May God grant you wisdom, strength, and His abundant grace in this new role.

#### **10. Giving Thanks to God**

I give thanks to God Almighty. It is His guidance that has carried us through challenging times and rejoicing in our victories. He desires a church that pleases Him, and we remain committed to walking in His ways. Let us continue to honor Him in all we do, acknowledging that apart from Him, we can do nothing.

#### **11. Encouragement to the Congregation**

As I step down, I urge you, beloved congregation, to remain steadfast in your faith and commitment to the work of the Lord. Let us continue to seek His will, build each other up in love, and strive to be a church that glorifies His name.

#### **Conclusion**

Serving as your Chairman has been one of the greatest honors of my life. As I transition to new roles within the church, I remain deeply committed to supporting this congregation in every way I can. May God continue to bless PCEA Muteero and guide us all in His perfect will.

To God be the glory, great things He has done.

#### **Submitted by:**

Wangai Muhiu Maina (Elder)  
Chair of PCEA Muteero Church Board of Management Year 2023/2024  
Date : 12th December 2024



## PCEA KAREN WEST PARISH

### Muteero Congregation

### Message by Incoming CBM Chairman to the Year 2024 Congregation AGM

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AGM - 15th December 2024

Karen West Parish

PCEA Muteero Congregation:

Stepping into this enormous role, at such a time as this, is the most humbling privilege from our Heavenly Father, the Almighty God.

It is a moment to give Him thanks and Praise. Knowing very well that it's all His doing. Ephesians 2:10 "For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do."

Ephesians 2:10 NIV

Knowing that He has prepared us and the work in advance, makes all the difference. In Him we shall stand, depend on and draw our strength daily.

I take this opportunity to thank our Almighty God for my predecessors; and especially the immediate outgoing Chair, Elder Wangai Muhiu, who has led us for the last 4 years. The strides we have taken as a congregation and now transitioned to a Single Congregation Parish, could only be attributed to his keen eye to detail and total dependence on God.

As the CBM Chair handover is done today, I receive the list below which will be the springboard of the task ahead of us with humility. We shall endeavor to listen to God and all of God's people as we depend on the power of the Holy Spirit to advance His Kingdom on earth.

#### **CBM Chair handover list**

1. CBM Chair File & minutes 2020 to 2024
2. AGM 2020-2024 file and reports
3. Staff list, appraisals & balance of leave days
4. List of Districts
5. List of Church groups and committees that report to CBM and their balances
6. List of Members Active, Affiliate & Adherents
7. Service program up to Dec 31st, 2024
8. Inventory of Assets
9. Inventory of Liabilities
10. Audited Financial Statements as at 30.9.2024



PCEA KAREN WEST PARISH

Muteero Congregation

Message by Incoming CBM Chairman to the Year 2024 Congregation AGM

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11. Management letter as at 30.9.2024

12. Strategic plan 2024-2028

13. List of Congregation Bank accounts and mandate form where change of signatories are required.

14. CBM reports to Session File.

“Therefore, my dear friends, as you have always obeyed—not only in my presence, but now much more in my absence—continue to work out your salvation with fear and trembling,” Philippians 2:12 NIV

May God bless us all as we rely on The Holy Spirit ; as the Hymn writer says; Stand in His strength alone; the arm of flesh will fail will fail you.

In Christ's service :

Emily Chemeli Wagemma (Elder)



**Section D**  
**AUDITED FINANCIAL STATEMENTS FY 2023/2024**  
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**PCEA MUTEERO KAREN WEST PARISH  
MILIMANI SOUTH PRESBYTERY  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30TH SEPTEMBER 2024**



Wallace & Associates  
Certified Public Accountants of Kenya  
P.O.Box 13778-0400  
Nairobi-Kenya



**PCEA MUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY**

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**PCEA MUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY**

**PCEA MUTEERO CHURCH OFFICIALS AND ADMINISTRATION OFFICES**

**MEMBERS OF PCEA MUTEERO CHURCH OFFICIALS**

**CHURCH BOARD OF MANagements**

Elder Wangai Maina	—	Chairman
Ms Mercy Mwangi	—	Secretary
Ms Mecry Muraguri	—	Vice -Secretary
Mr.Eric Muhindi	—	Treasurer
Dr.William Waweru	—	Finance, Property and Development Chairman

**FINANCE COMMITTEE MEMBERS**

Dr.William Waweru	—	Finance, Property and Development Chairman
Mr.Eric Muhindi	—	Treasurer
Elder Wangai Maina	—	Chairman
Church Groups Treasurers	—	Members

**REGISTERED OFFICE**

PCEA Muteero Church  
Kerarapon Road  
Off Ngong Road  
P.O Box 24346- 00502  
Karen, Nairobi  
Mobile : +254 721 761 812

**AUDITORS**

Wallace & Associates  
Certified Public Accountants of Kenya  
Garden Estate, Cedar Court Block B, No.2  
P.O. Box 13778 - 00400, Nairobi  
Nairobi, Kenya.

**BANKERS**

**Absa Bank Kenya Limited**

Karen , Nairobi  
P.O.Box 24180-00502  
Nairobi, Kenya.  
A/C No.:0651093910  
(Congregation A/C)

**Family Bank Limited**

Karen , Nairobi  
P.O.Box  
Nairobi, Kenya  
A/C No.:Development Fund  
(Congregation Development fund A/C)

**Co-operative Bank Ltd**

Karen Branch  
P.O. Box 427-00515  
Nairobi, Kenya.  
A/C No.: 01134706687200  
(PCMF A/C)

**Absa Bank Kenya Limited**

Karen , Nairobi  
P.O.Box 24180-00502  
Nairobi, Kenya.  
A/C No.: 2029817092  
(Women's Guild A/C)

**Absa Bank Kenya Limited**

Karen , Nairobi  
P.O.Box 24180-00502  
Nairobi, Kenya.  
A/C No.:2051279460  
All Church Groups A/C

**PCEA MUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY**

**REPORT OF THE CHURCH BOARD OF MANAGEMENT AND OFFICIALS**

The Church Board of Management submit their report together with the audited financial statements for the period ended 30th September 2024 which disclose the state of affairs of the PCEA Muteero, Karen West Parish, Milimani South Presbytery.

**PRINCIPAL ACTIVITY AND MISSION**

The PCEA Muteero, Karen Parish, Mission and Activity is to foster a welcoming fellowship that worships God passionately, cares for humanity, empowers and nurtures individuals to deepen their faith and serve as beacons of light in obedience to the Great Commission( (Mathew 28:19))

**RESULTS**

The results of the Church operations are shown below:

	<u>2023-2024</u> <b>Kshs</b>	<u>2022-2023</u> <b>Kshs</b>
<b>Surplus/(Deficit) for the year</b>	<b>(2,072,958)</b>	<b>(4,256,834)</b>

**OFFICIALS**

The Church Board of Management Officials who served during the year are shown on page 2.

**AUDITORS**

The PCEA Muteero Church Auditors Messrs Wallace & Associates, Certified Public Accountants of Kenya were in the office for the year. They have expressed their willingness to continue providing their services as auditors in accordance with the law.

**By Order of the CBM Secretary**



....., **CBM Secretary**

23rd November  
...../....., **2024**

**STATEMENT OF CHURCH BOARD OF MANAGEMENT'S RESPONSIBILITIES**

The PCEA Muteero, Church Board of Management, is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church as at the end of financial year and of the operating results for that year. The Church board of Management is also responsible for safeguarding the assets of the church and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

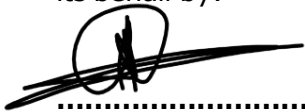
The Church Board of Management accepts responsibility for the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error and further accepts responsibility for:

- (a) designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements;
- (b) selecting and applying appropriate accounting policies; and
- (c) making accounting judgements that are reasonable in the operational circumstances.

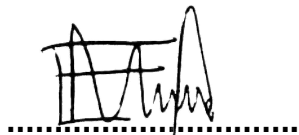
The PCEA Muteero Church Board of Management is of the opinion that the financial statements give a true and fair view of the state of the Church's financial affairs as at 30th September, 2024 and of its operations and cash flows for the year then ended in accordance with the International Financial Reporting Standards and for public accountability and governance requirements.

Nothing has come to the attention of the PCEA Muteero Church Board of Management to indicate that the Church will not continue with its operations and activities for at least twelve months from the date of this statement. This comfort is in spite of dependence on giving and donation goodwill of the church membership as a significant income stream to fund operations and activities and which by very nature can be unpredictable.

Approved by the Church Board of Management on..... 23rd November 2024 and signed on its behalf by:



.....  
**CBM Chairman**



.....  
**Treasurer**



.....  
**Finance, Property and Development Chairman**

**REPORT OF THE INDEPENDENT AUDITOR  
TO THE MEMBERS OF PCEA MUTEERO, KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
FOR THE YEAR ENDED 30TH SEPTEMBER 2024**

**Opinion**

We have audited the accompanying financial statements of PCEA Muteero ,Karen West Parish, which comprise the statement of financial position as at 30th September 2024, the statements of comprehensive income, changes in fund account and cash flows for the year then ended, and notes, including a summary of significant accounting policies.

In our opinion the accompanying financial statements give a true and fair view of the financial position of the church as at 30th September 2024 and of its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards and the requirement of the Kenyan Law.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the church in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Kenya, and we have fulfilled our ethical responsibilities in accordance with these requirements and the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Other information**

The PCEA Muteero Board of Management members are responsible for the other information. Other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**PCEA Muteero Church Board of Management (CBM) members responsibility for the financial statements**

The PCEA Muteero CBM Members are responsible for the preparation and fair presentation of the financial statements that give a true and fair view in accordance with International Financial Reporting Standards , and for such internal control as the CBM determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the CBM are responsible for assessing the church's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting .

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**REPORT OF THE INDEPENDENT AUDITOR  
TO THE MEMBERS OF PCEA MUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
FOR THE YEAR ENDED 30TH SEPTEMBER 2024**

**Auditor's responsibilities for the audit of the financial statements**

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the church's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the church's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditor's report. However, future events or conditions may cause the church to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Report on other legal requirements**

As required by the Law, we report to you, based on our audit, that:

- i) we have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit;
- ii) In our opinion proper books of account have been kept by the parish, so far as appears from our examination of those books; and
- iii) The Church's statement of financial position and comprehensive income are in agreement with the books of account.

***The Engagement partner responsible for the audit resulting in this independent auditor's report is, CPA Wallace Kimani N., P/No.2551.***

**Wallace & Associates  
Certified Public Accountants of Kenya  
Nairobi-Kenya**

.....2024

**PCEAMUTEERO KAREN WEST PARISH MILLIMANI SOUTH PRESBYTERY  
CONSOLIDATED STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDING 30TH SEPTEMBER 2024**

	<b>Local Church 2024</b>	<b>Other Groups 2024</b>	<b>Totals 2024</b>	<b>Totals 2023</b>
	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>
Income	22,633,675	9,013,562	<b>31,647,237</b>	<b>24,103,972</b>
MMF from CBM to Parish	(16,033,261)	0	<b>(16,033,261)</b>	<b>(15,040,746)</b>
<b>Total Income</b>	<b>6,600,414</b>	<b>9,013,562</b>	<b>15,613,976</b>	<b>9,063,226</b>
Operation, Admin & Estab. Exp.	(8,762,087)	(7,476,789)	<b>(16,238,876)</b>	<b>(11,738,318)</b>
Other Expenses	(1,448,057)		<b>(1,448,057)</b>	<b>(1,581,742)</b>
<b>Surplus/(Deficit) for the year</b>	<b>- (3,609,730)</b>	<b>1,536,772</b>	<b>(2,072,958)</b>	<b>(4,256,834)</b>
Net Surplus/(Deficit) for the year			<b>(2,072,958)</b>	<b>(4,256,834)</b>

**The notes set out on pages 11 to 17 forms an integral part of these accounts**


**PCEAMUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT 30TH SEPTEMBER 2024**

<b>ASSETS</b>	<b>Notes</b>	<b>2024 Total Kshs</b>	<b>2023 Total Kshs</b>
<b>Non current assets</b>			
Property & equipments	[2b & e]	<u>48,359,157</u>	<u>49,414,929</u>
<b>Total Non Current Assets</b>		<u>48,359,157</u>	<u>49,414,929</u>
<b>Current assets</b>			
Receivables and Prepayments	[4]	170,000	540,640
Cash and Cash Equivalents	[6]	<u>2,261,612</u>	<u>1,905,223</u>
<b>Total Current Assets</b>		<u>2,431,612</u>	<u>2,445,863</u>
<b>TOTAL ASSETS</b>		<u><u>50,790,769</u></u>	<u><u>51,860,791</u></u>
<b>FUND &amp; LIABILITIES</b>			
<b>Fund &amp; Reserves</b>			
Accumulated Funds		50,170,976	54,240,545
Surplus/(Deficit) for the year		(2,072,958)	(4,256,835)
<b>Total Fund &amp; Reserves</b>		<u>48,098,018</u>	<u>49,983,710</u>
<b>Current Liabilities</b>			
Payables & Accruals	[5(a)&(b)]	<u>2,692,751</u>	<u>1,877,081</u>
		<u>2,692,751</u>	<u>1,877,081</u>
<b>TOTAL FUND &amp; LIABILITIES</b>		<u><u>50,790,769</u></u>	<u><u>51,860,791</u></u>

The financial statements in pages 7 to 17 were approved by the CBM on  
23rd November

.....2024 and signed on its behalf by:

  
.....  
**CBM Chairman**

  
.....  
**CBM Treasurer**



**PCEA MUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
STATEMENT OF CHANGES IN FUND ACCOUNT  
FOR THE YEAR ENDING 30TH SEPTEMBER 2024**

**2023-2024**

	<u>Accumulated Fund Kshs</u>	<u>General Fund Kshs</u>	<u>Revaluation Reserve Kshs</u>	<u>Totals Kshs</u>
<b>Balance as at 01.10.2023</b>	54,427,811	(4,256,835)	-	50,170,976
Changes during the year	-	(2,072,958)	-	(2,072,958)
<b>Balance as at 30.09.2024</b> Congregation and Groups	<u><b>54,427,811</b></u>	<u><b>(6,329,793)</b></u>	<u><b>-</b></u>	<u><b>48,098,018</b></u>

**PCEA MUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDING 30TH SEPTEMBER 2024**

		<b>2024</b>	<b>2023</b>
	<b>Note</b>	<b>Kshs</b>	<b>Kshs</b>
<b>Cash Generated from Operations</b>			
Surplus for the year	Page 7	(2,072,958)	(4,256,834)
<b>Adjustments for:</b>			
Depreciation charge for the year	2B[1]	1,549,060	1,581,742
Group fund adjustment			2,602,374
<b>Changes in Working Capital:</b>			
(Decrease) in Receivables & Prepayments	[4]	370,640	(540,640)
Increase in Payables & Accruals	[5(a)&(b)]	815,670	1,837,081
Increase in Related Party Transaction	5c		-
<b>Cash Generated from Operations</b>		<b>662,412</b>	<b>1,223,723</b>
<b>Investing Activities</b>			
Property & equipments	2[e]	(306,025)	(1,222,046)
<b>Cash flow (used in) Investing activities</b>		<b>(306,025)</b>	<b>(1,222,046)</b>
<b>Cash Flow from Financing Activities</b>			
Borrowing received		-	-
Repayment on borrowing	5[d]	-	-
<b>Cash flow generated from / (used in) financing Activities</b>		<b>-</b>	<b>-</b>
<b>Movement in Cash and Cash Equivalents</b>		<b>356,387</b>	<b>1,677</b>
Cash and Cash Equivalent Balance as at 1st October	[6]	1,905,225	1,903,547
<b>Net Increase in Cash and Cash Equivalents</b>		<b>356,387</b>	<b>1,677</b>
Cash and Cash Equivalent Balance as at 30th September	[6]	<b>2,261,612</b>	<b>1,905,225</b>

**PCEA KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
 DETAILED CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT  
 FOR THE YEAR ENDING 30TH SEPTEMBER 2024**

		<u>2024</u>	<u>2023</u>
	<u>Notes</u>	<u>kshs</u>	<u>kshs</u>
<b>INCOME</b>			
Income From Various Groups	[3a]	31,647,237	24,103,972
<b>Total Income</b>		<b><u>31,647,237</u></b>	<b><u>24,103,972</u></b>
<b>Operation, Admin &amp; Establishment Expenses</b>			
Local Church/CBM	Annex P1	(32,272,137)	(23,814,966)
Other Groups Administration and Est. Expenses	Annexure A-O	(1,448,057)	(4,545,841)
<b>Total Expenditure</b>		<b><u>(33,720,194)</u></b>	<b><u>(28,360,807)</u></b>
<b>Surplus/(Deficit) for the year</b>		<b><u>(2,072,958)</u></b>	<b><u>(4,256,835)</u></b>

**PCEAMUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
FOR THE YEAR ENDING 30TH SEPTEMBER 2024  
NOTES TO THE FINANCIAL STATEMENTS**

**[1] ACCOUNTING POLICIES**

**Statement of compliance**

The financial statements are prepared in accordance with International Financial reporting Standards under the historical cost convention and are presented in Kenya Shillings (Kshs).

The Church did not adopt any new standards and/or interpretation that are in issue but not yet effective.

**2 Basis of preparation**

The financial statements have been prepared under the historical cost basis of accounting and on a going concern basis in compliance with International Financial Reporting Standards

**[a] Income and expenditure**

Offerings, tithes and donations are recognized when received and recorded in the Parish's books of accounts. Investment income and expenditure is accounted for on an accrual basis. Gifts are brought in and accounted for at valuation and pegged to the fair market value. Interest income from bank deposits is accrued on a time basis, by reference to the principal and at the interest rate applicable.

**[b] Designated and group funds**

Funds received for specific purposes are treated as unexpended grants and credited to capital fund.

Funds set aside for specified purposes from surplus of income over expenditure for the year is debited to reserves and credited to capital fund in the statement of financial position.

Group funds are treated as unexpended grants and credited to income and expenditure when activities for which they were provided for have been undertaken. Excess of expenditure over group receipts are recognized as income and included in the financial statement as accounts receivable from the donor group.

**[c] Property and equipment**

Property and equipment is stated at cost less accumulated depreciation and accumulated impairment losses.

Depreciation is calculated on reducing balance method to write off the cost of the asset over their expected useful life on the following bases:

Land and Building	2.0%
Furniture and fittings	12.5%
Tents and Chairs	12.5%
Equipment & Computer	12.5%
Compound Development	2.0%
Tools & Movable	12.5%
Software	33.3%

**d] (1 Intangible assets**

Intangible assets comprise the cost of acquired accounting and reporting software which is capitalized on acquisition and amortized over the estimated useful life of 3 years.

**d[2] Impairment of tangible and intangible assets**

The carrying amounts of the Church's assets are reviewed annually at the end of the reporting period to determine if there is any indication of impairment. If such condition is identified, the asset's net recoverable amount is estimated and where the asset's carrying amount exceeds its net recoverable amount, it is written down to the recoverable amount and the resulting impairment loss is debited to the income and expenditure statement.

**PCEAMUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
FOR THE YEAR ENDING 30TH SEPTEMBER 2024  
NOTES TO THE FINANCIAL STATEMENTS *CONTINUED***

**[e] Foreign currency transactions**

Transactions during the year which are expressed in foreign currency are translated to Kenya Shilling at the rate ruling on the transaction date.

**[f] Retirement benefit plan**

The Church pays a fixed contribution using the current NSSF Rates into a state plan; the National Social Security Fund for individual employees. In addition to the state plan the Parish contributes only to few staff to the PCEA Pension Scheme of the basic pay per month per employee to a registered provident fund. The Parish has no legal or constructive obligations to pay contributions in addition to its fixed contributions, which are recognized as an expense in the period that relevant employee services are received.

**[g] Investment property**

Investment property, is property held either to earn rental income or for capital appreciation or for both, but not for sale in the ordinary course of operation. Investment property is measured at cost on initial recognition and subsequently at fair value with any changes therein recognized in the income and expenditure statement.

Any gain or loss on disposal of an investment property (calculated as the difference between the net proceeds from disposal and the carrying amount of the item) is recognized in the income and expenditure statement.

When the use of a property changes such that it is reclassified as property under IAS 16 its fair value at the date of reclassification becomes its cost for subsequent accounting.

**[h] Taxation**

No provision for taxation has been made in these accounts. The Parish qualifies for exemption from corporate tax under paragraph 10 of the 1st Schedule to the Income Tax Act Cap 470.

**[i] Financial instruments**

Financial assets and liabilities are recognized in the Church's statement of financial position when the Parish becomes party to the contractual provision of the instrument.

*Receivables*

Receivables are carried at the original amount less provision made for impairment of these receivables. A provision for impairment is established when there is objective evidence that the Parish will not be able to recover all the amounts due according to the original terms of receivables.

**[j] Cash and cash equivalent**

For purposes of the cash flow statement, cash and cash equivalents include; cash in hand, deposits held at call with banks and short term liquid investments which are readily convertible into known amount of cash.

**[k] Basis of consolidation**

The financial statements consolidate those of the church and all of its congregation and commercial activities. The congregation and commercial entities are those over which is capitalized on acquisition and amortized over the estimated useful life of 3 years. and balances between Parish entities are eliminated on consolidation.

**[l] Comparatives**

Where necessary, comparative figures have been adjusted to conform to changes in presentation in the current year.

**PCEAMUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
FOR THE YEAR ENDING 30TH SEPTEMBER 2024  
NOTES TO THE FINANCIAL STATEMENTS - Cont'd**

**[2] Property and Equipments**

**[a] Depreciation**

Property and equipment is stated at cost less accumulated depreciation.  
Depreciation is calculated on reducing balance method to write off the cost of the assets over their expected useful lives

Depreciation rates applicable	
Land, Buildings	2.00%
Furniture, Fittings & Equipments	12.50%
Tents & Chairs	12.50%
Equipment & Computer	12.50%
Compound Development	2.00%
Tools & Movables	12.5%

**B[1] Property and Equipments Schedule(COST/VALUATION)  
2023-2024**

	<b>Furniture, Fitt. &amp; Equip Kshs.</b>	<b>Land and Buildings Kshs.</b>	<b>Computers &amp; Equipments Kshs.</b>	<b>Tents and Chairs Kshs.</b>	<b>Music System &amp; Projector Kshs.</b>	<b>Tools &amp; Movables Kshs.</b>	<b>Compound Dev buildings Kshs.</b>	<b>TOTAL Kshs.</b>
<b>COST</b>								
Balance as at 01.10.2023	1,458,985	52,076,029	1,245,046	1,191,486	4,436,184	153,615	1,231,679	61,793,024
Additions for period		-	306,025	-			-	306,025
<b>Balance as at 30.09.2024</b>	<b>1,458,985</b>	<b>52,076,029</b>	<b>1,551,071</b>	<b>1,191,486</b>	<b>4,436,184</b>	<b>153,615</b>	<b>1,231,679</b>	<b>62,099,049</b>
<b>DEPRECIATION</b>								
Balance as at 01.10.2023	1,275,092	6,002,791	11,500	1,134,831	2,079,512	102,328	190,300	10,796,354
Charge for the year	22,987	684,336	512,833	7,082	294,584	6,411	20,828	1,549,060
	<b>1,298,079</b>	<b>6,687,127</b>	<b>524,333</b>	<b>1,141,913</b>	<b>2,374,096</b>	<b>108,739</b>	<b>211,128</b>	<b>12,345,414</b>
<b>NET BOOK VALUE</b>								
<b>Balance as at 30.09.2024</b>	<b>160,906</b>	<b>45,388,902</b>	<b>1,026,738</b>	<b>49,573</b>	<b>2,062,088</b>	<b>44,876</b>	<b>1,020,551</b>	<b>48,359,157</b>
<b>NET BOOK VALUE</b>								
<b>Balance as at 30.09.2023</b>	<b>160,906</b>	<b>45,151,773</b>	<b>925,160</b>	<b>49,573</b>	<b>2,062,089</b>	<b>44,876</b>	<b>1,020,551</b>	<b>49,414,928</b>

**PCEAMUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
FOR THE YEAR ENDING 30TH SEPTEMBER 2024  
NOTES TO THE FINANCIAL STATEMENTS - Cont'd**

	<b>2024</b>	<b>2023</b>
	<b>Kshs</b>	<b>Kshs</b>
<b>[c] Property Plant &amp; Equipment</b>		
Land and Buildings	52,076,029	52,076,029
Computers	1,551,071	23,000
Furniture & Fittings	1,458,985	1,458,985
Tents & Chairs	1,191,486	1,191,486
Music System & Projectors	4,436,184	4,436,185
Compound Development	1,231,679	1,231,679
Tools and Movables	153,615	153,615
	62,099,049	60,570,979
Less Accumulated Depreciation	(13,739,892)	(11,156,051)
Net Book Value	<b>48,359,157</b>	<b>49,414,928</b>

	<b>B/F</b>	<b>Received</b>	<b>Expenditure</b>	<b>Closing Balance</b>	<b>Received</b>	<b>Expenditure</b>
<b>[3a] SUMMARY OF GROUP INCOME &amp; EXPENDITURE</b>	<b>Kshs</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2023</b>	<b>2023</b>
<b>(ANNEXURES A-Q)</b>		<b>kshs</b>	<b>kshs</b>	<b>kshs</b>	<b>kshs</b>	<b>kshs</b>
<b>A</b> PCMF	677	1,610,514	1,529,137	82,054	873,660	901,300
<b>B</b> Health Club	(195,000)	74,851	11,231	(131,380)	20,760	80,000
<b>C</b> Church School	334,888	831,991	812,030	354,849	324,100	380,171
<b>D</b> Christian Education	35,185	1,765,950	753,524	1,047,611	216,137	142,587
<b>E</b> Boys & Girls Brigade	182,267	196,717	295,850	83,134	70,967	187,000
<b>F</b> Mission and Evangelism	(343,905)	505,424	359,565	(198,046)	90,820	65,337
<b>G</b> Womens Guild	808,315	1,936,847	2,365,532	379,630	1,924,588	1,900,817
<b>H</b> Youth	(422,997)	1,656,879	641,306	592,576	185,240	463,590
<b>I</b> Church Choir	704,074	-	145,000	559,074	786,245	82,171
<b>J</b> BSR	(325,560)	18,000	405,200	(712,760)	-	-
<b>K</b> Security	-	42,550	22,000	20,550	-	-
<b>L</b> Technical	(58,898)	46,000	90,025	(102,923)	10,000	68,898
<b>M</b> Worship	-	-	-	-	-	-
<b>N</b> JPRC	73,757	113,890	73,389	114,258	59,481	25,000
<b>O</b> CTY	-	-	-	-	-	-
<b>P</b> CBM	664,379	22,731,800	25,532,681	(2,136,502)	19,541,974	22,747,090
		<b>1,457,182</b>	<b>31,531,412</b>	<b>1,974,369</b>	<b>24,103,972</b>	<b>27,043,961</b>

**[4] Receivables and Prepayments**

<b>Congregation and Groups</b>	<b>2024</b>	<b>2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Womans Guild Rented House arrears	105,000	450,000
Grounds/Church Facility Hire	25,000	25,000
Receivable from Parish	40,000	65,640
	<b>170,000</b>	<b>540,640</b>

**PCEA MUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
FOR THE YEAR ENDING 30TH SEPTEMBER 2024  
NOTES TO THE FINANCIAL STATEMENTS - Cont'd**

	<b>2024</b>	<b>2023</b>
	<b>kshs</b>	<b>kshs</b>
<b>[5] Payables and Accruals</b>		
<b>[a] Accruals</b>		
<b>Congregation and Groups</b>		
Auditors	156,000	65,640
Tenant Deposits	150,000	150,000
District Kitty	119,130	81,400
Parish Cess	1,767,621	1,580,041
	<b>2,192,751</b>	<b>1,877,081</b>
<b>[b] Payables-Due to groups</b>		
Woman Guild	500,000	
	<b>500,000</b>	-
<b>[6] Cash &amp; Cash Equivalents</b>		
<b>Congregations and Groups</b>		
Absa bank Congregation A/C	22,995	648,190
Absa bank womens Guild	-	803,700
Family Bank Development A/c	1,198,801	400,001
Co-operative Bank-PCMF Group	16	677
Office Petty Cash	96,558	33,040
Groups Petty Cash-Womens Guild	404,824	4,615
Safaricom-Mpesa Groups	16,040	15,000
Absa Bank Groups A/c	522,377	0
	<b>2,261,611</b>	<b>1,905,223</b>



**PCEA MUTEERO KAREN WEST PARISH MILIMANI SOUTH PRESBYTERY  
FOR THE YEAR ENDING 30TH SEPTEMBER 2024  
NOTES TO THE FINANCIAL STATEMENTS - Cont'd**

**[7] Taxation**

**[7a]** The Church/Parish derives its income from members offerings and support which are not defined as taxable income under the Income Tax Act.

**ANNEX A**

**PCMF**

**FUND ACCOUNTABILITY STATEMENTS**

**PCMF  
FUND ACCOUNTABILITY STATEMENT  
FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

PARTICULARS	ACTUAL AMOUNT	APPROVED BUDGETED AMOUNT	VARIANCE
	Kshs	Kshs	Kshs
<b>Collections</b>			
Opening Balance as at 1st October, 2023	677	-	677
Total Income collected			
-ROPS	199,000	-	199,000
-Annual Subscriptions	95,950	800,000	(704,050)
-PCMF week	1,263,514	1,950,000	(686,486)
-Donations	52,050	-	52,050
<b>Net Income</b>	<b>1,611,191</b>	<b>2,750,000</b>	<b>(1,138,809)</b>
<b>Administrative expenses</b>			
Fellowships	23,500	60,000	(36,500)
Visits	15,000	20,000	(5,000)
Seminar expenses	107,500	120,000	(12,500)
Sponsorship-Education	76,500	-	76,500
Mentorship	169,000	120,000	49,000
Retreat expenses	389,000	500,000	(111,000)
Weddings	5,000	30,000	(25,000)
Marriage Counselling Lunches	-	30,000	(30,000)
Spost Evangelism	-	250,000	(250,000)
PCMF Project	-	1,500,000	(1,500,000)
Miscellaneous	119,500	120,000	(500)
Snacks	15,000	-	15,000
ROPS	442,000	-	442,000
Donations	30,662	-	30,662
Bereavements	40,000	-	40,000
Bank charges	575	-	575
Tithe	95,900	-	95,900
	<b>1,529,137</b>	<b>2,750,000</b>	<b>(1,220,863)</b>
<b>NET SURPLUS FOR THE YEAR</b>	<b>82,054</b>	<b>-</b>	<b>82,054</b>

***Audit Report and Financial Statements FYE 2024***

**ANNEX B**

**HEALTH COMMITTEE**

**HEALTH COMMITTEE  
FUND ACCOUNTABILILTY STATEMENT  
FOR THE YEAR ENDED 30TH SEPTEMBER 2024**

<b>PARTICULARS</b>	<b>ACTUAL AMOUNT</b>	<b>APPROVED BUDGETED AMOUNT</b>	<b>VARIANCE</b>
	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>
<b>Collections</b>			
Opening Balance as at 1st October 2023	(195,000)	(195,000)	-
Health Sunday	74,851	-	74,851
<b>Net Income</b>	<b>(120,149)</b>	<b>(195,000)</b>	<b>74,851</b>
<b>Administrative expenses</b>			
Health Talks	-	30,000	(30,000)
Medical Check ups-PCEA Muteero Hall	-	50,000	(50,000)
Medical Check ups-Nkujuka medical Hall		100,000	(100,000)
Tithe Health Sunday	7,231	-	7,231
Health Kits	-	20,000	(20,000)
Health Week	4,000	40,000	(36,000)
<b>TOTAL EXPENDITURE</b>	<b>11,231</b>	<b>240,000</b>	<b>(228,769)</b>
<b>NET (DEFICIT) FOR THE YEAR</b>	<b>(131,380)</b>	<b>(435,000)</b>	<b>303,620</b>

***Audit Report and Financial Statements FYE 2024***

**ANNEX C**

**CHURCH SCHOOL**

**FUND ACCOUNTABILITY STATEMENT**



**CHURCH SCHOOL  
FUND ACCOUNTABILITY STATEMENT  
FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

PARTICULARS	ACTUAL	APPROVED BUDGET	VARIANCE
	AMOUNT	Amount	Amount
	<u>Kshs</u>	<u>Kshs</u>	<u>Kshs</u>
<b>Collections</b>			
Opening Balance as at 1st October 2023	334,888	-	334,888
Church School Offertory	196,989	-	196,989
Church School Sunday	543,679	-	543,679
Donations	91,323	-	91,323
<b>Net Income</b>	<b><u>1,166,879</u></b>	<b><u>-</u></b>	<b><u>1,166,879</u></b>
<b>EXPENDITURE</b>			
Children's Outing	-	90,000	(90,000)
Talent Show	-	130,000	(130,000)
Teens and Mentor retreat	-	80,000	(80,000)
Token for teens gust Speaker	-	30,000	(30,000)
Sports Day with parents	-	60,000	(60,000)
Teachers Seminar	145,000	100,000	45,000
Teachers Annual conference	-	150,000	(150,000)
Teachers Retreat	-	60,000	(60,000)
Teaching Materials/Toys/Plastic Cups	-	30,000	(30,000)
Bench marking tour	-	10,000	(10,000)
Church School walk day	-	80,000	(80,000)
VBS	462,630	325,000	137,630
Seminar -for Pre-teens and teens	-	50,000	(50,000)
Special needs sensitization	-	10,000	(10,000)
Fun Day	10,000	50,000	(40,000)
Visit to Children's home	-	30,000	(30,000)
Church school Sunday	50,000	100,000	(50,000)
Tree Planting	-	5,000	(5,000)
Visit to children who have been bereaved	-	20,000	(20,000)
Ex-candidate Forum	50,000	-	50,000
Presbytery Activity	24,000	-	24,000
Facilitation for Teachers	16,000	-	16,000
Stationeries	30,400	-	30,400
Teens Camp	-	480,000	(480,000)
Teens and Mentors Hike	-	170,000	(170,000)
Teachers fellowship	24,000	72,000	(48,000)
<b>TOTAL EXPENDITURE</b>	<b><u>812,030</u></b>	<b><u>2,132,000</u></b>	<b><u>(1,319,970)</u></b>
<b>NET SURPLUS FOR THE YEAR</b>	<b><u>354,849</u></b>	<b><u>(2,132,000)</u></b>	<b><u>2,486,849</u></b>

**ANNEX D**

**CHRISTIAN EDUCATION**

**INCOME ACCOUNTABILITY STATEMENT**

**CHRISTIAN EDUCATION  
FUND ACCOUNTABILITY STATEMENT  
FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

<b>PARTICULARS</b>	<b>ACTUAL AMOUNT</b>	<b>APPROVED BUDGET AMOUNT</b>	<b>VARIANCE</b>
	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>
<b>Collections</b>			
Opening Balance as at 1st October 2023	35,185	-	35,185
Christian Education Sunday	1,272,830	-	1,272,830
Computer Lab Income	56,440	-	56,440
Office space Income	13,180	-	13,180
Muteero Technical Institute	422,500	-	422,500
Surrender	1,000	-	1,000
<b>Net Income</b>	<b>1,801,135</b>	<b>-</b>	<b>1,801,135</b>
<b>EXPENDITURE</b>			
Academy Expenses	30,950	-	30,950
Christian Education Sunday	39,000	-	39,000
Christian Education Merchandise	116,732	-	116,732
Tithe	147,845	-	147,845
Computer Lab Expense	40,500	-	40,500
Office/College Expense	21,000	-	21,000
PMTI	270,000	-	270,000
Seminars	26,500	-	26,500
Success Cards to Candidates	40,997	-	40,997
Transport & Travelling	20,000	-	20,000
Chartis Schools Muteero(Day care and Playgroup)	0	5,000,000	(5,000,000)
Kindergarten	0	5,000,000	(5,000,000)
Primary School	0	6,000,000	(6,000,000)
Chartis School Bus	0	6,000,000	(6,000,000)
<b>TOTAL EXPENDITURE</b>	<b>753,524</b>	<b>22,000,000</b>	<b>(17,000,000)</b>
<b>NET SURPLUS FOR THE YEAR</b>	<b>1,047,611 0</b>	<b>(22,000,000)</b>	<b>18,801,135</b>



**ANNEX E**

**BOYS & GIRLS BRIGADE**

**INCOME ACCOUNTABILITY STATEMENT**

**BOYS AND GIRLS BRIGADE  
FUND ACCOUNTABILITY STATEMENT  
FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

<b>PARTICULARS</b>	<b>ACTUAL AMOUNT</b>	<b>APPROVED BUDGET AMOUNT</b>	<b>VARIANCE</b>
	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>
<b>Collections</b>			
Opening Balance as at 1st October 2023	182,267	0	182,267
Income from Donations and Brigade Sunday	196,717	409,300	-212,583
<b>Net Income</b>	<b>378,984</b>	<b>409,300</b>	<b>-30,316</b>
<b>EXPENDITURE</b>			
Brigade Children's Camp	53,000	31,500	21,500
Officer's Retreat	0	35,000	-35,000
Officer's Fellowship	0	10,000	-10,000
Captain's Seminar	0	5,000	-5,000
Patron's Seminar	0	2,000	-2,000
Officer's Fellowship-PCEA Mutu-ini Karinde	14,000	10,000	4,000
NCOs training	10,000	10,000	0
Refresher Course	7,800	5,000	2,800
Officer's Fellowship-PCEA Kare west		25,000	-25,000
Preparation for Brigade Sunday	30,000	20,000	10,000
Brigade Display	30,000	20,000	10,000
Brigade Retreat	8,000	30,000	-22,000
Basic Training	48,550	20,000	28,550
Brigade Cookery Classes	0	5,000	-5,000
Brigade Band Uniforms/training	94,500	180,800	-86,300
<b>TOTAL EXPENDITURE</b>	<b>295,850</b>	<b>409,300</b>	<b>-113,450</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>83,134</b>	<b>-</b>	<b>83,134</b>

***Audit Report and Financial Statements FYE 2024***

**ANNEX F**

**MISSION AND EVANGELISM**

**INCOME ACCOUNTABILITY STATEMENT**



**MISSION AND EVANGELISM**  
**FUND ACCOUNTABILITY STATEMENT**  
**FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

<b>PARTICULARS</b>	<b>ACTUAL AMOUNT Kshs</b>	<b>BUDGETED AMOUNT Kshs</b>	<b>VARIANCE Kshs</b>
<b>Collections</b>			
Opening Balance as at 1st October, 2023	(343,905)	-	(343,905)
Other Incomes	1,000	-	1,000
Donations	23,524	-	23,524
Mission/Nendeni Sunday	480,900	-	480,900
<b>Net Income</b>	<b>161,519</b>		<b>161,519</b>
<b>EXPENDITURE</b>			
Heaven's gate prayer and fasting Facilitation	-	50,000	(50,000)
Door to Door Evangelism	47,835	100,000	(52,165)
Worship Extravaganza	-	180,000	(180,000)
Half Kesha/Night Vigil	58,800	70,000	(11,200)
Nendeni Week	252,930	200,000	52,930
<b>TOTAL EXPENDITURE</b>	<b>359,565</b>	<b>600,000</b>	<b>(240,435)</b>
<b>NET SURPLUS FOR THE YEAR</b>	<b>(198,046)</b>	<b>(600,000)</b>	<b>401,954</b>

**ANNEX G**

**WOMAN'S GUILD**

**INCOME ACCOUNTABILITY STATEMENT**

**WOMAN'S GUILD**  
**FUND ACCOUNTABILITY STATEMENT**  
**FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

PARTICULARS	ACTUAL	APPROVED	VARIANCE	
	AMOUNT	BUDGETED		
	Kshs	AMOUNT	Kshs	Kshs
<b>Collections</b>				
Opening Balance as at 1st October 2023	808,315	-		
Total income collected				
-Bank Interest	9,311	-		
-Rent	900,000	-		
-Members Contribution	162,850	-		
Women's Guild Sunday Collection	372,620	-		
Women Guid Chairs/Utensils.Scarf and Badges	19,566	-		
Mombasa trip collections	346,500			
Women's Guild Registration	126,000	-		
<b>Net Income</b>	<b>2,745,162</b>	<b>-</b>	<b>-</b>	
<b>EXPENDITURE</b>				
visits	27,300	70,000	(42,700)	
Pastoral visits	-	55,000	(55,000)	
Prayer Day Activities	164,724	-	164,724	
Least Coin Support	88,500	-	88,500	
Hospitality	65,930	-	65,930	
Young Couple Seminar	-	70,000	(70,000)	
Seminars	1,183,508	-	1,183,508	
Stationeries	27,585	-	27,585	
Teelephone and Postage	18,936	-	18,936	
Survyor Fees	140,000	-	140,000	
Girls mentorship		150,000	(150,000)	
Annual seminar-Members		100,000	(100,000)	
Transport	30,450	-	30,450	
Guild Sunday and Weekly Activity		100,000	(100,000)	
Act of mercy -Guild week		30,000	(30,000)	
Gifts	36,550	-	36,550	
Tithe	225,757	-	225,757	
Bank Charges	2,565	-	2,565	
Office Expenses	32,627	-	32,627	
Flowers	93,500	-	93,500	
Followers Seminar	7,600	-	7,600	
Retreat		500,000	(500,000)	
Annual Dinner		120,000	(120,000)	
Project	220,000	2,500,000	(2,280,000)	
Nkunjuka Development		1,000,000	(1,000,000)	
<b>TOTAL EXPENDITURE</b>	<b>2,365,532</b>	<b>4,695,000</b>	<b>(2,286,768)</b>	
<b>NET SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>379,630</b>	<b>(4,695,000)</b>	<b>2,286,768</b>	



**ANNEX H**

**YOUTH**

**INCOME ACCOUNTABILITY STATEMENT**

**YOUTH GROUP**  
**FUND ACCOUNTABILITY STATEMENT**  
**FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

<b>PARTICULARS</b>	<b>ACTUAL AMOUNT Kshs</b>	<b>APPROVED BUDGETED AMOUNT Kshs</b>	<b>VARIANCE AMOUNT Kshs</b>
<b>Collections</b>			
Opening Balance as at 1st October, 2023	(422,997)	-	(422,997)
Retreat/Trip Contribution	260,000	-	260,000
Sunday Plate	88,191	-	88,191
Surrender	53,847	-	53,847
Youth Sunday	1,253,058	-	1,253,058
CBM		253,700	(253,700)
Members Subscriptions		126,850	(126,850)
Donations	1,783	761,100	(759,317)
<b>Net Income</b>	<b>1,233,882</b>	<b>1,141,650</b>	<b>92,232</b>
<b>EXPENDITURE</b>			
Teens hiking	-	33,000	(33,000)
Visits-Children homes	-	30,000	(30,000)
Movie/Game night	-	27,500	(27,500)
2 Weekend Challenges	-	70,000	(70,000)
Retreats	393,000	198,000	195,000
Camp/Summit	90,000	330,000	(240,000)
Bible Studies & Trivias	-	288,000	(288,000)
Ladies and Gents Mentorship	7,000	100,000	(93,000)
Sport	26,000	55,000	(29,000)
Youth Sunday	125,306	77,000	48,306
Sports ministry	-	60,000	(60,000)
<b>TOTAL EXPENDITURE</b>	<b>641,306</b>	<b>1,268,500</b>	<b>(594,194)</b>
<b>NET SURPLUS FOR THE YEAR</b>	<b>592,576</b>	<b>(126,850)</b>	<b>686,426</b>

**ANNEX I**

**CHURCH CHOIR**

**INCOME ACCOUNTABILITY STATEMENT**

**CHURCH CHOIR GROUP  
FUND ACCOUNTABILITY STATEMENT  
FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

<b>PARTICULARS</b>	<b>ACTUAL AMOUNT Kshs</b>	<b>APPROVED BUDGETED AMOUNT Kshs</b>	<b>VARIANCE Kshs</b>
<b>Collections</b>			
Opening Balance as at 1st October, 2023	704,074	100,000	604,074
Members contribution	-	55,000	(55,000)
Choir Sunday	-	150,000	(150,000)
<b>Net Income</b>	<b>704,074</b>	<b>305,000</b>	<b>399,074</b>
<b>EXPENDITURE</b>			
Retreats	-	175,000	(175,000.00)
Token/Gifts	5,000	0	5,000.00
Snacks	5,000	0	5,000.00
Uniform	100,000	0	100,000.00
Fellowships	5,000	15,000	(10,000.00)
Visiting Other Choirs	30,000	50,000	(20,000.00)
Choir Sunday	-	65,000	(65,000.00)
<b>TOTAL EXPENDITURE</b>	<b>145,000</b>	<b>305,000</b>	<b>(160,000)</b>
<b>NET SURPLUS FOR THE YEAR</b>	<b>559,074</b>	<b>-</b>	<b>559,074</b>



**ANNEX J**

**BSR (BASIC SOCIAL RESPONSIBILITY)**

**INCOME ACCOUNTABILITY STATEMENT**

<b>BSR (BASIC SOCIAL RESPONSIBILITY)</b>			
<b>FUND ACCOUNTABILITY STATEMENT</b>			
<b>FOR THE PERIOD ENDED 30TH SEPTEMBER 2024</b>			
<b>PARTICULARS</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>VARIANCE</b>
	<b>AMOUNT</b>	<b>AMOUNT</b>	
	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>
<b>Collections</b>			
Opening Balance as at Ist October,2023	(325,560)	-	(325,560)
BSR Sunday	18,000	-	18,000
<b>Net Income</b>	<b>(307,560)</b>	<b>-</b>	<b>(307,560)</b>
<b>EXPENDITURE</b>			
Visits	327,200	255,000	(72,200)
Mission	50,000	0	(50,000)
Donations	28,000	0	(28,000)
<b>TOTAL EXPENDITURE</b>	<b>405,200</b>	<b>255,000</b>	<b>(150,200)</b>
<b>Net Surplus/(Deficit)</b>	<b>(712,760)</b>	<b>(255,000)</b>	<b>457,760</b>

**ANNEX K**

**SECURITY**

**INCOME ACCOUNTABILITY STATEMENT**

<b>SECURITY</b>			
<b>FUND ACCOUNTABILITY STATEMENT</b>			
<b>FOR THE PERIOD ENDED 30TH SEPTEMBER 2024</b>			
<b>PARTICULARS</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>VARIANCE</b>
	<b>AMOUNT</b>	<b>BUDGETED</b>	
	<b>Kshs</b>	<b>AMOUNT</b>	
		<b>Kshs</b>	<b>Kshs</b>
<b>Collections</b>			
Opening Balance as at 1st October, 2022	-	-	-
Security Sunday	22,550	-	22,550
Security for events (Wedding)	20,000	-	20,000
<b>Total Income</b>	<b>42,550</b>	<b>-</b>	<b>42,550</b>
			-
<b>EXPENDITURE</b>			-
Policemen	16,000	208,000	192,000
First AID Training	-	20,000	20,000
Hand held scanner	-	33,000	33,000
CCTV Installation	-	50,000	50,000
Addition of Guards in church events	1,000	16,000	15,000
Parking Tags	-	15,000	15,000
Miscellaneous	5,000	5,000	-
<b>TOTAL EXPENDITURE</b>	<b>22,000</b>	<b>347,000</b>	<b>325,000</b>
<b>Net Surplus/Deficit</b>	<b>20,550.00</b>	<b>(347,000.00)</b>	<b>(367,550.00)</b>

**ANNEX L**

**TECHNICAL**

**INCOME ACCOUNTABILITY STATEMENT**

**TECHNICAL**  
**FUND ACCOUNTABILITY STATEMENT**  
**FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

<b>PARTICULARS</b>	<b>ACTUAL AMOUNT</b>	<b>APPROVED BUDGETED AMOUNT</b>	<b>VARIANCE</b>
	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>
Opening Balance as at 1st October, 2023	(58,898)	-	(58,898)
Events	46,000	-	46,000
<b>Net Income</b>	<b><u>(12,898)</u></b>	<b><u>-</u></b>	<b><u>(12,898)</u></b>
<b>EXPENDITURE</b>			
Technical Team Director	0	360,000	(360,000)
Sunday Allowances (Projection, Sound and Cameramen)	32,000	384,000	(352,000)
Music and Sound Equipment (CAPEX)	52,625	1,738,472	(1,685,847)
Team Building and Fellowship	5,400	120,000	(114,600)
<b>TOTAL EXPENDITURE</b>	<b><u>90,025</u></b>	<b><u>2,602,472</u></b>	<b><u>(2,512,447)</u></b>
<b>NET SURPLUS/DEFICIT FOR THE YEAR</b>	<b><u>(102,923)</u></b>	<b><u>(2,602,472)</u></b>	<b><u>2,499,549</u></b>

***Audit Report and Financial Statements FYE 2024***

**ANNEX M**

**WORSHIP**

**INCOME ACCOUNTABILITY STATEMENT**



**WORSHIP****FUND ACCOUNTABILITY STATEMENT****FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

<b>PARTICULARS</b>	<b>ACTUAL AMOUNT</b>	<b>APPROVED BUDGETED AMOUNT</b>	<b>VARIANCE</b>
	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>
Opening Balance as at 1st October, 2023	-	-	-
Collection	-	-	-
<b>Net Income</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURE</b>			
Singers	-	50,000	(50,000)
Instrumentalist	-	50,000	(50,000)
<b>TOTAL EXPENDITURE</b>	<b>-</b>	<b>100,000</b>	<b>-100,000</b>
<b>NET SURPLUS FOR THE YEAR</b>	<b>0</b>	<b>(100,000)</b>	<b>100,000</b>

**ANNEX N**

**JPRC**

**INCOME ACCOUNTABILITY STATEMENT**

**JPRC****FUND ACCOUNTABILITY STATEMENT****FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

<b>PARTICULARS</b>	<b>ACTUAL AMOUNT</b>	<b>APPROVED BUDGETED AMOUNT</b>	<b>VARIANCE</b>
	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>
Opening Balance as at 1st October, 2023	73,757		
JPRC Sunday	113,890		
<b>Net Income</b>	<b>187,647</b>		
<b>EXPENDITURE</b>			
Talks		10,000	-10,000
Education awareness		20,000	-20,000
Seminar		20,000	-20,000
JPRC Sunday	62,000		62,000
Tithe	11,389		11,389
Facilitator for talks in the church		5,000	-5,000
Tree Planting		5,000	-5,000
Retreat		25,000	-25,000
Miscellaneous		5,000	-5,000
<b>TOTAL EXPENDITURE</b>	<b>73,389</b>	<b>90,000</b>	<b>-16,611</b>
<b>NET SURPLUS FOR THE YEAR</b>	<b>114,258</b>	<b>-90,000</b>	<b>16,611</b>

**ANNEX O**

**CTY**

**INCOME ACCOUNTABILITY STATEMENT**

**CTY**  
**FUND ACCOUNTABILITY STATEMENT**  
**FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

<b>PARTICULARS</b>	<b>ACTUAL AMOUNT Kshs</b>	<b>APPROVED BUDGETED AMOUNT Kshs</b>	<b>VARIANCE Kshs</b>
Opening Balance as at 1st October, 2023	-	-	-
Collection	-	-	-
<b>Net Income</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURE</b>			
CTY Training	-	30,500	(30,500)
Teen's Holiday Bible Club	-	35,000	(35,000)
Teens teachers/Mentors and teens' parents semina	-	48,500	(48,500)
Church School teachers seminar-CLMC Refresha	-	51,000	(51,000)
Youth directors/coordinators Fellowship	-	45,000	(45,000)
Retreat for the CTY Parish official	-	50,000	(50,000)
Church School, Teen's Teachers and brigade office	-	65,000	(65,000)
Teen's Holiday Bible Club	-	35,000	(35,000)
Church School&Teen's Teachers Retreat	-	75,000	(75,000)
Teen's Holiday Bible Club	-	35,000	(35,000)
Church School and Teen's Teachers fellowship	-	10,000	(10,000)
Teen's teachers seminer	-	30,000	(30,000)
Youth officials benchmarking	-	35,000	(35,000)
Church school teachers and Children Parents fello	-	30,000	(30,000)
CLMC Books	-	13,500	(13,500)
Class registers, crayons, fountain pens	-	10,000	(10,000)
Ex-candidate Forum	-	90,000	(90,000)
Brigade training books	-	15,000	(15,000)
Miscellaneous	-	50,000	(50,000)
<b>TOTAL EXPENDITURE</b>	<b>-</b>	<b>753,500</b>	<b>-753,500</b>
<b>NET SURPLUS FOR THE YEAR</b>	<b>-</b>	<b>-753,500</b>	<b>753,500</b>

**ANNEX P**

**CBM**

**INCOME ACCOUNTABILITY STATEMENT**

**CBM**  
**FUND ACCOUNTABILITY STATEMENT**  
**FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

PARTICULARS	ACTUAL	APPROVED BUDGETED	VARIANCE
	AMOUNT	AMOUNT	AMOUNT
	Kshs	Kshs	Kshs
<b>Collections</b>			
Opening Balance as at 1st October,2023	664,379	0	664,379
Collections: Tithes Individuals and Groups	9,522,088	4,000,000	5,522,088
Thanks Giving	7,897,093	16,000,000	-8,102,907
Offertory	2,985,575	2,500,000	485,575
Holy Communion	201,155	0	201,155
Donations	118,980	3,000,000	-2,881,020
Other Incomes: Project Joshua Office Rent			
Sanctuary Hire	260,000	0	260,000
Project Joshua Kitchen Hire	170,600	0	170,600
Project Joshua Hall Hire	70,000	0	70,000
Hire/Rent of Church Premises	385,000	0	385,000
Business Forum Income and Meetings space hire	93,530	0	93,530
Joshua Rooms and Classes Hire	15,000	1,000,000	-985,000
Development Income	798,800	0	
Ground Hire	190,500	0	190,500
Interest Income	23,479	0	23,479
<b>Net Income</b>	<b><u>23,396,178</u></b>	<b><u>26,500,000</u></b>	<b><u>3,902,622</u></b>
<b>EXPENDITURE</b>			
<b>MMF to Parish</b>			
Parish Cess	16,033,261	16,033,261	
<b>Operations Cost</b>			
Donations/Gifts/Benevolence	89,635	2,000,000	-1,910,365
Entertainment		400,000	-400,000
Garden Maintenance	78,055	66,080	11,975
General Expenses	355,995	150,000	205,995
Gifts	11,200	65,000	-53,800
Internet	129,961	126,000	3,961
Mission-Preachers			0
Office Expenses	1,137,880	1,200,000	-62,120
Retreat/Training	88,278	200,000	-111,722
Stationery & Printing	155,536	50,000	105,536
Transport & Travelling	44,289	20,000	24,289
Bank Service Charges	20,103	25,000	-4,897
Auditors Fee		60,000	-60,000
Project Joshua/Kitchen Expenses	147,400	200,000	-52,600
Business Forum Expenses	10,958		10,958
Depreciation	1,549,060		1,549,060
			0
<b>Staff Costs</b>			0
Salaries & wages	1,272,244	1,500,000	-227,756
Honorarium	1,648,454	1,200,000	448,454
<b>Establishment Costs</b>			
Establishment Expenses	96,000	70,000	26,000
Insurance	181,540	199,780	-18,240
Security	1,140,550	864,000	276,550
Electricity	481,665	400,000	81,665
Water	117,589	150,000	-32,411
Repairs & Maintenance	311,896	400,000	-88,104
Telephone & Postage	34,350	12,000	22,350
Equipment	137,000	0	137,000
<b>Other Costs</b>			
New Parish Celebrations			
AGM		100,000	-100,000
Cantata	259,782	250,000	9,782
Investment-Milele Apartments Nairobi Region		2,500,000	-2,500,000
<b>TOTAL EXPENDITURE</b>	<b><u>25,532,681</u></b>	<b><u>28,241,121</u></b>	<b><u>2,708,440</u></b>
<b>NET SURPLUS/(Deficit) FOR THE YEAR</b>	<b><u>-2,136,502</u></b>	<b><u>-1,741,121</u></b>	<b><u>-1,194,181</u></b>

Audit Report and Financial Statements FYE 2024

**Section E**  
**PCEA Muteero Budget 2024-2025 & PCEA Karen West Parish Strategic**  
**Plan Budget 2024-2028**  
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PCEA MUTEERO CHURCH BUDGET FINANCIAL YEAR 2024/ 2025			
PCEA MUTEERO BUDGET YEAR 2024/ 2025	FY2023/ 24 Actuals	FY2024/ 25 Budget	
<b>EXPENDITURE</b>			
<b>STAFF COSTS</b>			
Salaries	1,169,014.00	2,340,902.68	100%
Stipend	1,634,454.00	1,188,000.00	-27%
	<b>2,803,468.00</b>	<b>3,528,902.68</b>	26%
<b>MMF TO PARISH</b>			
MMFPaid	14,245,637.00		
MMFBalance	1,787,624.00		
MMFCurrent	<b>16,033,261.00</b>	<b>16,949,827.00</b>	6%
<b>GROUP SUPPORT</b>			
Mission & Evangelism	339,565.00	577,880.47	70%
BSR	405,200.00	577,880.47	43%
	<b>744,765.00</b>	<b>1,155,760.93</b>	55%
<b>ESTABLISHMENT COSTS</b>			
Insurance	181,540.00	183,540.00	1%
Security	686,400.00	761,400.00	11%
Electricity	481,665.00	481,665.00	0%
Water	132,589.00	135,000.00	2%
Repairs & Maintenance	255,608.00	260,000.00	2%
Garden Maintenance	78,055.00	580,000.00	643%
Telephone & Postage	34,350.00	15,000.00	-56%
Internet	119,961.00	120,000.00	0%
Office Expenses	1,128,432.00	1,250,000.00	11%
Stationery & Printing	150,236.00	170,000.00	13%
Transport & Travelling	42,939.00	60,000.00	40%
Bank Service Charges	15,356.00	30,000.00	95%
Project Joshua/ Kitchen Expenses	147,400.00	150,000.00	2%
	<b>3,454,531.00</b>	<b>4,196,605.00</b>	21%
<b>OTHER OPERATIONAL COSTS</b>			
Capital expenses (equipments)	566,150.00	250,000.00	-56%
Donations/ Benovelence	79,635.00	80,000.00	0%
Entertainment/ hospitality	-	100,000.00	
General Expenses/ Contingencies	355,995.00	272,766.54	-23%
Gifts	11,200.00	30,000.00	168%
Retreat/ Training	88,278.00	100,000.00	13%
Auditors Fee	75,600.00	75,600.00	0%
Refunds		500,000.00	
MMFBalance		1,787,624.00	
<b>TOTAL OTHER OPERATIONAL COST</b>	<b>1,176,858.00</b>	<b>3,195,990.54</b>	172%
<b>OTHER COSTS</b>			
AGM	-	100,000.00	
Cantata	259,782.00	270,000.00	4%
Business Forum	10,958.00	15,000.00	37%
PCEA Muteero Academy:			
Start Up Costs	-	4,500,000.00	
Fundraising Expenses (Thanksgiving and Dinner)	-	220,000.00	
	-	<b>4,720,000.00</b>	
<b>TOTAL OTHER COSTS</b>	<b>270,740.00</b>	<b>5,105,000.00</b>	1786%
<b>TOTAL EXPENDITURE</b>	<b>24,483,623.00</b>	<b>34,132,086.15</b>	39%
<b>INCOME</b>			
Tithes-Individuals and Groups	8,907,853.85	11,557,609.30	30%
Offerory/ Plate	2,711,815.10	3,500,000.00	29%
Quarterly Thanksgiving	7,887,692.90	12,500,000.00	58%
Donations	115,480.00	500,000.00	333%
Project Joshua			
Hall/ Kitchen/ Rooms/ Sanctuary/ Grounds/ Parking/ Santuary/	1,151,130.00	1,500,000.00	30%
Cantata Offering	41,830.00	70,000.00	67%
Interest from Bank	16,852.85	16,852.85	0%
Pcea Muteero Academy Start Up Fundraising Activities			
Thanksgiving		2,150,000.00	
Dinner		850,000.00	
Donations		1,500,000.00	
<b>TOTAL INCOME</b>	<b>20,832,654.70</b>	<b>34,144,462.15</b>	64%
<b>SURPLUS</b>		<b>12,376.00</b>	

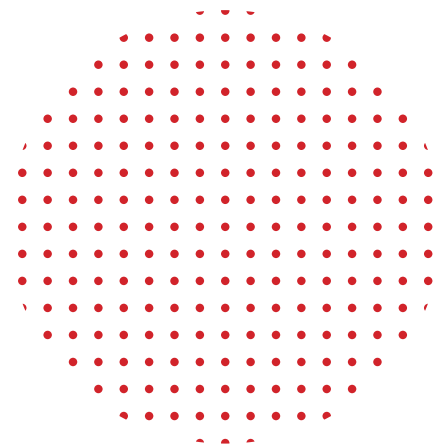
## 9.1 BUDGET

ACTIVITY	INDICATIVE BUDGETS
<b>STRATEGIC GOAL 1: ENHANCE WORSHIP AND SPIRITUAL NURTURE</b>	<b>59,750,000.00</b>
1.1 Enhance Church corporate worship;	8,000,000.00
1.2 Enrich and grow District Fellowships;	6,450,000.00
1.3 Expand existing ministries in the Parish. (Church school, youth, PCMF, Womans Guild );	10,500,000.00
1.4. Operationalize more ministries in the church i.e. Widows & Widowers Ministry, Couples Ministry, Singles Parents Ministry etc.;	1,250,000.00
1.5 Develop and promote bible study, teaching on cults, prayer, and discipleship classes;	8,900,000.00
1.6 Enhancing ICT platforms and programs' content including Easy worship programs, church bulletin;	19,350,000.00
1.7 Setup a teens and youth service;	2,600,000.00
1.8 Teaching members on biblical principles of giving. i.e. tithing, offering, thanksgiving and other biblical giving at least 3 times a year; and	2,250,000.00
1.9 Teaching members on Presbyterianism through the districts at least once a year.	450,000.00
<b>STRATEGIC GOAL 2: ENHANCE MISSION WORK TO THE UN-REACHED</b>	<b>26,050,000.00</b>
2.1 To establish Namanga church to be an independent congregation;	2,350,000.00
2.2 Focus on community mission and evangelism activities around our catchment area;	5,200,000.00
2.3 Grow our new mission area of Nkunjuka;	2,100,000.00
2.4 To establish outreach/mission work to touts and drivers, Boda boda riders, street families, commercial sex workers, the affluent segment of society and church drop- outs;	3,300,000.00
2.5 To expand the Ministry to cover Learning, Health and Correctional Institutions within the Parish in the next 5 years;	3,850,000.00
2.6 To enhance our integrated mass media ministry, functional Parish websites and social media platforms, live streaming of church services, radio & TV stations;	2,550,000.00
2.7 To strengthen and allocate 10% of the budget to the Mission and Evangelism programmes annually; and	5,350,000.00

ACTIVITY	INDICATIVE BUDGETS
2.8 To establish modalities for ecumenical collaboration with Bible Society, Bible Translation Literature (BTL), Africa Evangelistic Enterprise, East African Revival Fellowship (Tukutendereza) , Trans World Radio(TWR), Scripture Union, World Vision, Compassion International, Transforming Nations and others in the next 3 years.	1,350,000.00
<b>STRATEGIC GOAL 3: MAXIMIZING ON MEMBERSHIP GROWTH AND RETENTION</b>	<b>8,000,000.00</b>
3.1 To increase membership by 30 per cent annually;	2,000,000.00
3.2 To develop modalities of Diaspora member registration and communication; and establish a Diaspora District.	6,000,000.00
<b>STRATEGIC GOAL 4: TO ENHANCE CAPACITY BUILDING IN THE FOLLOWING AREAS - SYSTEMS, ACCOUNTABILITY AND LEADERSHIP</b>	<b>6,350,000.00</b>
4.1 Adopt and implement an appropriate organogram for the Parish within the next six months;	100,000.00
4.2 To enhance a need-based training program for all categories of leaders;	2,500,000.00
4.3 Establish modern systems to run the parish operations and eliminate manual processes by developing a church management information system.	2,550,000.00
4.4 Support the audit team’s mandate to enhance accountability in the church. Achieve No 1. Ranking in the presbytery by 2028.	1,200,000.00
<b>STRATEGIC GOAL 5: TO UNDERTAKE CRITICAL DEVELOPMENT PROJECTS.</b>	<b>174,000,000.00</b>
5.1 Expand PCEA Muteero Sanctuary;	100,000,000.00
5.2 Fully equip teens and youth service with equipment;	2,500,000.00
5.3 Church offices expansion & creation of a new vestry;	40,000,000.00
5.4 Setting up of PCEA Muteero Daycare and Kindergarten as well as PCEA Muteero Institute (College);	4,000,000.00
5.5 Expansion and modernization of church facilities i.e. Toilets, Parking, Security installations, Grounds, Children’s playground;	15,000,000.00
5.6 Setup a retreat facility at Sagana property;	10,000,000.00
5.7 Setup a robust water harvesting infrastructure for the church; and	1,000,000.00

ACTIVITY	INDICATIVE BUDGETS
5.8 Setup a church restaurant.	1,500,000.00
<b>STRATEGIC GOAL 6: TO ENHANCE RESOURCE MOBILIZATION AND MANAGEMENT.</b>	<b>5,650,000.00</b>
6.1 Develop business cases for all our incoming generating projects (Joshua Hall, commercial kitchen, grounds, daycare, college, sagana property);	250,000.00
6.2 Implement district-based giving to boost the level of giving from each district and devise resource mobilization strategies at that level;	100,000.00
6.3 To develop a policy framework for the utilization of professionals within the Parish;	200,000.00
6.4 To develop an affirmative policy to guide issuance of scholarships to needy and deserving students in our congregations;	2,000,000.00
6.5 Enable church groups/committees to finance their budgets by running self-sustaining programs/projects; and	100,000.00
6.6 Increase the revenue generation and commercialization of the church facilities by investing in the facilities and marketing.	3,000,000.00
<b>STRATEGIC GOAL 7: TO BE RESPONSIVE TO SOCIAL ISSUES IN SOCIETY.</b>	<b>9,850,000.00</b>
7.1 Develop a Bible-based program to address climate change, focusing on environmental protection, conservation, water harvesting, food security, alternative energy, and pollution. Forge partnerships with like-minded institutions;	2,750,000.00
7.2 Develop collaborative partnerships with the national and county governments and neighborhood associations on relevant social and governance issues;	1,200,000.00
7.3 Develop civic programmes on conservation of positive culture and measures/responses to counter negative culture; and	2,200,000.00
7.4 Establish a comprehensive program to tackle societal challenges, including substance usage, sexuality concerns, social media challenges, and personality issues. Instill values of hard work and responsibility for a holistic approach to community well-being.	3,700,000.00
<b>STRATEGIC GOAL 8: ENHANCE THE QUALITY OF CHRISTIAN LIFE WITHIN THE CHURCH MEMBERSHIP.</b>	<b>17,350,000.00</b>
8.1 Maintain activities at the Districts, groups and committees of the church	8,000,000.00
8.2 To Initiate and Enhance Economic Empowerment and entrepreneurial activities through the Business Forum, Sacco, job opportunities	2,500,000.00

ACTIVITY	INDICATIVE BUDGETS
8.3 To Enhance and Implement Family Enrichment Programs.	2,000,000.00
8.4 Implement activities and teaching on family values through Family forums, pulpit, discipleship classes and districts	350,000.00
8.5 Develop and maintain a training program on specific areas of interest like conflict management.	1,000,000.00
8.6 Develop a mentorship programme for boys and girls in all congregations	2,000,000.00
8.7 Develop a Members Care & development programme	1,500,000.00
<b>TOTAL BUDGET</b>	<b><u>307,000,000.00</u></b>



**Section F**  
**CHURCH GROUP REPORTS FY 2023/2024**  
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## PCEA KAREN WEST PARISH

### Muteero Congregation

### Report by Church Groups and Committees to the Year 2024

### Congregation AGM

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#### **The Woman's Guild Report to the PCEA Muteero Congregation Annual General Meeting – Year 2024 on the Status of the Group or Committee for the Financial Year 2023/2024 as at 30<sup>th</sup> September 2024**

##### **1. Introduction**

- The Woman's Guild is a fellowship of women and girls of the Presbyterian church of East Africa. This fellowship aims at uniting women and girls in the dedication of their lives to Jesus Christ our savior, through worship, fellowship and service.

##### **THE WOMANS' GUILD OFFICIALS**

1. Patron – Parish Minister/ Elder Ruth Gathwara
2. Chairlady – Hellen Mwaniki
3. Vice chair – Neema Karanja
4. Secretary – Alice Kuria
5. Vice secretary – Mercy Gitahi
6. Treasurer – Miriam Njuguna

##### **2. Membership Update**

1. The Woman's Guild full members 73
2. Guild members waiting for badge 19
3. Guild followers 21

##### **3. Activities and Achievements for the Year**

###### **Group Activities**

- We hold our meetings every second Saturday of the month.

###### **Acts of mercy**

1. On 10/03 we visited Naomi Njenga at her home in Muchatha , she was unwell.
2. The Womans' Guild together with other church members organized meetings and condoled with Rev. Wanjau's family during the mourning period
3. On 28<sup>th</sup> Sept 2024 we visited Mr. and Mrs. Mwaniki who lost their mother prayed and condoled with them at her home on Ndege Road
4. The Woman's Guild joined the BSR group on the 22nd of May 2024 in donating foodstuff and clothes in Gataka area to the families that were affected by floods
5. We visited Mrs. Kagera who was unwell and prayed with her.
6. Mrs. Wanyutu who was unwell and prayed with her

###### **Participation in church activities:**

- Members of Guild participate in intercessory prayers.
- The Guild members have been part of the fund raising in the Muteero Academy.



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- Every second Sunday of the month we have TBS Sunday where we either sing a kigooco song or a song from the golden bells' books
- On 1/03/24 the Guild ladies organized and led prayers on the 'World Day of Prayer'
- The Woman's Guild organized a very successful post valentine's dinner during the month of February.
- Together with the mission group and other church members we visited Ngujuka in Namanga and gave our donation of pads and panties to the young women. 19 people gave their lives to Christ on that day.
- On the 2<sup>nd</sup> of June 2024 we held our Guild Sunday and was very successful. We give all glory to God for His provision.

#### **Trainings and seminars:**

- On the 5th of May 2024 we had our first followers training which was very successful
- On the 18th of May 2024 two of our members Grace Ndungu and Kawira Baraka had an opportunity to attend a workshop at Daystar University that was focusing on drama
- On the 10/03 we had a very successful training talk on finance and investment, we had several guest speakers from kingdom bank.
- On 10/03/24 the Guild office met with the followers for the first time for introduction
- The Guild officials attended the regional-national conference in July in Nairobi west.
- On the 14<sup>th</sup> Sept 2024 the Guild ladies had a guest speaker Zippy Gichuhi from Kenyatta University. The topic was Woman of Influence this was derived from Proverb 31:25- 26
- The Guild officials meet with girls aged between 20 to 25 years for introduction and forged the way forward

#### **Specific outcomes or impact of the activities in the congregation**

- We requested for the approval of the Guild servant quarter building and it was approved by the session.

#### **4. Financial Report**

- As a group we have been operating and maintaining our activities from the members' contributions.
- Summary of income: sources
  1. Divided from Hosana trinity 25,000
  2. Annual contribution from full members each 7,000
  3. Annual contributions from followers each 3,500
  4. 2023/24 hiring out utensils and chairs total 22,740
  5. The Guild house rent 75,000 per month





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- Summary of expenses
- from January to September 2024 total 384,336
- Net financial position at the end of the year.

1. Girls' mentorship fee 18,000
  2. Guild Sunday plate 30350
  3. Debts paid 100,000
  4. Members contributions 269,000
- Total 475,350

- Any pending financial matters or debts.

394,243 owed by the CBM

#### **5. Challenges and Lessons Learned**

- The annual contributions have been relatively good, but we are yet to get everyone on board.
- Attendance during the monthly meetings is yet to get to our expectation
- Low turn out during the young girl's adult's meetings
- Lack of manual /teaching materials during the mentorship program that should come from parents
- Parents should be proactive in their daughter's mentorship program.
- Delayed payments from the CBM

#### **Strategies employed to overcome these challenges;**

- Planning to go through the Guild constitution as a group in one of the meetings and remind them of their vows
- We are planning as officials to meet the members who have not paid the annual contributions and explain to them that we need their input for smooth running of Guild activities
- Asking all members including the church leadership to support our activities.
- We gave the young adults the mandate to pick their own leaders.
- Engage the district reps by giving specific duties according to their district's needs

#### **Lessons learned for optimum operations in the future**



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- We have learned on how to tap into different people's talents and gifts thus having most of our facilitators from our own members.
- The church does not work like a corporate entity and everyone is here voluntarily thus cannot be pushed too much
- You can never be full house in projects or events and should learn how to work with whoever shows up
- Prayer works magic, asking God for guidance and blessings in all our calendar activities
- Paying debts on time will encourage the Guild members in their contributions.

**6. Plans and Recommendations for the Coming Year**

**In the upcoming year:**

GROUP NAME: YOUNG MEN'S GUILD		-PCEA MUTEERO - KAREN WEST PARISH			
Budget 2024/25: Temple Hill		2024/25	2024/25	2024/25	VARIANCE
EXPENSES (EXPENDITURE OF FUNDS)	BUDGET	ACTUAL	DIFF.	PERCENT	
MONTHLY MEETINGS	100,000	100,000	0	100.00	
FOOD/DRINK TRAVELING	40,000	40,000	0	100.00	
TRAINING/WORKSHOPS	200,000	200,000	0	100.00	
WEEKLY MEET	100,000	100,000	0	100.00	
MEMBERSHIP/FEES	40,000	40,000	0	100.00	
CONG.	40,000	40,000	0	100.00	
MISSION AND EVANGELISM / BSE	40,000	40,000	0	100.00	
YOUTH	100,000	100,000	0	100.00	
YOUNG MOTHERS & YOUNG ADULTS SEMINAR	100,000	100,000	0	100.00	
CONFERENCES/CONGREGATION	100,000	100,000	0	100.00	
MINISTRY PROGRAMME	200,000	200,000	0	100.00	
WORLD PRAYER DAY	40,000	40,000	0	100.00	
SPECIAL CELEB.	40,000	40,000	0	100.00	
CONFERENCES	40,000	40,000	0	100.00	
PRAYER TRAINING/TRANSPORT FACILITATION	40,000	40,000	0	100.00	
<b>TOTAL EXPENDITURE (A)</b>	<b>1,040,000</b>	<b>1,040,000</b>	<b>0</b>	<b>100.00</b>	
REVENUE (INCOME OF FUNDS)		BUDGET	ACTUAL	VARIANCE	
MEMBERS CONTRIBUTION	700,000	700,000	0	100.00	
CONTRIBUTION	300,000	300,000	0	100.00	
GROUP SUNDAY COLLECTION	200,000	200,000	0	100.00	
WEEKLY INCOME	200,000	200,000	0	100.00	
CONG. SUPPORT	200,000	200,000	0	100.00	
PRAYER OFFICE	200,000	200,000	0	100.00	
REFORMS	200,000	200,000	0	100.00	
MEMBERS CONTRIBUTION ADROCVRTE	200,000	200,000	0	100.00	
GRAND EQUIPMENTS (CHAIR, SPEAKERS)	200,000	200,000	0	100.00	
OTHER	200,000	200,000	0	100.00	
<b>TOTAL INCOME (B)</b>	<b>2,400,000</b>	<b>2,400,000</b>	<b>0</b>	<b>100.00</b>	
<b>NET (B) - (A)</b>	<b>1,360,000</b>	<b>1,360,000</b>	<b>0</b>	<b>100.00</b>	

APPROVED (GROUP CHAIRMAN) *[Signature]* DATE *[Date]*

APPROVED (GROUP CHAIRMAN) *[Signature]* DATE *[Date]*

APPROVED (CBA) *[Signature]* DATE *[Date]*

NOTE: GROUPS TO APPROVE BUDGET BY A MINUTE REPORT TO THE GROUP CHAIRMAN

**6. Acknowledgments**



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#### **We acknowledge the following:**

- the Church leadership for supporting and approving our projects/events
- All the facilitators who came through either during the monthly meetings or during the girls' mentorship program
- The Church staff who made sure the hall was ready and set during the monthly meetings, tea and snacks were on time and cleaning after us
- The parents of the JSS who trusted us with their girls during the holidays.
- All the Guild members for their dedication, for believing in us as the office supporting our planned activities, contributions not only financially but also showing up during the monthly meetings and giving valid points.
- To my fellow office bearers for their commitment, showing up in the very many meeting either virtual or physical, making sure all projects and events work as planned and lastly the bond of friendship we have created

#### **8. Photographs of the Year's Activities**

##### □ **Photo 1:**



*The Woman's Guild during World Day of Prayer in African traditional attire*



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□ **Photo 2:**



*The Woman's Guild during our home visit/ act of mercy at Mrs. Kagera's residence in district 10*

### **9. Conclusion**

- The Woman's Guild has had significant growth in the past year especially in followers and we hope that by God's Grace in the coming year we will grow not only in followers but spiritually and having learned from this year to soar to even greater heights in the ministry of the Lord.
- We are also looking forward to more activities and commissioning of the followers and badge members.
- We would like to reaffirm the commitment to the Great commission by our Lord and Savior Jesus Christ in Matthew 28:19 to "Go Ye and make disciples of all nations" Vision & Mission of PCEA Karen West Parish and PCEA Muteero Congregation through the training of new followers in our program.

**Submitted by:**

- ALICE KURIA



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SECRETARY

ON 8<sup>TH</sup> DEC 2024



## PCEA KAREN WEST PARISH

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**PCMF MUTEERO - Report to the PCEA Muteero Congregation Annual General Meeting – Year 2024 on the Status of the Group or Committee for the Financial Year 2023/2024 as at 30<sup>th</sup> September 2024**

### **1. Introduction**

- PCMF (Presbyterian Church Men Fellowship) Muteero is a fellowship of all men that focuses on nurturing Christian values among men, promoting spiritual growth, fellowship, and active involvement in church and community initiatives.
  
- Leadership team:
  - **Patron:** Elder Joseph Murigu
  - **Chairman:** Chris Karumba
  - **Vice-Chairman:** Pharis Ndua
  - **Treasurer:** David Gitau
  - **Secretary:** Isaac Gikonyo
  - **Vice Secretary:** Alex Njenga

### **2. Membership Update**

- **New Members:** 15 new members added to the group/committee during the year.
  
- **Members Promoted to Higher Glory:**
  - Rev George Wanjau – one of our founding members and a gallant servant of Christ who went to be with the Lord in April 2024.
  
- **Members on Transfer:** None.

### **3. Activities and Achievements for the Year**

#### **i Recognition at the PCMF International Leaders Conference**

Our fellowship was honored to participate in the PCMF International Leaders Conference, where three of our members — *Elder Joseph Murigu, Elder Elisha Kibacia, and Waiguru Kariuki* — were recognized and celebrated for their contributions. Additionally, our chair, *Chris Karumba*, delivered a keynote address, representing us with excellence.



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ii **Increased Membership**

Our fellowship achieved growth this year, increasing membership by over 20%, bringing the total to 122 members. We give glory to God for this growth.

iii **Transformed Men Series (TMS) Graduation**

We successfully conducted the Transformed Men Series (TMS) program in collaboration with our Young PCMF (YPCMF). This program saw 24 members graduate. To crown this achievement, we hosted a vibrant National Graduation Conference, which was both colorful and well-attended.

iv **Monthly Breakfast Fellowships**

Our monthly breakfast fellowships have been consistently observed, providing opportunities for spiritual growth and fellowship among our members.

v **Health and Wellness Activities**

A Saturday morning walking group has been sustained, with over 10 members regularly participating. These walks span distances of up to 30 kilometers, promoting both physical fitness and camaraderie.

vi **Hike to Mt. Kilimambogo**

Our fellowship organized a memorable hike to Mt. Kilimambogo, which was attended by both YPCMF members and senior PCMF members, fostering bonding.

vii **Support for Education**

PCMF Karen West Parish has provided financial support for school fees and upkeep to one of our university students, exemplifying our commitment to uplifting one another.

viii **Home Visits and Member Support**

Monthly home visits to members have been upheld, ensuring that we continue to strengthen bonds and provide mutual support within our fellowship.

ix **Caring for the Sick and Bereaved**

We have visited our members who are unwell, comforted bereaved families, and celebrated with members during joyous occasions, embodying the spirit of brotherhood.

x **ROPES Mentorship Program**





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In April 2024, we conducted a successful ROPES mentorship follow-up program for our 2023 *Joshua Riika*, affirming our dedication to mentoring our young men.

**xi Offsite Fellowship at Olepolos**

In July, we held an enriching offsite fellowship at Olepolos, where members bonded and engaged in discussions on the critical topic of *"The Effects of Stress on Men."*

**4. Financial Report**

**PCMF  
FUND ACCOUNTABILITY STATEMENT  
FOR THE PERIOD ENDED 30TH SEPTEMBER 2024**

PARTICULARS	ACTUAL AMOUNT	APPROVED BUDGETED AMOUNT	VARIANCE
	Kshs	Kshs	Kshs
<b>Collections</b>			
Opening Balance as at 1st October, 2023	677	-	677
Total Income collected			
-ROPS	199,000	-	199,000
-Annual Subscriptions	95,950	800,000	(704,050)
-PCMF week	1,263,514	1,950,000	(686,486)
-Donations	52,050	-	52,050
<b>Net Income</b>	<b>1,611,191</b>	<b>2,750,000</b>	<b>(1,138,809)</b>
<b>Administrative expenses</b>			
Fellowships	23,500	60,000	(36,500)
Visits	15,000	20,000	(5,000)
Seminar expenses	107,500	120,000	(12,500)
Sponsorship-Education	76,500	-	76,500
Mentorship	169,000	120,000	49,000
Retreat expenses	389,000	500,000	(111,000)
Weddings	5,000	30,000	(25,000)
Marriage Counselling Lunches	-	30,000	(30,000)
Spost Evangelism	-	250,000	(250,000)
PCMF Project	-	1,500,000	(1,500,000)
Miscellaneous	119,500	120,000	(500)
Snacks	15,000	-	15,000
ROPS	442,000	-	442,000
Donations	30,662	-	30,662
Bereavements	40,000	-	40,000
Bank charges	575	-	575
Tithe	95,900	-	95,900
	<b>1,529,137</b>	<b>2,750,000</b>	<b>(1,220,863)</b>
<b>NET SURPLUS FOR THE YEAR</b>	<b>82,054</b>	<b>-</b>	<b>82,054</b>





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#### **5. Challenges and Lessons Learned**

##### **i Resource Mobilization Challenges**

We have faced difficulties in mobilizing sufficient resources, with limited funds raised to support our programs and initiatives. In the coming year we look to increase our funds by reaching out to our members on a one-on-one basis to drive the subscription collections as well as explore other fund raising activities.

##### **ii Low Attendance at Monthly Fellowships**

Attendance at our monthly fellowship meetings has been below expectations at just about 30-40% attendance. In the coming year we have an exciting plan as we roll out an edition of transformed men series during the fellowships that is open to all members and which we hope shall enable us to have a consistent increased attendance of the fellowships. As well we will explore other variations of the fellowship like home based fellowships, Mbuzi events, bonfire etc. to reach more members.

#### **6. Plans and Recommendations for the Coming Year**

- Activities:
  - Monthly fellowships
  - Training/ Seminars and retreat – Notably the upcoming Transformed Men Series that is open to all men.
  - Bible study
  - Home Visit fellowships
  - Outreach activities and mission
  - Development of Sagana property to an income generating project.



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- Budget or financial requirements.

GROUP NAME:.....PCMF.....-PCEA MUTEERO - KAREN WEST PARISH			
Budget 2024/25			
	2024/25	2023/24	VARIANCE
<b>ACTIVITIES (APPLICATION OF FUNDS)</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
MEETINGS	180,000.00	-	180,000.00
TRAINING	550,000.00	-	550,000.00
SEMINARS/RETREATS	650,000.00	-	650,000.00
FACILITATION	150,000.00	-	150,000.00
MEMBERS VISIT/PRAYERS	80,000.00	-	80,000.00
CSR/BSR	500,000.00	-	500,000.00
MISSION AND EVANGELISM	200,000.00	-	200,000.00
TITHES	70,000.00	-	70,000.00
CONTINGENCIES	500,000.00	-	500,000.00
<b>TOTAL EXPENDITURE (A)</b>	<b>2,880,000</b>	<b>-</b>	<b>2,880,000</b>
<b>INCOME(SOURCE OF FUNDS)</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
SURPLUS / DEFICIT B/F	200,000.00	-	200,000.00
MEMBERS CONTRIBUTION	800,000.00	-	800,000.00
DONATIONS	500,000.00	-	500,000.00
GROUP SUNDAY COLLECTION	700,000.00	-	700,000.00
RENTAL INCOME	-	-	-
CBM* SUPPORT	100,000.00	-	100,000.00
PARISH SUPPORT	100,000.00	-	100,000.00
REFUNDS	-	-	-
MEMBERS CONTRIBUTION-ADHOC	200,000.00	-	200,000.00
OTHER	450,000.00	-	450,000.00
	-	-	-
<b>TOTAL INCOME B</b>	<b>3,050,000</b>	<b>0</b>	<b>3,050,000</b>
<b>SURPLUS/DEFICIT (CF) B-A)</b>	<b>170,000</b>	<b>0</b>	<b>170,000</b>

**7. Acknowledgments**

- We extend our heartfelt gratitude to all our members for their unwavering support, dedication, and active participation throughout the year. Your commitment to our fellowship has been instrumental in fostering a strong and vibrant community of faith. As we look back on this year, we are filled with gratitude for the countless blessings we have received. May God continue to bless each of you and your families abundantly. We pray that the coming year will bring you joy, peace, and spiritual growth. May you continue to be a beacon of light in your communities, sharing the love of Christ with all you encounter. May His love, and guidance illuminate your paths in the coming year.

**8. Photographs of the Year's Activities**



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TMS National Graduation. Sept 2024







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**ROPs Mentorship Programme – April 2024**



**Home visit fellowship – Sept 2024.**



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#### **Saturday Morning Walks.**

#### **9. Conclusion**

##### *A Year of Grace and Growth*

As we conclude 2024, we give thanks to God for His abundant grace and blessings. This year has been marked by a spiritual awakening among our young men, fostering deeper fellowship and unity within our community.

We glorify God for enabling us to serve Him diligently and wholeheartedly. Let us continue to embrace our priestly roles, as ordained by God, and lead our families and communities toward His righteous path.

May God's grace continue to shine upon us all.

#### **Submitted by:**

- Isaac Gikonyo
- Secretary, PCMF Muteero



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- 08/12/2024



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**YOUTH GROUP Report to the PCEA Muteero Congregation Annual General Meeting – Year 2024 on the Status of the Group or Committee for the Financial Year 2023/2024 as at 30<sup>th</sup> September 2024**

### **1. Introduction**

- Brief introduction to the group/committee, including its purpose, mission, and key activities during the year.
  - Youth group - This fellowship seeks to embrace activities of young people in the church, to draw youth into God's kingdom
  - The group's mission is to equip, uplift and build young people.
- Mention the leadership team or key members of the group/committee.
  - Chairman- David Kangara
  - Vice chair- Mary Njoki
  - Treasure- Pauline Wanjiku
  - Secretary- Michael Wanderi
  - Vice secretary- Eric Murathe

### **2. Membership Update**

- **New Members:**
  - New members=58
  - Total members=171
- **Members Promoted to Higher Glory:** (None of our members were promoted to higher glory)
- **Members on Transfer:** List any members who were transferred to other congregations or moved away. (We had 1 transferred member Joy Mwaniki)

### **3. Activities and Achievements for the Year**

- Summary of the major activities carried out by the group/committee throughout the year.
  - Ladies' mentorship program held on 1st June 2024 at the church grounds.
  - Home elder visit held on the 21st July 2024.
  - Mombasa youth retreat held from 1st to the 5th of August 2024.
  - Y summit 2024 held from the 13th to the 17th of August 2024 at PCEA Alliance Girls High School.



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- Notable accomplishments, events, or initiatives that contributed to the congregation or community and most importantly number of those who have received Christ Jesus as Lord and Savior during the period in review.
  - Saturday sports outreach has enabled outreach to the community which has brought youth members from the community to become members of the church as after the sports matches are completed a word is shared helping evangelize the word of God.
  - Technical team growth has enabled members with a passion and interest in media to become members of the congregation and share their skills as well as train members in the use of media equipments thus bring them closer to the word of God.
  - Youth service implementation has enabled the youth to come together and share the word of God as well as seek guidance on matters/topics facing the youth.
  - Praise and worship team growth has seen youth with the passion in singing as well as playing instruments joining the team helping them grow their skills sharing the word of God.
- Participation in church-wide activities (e.g., fundraising, outreach programs, special services).
  - We went for a Door-to-Door evangelism with the mission team on 27th April 2024, where 92 people gave their lives to Christ wholeheartedly.
  - We also as the Youth went to Enoomatasiani Girls High School on 28th January 2024 where we shared the word and also gave encouragement to the students.
  - The youth continue to play a crucial role in assisting running special services by providing technical support through sound management as well as video streaming to assist spread the message to people who could not be able to join the service.
- Specific outcomes or impact of the activities on the congregation or target beneficiaries.
  - Technical support has enabled members follow services regardless of the geographical location.
  - Youth outreach has enabled the larger community embrace the word of God noting that it is not only for the old but also for the young.

#### **4. Financial Report**

- Overview of the group's/committee's financial status for the year.





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- At the beginning of the year, we had **arrears** that amounted to **Ksh 422,997**. we were able to receive an **income** of **Ksh.1,757,578** from different sources and throughout the Year 2023-2024, we had **expenditure** of **Ksh.641.305.80**)
- Summary of income (including fundraising, donations, grants, or other sources). Summary of income is as follows;

SOURCE OF INCOME:	DESCRIPTION:	AMOUNT:
YOUTH SUNDAY	Contributions from the fundraiser held during Youth Sunday.	Ksh. 1,253,058
SUNDAY PLATE/OFFERING	Sunday youth service contributions	Ksh.88,190
DONATIONS	Donation contributions	Ksh.2,483
MOMBASA TRIP CONTRIBUTIONS	Contributions made towards the transport and other items for the 3day Mombasa trip	Ksh.260,000
LUNCH DONATIONS FOR MOMBASA TRIP	Donations made towards lunch for 60 people for the 3day Mombasa trip	Ksh.100,000
SURRENDER/ REFUND FROM MOMBASA TRIP	Balance that reminds from the Mombasa trip	Ksh.53,847

- Summary of expenses (operational costs, event expenses, charitable contributions).

SOURCE OF INCOME:	DESCRIPTION:	AMOUNT:
LADIES MENTORSHIP	Ladies Mentorship program snacks budget	Ksh.7,000
SPORTS	Purchase of new sports equipment like balls	Ksh.26,000
TITHE OF YOUTH	Tithe from youth Sunday collections	Ksh.125,305.80
MOMBASA TRIP	Amount used to cover the Mombasa trip budget	Ksh.393,000



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Y-SUMMIT	Attendance fee for the teens that attended the Y- Summit	Ksh.90,000
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- Net financial position at the end of the year. (The group’s financial position at the end of the year is Ksh.693,275.20)
- Any pending financial matters or debts. (none)

**5. Challenges and Lessons Learned**

- Description of any challenges faced during the year.
  - Financial constraints-having our major source of income coming from fundraising causes challenges as the funds can be unpredictable.
- Strategies employed to overcome these challenges.
  - Rallying people for support through a Personalized approach to donate or contribute
- Lessons learned that could improve future activities or operations.
  - Role assignment - Assigning specific roles and responsibilities to given individuals based on their strengths and weaknesses.
  - Evaluation and feedback - conducting a post activity evaluation to assess strengths, weaknesses and areas of improvement.

**6. Plans and Recommendations for the Coming Year**

- Outline of planned activities or goals for the upcoming year.
- Proposed budget or financial requirements.
- Recommendations to the congregation or session for support, if needed.
- Any suggested changes to the group's/committee's structure, leadership, or operations. (none)

**7. Acknowledgments**

- Express gratitude to group members, the congregation, church leadership, and any partners or sponsors.



## **PCEA KAREN WEST PARISH**

### **Muteero Congregation**

## **Report by Church Groups and Committees to the Year 2024 Congregation AGM**

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- We would like to extend my heartfelt gratitude to all the youth members who contributed their time, energy, and talents to make these activities a resounding success. Your dedication and passion serve as an inspiration to us all.
- We also want to express appreciation to the organizing committees, mentors, and volunteers who selflessly supported our youth programs, ensuring their smooth execution and positive impact.
- Mention any individual members who went above and beyond in service or contributions.
  - Elder Muhiu
  - Father Dominic
  - The Matu's family

### **8. Photographs of the Year's Activities**

- **Photo 1:** PCEA Karen West Youth Fellowship presenting a Song at PCEA Milele Church on Sunday 4<sup>th</sup> August 2024





## **PCEA KAREN WEST PARISH**

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- **Photo 2:** PCEA Karen West Youth Fellowship at the y summit from the 13th to the 17th August at Alliance Girls High School



### **9. Conclusion**

- Final thoughts on the year's work and aspirations for the coming year.
  - As we reflect on the achievements of the past year, let us also look ahead with optimism and determination. There are still many opportunities for our youth to make a meaningful difference in our community and beyond. Let us continue to nurture their potential, provide them with guidance and support, and empower them to be agents of positive change.
- Reaffirmation of commitment to the Great commission by our Lord and Savior Jesus Christ in Matthew 28:19 to "Go Ye and make disciples of all nations" Vision & Mission of PCEA Karen West Parish and PCEA Muteero Congregation.



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**Submitted by:**

David Kangara Mwangi

Youth Chairman

10th December 2024

Michael Warui Wanderi

Youth secretary



## PCEA KAREN WEST PARISH

### Muteero Congregation

## Report by Church Groups and Committees to the Year 2024 Congregation AGM

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**Church School Ministry Report to the PCEA Muteero Congregation Annual General Meeting – Year 2024 on the Status of the Group or Committee for the Financial Year 2023/2024 as at 30<sup>th</sup> September 2024**

### **1. Introduction**

#### **Officials During the Reporting Period:**

- **Patron:** Elder Jane Naivasha
- **Chairperson:** Anne Ng'ang'a
- **Vice Chairperson:** Michael Gichuru
- **Secretary:** Neema Mwangi
- **Vice Secretary:** Mercy Muraguri
- **Treasurer:** Eunice Mwariri
- **Organizer:** Karte Mugo
- **CTY Director:** Dominic Odiembo

### **2. Membership Update**

**Number of (active) members/teachers: 18**

### **3. Activities and Achievements of the Year**

During the reporting period, the Church School Ministry engaged in various impactful activities aimed at spiritual growth, fellowship, and skill development. Below is a summary of the highlights:

1. **Church School Walk:**  
Held on 2nd December 2023, this event had an impressive turnout of teachers and children, fostering unity and physical wellness.
2. **Church School Week:**  
Running from 27th November to 3rd December 2023, this week focused on the theme "Revive Us Oh Lord." The highlight was the Church School Sunday on 3rd December 2023, with a powerful sermon by Preacher Wanja Mwangi.
3. **Teachers' Fellowship:**  
Teachers gathered for fellowship at Mrs. Mercy Muraguri's residence on 30th December 2023, celebrating the year's achievements.



## PCEA KAREN WEST PARISH

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#### 4. **Handing Over Ceremony:**

A joint session with the Brigade Ministry was held on 21st January 2024, marking a seamless leadership transition.

#### 5. **Christmas Cantata:**

On 22nd December 2023, children and teens showcased their talents in a memorable Christmas Cantata, which served as an inspiration to nurture their gifts for God's glory.

#### 6. **Form 4 Leavers' Mentorship Seminar:**

Held on 15th March 2024, this seminar in collaboration with Christian Education equipped young graduates for the next phase of life.

#### 7. **Teachers' Retreat:**

On 23rd March 2024, teachers attended a retreat at Olepolos Retreat Centre under the theme "Being a Passionate Teacher" (1 Corinthians 15:58).

#### 8. **Benchmarking Visit:**

A learning session with PCEA Waithaka Parish on 5th May 2024 enabled the ministry to exchange ideas and improve practices.

#### 9. **Training Session:**

A workshop for 18 teachers and 5 volunteers was held on 27th July 2024 at Joshua Attic, enhancing teaching skills and ministry effectiveness.

#### 10. **Vacation Bible School (VBS):**

From 19th to 23rd August 2024, VBS attracted 162 children, 22 teachers, and 37 volunteers. This fruitful program had significant support from Waithaka Parish and the Church.

#### 11. **Holiday Activities:**

Partnering with Brigade, we engaged children in creative arts, first aid, cookery, knitting, and beadwork from 5th to 12th November 2024.

#### 12. **Farewell Service:**

Teachers and children participated in the farewell service for Rev. Njeru on 13th October 2024.

#### 13. **End of Year Fellowship:**

Teachers and Brigade officers shared fellowship on 26th October 2024 in the 10–12 years classroom, reflecting on a successful year.

### **Major Achievements**



*PCEA KAREN WEST PARISH*

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*Report by Church Groups and Committees to the Year 2024 Congregation  
AGM*

- Improved Sunday presentations due to the introduction of a preparatory program at Joshua Hall.
- Acquired new register books and visitor books, enhancing record-keeping.
- Established a dedicated teens class for ages 13–14, while older teens joined the main youth group.
- Streamlined teaching book handovers through classroom posting of the teaching rota.
- Introduced a crèche class starting 26th May 2024, supported by a newly purchased book.
- Continued success of the cake auction, fostering financial support for ministry programs.

**4. Financial Report**

ACTIVITIES (APPLICATION OF FUNDS)	BUDGET	ACTUAL
VBS	400,000.00	582,630.00
Teachers Training and Commissioning	100,000.00	-
SEMINARS/RETREATS	180,000.00	121,000.00
Children Fun Day	120,000.00	90,000.00
Teens Outing	170,000.00	-
Quarterly Teachers' Refresher Training	200,000.00	
Monthly Fellowships	72,000.00	24,000.00
Sports Day with Parents	80,000.00	60,000.00
PCEA National Activities	48,000.00	24,000.00
Stationery	40,000.00	30,400.00
<b>MISSION AND EVANGELISM</b>	-	-





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<b>TITHE</b>	20,000.00	-
<b>CONTINGENCIES</b>	-	-
<b>TOTAL EXPENDITURE (A)</b>	<b>1,430,000</b>	<b>932,030</b>

<b>INCOME(SOURCE OF FUNDS)</b>	<b>BUDGET</b>	<b>ACTUAL</b>
<b>SURPLUS /DEFICIT B/F</b>	<b>200,131</b>	<b>334,888</b>
<b>MEMBERS CONTRIBUTION</b>	0	0
<b>DONATIONS</b>	100,000	85,980
<b>Church SUNDAY COLLECTION</b>	200,000	167,614
<b>CBM* SUPPORT</b>	50,000	0
<b>MEMBERS CONTRIBUTION-ADHOC</b>	30,000	0
<b>Church School Sunday</b>	900,000	543,679
<b>OTHER</b>	0	0
	0	0
<b>TOTAL INCOME B</b>	<b>1,480,131</b>	<b>1,132,161</b>
<b>SURPLUS/DEFICIT (CF) B-A)</b>	<b>50,131</b>	<b>200,131</b>

**5. Challenges and Lessons Learned**

Unpredictable weather conditions have occasionally led to the postponement of children's and teens' activities.

To address this, we plan to schedule outdoor activities in alignment with seasonal weather patterns to ensure smoother planning and execution.

**6. Plans and Recommendations for the Coming Year**

- *Outline of planned activities or goals for the upcoming year.*
- *Proposed budget or financial requirements.*



## PCEA KAREN WEST PARISH

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- *Recommendations to the congregation or session for support, if needed.*
- *Any suggested changes to the group's/committee's structure, leadership, or operations.*

Enhance and expand teens' ministry activities to foster their spiritual growth and engagement.

### **7. Acknowledgments**

We extend our heartfelt gratitude to the Church School teachers, the members of the congregation, and the Church Business Committee (CBM) for their unwavering support and dedication to the Church School Ministry.

To our teachers, thank you for your tireless efforts in nurturing our children and teens in the Word of God. Your commitment to teaching, mentoring, and guiding them in their spiritual journeys is truly inspiring.

To our congregation, we deeply appreciate your prayers, encouragement, and generous contributions, which have been instrumental in sustaining and growing this ministry.

To the CBM, your guidance, leadership, and resources have provided the foundation for our success. Your support ensures that we can continue to create meaningful experiences for our young ones.

May God richly bless each of you for your invaluable contributions as we work together to shape the next generation of faithful believers.

### **8. Photographs of the Year's Activities**

- **Photo 1:**



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[Teachers Retreat at Olepolos Retreat Center on 23<sup>rd</sup> March 2024]

- **Photo 2:**





## PCEA KAREN WEST PARISH

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[Last day of VBS, Fun Day on 23<sup>rd</sup> August 2024 at PCEA Muteero Grounds]

### **9. Conclusion**

As we reflect on the Church School Ministry's journey this year, we are deeply grateful for God's faithfulness and the unwavering support of our teachers and congregation, which have enabled us to nurture spiritual growth in our children and teens despite occasional challenges. Looking ahead, we reaffirm our commitment to the Great Commission in Matthew 28:19, aligning with the Vision and Mission of PCEA Karen West Parish and PCEA Muteero Congregation, as we aspire to expand outreach, deepen spiritual formation, and strengthen partnerships. With God's guidance and your continued support, we are confident in achieving these goals for His glory.



PCEA KAREN WEST PARISH

Muteero Congregation

Report by Church Groups and Committees to the Year 2024 Congregation

AGM

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**Submitted by:**

Anne Ng'ang'a

Chairlady

**MISSION AND EVANGELISM REPORT TO THE PCEA MUTEERO  
CONGREGATION ANNUAL GENERAL MEETING – YEAR 2024 ON THE  
STATUS OF THE GROUP FOR THE FINANCIAL YEAR 2023/2024 AS  
AT 30TH SEPTEMBER 2024**

1. Introduction

Brief introduction to the group/committee,

**MISSION:**

- ✓ We heed to the great commission stated in the book of Matthew 28:19 to “Go Ye and make disciples of all nations, baptizing them in the Name of the Father, and of the Son, and of the Holy Ghost.”

**KEY ACTIVITIES DURING THE YEAR.**

Together with Gone out Ministry we carried out door to door evangelism as follows:-

Date	Venue	Souls Reached	Souls that got saved
09/09/23	Kuwinda	165	38
21/10/23	Jim Discount	297	94
18/11/23	Kariobangi/Embulbul	290	110
27/01/24	Emmanuel Prayer Centre Oolua	Prayers	
17/02/24	Kerarapon	195	72
16/03/24	Oolua	273	91

27/04/24	PCEA Muteero	222	92
18/05/24	Kibiko	248	90
22/06/2024	Kibera	501	141
20/07/2024	St. Mark ACK	SEMINAR	
17/08/2024	Gataka	269	75
21/09/2024	Scheme 305	260	86

- Handing over was done on 7<sup>th</sup> January,2024
- Overflowing praise every Friday from 4-6 p.m.
- Overnight Kesha on 29<sup>th</sup> March,2024
- PCEA Ngujuka Mission in June and carried out the following activities:-
  1. Open air preaching
  2. Person to person Evangelism
  3. Five persons received Jesus Christ as their personal Savior.
- Nendeni Week Activities
  - ✓ On Thursday we visited Mr.Kanaiya
  - ✓ On Friday we visited Dr.Gakenia together with the BSR team.
  - ✓ On Sunday 8<sup>th</sup> September,2024 missionaries participated in the service . The theme was from the book of Joshua 24:15 “We will serve the Lord.” The preacher was Ev. Naomi Karanja from the U.S.A.
  - ✓ The Fundraising was a success which has allowed the construction of PCEA Ngujuka Sanctuary to commence.

### **2024/2025 EXECUTIVE**

Chairman: Susan Kiragu  
 V/Chairman: Moses Mwaura

Secretary: Winfred Mwangi  
V/Secretary: Gerald Njagi  
Treasurer: Ruth Maina  
Patron: Elder Emily Wagemu

## 2. Membership Update

- ✓ The committee comprises of twenty-five members both men and women and 11 District Representatives as follows:

D1	Dennis Mulusa
D2	Duncan Kuria
D3	Eunice Wanjohi
D4	Gladys Kirongiothi
D5	Jane Muriithi
D6	Susan Kiragu
D7	Ruth Maina
D8	Cosmas Kuria
D9	Esther Chihi
D10	Gerald Njagi
D11	Winfred Mwangi

- ✓ New Members: two
- ✓ Members Promoted to Higher Glory: None
- ✓ Members on Transfer: two

## 3. Activities and Achievements for the Year

- ✓ With Gone out Ministry we conducted door to door evangelism and over 850 persons received Jesus as their personal Savior.



- ✓ These people are encouraged to join the churches near to them for their spiritual nourishment.
- ✓ They are also followed up by the team.

#### Participation in church-wide activities

- ✓ Participated in the Thanksgiving Sunday held on to 6<sup>th</sup> October 2024
- ✓ Participated in the farewell service of Rev. Daniel Njeru on 13<sup>th</sup> October, 2024

· Specific outcomes or impact of the activities on the congregation or target beneficiaries.

- ✓ No individuals passé but the members we meet outside are very happy.
- ✓ Members are hungry spiritually, so they need to do missions often.

#### 4. Financial Report

##### Budget 2024/25

	2024/25	2023/24	VARIANCE
ACTIVITIES (APPLICATION OF FUNDS)	BUDGET	ACTUAL	VARIANCE
MEETINGS	20000	0	0
TRAINING	0	0	0
SEMINARS/RETREATS	50000	0	0
FACILITATION	100000	0	0
MEMBERS VISIT/PRAYERS	100000	0	0
CSR/BSR	0	0	0
MISSION AND EVANGELISM SUNDAY	1,200,000	0	0
TITHE	120,000	0	0

CONTINGENCIES	60000	0	0
<u>PCEA NKUJUKA</u>	900,000		

<b>TOTAL EXPENDITURE (A)</b>	<b>2,550,000</b>	<b>-</b>	
<b>INCOME(SOURCE OF FUNDS)</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
<b>SURPLUS /DEFICIT B/F</b>		0	0
<b>MEMBERS CONTRIBUTION</b>	200,000	0	200,000
<b>DONATIONS</b>	1,000,000	0	1,000,000
<b>GROUP SUNDAY COLLECTION</b>	300,000	0	300,000
<b>SUPPORT FROM OTHER GROUPS</b>	400,000	0	400,000
<b>CBM* SUPPORT</b>	500,000	0	500,000
<b>PARISH SUPPORT</b>	200,000	0	200,000
<b>REFUNDS</b>	0	0	0
<b>MEMBERS CONTRIBUTION-AD HOC</b>	0	0	0
<b>OTHER</b>	0	0	0
	0	0	0
<b>TOTAL INCOME B</b>	<b>2,600,000</b>	<b>0</b>	<b>2,600,000</b>
<b>SURPLUS/DEFICIT (CF) B-A)</b>	<b>50,000</b>	<b>0</b>	<b>2,600,000</b>

**APPROVALS**

**PREPARED (GROUP TREASURER)**  
 .....

DATE..... Signature.....  
 ...

**APPROVED (GROUP CHAIRMAN).....**

DATE..... Signature.....

**AUTHORISED (CBM)**  
 .....

DATE..... Signature.....  
 ...

**NOTES**

**GROUPS TO APPROVE BUDGETS BY A MINUTE  
 AUDIT TO REVIEW QUARTERLY**

## 5. Challenges and Lessons Learned

· Description of any challenges faced during the year (e.g., financial constraints, low participation).

1. Low turn up on door-to-door evangelism.
2. Very few members are committed.

· Strategies employed to overcome these challenges.

✓ To hold seminars to train members on how to evangelize.

✓ To do many activities not to wait for long

· Lessons learned that could improve future activities or operations.

✓ Calling Individuals when there is an activity and also communicating early.

✓ Hold meetings regularly so that members get familiarized with the group's objectives.

## 6. Plans and Recommendations for the Coming Year

- Outline of planned activities or goals for the upcoming year.

Seminars
Retreats
Outreach Missions

Door to door Evangelism
Keshas
Weekend Challenges
Pastoral Visits to Schools

- Proposed budget or financial requirements.
- Recommendations to the congregation or session for support, if needed.
- ✓ Members from districts to be members who are enthusiastic about mission.
- ✓ Frequent visits to PCEA Ngujuka Church to be able to ascertain the real needs.
- ✓ To donate what we do not use here .
- Any suggested changes to the group's/committee's structure, leadership, or operations. NONE

#### 7. Acknowledgments

- ✓ Our gratitude goes to the members of the church, the leadership, both C.B.M and the Session for their support.
- Mention any individual members who went above and beyond in service or contributions.
- ✓ All the committee members and congregation members are always available for the mission course.

## 8. Photographs of the Year's Activities



Mission on 16<sup>th</sup> November, 2024



Nendeni Week visit to Mr. Kanaiya in September



PCEA Ngujuka Church Construction

## 9. Conclusion

- Final thoughts on the year's work and aspirations for the coming year.
  - ✓ To be more committed and do many missions, God being our helper.
- Reaffirmation of commitment to the Great commission by our Lord and Savior Jesus Christ in Matthew 28:19 to “Go Ye and make disciples of all nations.”

Submitted by:

Mrs. Susan Kiragu  
Vice Chairman



## *PCEA KAREN WEST PARISH*

### *Muteero Congregation*

## *Report by Church Groups and Committees to the Year 2024 Congregation AGM*

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### Christian Education Report to the PCEA Muteero Congregation Annual General Meeting – Year 2024 on the Status of the Group or Committee for the Financial Year 2023/2024 as at 30<sup>th</sup> September 2024

#### **1. Introduction**

- The Christian Education Department aims at aiding the learning of the Church members outside the Church Services. Its mission is to uphold the truth by running Classes and teachings that bring in the in-depth study of the Word of God.
- Its major activities in the year are;
  1. Running TEE Diploma classes
  2. Running different computer classes e.g. Coding
- The Committee comprises of;
  - Patron- Elder Florence Mwaura
  - Chairperson- Lucia Muthoni
  - Deputy Chair- Isaac Kabutha
  - Secretary- Kawira Baraka
  - Assistant Secretary - Jayson Matheri
  - Treasurer- Mary Kinyua

#### **2. Membership Update**

- **New Members:** No new members were added to the group in the year.
- **Members Promoted to Higher Glory:** The group is thankful to God for His sustenance throughout the year, all the members are alive and well to God's glory.
- **Members on Transfer:** No member has moved to another congregation.

#### **3. Activities and Achievements for the Year**





## PCEA KAREN WEST PARISH

### Muteero Congregation

### Report by Church Groups and Committees to the Year 2024

### Congregation AGM

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- Summary of the major activities carried out by the group/committee throughout the year.
  1. Initiated the start of PCEA Muteero Academy
  2. Did two Coding camps.
  3. Sent Success cards to the candidates in the congregation.
  4. During the Christian Education week, the group visited Waiguru and supported a widow.
  5. Did two cohorts of Mediation Classes
- Notable accomplishments, events, or initiatives that contributed to the congregation or community is the PCEA Muteero Academy and the group believes that through the Academy many will come to Christ and to the knowledge of Him.
- The group has joyously participated in church-wide activities including fundraising, outreach programs and special services.
- With the inception of PCEA Muteero Academy, the Congregation and the Community are now sensitized to enroll their children for playgroup, PP1 and PP2 and grade 1 classes for 2025.
  - Senior members of the Congregation were taken through Computer literacy classes and many other members of the congregation learnt how to do coding through the coding classes run by the Christian Education.

#### **4. Financial Report**

- Overview of the group's/committee's financial status for the year

At the end of the year the group's accounts balance stood at KShs. 946,093.
- Summary of income (including fundraising, donations, grants, or other sources).

The total Income of the Group amounted to KShs. 1,765,550
- Summary of expenses (operational costs, event expenses, charitable contributions).

Expenses for the year were KShs. 753,524/-
- Net financial position at the end of the year.

The net position of the group at the end of the year was KShs. 1,012,426/- + a balance brought down of 35,185/- bringing the figure to KShs. 1,047,611/-





## *PCEA KAREN WEST PARISH*

### *Muteero Congregation*

## *Report by Church Groups and Committees to the Year 2024 Congregation AGM*

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- The group has no pending debts.

### **5. Challenges and Lessons Learned**

- 1. Getting students to enroll for the courses wasn't easy. We need a marketing strategy.  
2. Following on payments was a challenge.  
3. Paying the trainers as a result was an issue
- Strategies employed to overcome these challenges.
  1. Give the group enough time to source for enough students.
  2. Have the students pay a certain percentage (50 percent) by the time they join and clear the rest before the end of the course.
- Lessons learned are the same as the strategies employed above, as they will see the smooth running of the courses with the tutors being paid on time.

### **6. Plans and Recommendations for the Coming Year**

- 1. Continue with mediation classes  
2. Have classes in first aid, grief and trauma counselling as well as counselling psychology  
3. Provide discipleship materials for new converts and District representatives  
4. Complete the TEE diploma class that's ongoing and graduate  
5. Continue to encourage our candidates through success cards and praying with them  
6. Continue with ICT and coding classes
- Proposed budget or financial requirements; see attached.
- The group is grateful for the support accorded to it by the congregation and the Session and will be delighted to receive the same in the coming year.
- No changes to the group's/committee's structure, leadership, or operations are suggested.

### **7. Acknowledgments**



## *PCEA KAREN WEST PARISH*

### *Muteero Congregation*

#### *Report by Church Groups and Committees to the Year 2024 Congregation AGM*

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- The group expresses gratitude to group members, the congregation and church leadership for making it possible for the group activities to run. The group also extends gratitude to guests who answered the Group's invite during Christian Education Sunday.
- A special mention for all group members for their dedication throughout the year.

#### **8. Photographs of the Year's Activities**



**Christian Education touched the life of a young widow.**



## *PCEA KAREN WEST PARISH*

### *Muteero Congregation*

#### *Report by Church Groups and Committees to the Year 2024*

#### *Congregation AGM*

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**Coding camp during the April holidays.**

#### **9. Conclusion**

- The group is delighted to have seen the PCEA Muteero Academy Karen become a reality, and this is the biggest achievement the group is thankful to God for.

The group aspires to concentrate on the courses and activities mentioned earlier in the document with the aim of making uncommon essential knowledge available and common.

- The group reaffirms its commitment to the Great commission by our Lord and Savior Jesus Christ in Matthew 28:19 to “Go Ye and make disciples of all nations” Vision & Mission of PCEA Karen West Parish and PCEA Muteero Congregation.

#### **Submitted by:**

- Faustina Kawira
- Ass. Secretary Christian Education Committee Year 2023/2024
- 9<sup>th</sup> December 2024.



## **PCEA KAREN WEST PARISH**

### **Muteer o Congregation**

### **Report by Church Groups and Committees to the Year 2024**

### **Congregation AGM**

## **PCEA KAREN WEST PARISH BOYS AND GIRLS BRIGADE REPORT for the Year 2024 Congregation AGM FOR THE FINANCIAL YEAR 2023/2024 AS AT 30 TH SEPTEMBER 2024**

### **1. INTRODUCTION**

#### **♣ Mission**

To spread the gospel through a disciplined force.

#### **♣ 2024/2025 Executive**

Chairperson: Elijah Ngotho  
V/Chairperson:  
Secretary: Naomi Gitahi  
V/Secretary: Catherine Mugo  
Treasurer: David Maina  
Patron: Elder Jane Naivasha

### **2. MEMBERSHIP UPDATE**

- The Boys and Girls Brigade comprises members and officers of both Boys and Girls companies.
- New Members: None
- Members Promoted to Higher Glory: None
- Members on Transfer: None

### **3. ACTIVITIES AND ACHIEVEMENTS FOR THE YEAR**

- Leading the service during Brigade Sunday.



**PCEA KAREN WEST PARISH**

**Muteer o Congregation**

**Report by Church Groups and Committees to the Year 2024**

**Congregation AGM**

- Participated in the Children's Display competition at Nairobi West Church on 28<sup>th</sup> September 2024.
- Outreach Mission on 07<sup>th</sup> August 2024 for a visit to a Children's home based in Ngong (Garden of Hope).

**4. SUMMARY OF THE MAJOR ACTIVITIES**

- · Notable accomplishments
  1. Boys and Girls Brigade band presenting in the main church on Sunday
  2. Achieved Number 4 in the competition that was held at Nairobi West church
- · Participation in church-wide activities
  1. Participated in the A.G.M. meeting and Social Sunday held in December 2023.
  2. Participated in the end-of-year cantata in December 2023.

**5. FINANCIAL REPORT**

- ♣ Overview of the group's/committee's financial status for the year.  
B/B/F - Ksh
  - a) Summary of income (including fundraising, donations, grants, or other sources).

MEMBERS CONTRIBUTION



**PCEA KAREN WEST PARISH**

**Muteer o Congregation**

**Report by Church Groups and Committees to the Year 2024**

**Congregation AGM**

CHOIR SUNDAY COLLECTION
C.B.M SUPPORT
PARISH SUPPORT
DONATIONS

- b) Summary of expenses (operational costs, event expenses, charitable contributions).
- c) Net financial position at the end of the year.
- d) Any pending financial matters or debts.
  - Repair of Boys and Girls Brigade Band instruments.
  - Updating the Boys and Girls Companies' annual renewal fees.

♣ Challenges and Lessons Learned

- ✓ Inconsistent number of children during band practice and Christian education lessons on consecutive Saturdays.
- ✓ Few committed officers to help with the children.

♣ Strategies employed to overcome these challenges.

- ✓ Encouraging parents to release their children on time for practice.
- ✓ Encouraging officers to come and assist through personal one-on-one communication to get their commitment.



**PCEA KAREN WEST PARISH**

**Mutual Congregation**

**Report by Church Groups and Committees to the Year 2024**

**Congregation AGM**

- ♣ Plans and Recommendations for the Coming Year
  - ✓ More commitment towards Brigade as officials.
  - ✓ Basic training and Commissioning of officers (both new and current).
  - ✓ Introduction of new activities to involve more children and officers.
  - ✓ Updating of the Boys and Girls companies' annual payments and the backlog of unpaid years.
  - ✓ Sourcing of more Finances through Donation and Brigade activities.
- ♣ Planned activities or goals for the upcoming year.
  - i. Basic 1 and 2 Training.
  - ii. Children Display Competition.
  - iii. Children's camp
  - iv. Creative arts and Social/ Life Skills Activities for the children (First Aid, Cookery, Knitting and weaving, baking, laundry, bead-work, etc.)
  - v. Acquiring Band Uniforms for the Children's Band group.
  - vi. Cycling and hiking

	2024/25	2023/24	VARIANCE
ACTIVITIES (APPLICATION OF FUNDS)- Expenses	BUDGET	ACTUAL	VARIANCE
MEETINGS/FELLOWSHIP		(14,000.00)	0



**PCEA KAREN WEST PARISH**

**Muteer o Congregation**

**Report by Church Groups and Committees to the Year 2024**

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Display	(30,000.00)		
SEMINARS/RETREATS/CAMP	(249,000.00)	(119,550.00)	0
Cookery, knitting, beadwork & band	(64,000.00)	(53,000.00)	0
MEMBERS VISIT/CSR	(20,000.00)	0	0
Band Training & Refreshments	(56,000.00)	(87,000.00)	0
BRIGADE SUNDAY- Group A/c	(30,000.00)	(30,000.00)	0
TITHE	(80,000.00)	(13,745.00)	0
Enrollment/ Annual updating	(30,000.00)	(7,800.00)	0
BAND UNIFORMS	(200,000.00)		
CONTINGENCIES	(30,000.00)		
<b>TOTAL EXPENDITURE (A)</b>	<b>(789,000.00)</b>	<b>(272,095.00)</b>	<b>-</b>
<b>INCOME(SOURCE OF FUNDS)</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
SURPLUS /DEFICIT B/F	95,953.00	182,267.00	#VALUE!
MEMBERS CONTRIBUTION	50,000.00	137,450.00	
DONATIONS	350,000.00	0	
BRIGADE SUNDAY			
COLLECTION- Church A/c	800,000.00	48,331.00	
COOKERY ACTIVITY	50,000.00	0	
CBM* SUPPORT		0	
PARISH SUPPORT		0	
REFUNDS	9,806.00	0	0
MEMBERS CONTRIBUTION-ADHOC		-	0
OTHER		-	0
		-	0
<b>TOTAL INCOME B</b>	<b>1,355,759.00</b>	<b>368,048.00</b>	<b>0</b>
<b>SURPLUS/DEFICIT (CF) B-A</b>		<b>95,953.00</b>	<b>0</b>





***PCEA KAREN WEST PARISH***

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<b>APPROVALS</b>			
<b>PREPARED (GROUP TREASURER)</b>		DATE.....	Signature.....
<b>APPROVED (GROUP CHAIRMAN)</b>		DATE.....	Signature.....
<b>AUTHORISED (CBM)</b>		DATE.....	Signature.....
<b>NOTES</b>			
<b>GROUPS TO APPROVE BUDGETS BY A MINUTE</b>			
<b>AUDIT TO REVIEW QUARTERLY</b>			

- ❖ Proposed budget or financial requirements.
  - ✓ Request for a repair for the Boys and Girls Brigade Band instruments for training purposes.
- ❖ Recommendations to the congregation or session for support, if needed.
  - ✓ Boys and Girls Brigade uniform.
- ❖ Any suggested changes to the group's/committee's structure, leadership, or operations.
  - ✓ NONE

**6. ACKNOWLEDGEMENTS**

Our gratitude goes to the Boys and Girls officers for their commitment, congregation members, church leadership, and individuals who have supported the Boys and Girls Brigade materially and spiritually.

**7. Photographs of the Year's Activities**



**PCEA KAREN WEST PARISH**

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**Report by Church Groups and Committees to the Year 2024**

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Certificate of Participation- Display Competition at Nairobi West Parish



Donations at Garden of Hope



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NCO's Training at Dagoretti Parish



Donations at Garden of Hope





***PCEA KAREN WEST PARISH***

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Picture with Rev. Daniel Njeru before leaving for Display at Nairobi West Parish

## **9. CONCLUSION**

Final thoughts on the year's work and aspirations for the coming year.

1. Total commitment is of the essence for both officers and the Boys and Girls.
2. To observe discipline.
3. To improve in the Instruments.



*PCEA KAREN WEST PARISH*

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Submitted by:

Elijah Ngotho - Chairman



## **PCEA KAREN WEST PARISH**

### **Muteero Congregation**

#### **Report by Church Groups and Committees to the Year 2024 Congregation AGM**

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**Justice, Peace, Reconciliation, Creation (JPRC) Report to the PCEA Muteero Congregation Annual General Meeting – Year 2024 on the Status of the Group or Committee for the Financial Year 2023/2024 as at 30<sup>th</sup> September 2024**

#### **1. Introduction**

The JPRC Department was established in 1998 under Act 26 of the PCEA Practice and Procedure Manual.

Our purpose is to enlighten members on the state of the nation and to challenge them into getting involved through training and public participation as informed citizens with rights and responsibilities. While we are Christians, we are also citizens. As such, the church cannot afford to be quiet in matters of national importance. We must speak up for justice, be ambassadors of peace, seek reconciliation and take care of God's creation.

Our mandate includes:

- To link the church, state and non-state actors in matters of global and national importance;
- To plan and arrange seminars and workshops to create awareness in the church on government policies to enhance their participation in their implementation;
- To lead the church at all levels to undertake functions towards environment protection and conservation;
- To promote and advocate for justice and harmonious co-existence within societies;
- To advise the church on issues about which the church should make a declaration or state its position;
- To take appropriate actions to address all social, economic and political issues that are likely to affect the community and church ministry at any given time and in any sphere;
- To act as the conscience of the society and to endeavour to promote and protect the observance of human rights;
- To advocate for creation and expansion of democratic space including exercise and sustenance of democracy;
- To enter into partnerships with like-minded institutions for the aim of furtherance and/or execution of the committee's purpose, objectives and budget.

#### **JPRC OFFICIALS (2023/2024)**

- Patron – Elder Francis Chihi
- Chairlady – Monicah Kamau
- Vice chair – Norman Wanyiri
- Acting secretary – Mishelle Machua
- Treasurer – Faith Mwendia

#### **District Reps**



## PCEA KAREN WEST PARISH

### Muteero Congregation

#### Report by Church Groups and Committees to the Year 2024 Congregation AGM

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- Eric Maina
- Ivy Mambo
- Jayne Ngari
- Kimondo Waiguru
- Ann Mwende
- Cate Mahinda
- Erastus Gachukia

Membership is open to everyone in the congregation.

#### **2. Membership Update**

- There have been no changes to membership during the year 2023/2024.

#### **3. Activities and Achievements for the Year**

- **Tree planting:** In March 2024, we received a donation of 1000 tree seedlings which were distributed to the church. In line with this, we gave a talk on taking care of the environment as stewards God's creation.
- **Training:** On 25 May 2024, the committee members underwent training conducted by our pioneers and mentors, Elder Kibacia and Mrs. Kaara on the history and mandate of the JPRC.
- **Talk:** On 30 June 2024, one of our members, Mrs. Kaara, gave a talk on the State of the Nation, following Gen-Z protests against the Finance Bill 2024.
- **JPRC week:**
  - i. 9 July 2024 – we purchased about 60 seedlings of (indigenous trees) and had a tree planting session in the church compound. We also donated the seedlings to members of the congregation for planting in their homes.
  - ii. 10 July 2024 – we conducted an interactive webinar on 'What next after the Finance Bill', which was attended by members of the congregation.
  - iii. 11 July 2024 – we observed a day of prayer for the nation;
  - iv. 14 July 2024 - we held a talk on succession, family law and other areas of law during the church service. There was also a legal and financial clinic after the service. Areas that were covered include family law, succession and estate planning, land transaction, tax law, wealth management e.g. MMFs, unit trusts, insurance.

#### **4. Financial Report**



**PCEA KAREN WEST PARISH**

**Muteero Congregation**

**Report by Church Groups and Committees to the Year 2024 Congregation AGM**

**GROUP NAME: JPRC (Justice Peace Reconciliation and Creation) PCEA MUTEERO - KAREN WEST P  
Budget 2024/25-Template**

	2024/25	2024/25	VARIANCE
<b>ACTIVITIES (APPLICATION OF FUNDS)</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
STRATEGIC PLAN IMPLEMENTATION (REF TALKS	4,200,000	0	4,200,000
TRAININGS/SPONSORSHIPS	12,000	0	12,000
PROJECTS	30,000	0	30,000
SEMINARS/ANNUAL CONFERENCE	118,158	0	118,158
FACILITATION	180,000	0	180,000
BENCHMARKING AND VISITS	10,000	0	10,000
CSR (COMMUNITY ENGAGEMENT)	20,000	0	20,000
MISSION AND EVAGELISM (10%)	30,000	0	30,000
TITHE (10%)	15,000	0	15,000
CONTIGENCIES (5%)	14,100	0	14,100
<b>TOTAL EXPENDITURE (A)</b>	<b>4,644,258</b>	<b>-</b>	<b>4,644,258</b>
<b>INCOME(SOURCE OF FUNDS)</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
SURPLUS /DEFICIT B/F	114,258	0	114,258
MEMBERS CONTRIBUTION	0	0	0
DONATIONS	0	0	0
GROUP SUNDAY COLLECTION	150,000	0	150,000
ANNUAL CONFERENCE	180,000	0	180,000
CBM* SUPPORT	0	0	0
PARISH SUPPORT*	4,200,000	0	4,200,000
REFUNDS	0	0	0
MEMBERS CONTRIBUTION-ADHOC	0	0	0
OTHER-	0	0	0
<b>TOTAL INCOME B</b>	<b>4,644,258</b>	<b>0</b>	<b>4,644,258</b>
<b>SURPLUS/DEFICIT (CF) B-A)</b>	<b>0</b>	<b>0</b>	<b>0</b>

- The group has been able to finance its activities for the financial year through contributions by members during the JPRC Week. However, the group’s financial objective for the coming year is to explore more ways of raising income.

**5. Challenges and Lessons Learned**

<b>Challenge</b>	<b>Lesson/Mitigation Strategy</b>
Reduced commitment and motivation from District Representatives.	The group has embarked and will continue to embark on co-opting new members who are passionate about the thematic areas and service in the group.
Lack of/delayed training for the JPRC members. Most of the members start off without clear understanding of their mandate in the group.	Recognizing the importance of mentorship, we will continue to connect with our experienced pioneers and mentors. To further facilitate a smooth onboarding process, we will implement annual training programs for





**PCEA KAREN WEST PARISH**

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**Report by Church Groups and Committees to the Year 2024 Congregation AGM**

	all new offices, ensuring they are well-equipped to fulfill the group's mandate.
Lack of a substantive secretary to JPRC	The remaining officials filled this role on a rotational basis.
Low fundraising capabilities	The group aims to significantly increase its engagement within the congregation. By fostering innovative initiatives and activities, the group seeks to elevate its contribution to the congregation and attract greater financial support. To achieve this, the group will explore strategic partnerships with key stakeholders and implement creative fundraising strategies.

**6. Plans and Recommendations for the Coming Year**

- The following are the planned activities for the year 2024/25
  - i. Talks on current affairs
  - ii. Training for the members
  - iii. An annual conference/workshop
  - iv. Benchmarking by the group in other congregations
  - v. CRS (community engagement)
- The group is dedicated to fostering civic engagement by proactively addressing current issues and raising public awareness.
- To enhance its impact, the group will invite passionate individuals to join its fellowship and collaborate closely with them to fulfill the JPRC's mission within the congregation and the wider community.

**7. Acknowledgments**

- We take this opportunity to thank the church leadership for their support and guidance to the group.
- We also extend a special thanks to our mentors and forerunners, Elder Kibacia and Mrs. Wahu Kaara, for their mentorship and encouragement.

**8. Photographs of the Year's Activities**

- **Photo 1:** 9 July 2024, Tree Planting, PCEA Muteero field



**PCEA KAREN WEST PARISH**

**Muteero Congregation**

**Report by Church Groups and Committees to the Year 2024 Congregation AGM**

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- **Photo 2:** 10 July 2024, Webinar on the State of the Nation, Zoom

**JPRC KAREN WEST PARISH**

**Live Webinar**  
**What next after  
#RejectFinanceBill2024?**  
**Policy implications following  
withdrawal of finance bill  
2024.**

**With Daniel Ndirangu**  
Advocate Of The High Court Of Kenya

**10 July 2024**  
7:45 pm - 9:00pm

**Zoom Link To Be Shared**





## **PCEA KAREN WEST PARISH**

### **Muteero Congregation**

#### **Report by Church Groups and Committees to the Year 2024 Congregation AGM**

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- **Photo 3:** 14 July 2024, Financial and Legal Aid Clinic, Joshua Hall



#### **9. Conclusion**

- The group has made substantial progress over the past year. We are optimistic that, with God's guidance and the unwavering dedication of our members, we will achieve even greater success and contribute more significantly to the fulfillment of JPRC's mission in the year ahead.
- Reaffirmation of commitment to the Great commission by our Lord and Savior Jesus Christ In Matthew 28:19 to "Go Ye and make disciples of all nations" Vision & Mission of PCEA Karen West Parish and PCEA Muteero Congregation.

#### **Submitted by:**

- Monicah Wanjiru
- Chairperson - 2023/2024
- 8 December 2024



## PCEA KAREN WEST PARISH

### Muteero Congregation

## Report by Church Groups and Committees to the Year 2024 Congregation AGM

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BSR KAREN WEST PARISH Report to the PCEA Muteero Congregation Annual General Meeting – Year 2024 on the Status of the Group or Committee for the Financial Year 2023/2024 as at 30<sup>th</sup> September 2024

### 1. Introduction

- The Board of Social Responsibility (BSR) is a social group in the church that is responsible for the welfare and social support for the members.
- Mention the leadership team or key members of the group/committee.

**CHAIRLADY: MRS ELIZABETH MBOCHA**

**VICE CHAIRMAN: MIRRIAM NJUGUNA**

**SECRETARY: ALICE MBIRWA**

**VICE SECRETARY: ELIAS NGOTHO**

**TREASURER: ZIPPORAH PATU**

**PATRON: ELDER RUTH GATHWARA**

### 2. Membership Update

- **New Members:** Number of new members added to the group/committee during the year.
  - **We have had about ten new members who have joined the group.**
- **Members Promoted to Higher Glory:** List any members who passed away during the year, with brief acknowledgments of their contributions. **NONE**
- **Members on Transfer:** List any members who were transferred to other congregations or moved away.
  1. **Joyce Nganga who moved to the USA in 2023**
  2. **Agnes Kamau who moved to the UK in 2024**

### 3. Activities and Achievements for the Year

- Summary of the major activities conducted by the group/committee throughout the year.
  1. **23/10/23 visited Anne Kibiku during the loss of her brother Joseph**



## PCEA KAREN WEST PARISH

### Muteero Congregation

#### Report by Church Groups and Committees to the Year 2024

#### Congregation AGM

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2. 17/10/23 visited Anne Kamweru & Elder Margaret during the loss of their brother John Macharia.
  3. 23/10/23 Participated during the commissioning of Evangelist Mutembei and assisted in ushering.
  4. 5/11/23 Participated in ushering during PCMF 50yrs celebrations.
  5. 18-19/11/23 participated in a mission to Namanga.
  6. 25/11/23 Assisted with ushering during the 10th annual anniversary for Milimani presbytery.
  7. 6/12/23 visited Mrs Mutembei during the loss of her mum
  8. 17/12/23 Held a successful social Sunday /fun day where we had a chance to gift our Reverend, Elders, members, youth, and children.
  9. 10/5/23 visited Naomi Njenga
  10. On 22/5/2024 we Visited PCEA Unity in Gataka for a food donation drive due to the floods.
  11. Held various visits to members who were unwell ; visited Mark Wanjau on 17/6/24, Paul Wanyika on 11/6/24,
  12. Visited Namanga mission area on 15/5/24.
  13. May 2024 visited Mrs Maara due to the floods which destroyed her home.
  14. May 2024 visited Mrs Kagera who was unwell.
  15. In July 2024 we visited Rev Gladys, Irene Kiaraho, Johnson Njeru.
  16. Sep 2024, we visited Elder Muhiu, Dr Gakenia.
- Notable accomplishments, events, or initiatives that contributed to the congregation or community and most importantly number of those who have received Christ Jesus as Lord and Savior during the period in review.
    - During our Gataka visit at PCEA unity church we were blessed to have fifteen people give their lives to Christ.
    - We also managed to feed 380 families.
    - We also held a 2-day visit to Ngujuka and fed more than 250 families and seven people gave their lives to Christ.
  - Participation in church-wide activities (e.g., fundraising, outreach programs, special services).
    - We assist in ushering during church activities and services every Sunday.
    - Accompany the mission and evangelism in outreach programs in our Nendeni areas in Namanga and Ngujuka.
  - Specific outcomes or impact of the activities on the congregation or target beneficiaries.



*PCEA KAREN WEST PARISH*

*Muteero Congregation*

*Report by Church Groups and Committees to the Year 2024  
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-During our outreach programs we get to visit members who are unwell and assist some financially. This shows love and care as it is our mandate as BSR members.

- we also get to have feeding programs in our mission areas.

-With the help of our church CBM we were able to assist some members with school fees and university upkeep.

**4. Financial Report**

- Overview of the group's/committee's financial status for the year.
- Summary of income (including fundraising, donations, grants, or other sources).

**BSR Sunday -18,000**

**Holy communion -201,155**

- Summary of expenses (operational costs, event expenses, charitable contributions)

**Home visits -CBM -80,000 Members -92,000**

**Social Sunday - 207,000 CBM**

**Mission Gataka -90,360 Members CBM-12,000**

**Namanga CBM- 50,000 Members-5,000**



## PCEA KAREN WEST PARISH

### Muteero Congregation

#### Report by Church Groups and Committees to the Year 2024

#### Congregation AGM

- Net financial position at the end of the year.

BSR Accounts as at 30.9. 2024	
Actual Income AND Expenses F/Y 2023/2024	
<b>BSR INCOME</b>	
Balance B/f for F/Y 2022/2023	(325,560.00)
<b>Church Account</b>	
BSR Sunday	18,000.00
Holy Communion	201,155.00
<b>Groups Account</b>	
No Income	0.00
<b>Total BSR Income</b>	<b>219,155.00</b>
<b>Expenditure</b>	
<b>BSR</b>	
Donations to Needy	28,000.00
Mission	50,000.00
social Sunday	207,200.00
visit	120,000.00
<b>Total BSR Expenses</b>	<b>405,200.00</b>
Balance as at 30 September 2024	(511,605.00)

- Any pending financial matters or debts.

**None**

#### **5. Challenges and Lessons Learned**

- Description of any challenges faced during the year (e.g., financial constraints, low participation).
  - **We experienced low turnout during our monthly meetings.**
  - **We are sometimes faced with high turnout during our mission activities than we had anticipated.**
- Strategies employed to overcome these challenges.
  - **Having frequent reminders for the monthly meetings in our forum**
  - **Praying to God for provision to reach as many people as possible**
  - **Frequent reminders to members of our donation desk**
- Lessons learned that could improve future activities or operations.





***PCEA KAREN WEST PARISH***

***Muteero Congregation***

***Report by Church Groups and Committees to the Year 2024  
Congregation AGM***

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- That if we trust in God all things will work together for good.
- As members we should always be ready to lend a hand when we have mission activities and ushering during church service and functions
- Involving every member in our activities

**6. Plans and Recommendations for the Coming Year**

- Outline of planned activities or goals for the upcoming year.
  - Visits
  - Father/mother/valentine's day
  - Visiting the needy and elderly
  - BSR(social Sunday)
  - Food and clothing donations during our mission activities
  - Tithe
- Proposed budget or financial requirements.





**PCEA KAREN WEST PARISH**

**Muteero Congregation**

**Report by Church Groups and Committees to the Year 2024  
Congregation AGM**

GROUP NAME: ...BSR.....PCEA MUTEERO - KAREN WEST PARISH

Budget 2024/25

	2024/25	2023/24	VARIANCE
ACTIVITIES (APPLICATION OF FUNDS)	BUDGET	ACTUAL	VARIANCE
VISITS	220000	0	0
FATHERS/MOTHERS AND VALENTINES DAYS	15000	0	0
SEMINARS/RETREATS	0	0	0
VISITING NEEDY AND ELDERLY	35000	0	0
MEMBERS VISIT/PRAYERS	0	0	0
BSR (SOCIAL SUNDAY)	220000	0	0
FOOD AND CLOTHING DURING MISSION	110,000	0	0
TITHE		0	0
CONTINGENCIES			
PCEA NKUJUKA			
<b>TOTAL EXPENDITURE (A)</b>	<b>600,000</b>	<b>-</b>	<b>-</b>

	BUDGET	ACTUAL	VARIANCE
<b>(INCOME/SOURCE OF FUNDS)</b>			
SURPLUS /DEFICIT B/F	0	0	0
MEMBERS CONTRIBUTION		0	100,000
DONATIONS	100,000	0	100,000
GROUP SUNDAY COLLECTION	100,000	0	200,000
HOLY COMMUNION	200,000	0	100,000
CBM* SUPPORT	100,000	0	50,000
PARISH SUPPORT	50,000	0	0
REFUNDS	0	0	0
MEMBERS CONTRIBUTION-ADHOC	0	0	0
OTHER GROUPS CONTRIBUTIONS TO BSR/CSR	150,000	0	150,000
	0	0	0
<b>TOTAL INCOME B</b>	<b>700,000</b>	<b>0</b>	<b>700,000</b>
<b>SURPLUS/DEFICIT (CF) B-A</b>	<b>100,000</b>	<b>0</b>	<b>700,000</b>

APPROVALS

1 PREPARED (GROUP TREASURER) ..... DATE ..... Signature .....

2 APPROVED (GROUP CHAIRMAN) ..... DATE ..... Signature .....

3 AUTHORISED (CBM) ..... DATE ..... Signature .....

NOTES  
GROUPS TO APPROVE BUDGETS BY A MINUTE  
AUDIT TO REVIEW QUARTERLY

- Recommendations to the congregation or session for support, if needed.
  - **We would like to request the session to give us a day whereby we can hold our BSR Sunday as in the month of December we normally have social day.**
- Any suggested changes to the group's/committee's structure, leadership, or operations.
  - **None now**

**7. Acknowledgments**



## *PCEA KAREN WEST PARISH*

### *Muteero Congregation*

#### *Report by Church Groups and Committees to the Year 2024 Congregation AGM*

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- Express gratitude to group members, the congregation, church leadership, and any partners or sponsors.
  - **Special gratitude to the congregation, CBM officials, BSR officials, District representatives and BSR members for the unity and overwhelming support and love during our visits and mission activities**
- Mention any individual members who went beyond in service or contributions.

We would like to acknowledge.

- **Elder Muhiu**
- **Elder Ruth**
- **Martha Ngaruyia**
- **Hellen Nganga**
- **Susan Kiragu**
- **Elizabeth Mbocha**

#### **8. Photographs of the Year's Activities**

- **Photo 1:**





## *PCEA KAREN WEST PARISH*

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#### *Report by Church Groups and Committees to the Year 2024 Congregation AGM*

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BSR members during food donation to the people of Gataka village affected by floods on 22/5/24 at PCEA Unity church grounds.

• **Photo 2:**



BSR members during a visit on 14th July 2024 to Mrs Kiaraho who was unwell. The visit was held at Mr. & Mrs Kiaraho's residence in Muteero.

#### **9. Conclusion**

- Concluding thoughts on the year's work and aspirations for the coming year.
- **We thank God for the provision he has given us that has enabled us to touch people's lives , giving hope to people as God commands us to do. We continue to pray to God for his provision that will enable us to reach more people who may be in need.**
- Reaffirmation of commitment to the Great commission by our Lord and Savior Jesus Christ in Matthew 28:19 to "Go Ye and make disciples of all nations" Vision & Mission of PCEA Karen West Parish and PCEA Muteero Congregation.



*PCEA KAREN WEST PARISH*

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*Report by Church Groups and Committees to the Year 2024  
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**Submitted by:**

- ALICE MBIRWA
- SECRETARY Year 2023/2024



**PCEA KAREN WEST PARISH**  
**Muteero Congregation**

**Report by Church Groups and Committees to the Year 2024 Congregation**

**AGM**

**PROPERTY AND DEVELOPMENT COMMITTEE REPORT**

Report to the PCEA Muteero Congregation Annual General

Meeting – Year 2024 on the Status of the Group or Committee for the Financial Year  
2023/2024 as at 30th September 2024

**1. INTRODUCTION**

The Property and Development committee is overseeing and coordinating matters related to development of the church buildings and structures and their repair or renovations and maintenance. The committee's mandate includes property acquisition, obtaining relevant permits, keeping, and updating the register of physical assets.

**2. LEADERSHIP**

- a) **Patron:** Elder Wangai Maina
- b) **Chair:** Pln. David Gatimu
- c) **Vice-Chair:** Mr. George Kirathe
- d) **Treasurer:** Dr. William waweru
- e) **Secretary:** Mr. George Warutere
- f) **Members:**
  - i). Dr. Daniel kiaraho
  - ii). Mr. Chris Karumba
  - iii). Eng. Peter Patu Gichohi
  - iv). Mr. Charles Mugwanja
  - v). Mr. Joseph Muraguri
  - vi). Mr. John Weru Muriuki
  - vii). Mr. Dan Kirongothi

**1.1 Leadership Update**

- i. New member(s): None
- ii. Lost member(s): None



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**Report by Church Groups and Committees to the Year 2024 Congregation**

**AGM**

iii. Transfer(s): None.

**3. ACTIVE PROJETSCS**

**3.1. Capital Projects**

At the beginning of the period under review, the committee had the following active projects.

#	PROJECT	REMARKS	STATUS
1	Restructuring Parish Ministers Office	This was preceded by a master plan covering the space behind the church, which accommodates the caretaker's house, generator room, vestry, parish minister's house and ablution building.	<ul style="list-style-type: none"> <li>• Partial Master Plan done.</li> <li>• Architectural drawings are done.</li> <li>• Structural drawings ongoing</li> </ul>
2	Retrofitting of Vestry at the Joshua Hall	This was to broaden the existing vestry capacity to allow associated functions within the Joshua Hall	Fully done and operational
3	Expanding Church Sanctuary Capacity	This was an exploration for vertical re-design to accommodate an elevated floor (balcony/mezzanine) within the high church headroom	<ul style="list-style-type: none"> <li>• Preliminary architectural drawings are done for upper deck done.</li> <li>• More options are being explored.</li> </ul>
4	Solar lighting at the Compound	Security enhancement during the night using solar energy fixture across the vas church compound	Partially done
5	Installing Security CCTV	Enhancement and upgrading of existing CCTV infrastructure	Fully done and operational
6	Storm Water Drainage	To alleviate the perennial flooding in some sections of the church compound	Light temporary work done during the last rainy season
7	Laying of concrete (Cabro) blocks at the car	For upgrading the current loose surface and dusty environment	Requires civil engineering design and costing





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	park		
8	Building Ablution facilities at the Main Field Grounds	To serve the activities in the open field (sports and wedding and related social events)	Not yet done
9	PCMF Sagana project	This is at an early stage for exploring development options and opportunities.	Conceptual planning for possible uses still ongoing
11	Womens Guild Residential House expansion Perimeter Wall	To remove the current overgrown green hedge, replace with masonry perimeter wall for enhanced security, and expand the existing house for expanded dwelling accommodation.	<ul style="list-style-type: none"> <li>• Architectural drawings are done.</li> <li>• Structural drawings ongoing</li> </ul>
12	Underground Tank facility at Muteero Grounds	For increased water storage capacity	Not yet done
13	Child Day Care Centre	To cater for lower school demand in the neighborhood	
14	Establishment of Lower School (academy)		Extension of Use process, architectural remodeling of ground floor of Joshua Hall and EIA underway

**3.2. Recurrent Development Activities**

These include maintenance of the plumbing, electrical, furniture, noticeboard, printing of banners, landscaping and maintenance of grass lawns, bushes, and trees.

**3.2.1 SUMMARY RECURRENT PROPERTY AND DEVELOPMENT TASKS**

During the year ended 30th September 2024, the Property and Development Committee achieved the following Milestones.



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- (i) Purchase and installation of security CCTV at Kshs 436,000.00
- (ii) Procurement of Lawn Mower for ground maintenance at kshs 82,000.00
- (iii) Repairs and maintenance of generator batteries at kshs 17,000.00
- (iv) Repairs and maintenance of kitchen gas apparatus kshs 28,000.00
- (v) Purchase of bulbs for field Lighting's kshs 20,000.00

**3.2.2 PCEA MUTEERO ACADEMY, KAREN**

PCEA Muteero Academy, Karen. School requirements

With respect to the school requirements, we have made the following Milestones.

- a) Purchase of tables and chairs for the Model class kshs 392,000
- b) EIA expert tasks commissioning deposit at kshs 60,000.00
- c) Traffic assessments expert Deposit of kshs 85,000.00
- d) Design works for ground floor partitioning are at RFQ level.

**e) CHALLENGES AND LESSONS LEARNED**

The planning of capital projects poses many challenges as it involves intensive professional input ranging from master planning, detailed designs, procurement of permits, costing, bidding, tendering and implementation process of supervision, quality assurance/compliance and commissioning.

The greatest lesson learnt during the period under review is the importance of have a futuristic outlook captures in the land master plan and a strategic plan. As noted in the project matrix above, a partial master plan has been done covering a small section behind the church. The greatest milestone has been the 5-year Strategic Plan that will provide a structured road map for smart and well-coordinated growth.

**4. PLANS AND RECOMMENDATIONS FOR THE COMING YEAR**

As clearly indicated in the projects matrix above, most of the projects are at varying





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stages of development. These projects should continue bearing in mind the need to align with the master plan and strategic plan.

5. Acknowledgments

The committee records its profound thanks to professionals who have provided both advisory and professional input into the on-going works. Special mention goes to Arch. James Murigu who has provided pro-bono services in the designs of all the works for undergoing. Special thanks to Eng. Peter Patu Gichohi for extending his professional networks in the securing structural engineering drawings. We cannot fail to appreciate QS Charles Maingi who has expressed his willingness to prepare the bill of quantities for the aforementioned works when the time comes.

6. PROJECT ILLUSTRATIONS

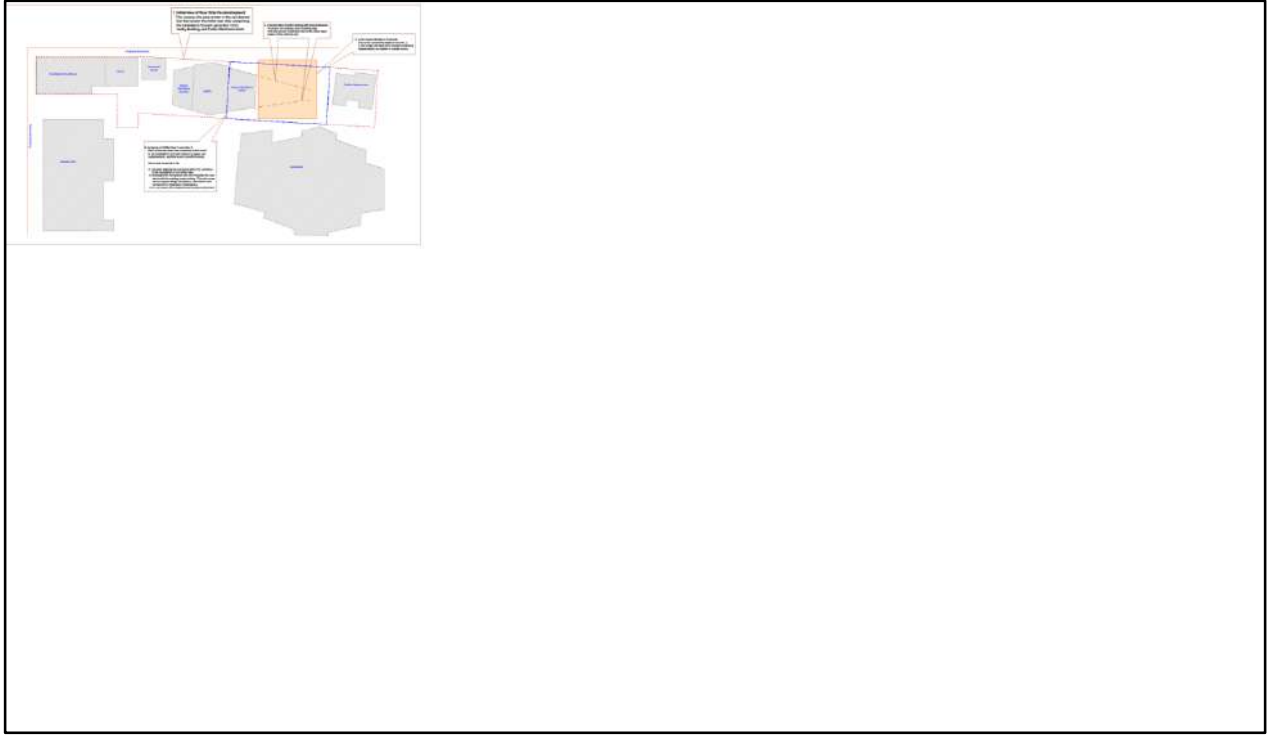
6.1. Partial Draft Master Plan



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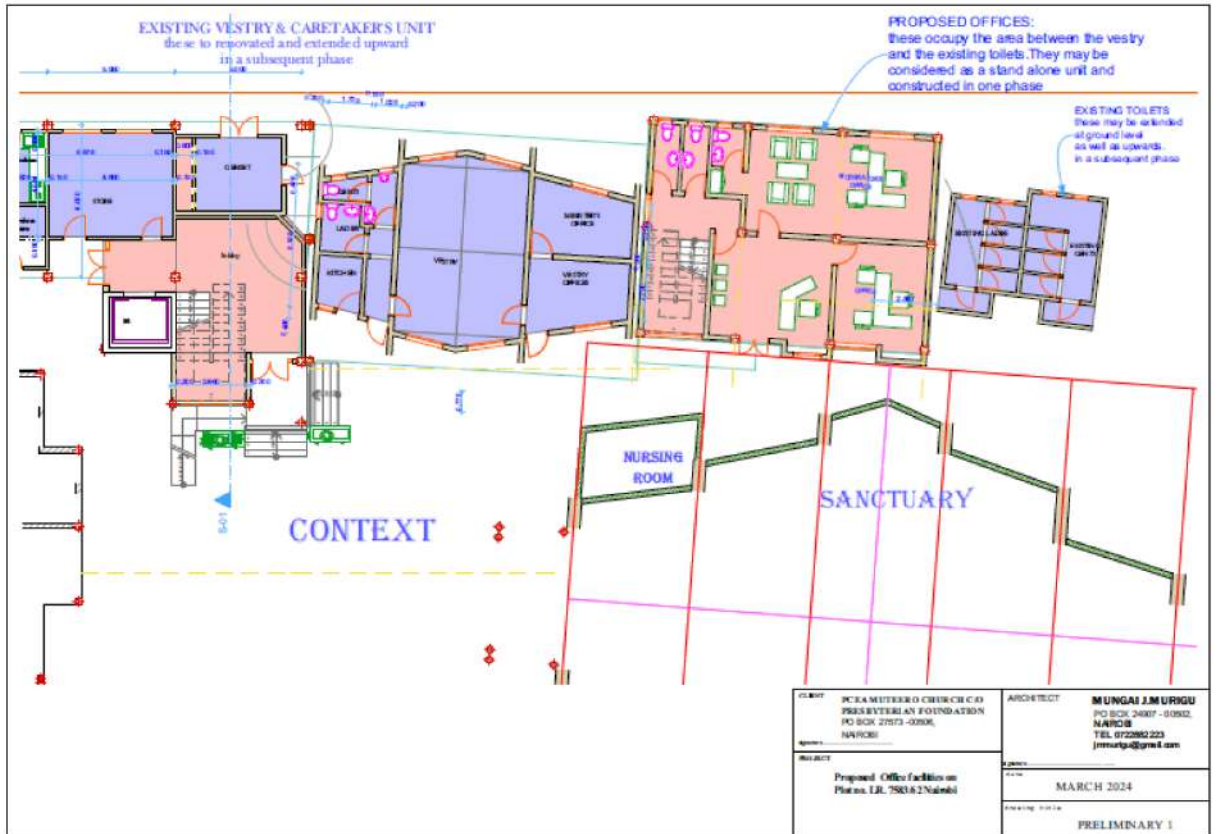


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6.2. Architectural Illustration of Proposed Alterations and Extensions Behind the Sanctuary



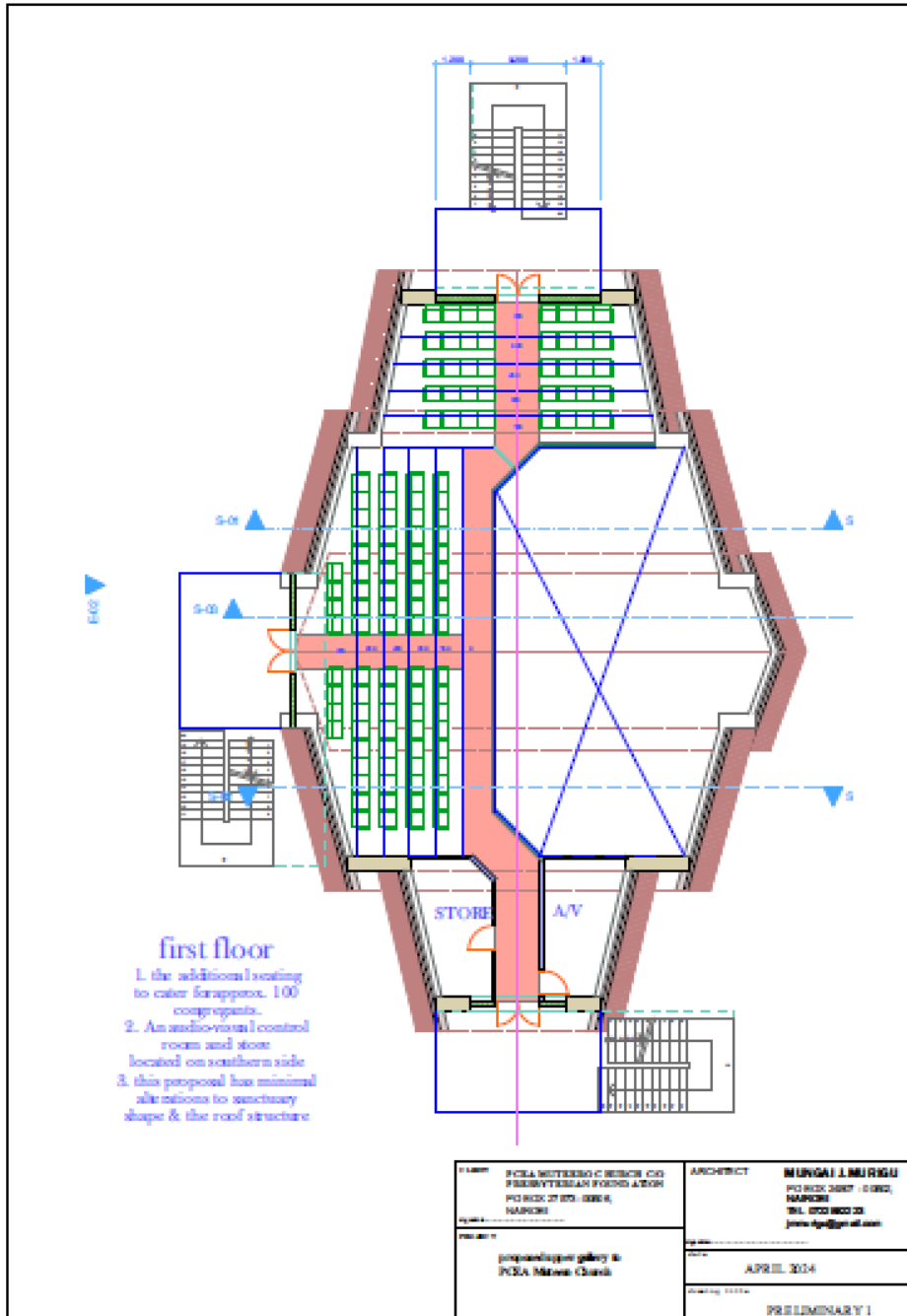


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6.3. Conceptual Illustration of new Upper Deck





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7. CONCLUSION

As the church continues to record remarkable growth in membership and other related demands, the committee's role will continue to be critical in responding to development requirements by liaising with church leadership and other committees. Most importantly the committee takes cognizance of the development dynamics in the wider Karen and Ngong neighborhood from where the church should uphold and promote high standards of development while playing its rightful shepherding role in promoting and the reaffirmation of commitment to the Great commission by our Lord and Savior Jesus Christ.

"Matthew 28:19 to "Go Ye and make disciples of all nations."

Submitted by:

- **David Gatimu**
- **Chair, Property and Developed Committee**
- **Year 2023/2024]**
- **31<sup>st</sup> October 2024**



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PCEA KAREN WEST PARISH CHOIR REPORT for the Year 2024  
Congregation AGM FOR THE FINANCIAL YEAR 2023/2024 AS AT 30 TH  
SEPTEMBER 2024

## **1. INTRODUCTION**

- Mission

To preach Christ through the singing.

- 2024/2025 Executive

Chairman:	David Gitau
V/Chairman:	Alice Mbirwa
Secretary:	Winfred Mwangi
V/Secretary:	Simon Mwaura
Treasurer:	Irene Kiaraho
Patron:	Elder John Ndai Muoria

## **2. MEMBERSHIP UPDATE**

- The covenant voices comprise of 31 members in total both men and women.
- New Members: 4
- Members Promoted to Higher Glory: None
- Members on Transfer: 1

## **3. ACTIVITIES AND ACHIEVEMENTS FOR THE YEAR**



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- Leading in the procession every Sunday as we sing.
- Supported Simon Mwaura when he lost his mother on 26th December 2023
- Revealing of prayer partners on 4<sup>th</sup> February 2024.
- We Visited Patrician Irungu on 7<sup>th</sup> April. 2024
- Fellowshiped at PCEA Evergreen and graced the choir Sunday on 4<sup>th</sup> August 2024.
- Supported Ev. Charles Mutembei during his commissioning service held on 22<sup>nd</sup> October 2024

**4. SUMMARY OF THE MAJOR ACTIVITIES**

Notable accomplishments

1. Purchased a new uniform.
2. 4 New members have joined.

Participation in church-wide activities

1. Participated in the A.G.M meeting and Social Sunday held in December.2023.
2. Participated in the end of year Cantata in December 2023.
3. Participated in the fundraising held in May, July, and October 2024.
4. Participated in the farewell service of Rev. Daniel Njeru Wachira on 13<sup>th</sup> October.



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5. Financial Report

- Overview of the group's/committee's financial status for the year.

B/B/F - Kshs 559,074

- Summary of income (including fundraising, donations, grants, or other sources).

MEMBERS CONTRIBUTION
CHOIR SUNDAY COLLECTION
C.B.M SUPPORT
PARISH SUPPORT
DONATIONS

- Summary of expenses (operational costs, event expenses, charitable contributions).

- Net financial position at the end of the year.

- Any pending financial matters or debts.

- Purchase of a keyboard

5. Challenges and Lessons Learned

- Lack of commitment





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- ✓ Repetition of songs because of no other extra day for practice and the Saturday practice produced low turnout.
- ✓ Lack of communication if not available for practice
- ✓ Lack of time for practice

Strategies employed to overcome these challenges.

- ✓ To create another day for choir practice
- ✓ Voice training
- ✓ Maintain discipline.

6. Plans and Recommendations for the Coming Year

- ✓ More committed .

Planned activities or goals for the upcoming year.

	2024/25	2023/24	VARIANCE
ACTIVITIES (APPLICATION OF FUNDS)	BUDGET	ACTUAL	VARIANCE
<b>MEETINGS/FELLOWSHIP</b>	30,000	0	0
<b>VISITING OTHER CHOIRS</b>	60,000	0	0
<b>SEMINARS/RETREATS</b>	200,000	0	0



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<b>FACILITATION</b>	50,000	0	0
<b>MEMBERS VISIT/PRAYERS</b>	50,000	0	0
<b>CSR/BSR</b>	50,000	0	0
<b>CHOIR SUNDAY</b>	1,000,000	0	0
<b>TITHE</b>	50,000	0	0
<b>CONTIGENCIES</b>	200,000	0	0
-			
-			
<b>TOTAL EXPENDITURE (A)</b>	1,690,000	-	-
<b><u>INCOME(SOURCE OF FUNDS)</u></b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
<b>SURPLUS /DEFICIT B/F</b>	559.074.0 0	0	#VALUE!
<b>MEMBERS CONTRIBUTION</b>	200,000	0	200,000
<b>DONATIONS</b>	1,000,000	0	1,000,000
<b>GROUP SUNDAY COLLECTION</b>	300,000	0	300,000



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<b>SUPPORT FROM OTHER CHURCH GROUPS</b>	400,000	0	400,000
<b>CBM* SUPPORT</b>	500,000	0	500,000
<b>PARISH SUPPORT</b>	200,000	0	200,000
<b>REFUNDS</b>	-	0	0
<b>MEMBERS' CONTRIBUTION-ADHOC</b>	-	0	0
<b>OTHER</b>	-	0	0
	-	0	0
<b>TOTAL INCOME B</b>	2,600,000	<b>0</b>	<b>0</b>
<b>SURPLUS/DEFICIT (CF) B-A)</b>	910,000	<b>0</b>	<b>0</b>
<b><u>APPROVALS</u></b>			
<b>PREPARED (GROUP TREASURER</b>		DATE..... ...	Signature.....
<b>APPROVED (GROUP CHAIRMAN</b>		DATE.....	Signature.....
<b>AUTHORISED (CBM)</b>		DATE.....	Signature.....



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<b>NOTES</b>			
<b>GROUPS TO APPROVE BUDGETS BY A MINUTE</b>			
<b>AUDIT TO REVIEW QUARTERLY</b>			

Proposed budget or financial requirements.

✓ Request for a keyboard for training purposes.

Recommendations to the congregation or session for support, if needed.

NONE

Any suggested changes to the group's/committee's structure, leadership, or operations.

NONE

**7. Acknowledgments**

Our gratitude goes to the choir members for their commitment, congregation members, church leadership, and individuals who have supported the choir materially and spiritually.

**8. Photographs of the Year's Activities**



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Visit to PCEA Evergreen on 4<sup>th</sup> August, 2024

## **9. CONCLUSION**

Final thoughts on the year's work and aspirations for the coming year.

1. To get another day for practice.
2. Total commitment is of essence.
3. To observe discipline
4. To improve in singing



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Reaffirmation of commitment to the Great commission by our Lord and Savior Jesus Christ in Matthew 28:19 to “Go Ye and make disciples of all nations”  
Vision & Mission.

Submitted by:

David Gitau - Chairman



## PCEA KAREN WEST PARISH

### Muteero Congregation

### Technical Team Report and Budget 2023-2024

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#### **Technical Team Report to the PCEA Muteero Congregation Annual General Meeting – Year 2024 on the Status of the Group or Committee for the Financial Year 2023/2024 as at 30<sup>th</sup> September 2024**

##### **1. Introduction**

- The technical team is a group operating under the Youth that undertakes the following but is not limited to.
  1. Active every Sunday taking care of matters technical.
  2. Streamlining and polishing up of church media services. Indoors, outdoors and in the streams
  3. In conjunction with the Youth, undertaking Cantata and New Year's concerts.
- The very able Dr. Michael Okinyo and Allan Riunga as the Chair and Vice Chair lead the group, respectively. The Patron who oversees the group is Elder Wangai Maina. Currently, the group comprises of 10 key personnel.

##### **2. Membership Update**

- **New Members:** 5
- **Members Promoted to Higher Glory:** None
- **Members on Transfer:** None

##### **3. Activities and Achievements for the Year**

- Active every Sunday taking care of matters technical.
- Streamlining and polishing up of church media services. Indoors, outdoors and in the streams.
- In conjunction with the Youth, undertaking Cantata and New Year's concerts.
- Successfully received, installed and operationalized the SDI enabled video mixer.
- Received new members who are on induction and others in training to help with the tasks in the technical booth

##### **4. Challenges and Lessons Learned**

- Inconsistent attendance by some members for Sunday Service.
- Power issues. The sanctuary power system needs review. A power stabilizer is recommended for installation to protect our equipment and stabilize power. New circuit breakers need to be installed to balance the power loads in the sanctuary.



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Technical Team Report and Budget 2023-2024

- Obsolete/failing equipment thus needing constant maintenance and repairs due to breakdowns.
- Failing laptop at the projection desk
- Failing wireless microphones

**5. Plans and Recommendations for the Coming Year**

- New equipment needed including musical equipment. A comprehensive list and quotes are included in this document.
- The sanctuary power connections need to be reviewed, and new breakers and stabilizers are installed to split the electrical loads.
- Power stabilizer needed to protect equipment and prevent failures.
- Genuine wireless microphones need to be procured.
- A more powerful laptop is needed for the projection desk.
- Proposed budget or financial requirements are as below.

**Music and sound equipment**

<b>Item</b>	<b>Qty</b>	<b>@</b>	<b>Total</b>
Shure wireless microphones BLX 288 SM58	Pair	130000	130000
Guitar combo peavey valveking/ Marshall	1	80000	80000
Behringer B1 studio condenser mic	1	16000	16000
Shure gooseneck mic 18' cardioid	1	35000	35000
Hartke bass amplifier KB 15 500W	1	100000	100000
Ibanez RG 250 guitar	1	65000	65000
Shure pga drumkit 7-piece drum microphone kit	1	85000	85000
Heavy microphone stands	5	4000	20000
Subwoofer passive 1000W (Yamaha/JBL/Martin) <b>AND</b>	1	60000	60000
Sub Amplifier (QSC rmx 5050, Crest CA18)	1	60000	60000
Stage monitor passive (Martin audio OR Remo OR soundking OR DB) <b>AND</b>	2	35000	7000
Monitor amp (Ex UK)	1	50000	50000
DI box	4	8000	32000
Studio headphones	1	10000	10000
Sound/AV maintenance and repairs		40000	40000
Hollyland intercom with 6 headsets	1	180000	180000
<b>Total</b>			<b>970000</b>





## PCEA KAREN WEST PARISH

### Muteero Congregation

## Technical Team Report and Budget 2023-2024

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### **6. Acknowledgments**

- We thank the Almighty God primarily for blessing us and enabling us with the gifts and talents to be able to run and conduct all this. We extend special gratitude to our Patron, Elder Wangai Maina, for his guidance and support. Finally, we express gratitude to our group members for their sacrifices in ensuring smooth running of services as well as the congregation, and the church leadership.

### **7. Conclusion**

- To abide by the words In Matthew 28:19 to “Go Ye and make disciples of all nations.”

### **Submitted by:**

- Dr. Michael Okinyo,
- Technical Team Chair, 2023/2024.
- 29<sup>th</sup> November 2024.



## PCEA KAREN WEST PARISH

### Muteero Congregation

## Report by Church Groups and Committees to the Year 2024 Congregation AGM

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### **Health Committee Report to the PCEA Muteero Congregation Annual General Meeting – Year 2024. Status of the Group for the Financial Year 2023/2024 as of 30<sup>th</sup> September 2024**

#### 1. Introduction

- **Brief introduction to the group/committee, including its purpose, mission, and key activities during the year.**

The Health Committee at P.C.E.A Karen West Parish is a dedicated group committed to promoting the health and well-being of the congregation and the surrounding community. Its purpose is to enhance physical, mental, and spiritual wellness through health education, awareness campaigns, and supportive interventions aligned with Christian values.

- **Mention the leadership team or key members of the group/committee.**  
**Group officials:**

- ✓ **Patron:** Elder Margaret Njoroge
- ✓ **Chairperson:** Margaret W. Kimani
- ✓ **Vice chairperson:** Alice Makungu
- ✓ **Secretary:** Karen Wanja Muhindi
- ✓ **Vice Secretary:** Levis Gitau
- ✓ **Treasurer:** Mary Mukono

**Number of members:** 26.



## PCEA KAREN WEST PARISH

### Muteero Congregation

## Report by Church Groups and Committees to the Year 2024 Congregation AGM

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### 2. Membership Update

- **Members:** The Health Committee has 26 members.
- **Member promoted to higher glory:** List any members who passed away during the year, with brief acknowledgments of their contributions.  
None
- **Members on Transfer:** List any members who were transferred to other congregations or moved away.  
None

### 3. Activities and Achievements for the Year

Throughout the year, our Health Committee has taken significant strides in outreach and support within our church community:

1. **First Aid Services:** Every Sunday, Health Room members have been on duty, offering emergency first aid for those in need.
2. **Health Tips and Talks:** We have shared weekly health tips on various topics, with team members preparing timely updates for Sunday announcements. We also held special discussions on mental health, reminding us that mental wellness is just as vital as physical health.
3. **Special Events and Outreach:**
  - **Mental Health Awareness Month (May 29):** Our Patron, Elder Margaret Njoroge, presented a talk on Family and Mental Health.
  - **Medical Camp in Namanga (June 15):** With church funding, we hosted a medical camp at Nkunjuka Mission, benefitting 200 people. Health Team members, along with clinicians and support staff, administered treatment and referred three patients to Kajiado Hospital.
  - **P.C.E.A Drug Awareness Day (June 23):** This event featured NACADA guest speaker Rev. Wangai Gachoka, educating our congregation about drug abuse.
  - **Vocational Bible School (August 19-23):** Health Team members attended to over 100 minor cases, ensuring the safety and well-being of all participants.



**PCEA KAREN WEST PARISH**

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**Report by Church Groups and Committees to the Year 2024 Congregation AGM**

- o **Ministers Farewell (October 13):** The team provided First Aid services during the farewell service for our Reverend.
- 4. **Health Week (October 21-27):** During this Health Week, our Health Committee members went beyond health education. We participated in evangelism and engaged directly with individuals and families struggling with alcoholism. We know that addiction often thrives in isolation, and our efforts were focused on bringing the love and healing power of God into these situations. We also made visits to the sick, including those from within our congregation, reminding them of the comfort and strength found in community and faith.

**4. Financial Report**

- Overview of the group's/committee's financial status for the year.

<b>Activities</b> – which activities does the group want to do in 2023/2024 (use additional sheet incase more space is required)	<b>Venue:</b> Where the activity will take place e.g., PCEA Muteero hall/ground, Namanga etc.	<b>Month/Dates:</b> When will the activity happen? E.g., April, July	<b>Income: (Source of funds)</b> group Sunday Donation etc. (In Kshs)	<b>Expenses:</b> How much will the activity cost? (In Kshs)
<b>Medical Camp in Namanga</b>	Namanga	June 15 <sup>th</sup> , 2024	<b>Mission</b>	<b>Ksh. 100,000</b>
<b>Total Budget</b>				<b>Ksh. 100,000</b>

- **Summary of income (including fundraising, donations, grants, or other sources).**

370,000

- **Summary of expenses (operational costs, event expenses, charitable contributions).**

As Above

- **Net financial position at the end of the year.**



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-131,380

- **Any pending financial matters or debts.**

None

GROUP NAME...HEALTH.....PCEA MUTEERO - KAREN WEST PARISH  
Budget 2024/25-Template

	2024/25	2023/24	VARIANCE
ACTIVITIES (APPLICATION OF FUNDS)	BUDGET	ACTUAL	VARIANCE
MEETINGS	20000	0	0
TRAINING	0	0	0
SEMINARS/RETREATS	0	0	0
FACILITATION	30000	0	0
MEMBERS VISIT/PRAYERS	30000	0	0
CSR/BSR	0	0	0
HEALTH SUNDAY	30,000	0	0
TITHS	13,000	0	0
CONTINGENCIES	40000	0	0
MISSION	37,000	0	0
<b>TOTAL EXPENDITURE (A)</b>	<b>222,000</b>	<b>-</b>	<b>-</b>
INCOME(SOURCE OF FUNDS)	BUDGET	ACTUAL	VARIANCE
SURPLUS/DEFICIT B/F	-131,380	0	-131,380
MEMBERS CONTRIBUTION	50,000	0	50,000
DONATIONS	100,000	0	100,000
GROUP SUNDAY COLLECTION	370,000	0	370,000
RENTAL INCOME	0	0	0
CBM* SUPPORT	0	0	0
PARISH SUPPORT	0	0	0
REFUNDS	0	0	0
MEMBERS CONTRIBUTION-ADHOC	0	0	0
OTHER	0	0	0
<b>TOTAL INCOME B</b>	<b>388,620</b>	<b>0</b>	<b>388,620</b>
<b>SURPLUS/DEFICIT (CF) B-A</b>	<b>166,620</b>	<b>0</b>	<b>388,620</b>

APPROVALS  
 1 PREPARED (GROUP TREASURER) *Mary Muteero* DATE *21/12/24* SIGNATURE *[Signature]*  
 2 APPROVED (GROUP CHAIRMAN) DATE SIGNATURE  
 3 AUTHORISED (CBM) DATE SIGNATURE

NOTES  
 GROUPS TO APPROVE BUDGETS BY A MINUTE  
 AUDIT TO REVIEW QUARTERLY

**5. Challenges and Lessons Learned**

- ✓ Limited participation from youth and other church groups due to competing priorities
- ✓ Financial constraints in organizing and promoting workshops.
- ✓ Difficulty in securing adequate funding, sponsorship, and volunteers for events

- **Strategies employed to overcome these challenges.**

- ✓ Engage youth and other church groups in health initiatives.



## PCEA KAREN WEST PARISH

### Muteero Congregation

## Report by Church Groups and Committees to the Year 2024 Congregation AGM

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- ✓ Organize workshops on basic health care, first aid, and disease prevention.
- ✓ Conduct awareness campaigns during church services.
- ✓ Organize charity events, health walks, and donation drives.
- **Lessons learned that could improve future activities or operations.**
  - ✓ Regular health tips and talks significantly improve health awareness in the community.
  - ✓ Collaborative efforts with external partners enhance the impact of health events.
  - ✓ Addressing mental health alongside spiritual wellness encourages holistic community support.
  - ✓ Early logistical planning ensures the success of large events like medical camps and Health Week.
  - ✓ Integrating faith-based approaches helps in reaching individuals struggling with addiction.
  - ✓ Consistent follow-up is crucial in ensuring long-term health outcomes for referred patients.

### 6. Plans and Recommendations for the Coming Year

- **Proposed budget or financial requirements.**

Ksh. 222,000 for Financial Year 2024/2025

- **Plans and Recommendations.**

- ✓ Provide additional training for Health Committee members on mental health first aid and addiction counseling.
- ✓ Strengthen partnerships with local healthcare providers for better referral systems.
- ✓ Organize Medical camps.
- ✓ Organize regular follow-up visits for patients referred to external facilities to ensure continued care.
- ✓ Expand health awareness campaigns to cover more diverse health topics, including non-communicable diseases.



## PCEA KAREN WEST PARISH

### Muteero Congregation

## Report by Church Groups and Committees to the Year 2024 Congregation AGM

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### 7. Acknowledgments

**We extend our deepest gratitude to:**

- The health Committee members for being pro-active throughout the year.
- Elder Margaret Njoroge for her insightful talk on family and mental health during the Mental Health Awareness Month.
- Rev. Wangai Gachoka for his support in drug awareness education during the P.C.E.A. Drug Awareness Day in June.
- Clinicians, support staff, and all volunteers who made the medical camp in Namanga a success.
- The congregation for their active participation and support throughout the year.

### 8. Photographs of the Year's Activities



***Children being taught basic First Aid Skills .***





## PCEA KAREN WEST PARISH

### Muteero Congregation

## Report by Church Groups and Committees to the Year 2024 Congregation AGM



***Health Team members, along with clinicians and support staff from Kajado hospital, administering treatment during the Nkunjuka Mission***

### 9. Conclusion

- ✓ The Health Committee's dedication to promoting both physical and mental well-being has made a significant impact on the church community. By combining health education, emergency care, and faith-based outreach, we have fostered a stronger, healthier, and more compassionate congregation. Moving forward, we aim to enhance our efforts through better resource allocation, expanded partnerships, and continued focus on holistic health interventions.

#### **Prepared by:**

Karen Muhindi

Secretary, Health committee year 2023/2024

8<sup>th</sup> Dec 2024.

#### **Submitted by:**

Margaret Kimani

Chairperson, Health Committee Year 2023/2024]

8<sup>th</sup> Dec 2024





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### **Security Committee Report to the PCEA Muteero Congregation Annual General Meeting – Year 2024. Status of the Group for the Financial Year 2023/2024 as of 30<sup>th</sup> September 2024**

#### **1. Introduction**

- Brief introduction to the group/committee, including its purpose, mission, and key activities during the year.

*To uphold the values of our faith by ensuring the safety and security of our church community through vigilance, preparedness, and collaboration, allowing everyone to worship and engage freely*

- Mention the leadership team or key members of the group/committee.

Group officials: Patron Elder Peter Mwangi

Chairman, Mr. Dishon Mahinda

Secretary, Mr. Stephen Muhindi

Treasurer, Mr. George Warutere

Members. Elder Antony Mureithi

Mr. Allan Riunga

Mr. Duncan Kuria

Mr. Charles Mutembei

Mr. Paul Wanyika

Mr. Samuel Njenga

Mr. Pharis Ndua

Ms. Jane Ngari.



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### 2. Membership Update

- **Members:** Number of new members added to the group/committee during the year.

One member Mr. Paul Wanyika.

- **Member promoted to higher glory:** List any members who passed away during the year, with brief acknowledgments of their contributions.

None

- **Members on Transfer:** List any members who were transferred to other congregations or moved away.

None

### 3. Activities and Achievements for the Year

- Summary of the major activities carried out by the group/committee throughout the year.

Team is always on standby for all church events.

- Notable accomplishments, events, or initiatives that contributed to the congregation or community and most importantly number of those who have received Christ Jesus as Lord and Savior during the period in review.

1. Successful installation of CCTV cameras in the church compound.

2. Good working relationship between the security team, external security team and armed security officers from Karen police station.

- Participation in church -wide activities (e.g. Fundraising, outreach programs, special services).

1. Team members accompanying mission team to Namanga mission area.

- Specific outcomes or impact of the activities on the congregation or target beneficiaries.

1. The committee is very much at hand to offer services on request from the church administration during special church events especially when there is an overflow depending on the nature of the activity. Such activities like presbytery events, members weddings, memorial and funeral services held in our church, etc.



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**4. Financial Report**

- Overview of the group's/committee's financial status for the year.

<b>Activities</b> – which activities does the group want to do in 2023/2024 (use additional sheet incase more space is required)	<b>Venue:</b> Where the activity will take place e.g., PCEA Muteero hall/ground, Namanga etc.	<b>Month/Dates:</b> When will the activity happen? E.g., April, July	<b>Income: (Source of funds)</b> group Sunday Donation etc. (In Kshs)	<b>Expenses:</b> How much will the activity cost? (In Kshs)
First aid training	P.C.E.A Muteero			20,000.00
Fire drill training	P.C.E.A Muteero			24,000.00
Hand held scanner	P.C.E.A Muteero			33,000.00
Parking tags	P.C.E.A Muteero			20,000.00
Sunday service police hire	P.C.E.A Muteero			208,000.00
CCTV Installation	P.C.E.A Muteero			100,000.00
Additional security guards	P.C.E.A Muteero			16,000.00
Flood lighting (solar)	P.C.E.A Muteero			200,000.00
Miscellaneous	P.C.E.A Muteero			20,000.00
<b>Total Budget</b>				<b>641,000.00</b>

- Summary of income (including fundraising, donations, grants, or other sources).  
As above.
- Summary of expenses (operational costs, event expenses, charitable contributions).



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Ksh 376,776 – CCTV Installation.

Ksh. 208 000.00- Armed police deployment.

- Net financial position at the end of the year.

Nil.

- Any pending financial matters or debts.

As above.

### **5. Challenges and Lessons Learned**

- Description of any challenges faced during the year (e.g. financial constraints, low participation).
  1. Due to reliance on church funding budget constraints delay implementation of coe as per budget.
- Strategies employed to overcome these challenges.
  1. Partial implementation of team's activities.
- Lessons learned that could improve future activities or operations.
  1. Committee can be given priority due to the importance of its existence.

### **6. Plans and Recommendations for the Coming Year**

- Outline of planned activities or goals for the upcoming year.

Planned expansion for the CCTV to ensure full coverage of the church and its compound.  
And full lighting of the compound.
- Proposed budget or financial requirements.

Approximately Ksh 641,000.00
- Recommendations to the congregation or session for support, if needed.

Request session to cover the security team budget
- Any suggested changes to the groups/committee's structure, leadership, or operations.

Due to the nature of the group activities there is no need for any changes.



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### 7. Acknowledgments

- Express gratitude to group members, the congregation, church leadership, and any partners or sponsors.

Appreciation to the entire Church leadership for ensuring the installation of the long standing project of CCTV.

Entire Congregation for being supportive to security systems and processes implemented by the group.

Appreciation to the Church security group,(Providing security officers) and the Karen Police station, The OCS and her leadership team

- Mention any individual members who went above and beyond in service or contributions.  
-Mr. Stephen Runano who has been very prompt in ensuring the submission of monthly reports to the CBM timely.

### 8. Photographs of the Year's Activities

- Photo1:



- **Photo 2:**Successful installation of CCTV system and now being fully utilized by the team.



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9. Conclusion

- Final thoughts on the year's work and aspirations for the coming year.
- Reaffirmation of commitment to the Great Commission by our Lord and Savior Jesus Christ In Matthew 28:19 to "Go Ye and make disciples of all nations" Vision & Mission of PCEA Karen West Parish and PCEA Muteero Congregation.

Submitted by:

- Dishon Mahinda -
- Chairman Security Committee Year 2023/2024]
- 1<sup>st</sup> Dec 2024



**PCEA Muteero Church:**  
Where the needs of the people meet the Power of God!



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