

KENVERSIY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED
PROPOSED EXPENSES ESTIMATES FOR THE YEAR 2026

NO	DETAILS	PROPOSED ESTIMATES FOR YEAR 2026	APPROVED ESTIMATES FOR YEAR 2025	ACTUAL AUDITED FOR YEAR 2024	APPROVED ESTIMATES FOR YEAR 2024
2.A.	EXPENSES				
2.A.10	OFFICE EXPENSES				
	Toilet, Floor Soaps & Cleaning (items 15,000X 12)	180,000	180,000		138,000
	Liquid soap (growth by 10%)	110,880	100,800		84,000
	Office cleaning Mops 36 @ 500	18,000	18,000		18,000
	Mud scrapper	1000	1,000		2,000
	Floor brushes	1000	1,000		1,000
	Plastic Mop buckets 5 @ 500/-X3	9,000	72,000		36,000
	Floor clothing / mops	10,000	10,000		10,000
	Hand towels	2,400	2,400		2,400
	Curtains & Curtain net	48,000	72,000		-
	Furniture polish	2,000	2,000		2,000
	Tissue Papers	241,461	241,461		219,510
	Bucket	1,200	1,200		1,200
	2- Wall Clock @ Kshs.1,000	2,000	3,000		4,000
	Doormat for office	4,000	6,000		4,000
	3- Wall Clock Batteries	300	450		800
	Sanitary Services 3,000X4X5 Toilets	60,000	60,000		60,000
	Cups,Plate & Kitchenware	20,000	45,000		45,000
	Serviette	4,800	4,800		4,800
	Dustbin and disposal bag	12,000	12,000		12,000
	Necessary protective gear for Environmental Officer & Driver	30,000	70,000		35,000
	Garbage Collection Cost	26,000	93,600		31,200
	Laundry Services	25,000	30,000		25,000
	Dust Coat	4,800	4,800		7,200
	Toilets Ball	15,000	15,000		15,000
	Cleaning Services(external) Kenversity Plaza (Kshs.74,250/- X 4 Quarters)	297,000	297,000		320,000.00
	Office Blinds for offices	48,000	24,000		36,000.00
	Exhaust services	28,000	-		-
		1,201,841	1,367,511	1,363,259	1,114,110
2.A.11	POSTAGE				
	Postage of letters	-	-	-	17,280
	Registration of letters	-	-	-	6,000
	Postal rental charges	9,450	9,450	9,450	9,000
		9,450	9,450	9,450	32,280
2.A.12	BOARD AND SUPERVISORY COMMITTEES SITTING ALLOWANCE				
	Board Meetings- (Board 12 and Special 5 meetings) Chairman 25,000 x 17 Sitzings	425,000	425,000		165,900

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	Board(12) & SBOD (5) Meetings-Vice Chairperson 10,800 x 17	183,600	183,600		159,600
	Board(12) & SBOD (5) Meetings-Hon. Secretary 10,800x 17	183,600	183,600		159,000
	Board(12) & SBOD (5) Meetings-Treasurer 10,800 x 17	183,600	183,600		159,600
	Board(12) & SBOD (5) Meetings-5 members 10,800 x 17	918,000	918,000		756,000
	Supervisory Committee members (12 normal and 4 special meetings X Kshs.10,800 X 3 members	518,400	259,200		518,400
	Credit Committee members (3*32,400 X 24 meetings)	777,600	486,000		561,600
	Joint Committee (11* 10,800 X 6 and Chair (25,000*6) Meetings	862,800	862,800		529,800
	Education & Training Committee 3 members @Kshs.32,400 x 12 Meetings	388,800	388,800		358,800
	Adhoc Committee for 3 members @ 32,400X 5 Meetings	162,000	162,000		134,400
	Audit & Risk Committee (3*32,400x 12 Meetings)	388,800	388,800		259,200
	Finance, Staff & Administration Committee(3* Kshs.32,400 X 24 Meetings)	777,600	486,000		736,800
	4-Enterprise Risk Management Committee Kshs.43,200X 12Meetings	-	-		264,000
		5,769,800	4,927,400	4,885,348	4,763,100
2.A.13	BANK CHARGES AND COMMISSION				
	Cheque books for banks @48 by 2000 each	96,000	55,200		55,200
	Certificates of balance charges	36,000	36,000		36,000
	Statements charges	-	-		-
	Ledger fees	300,000	300,000		264,000
	Transfers charges	350,000	350,000		192,000
	Service charges	200,000	200,000		146,060
	Cash handling commission	250,000	250,000		180,000
	Internet Banking charges	-	-		-
	Excise Duty	-	-		-
	Safe keys custodial fee	4000	4,000	-	4,000
		1,236,000	1,195,200	1,042,133	877,260
2.A.14	INTEREST ON LOANS AND BANK OVERDRAFT				
	Co-operative Bank ESS interest	-	-	-	2,600,000
	Loan Application Fees Kshs.10,000/- & 20% Excise duty	-	-	-	12,000
	Appraisal Fees on ESS 45M X2.5%	-	-	-	1,200,000
	Loan facility - (Kshs. 45,000,000 x 17.5%*50/360)	1,093,750	1,750,000	-	980,000
	Loan Application Fees	12,000	12,000	-	12,000
	Working capital (Kshs100M) 9% P.A	4,500,000	-	-	-
	Appraisal fee (1% of working capital)	1,500,000	-	-	-
	Appraisal Fees on Loan facility on overdraft	900,000	970,000	972,000	1,200,000
		8,005,750	2,732,000	972,000	6,004,000
2.A.15	MEDICAL EXPENSES				

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	Medical expenses	14,289,910	11,662,291	12,577,058	12,400,000
		14,289,910	11,662,291	12,577,058	12,400,000
2.A.16	AUDITS AND SUPERVISION				
	External Audit	246,000	250,000	232,000	400,000
	OSHA Audit	80,000	80,000	-	80,000
	VAT on Audits	-	-	-	55,600
	Governance audit	150,000	-	-	-
		476,000	330,000	232,000	535,600
2.A.17	TRAVELING & SUBSISTENCE ALLOWANCE				
	H.O.D Meetings Travelling Allowance and snacks(Kshs.1250*14*12)	210,000	150,000		48,000
	Staff Monthly meetings Travelling Allowance and snacks (53*1250*12)	795,000	795,000		366,000
	Staff travelling on official duties	493,200	493,200		411,000
	Committee Secretariat Visits for education visit (Outside Nairobi)	-	-		158,000
	Procurement committee meetings snacks and travel (1250*5*20)	125,000	87,500		97,500
	Credit Secretariat Committee Travelling Allowance	-	-		12,000
	Supervisory Committee Secretariat Travelling Allowance	-	-		12,000
	Board Meeting Secretariat Travelling	-	-		24,000
	Education Committee	-	-		12,000
	Joint committee Secretariat travel	-	-		12,000
	Audit Committee Secretariat Travelling	-	-		12,000
	Finance, Staff & Administration secretariat Staff Travelling	-	-		36,000
	Staff Procurement Committee Visits for due diligence (Travel and lunch for 3 members @2000*5)	30,000	-		21,650
	Tea & Snacks Interviewee- Kshs. 300 x20	6,000	6,000		6,000
	Micro-Credit Travelling Allowances (Kshs.1500X2 staffs X 15 visitsX12 Months)	540,000	540,000		540,000
	Staff benchmark visits within Nairobi (10 X 1 visits)	-	-		72,000
	Debt recovery office staff travels and field visits (2,500@4*12 visits)	120,000	-		-
	OSH Sub Committee meetings Occupational Safety and Health Committee meetings snacks and travels (1000*12*6)	125,000			
		90,000	75,000		-
		2,534,200	2,146,700	2,849,124	1,840,150
2.A.18	NATIONAL FUNCTION, ENTERTAINMENT & CORPORATE SOCIAL RESPONSIBILITY				
	Ushirika day expenses	628,500	628,500		491,050
	Water and snacks (120*700)	84,000	84,000		-
	Delegates travel allowances	414,000	78,000		-
	Travel and subsistence	-	-		30,000
	Hospitality to Society Guests	100,000	100,000		100,000
	Officials Benovelent Fund	300,000	300,000		300,000

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	Corporate Social Responsibility	800,000	800,000		300,000
		2,326,500	1,990,500	478,107	1,221,050
2.A.19	BOARD AND SUPERVISORY COMMITTEE TRAVELLING AND MEETING EXPENSES				
	Board of Directors				-
	Travelling Allowances for Normal and special meetings (Kshs. 5000x17x9)	765,000	765,000		567,000
	Officials food and drinks (Kshs.12,000*17)	204,000	204,000		75,000
	Secretariat Tea & Snacks	-	-		25,200
	Credit Committee				-
	Travelling Allowances (Ksh,5000x3x24)	360,000	225,000		234,000
	Officials Tea & Snacks- (Kshs. 250 x 3 x 24)	18,000	11,250		19,500
	Secretariat Tea & Snacks- (Kshs. 250 x 2 x 24)	12,000	18,750		19,500
	Supervisory Committee				-
	Travelling Allowances (Kshs. 5000x3x12 and 4 Special meetings)	240,000	120,000		216,000
	Officials Tea & Snacks- (Kshs. 250 x 3 x 16)	12,000	11,250		18,000
	Secretariat Tea & Snacks- (Kshs. 250 x 1 x 16)	4,000	3,750		6,000
	4. Education & Training Committee	-			-
	Travelling Allowances (Kshs.5000 x 3x 12)	180,000	180,000		144,000
	OfficialsTea & Snacks- (Kshs. 250 x 3 x 12)	9,000	9,000		12,000
	Secretariat Tea & Snacks- (Kshs. 250 x 1 x 12)	3,000	3,000		3,000
	Adhoc committee				-
	Travelling Allowances (Kshs.5000 x 4 x 5 meetings)	100,000	100,000		72,000
	OfficialsTea & Snacks-(Kshs. 250 x 4x 5 meetings)	5,000	5,000		6,000
	Secretariat Tea & Snacks- (Kshs. 250 x 6 x 5 meetings)	7,500	6,250		7,500
	Secretariat Tea & Snacks- Kshs. 400 x 12 x 2				9,600
	Joint Board & Supervisory Committee				-
	Travelling Allowances (Kshs. 5000x12x6)	360,000	360,000		216,000
	Food and drinks (Kshs.15,000* 6)	90,000	90,000		28,800
	Audit Committee				-
	Travelling Allowances (Kshs. 5000x3x12)	180,000	180,000		108,000
	Tea and snacks- (Kshs. 250 x 3 x 12)	9,000	9,000		9,000
	Secretariat Tea & Snacks- (Kshs. 250 x 12 x 2)	6,000	3,000		3,000
	Finance, Staff & Admin. Committee				-
	Travelling Allowances(Kshs.5000x3x24)	360,000	225,000		288,000
	OfficialsTea & Snacks-(Kshs. 250 x 3x24)	18,000	11,250		24,000
	Secretariat Tea & Snacks-(Kshs. 250 x 2 x 24)	12,000	7,500		12,000
	Enterprise Risk Management Committee Lunch Allowance				-
	Travelling Allowances(Kshs. 5000x4x12)	-	-		144,000
	Tea & Snacks- (Kshs. 250 x 4x12)	-	-		12,000
	Secretariat Tea & Snacks- (Kshs. 250 x 4 x 12)	-	-		6,000
	Finance, Staff & Admin. Committee	-			-

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	Visits to Bank,investment,CIT...4X4X12,000	-	-		144,000
	Officials (signatories) office operations (4@ Kshs.8,000*12)	384,000	489,600		192,000
	AGMs-CIC, (14,000 X 2X4)	-	112,000		96,000
	Regional Leaders Convention KUSCCO	-	42,000		36,000
	Delegates Meeting CIC & CO-OP BANK(2 Officials X14,000)*2	-	56,000		60,000
	Board and Supervisory committee travel during public holidays, weekend and late hours for official duties	598,000	598,000		384,000
	Sacco official representative to Co-operative affairs 13X14,000) 2 times in a year	364,000	336,000		288,000
		4,306,500	4,181,600	3,962,583	3,485,100
2.A.20	BENCHMARKING EXPENSES				
	Finance, Staff and Adm. Half yearly meeting with Financial Advisors (14000*3*2)	-	-		96,000
	Travel during public holidays and weekends (4 Officials @5000*12)	-	-		144,000
	Benchmarking within Nairobi for 12 Officials *14,000	-	-		144,000
	Benchmarking visit outside Nairobi for 12 officials @2.5 days	-	-		2,664,000
			-	1,472,550	3,048,000
2.A.21	STAFF DEVELOPMENT				
	Staff development training	600,000	600,000		600,000
	Occupational Safety Health Act (OSHA) First Aid training	200,000	800,000		-
	OSHA trainers fees for 3 days	80,000	150,000		-
	Staff training on bancassurance brokage	200,000	-		-
	Staff training in customer care- (1- Day training*50 staff)	400,000	-		-
		1,480,000	1,550,000	-	600,000
2.A.24	MEMBERS EDUCATION, COURSES AND SEMINARS				
	External seminars officials (Kshs.70,000/- X 13)*2	1,820,000	1,820,000		1,820,000
	External Seminars for Staff(Kshs.85,000/- X 16)	1,360,000	1,360,000		950,000
	Subsistence allowances while in Seminar(Officials) Half-9,000/-Full-18,000 X 13 X 5 days*2	2,106,000	2,106,000		2,106,000

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	Subsistence for Staff While in Seminar as per grade (average Kshs.5,000 X 16 staff x 5 days)	400,000	400,000		250,000
	Subsistence allowance while in 1 day Seminar(13 Officials) Kshs.9,000	117,000	117,000		156,000
	Subsistences Staff as per grade While in 1 day Seminar 16 staffs at average Kshs.5,500	88,000	88,000		24,000
	Official Taxi to airport (@ Kshs.8,000 *13 officials)	104,000	104,000		184,000
	New Board Members Induction (4 Officials @average 96,000*)2	768,000	768,000		768,000
	Air ticket -Seminar(officials) Kshs.30,000 X 13 X 1 trip	390,000	390,000		390,000
	Members' education expenses (5000*1260)	6,300,000	8,300,000		5,200,000
	Hire of halls, security and cleanings for members trainings	500,000			
	2 and 1/2 Days Team Building for officials	2,700,000	2,700,000		1,800,000
	Inhouse Workshop for the Board, Supervisory committee and management	400,000	400,000		400,000
	Outside Kenya seminars officials (Kshs.700,000/- X2)	1,400,000	1,400,000		1,400,000
	Daily Subsistence for officials while in Seminars abroad @ Kshs.50,000 per day	-	-		900,000
	13 - Officials travelling to and from Seminars (Kshs.18,000 X 13)*1	234,000	234,000		390,000
	Travelling to and from Seminars for 16 staff Kshs.9,000)	144,000	144,000		80,000
	10-Liaison officers trainings @ average 7000 and cost of trainers	-	150,000		-
	Delegates trainings travel allowances	414,000			
	Delegates trainings Subsistence allowances	552,000	-		-
	Trainers' costs for delegates trainings and members	300,000			
	Delegates training material, hire of hall, drinks and food (Kshs3000*150)	450,000	-		-
	Officials travel for overseeing members trainings and delegates in zones	840,000	-		-
	Educational visits Nairobi for Board and Supervisory committee (Kshs. 9,000 @1 day Subsistence and Kshs.5,000 travelling allowances)13	182,000	-		-
	Secretariat accompanying officials for educational visits (Kshs. 6,000 per diem@ days and travelling Kshs.1500)4	30,000	-		-
	Educational visits for Board and Supervisory committee (Kshs. 18,000 @3 days Subsistence and Kshs.15,000 travelling allowances)13	897,000	-		-
	Secretariat accompanying officials for educational visits (Kshs. 12,000 per diem@ days and travelling Kshs.10,000)4	184,000	-		-
		22,680,000	20,481,000	16,437,707	16,818,000
2.A.25	DELEGATES GENERAL MEETING EXPENSES				
	Stationery / Printing / Photography	1,200,000	900,000		900,000
	Delegates meetings travelling allowances - 2 meetings	828,000	-		-
	Delegates Subsistence allowances for meetings (2 meetings)	2,760,000	-		-
	Delegates meeting expenses for hall hire, food and drinks (@Kshs.3000*150)2	900,000	-		-
	Members general meetings (snacks and sodas)	-	14,000,000		10,800,000
	Security/P.A/Transport/Cleanings/miscellaneous	500,000	150,000		150,000

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	Officials,Staff & invited guest allowances	300,000	200,000		277,500
	AGM postmortem meeting	-	-		600,000
	Nomination and election committee meetings for delegates, Supervisory committee and retiring directors (Kshs.15,800*5Members) 10 times	790,000	-		-
	Elections expenses for delegates, directors and Supervisory committee members in various zones (Allowances for returning officers and staff)	2,000,000	800,000		800,000
	Members Snacks 240 x 5000X2	-	-		1,260,000
	Virtual Hosting of AGM	-	-		600,000
	Official allowances during meetings in variours zones (15,800*12 Members) 8	1,516,800	581,000		285,050
		10,794,800	16,631,000	16,410,635	15,672,550

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2.A.26	ANNUAL SUBSCRIPTIONS & LICENCE				
	CAK	170,000	100,000		100,000
	USHIRIKA DAY SUBSCRIPTIONS	300,000	270,000		270,000
	KUSCCO	-	-		30,000
	Car tracking services	30,000	30,000		30,000
	County Government Licenses	250,000	250,000		150,000
	Data protection licence renewal	10,000	-		-
	Ocupation Permit	3,000	3,000		160,000
	SASRA Compliance Expenses	-	-		
	a. Application Of License-Satellite office	20,000	-		20,000
	b. License Renewal	50,000	50,000		50,000
	c. Application for License Renewal	5,000	5,000		5,000
	d. Deposit Levy(0.175% of 2,847,391,572) 2024 total deposits	4,982,935	4,766,140		4,462,950
	e. Licenses for bancassurance and indemnity	400,000	-		-
		6,220,935	5,474,140	5,052,615	5,277,950
2.A.27	INSURANCE				
	Group life - staff	453,056	453,056		220,000
	Group Personal Accident Cover	-	-		100,000
	Group life - Officials	-	-		80,000
	Estimated cover for movable items	-	-		100,000
	Car Insurance	150,000	150,000		200,000
	Fidelity	50,227	50,227		200,900
	Burgarly,Fire & Peril-General	201,819	201,819		140,000
	Cash in Transit/safe & in premises	90,255	90,255		188,000
	Endowment Cover (219,096 X 12 officials)	0	-		2,629,152
	Marketing Executives Insurance (GPA & Group Life)	-	-		200,000
	WIBA policy	300,000	168,954		20,000
	Building Insurance(terrorism, Political unrest & Natural Calamity)	72,150	72,150		120,000
	Banker'S Blanket/Electronic/Computer Crime & Professional Indemn	1,200,000	-		-
		2,517,507	1,186,461	3,717,968	4,198,052
2.A.28	REPAIRS AND MAINTENANCE				
	Fire Extinguishers Services	120,000	120,000		120,000
	Service Contract - Photocopier / Computer / Calculator & UPS /Shredder/Office Machine	100,000	100,000		112,000
	Photocopier drum and accessories	60,000	30,000		30,000
	Teller printer Repair	20,000	20,000		20,000
	Repairs of Cash Counting Machine	20,000	20,000		20,000
	Repair of guards Shade	100,000	5,000		5,000
	Office Painting	20,000	20,000		20,000

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	Repair and Servicing of Safes(3 time X Kshs.40,000/-) inclusive of data safe	120,000	120,000		120,000
	Repair of Cabinets/Shelves/tables/telephone/ Chairs	30,000	30,000		30,000
	Service Contract - Server	400,000	300,000		300,000
	General repair and satellite office	300,000	300,000		30,000
	Servicing of Airconditioner(Kshs.20,000 X 6 Machine X 4Times)	200,000	200,000		200,000
	Servicing of Lift(21,000X12 Months)	150,000	150,000		126,000
	Service Contract -VOIP, Structured Cabling,CCTV, Switches and Access Control	300,000	300,000		300,000
	SLA Printer (20,000 X 7 PRINTERS)	140,000	140,000		100,000
	Petitioning of the Boardroom, offices at third floor and staff cafeteria repairs	850,000	-		-
	Plastering of outside wall opposite quickmart	1,200,000	500,000		-
		3,280,000	2,355,000	1,080,737	1,533,000
2.A.29	DEPRECIATION & AMORTIZATION				
	Building	2,601,896	2,473,428	2,536,849	2,601,897
	Furniture & Fittings	597,026	522,398	597,027	522,035
	Office Equipments	550,644	481,414	550,644	544,050
	Computer	1,244,260.86	867,224	1,238,891	1,170,381
	Motor Vehicle	240,374	180,236	240,314	320,419
	Computer Software	1,952,586	2,452,262	1,052,262	604,082
		7,186,787	6,976,962	6,215,987	5,762,863
2.A.30	LAND RATES				
	County Govt of Kiambu Land Rates	15,750	19,000		19,000
	Rates Clearance Certificate	-	2,800		2,800
		15,750	21,800	15,110	21,800
2.A.31	RENT				
	Satellite office @70,000 by inclusive 12*1 of service charge and VAT and 3 months deposits	1,050,000	630,000	-	-
		1,050,000	630,000	-	-
2.A.32	STAFF WELFARE				
	Staff End Year Party	1,500,000	1,500,000		1,500,000
	Sanitizer for office use	50,000			
	Office Tea (Kshs1,900*26 days *12)	592,800	940,800		940,000
	Representatives to Bereaved Staff Expenses	300,000	300,000		300,000
	Office Drinking Water	250,000	216,320		100,000
	Water Dispensers for offices	18,000	6,000		-
		2,710,800	2,963,120	2,049,258	2,840,000
2.A.33	LEGAL FEES	800,000	800,000	77,430	800,000
2.A.34	CONSULTANCY				

KENVERSITY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED
PROPOSED EXPENSES ESTIMATES FOR THE YEAR 2026

NO	DETAILS	PROPOSED ESTIMATES FOR YEAR 2026	APPROVED ESTIMATES FOR YEAR 2025	ACTUAL AUDITED FOR YEAR 2024	APPROVED ESTIMATES FOR YEAR 2024
	General Sacco procedural Consultancy	500,000.00	500,000		500,000
	Review of Policy and operational manual fees to Consultancy	800,000.00	1,200,000	650,000	650,000
	Review of Policy and manuals Board & Staff meetings	1,200,000.00	1,800,000	750,000	750,000
		2,500,000	3,500,000	1,400,000	1,900,000
	ICT AND SYSTEM AUDITS				
	ICT Penetration Test Audits	300,000.00	-		-
	System audits	800,000.00	3,400,000.00		
		1,100,000	3,400,000		350,000
	PERFOMANCE MANAGEMENT		-	-	-
	Strategic plan annual and workplan meeting reviews	800,000	-	-	-
	Moderation and award perfomance committee	150,000			
	Quartely meetings expenses (48*1250*4)	240,000	-	-	-
	Perfomance appraisals awards	150,000	-	-	
	Entry and exit meetings expenses	30,000	-	-	-
		1,370,000			
	ISO 9001;2015 CERTIFICATION SURVELLANCE AND MONITORING				
	Survellance and audit expenses	104,400	104,400		-
	Staff entry and exit meetings with auditors expenses	50,000	113,000		-
	Monthly Staff review meetings	96,000	360,000		-
	Internal audits expenses	200,000	295,500		-
	Trainings for 32 persons (Board, Supervisory Committee members and Staff)	249,000	-		-
	Re-Certification and trainings	600,000	-		-
	Management review meetings (24 Staff *1000*2)	48,000	-		-
		1,347,400	872,900	1,166,862	1,250,000
2.A.35	STATUTORY RECORDS				
	12 Minute books @ Kshs. 1,000/-	12,000	12,000		12,000
	Acts & Rules	3,000	3,000		3,000
	Printing of Strategic Plan, service charter and Policy document	20,000	100,000		60,000
		35,000	115,000	4,040	75,000
2.A.36	PRINTING & STATIONERY				
	Printing Loan forms 5000 reams @ Kshs. 10	50,000	100,000		80,000
	Photocopying papers 400 reams @ Kshs.650/-	260,000	390,000		312,000
	Loans registers 10 pcs @ 500	5000	5,000		5,000
	3 staple machines @ Kshs. 1500 for Satelite offices	4,500	4,500		5,400
	Stapling pins - 100 packets @ Kshs. 150	11,000	15,000		4,500
	Clips 100 @ Kshs. 35/-	3500	4,000		4,000
	7Pencils - 2 packets @ Kshs. 531/-	1062	1,062		1,062
	Erasers 2 box @ Kshs. 670/-	1340	1,340		1,340
	Box Files 300 @ Kshs. 150/- inclusive of satelite offices and Archives	45,000	75,000		45,000

KENVERSITY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED
PROPOSED EXPENSES ESTIMATES FOR THE YEAR 2026

NO	DETAILS	PROPOSED ESTIMATES FOR YEAR 2026	APPROVED ESTIMATES FOR YEAR 2025	ACTUAL AUDITED FOR YEAR 2024	APPROVED ESTIMATES FOR YEAR 2024
	Folders 300@80	3000	3,000		3,000
	Spring files 700 @ Kshs. 50/- inclusive of satelite offices	35,000	50,000		60,000
	Epson ribbons -5 LX300+@3500	17,500	35,000		120,000
	Printed envelopes				-
	DL Logo Printed 10,000 @ Kshs. 3/-	15,000	30,000		5,000
	A3 - 1000 @ Kshs. 20/-	20,000	20,000		20,000
	A4 - 3000 @ Kshs. 10/-	30,000	30,000		30,000
	A5 - 1000 @ Kshs. 10/-	15,000	10,000		10,000
	Office pins 100 pkts @ 35	3,500	3,500		3,500
	9.5*11*360gms(A4 perforated to A5)2 @ksh3500	7000	7,000		7,000
	(A) Complimentary slips (medium) 3,000 x Kshs. 5/-	15,000	15,000		15,000
	(B) Complimentary slips (small) 3,000 x Kshs. 8/-	10,000	24,000		24,000
	Office diaries - 60 diaries @ Kshs. 300/-	18,000	20,000		20,000
	Office glue - 30 bottles @ Kshs. 150/-	900	900		900
	Counter books-2 squire 50 @ Kshs. 200	5,040.00	5,040		5,040
	Counter book 2- squire 20@200	3,840.00	3,840		3,840
	Counter books 2 Quire - 30@ Kshs. 200	4,320.00	4,320		4,320
	Branded Biro pens (sharp pointed)	20,000.00	28,800		28,800
	Tellers cash book 30 pcs. @ shs.400	12,000.00	12,000		12,000
	Stamp pads - 20 pcs @ Kshs. 150/-	3,000.00	3,000		3,000
	Rubberbands - 20 pkts @ Kshs. 200/-(SMALL)	4,000.00	4,000		4,000
	Rubberbands - 20 pkts @ Kshs. 500/-(BIG)	10,000	10,000		10,000
	Fullscaps - 20 reams @ Kshs. 400/-	8000	8,000		8,000
	Visitors Register - 5 pcs @ Kshs. 300/-	1500	1,500		600
	Felt pens - 10 pkts @ Kshs. 1000/-	10,000	10,000		10,000
	Ink - 30 bottles @ Kshs. 250/-	-	-		7,500
	Delivery books - 8 pcs @ Kshs. 150/-	1200	1,200		750
	Membership register - 5 book @ kshs. 1,200/-	6000	6,000		2,400
	Highlighters - 10@ Kshs. 150/-	1500	1,500		1,500
	GB Flash disks 10 @ ksh.2000		-		7,500
	Pritt stick 50 pcs @ sh.160	3000	2,700		2,700
	Advance forms 10 rms @ 1000	10,000	10,000		10,000
	Overdraft forms 10 rms @ 1000	10,000	10,000		10,000
	Celltape 5 rolls @ 500	2500	1,725		1,725
	Letter heads 5 reams @2,000	10,000	10,000		10,000
	P.Advance 10 reams @1000	10,000	10,000		10,000
	Specimen cards.2000 pcs @ 8	16,000	16,000		16,000
	Kensa withdrawal vouchers 800 @ 30	-	-		3,000
	Karibu Loan Forms 20 rms @1,000	15,000	15,000		15,000
	Scientific Calculator 5 @ 1,300	-	-		6,500
	HP Printer Catridge Kyocera(6 TONER x 10,000)	60,000	90,000		90,000

KENVERSITY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED
PROPOSED EXPENSES ESTIMATES FOR THE YEAR 2026

NO	DETAILS	PROPOSED ESTIMATES FOR YEAR 2026	APPROVED ESTIMATES FOR YEAR 2025	ACTUAL AUDITED FOR YEAR 2024	APPROVED ESTIMATES FOR YEAR 2024
	LQ2180 Ribbons -10 x Kshs. 1400/-	14,000	14,000		14,000
	Directors/Supervisory Committee/CEO Business Cards 100X8X26	10,400	10,400		10,400
	H.O.D/Staff/Marketing Executive Business Cards(100X8X20)	16,000	16,000		16,000
	CEO/HOD Complimentary slips 2000 x Kshs. 5/-	-	10,000		10,000
	HP Printer toners Kshs. 10,000 X4	40,000	80,000		80,000
	Jiinue Loan 10 reams @ 1,000	10,000	20,000		20,000
	2TB External Storage Hard Disk 4@10,000	-	-		40,000
	Stamp pads - 2 pcs @ Kshs. 200/-	400	400		400
	Audit Pens (48x180)	8,640	8,640		8,640
	Stick Notes 50x50	2,500	2,500		2,500
	RTGS forms 2,000 X Kshs.5	10,000	10,000		10,000
	Carbonated Share Boosters forms 10 x Kshs.1,000/-	10,000	10,000		10,000
	Membership Application forms Kshs.5 X 4,000	20,000	20,000		20,000
	Papers Punch Kshs.700X10	7,000	7,000		3,500
	ATM/Refund form	15,000	15,000		15,000
	Printing of Micro Credit Forms 6,000 X5	10,000	10,000		10,000
	Utility Forms Kshs.1,000/- @ 10 reams	10,000	10,000		10,000
	Carbonated Cheque Payment Schedule 20 reams @ Kshs.1,000/-	20,000	30,000		30,000
	Epson Ribbon LX 350 (12@Kshs.1,500/-)	18,000	18,000		18,000
	Office Stamps (Kshs.2,500/- X 3)	7500	7,500		7,500
	SLA Printer (20,000 X 7 PRINTERS)	-	-		-
	M-Banking Forms 5 reams @ Kshs.1000	5,000	5,000		5,000
	Passbook Kened, Kenhol & Kenjunior 200 X Kshs.100/-	-	-		20,000
	Imprest Request 12 X Kshs.1500/-	-	-		15,000
	Masking /binding tape 5 roll @500	2,500	2,500		-
	72. Imprest Accounting booak Request 12 X Kshs.1500/-	-	-		15,000
	Thinners 5 botles @500 each	2500	2,500		-
	Mark pens (10 Boxes @300)	3000	3,000		-
	Executive marketing folder (shs.200*25)	-	-		5,000
		1,040,642	1,421,367	877,367	1,411,817
2.A.37	WATER AND CONSERVANCY				
	Water bills from Rujwasco (15,000*12)	240,000	240,000		180,000
	Purchase of water from other vendors	72,000	119,094		28,000
	TOTAL	312,000	359,094	275,912	208,000
2.A.38	Eletricty and lighting	1,512,000	1,200,000	1,062,905	1,040,000
		1,512,000	1,200,000	1,062,905	1,040,000
2.A.39	SECURITY EXPENSES				
	Daily police guard lunch @Kshs.1500X5 Days X 52 Weeks	390,000	390,000		390,000
	Ruiru Subcounty (A.P) 1500*5 x 12	360,000	360,000		540,000
	Cash transportation services @ 10,000 x3 x 52 week	1,560,000	1,560,000		248,000

KENVERSITY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED
PROPOSED EXPENSES ESTIMATES FOR THE YEAR 2026

NO	DETAILS	PROPOSED ESTIMATES FOR YEAR 2026	APPROVED ESTIMATES FOR YEAR 2025	ACTUAL AUDITED FOR YEAR 2024	APPROVED ESTIMATES FOR YEAR 2024
	Alarm System 17,000 x 12	204,000	146,000		180,000
	Guards Security Services inclusive of satellite offices	2,040,000	1,920,000		1,560,000
	Employee FOSA Operations Expenses (Kshs.7,000+500)X1X3	-	-		22,500
	Annual Alarm System License Fees	-	-		2,000
		4,554,000	4,376,000	3,387,527	3,942,500
2.A.40	MOTOR VEHICLE RUNNING EXPENSES				
	Fuel Kshs.5,000/- X 42 weeksX2	420,000	420,000		832,000
	Fuel Trips Outside Nairobi	-	100,000		120,000
	Servicing of Sacco Van 10,000 x 4x 2	80,000	80,000		120,000
	Advance Tax Kshs.720 x 14 passenger x 2	20,160	20,160		20,160
	Tyres 8 tyres at Kshs.7,000/-	56,000	56,000		72,000
	General repairs by 2 vans each @50,000	100,000	100,000		100,000
	MCSK License 4,000 x 2 x 2	16,000	16,000		16,000
	PSV Driving Test	-	-		20,000
	Tracking (Repair, Maintenance,& Licence)	20,000	30,000		10,000
	Parking Fee 300X1X10X 2 X2	12,000	12,000		48,000
	Motor Cycle Fuel 1000X1X42	42,000	-		-
	Motor Cycle Servicing 7000X1X4	28,000	-		-
	Motor Vehicle Inspection cost 15,000 X 2 vehicles	30,000	30,000		30,000
		824,160	864,160	638,225	1,388,160
2.A.41	TELEPHONE, E-MAIL & INTERNET EXPENSES				
	Air time for Telephones	252,000	198,000		180,000
	Internet and Email	420,000	420,000		360,000
	Signatories telephone Airtime Board and Supervisory committee telephone airtime (@3000*12	-	-		150,000
	Renewal of Domain-Sacco Website and management	432,000	432,000		245,000
	Mobile Phone purchase	20,000	20,000		20,000
	Bulk SMS System	20,000	20,000		40,000
	Bulk SMS System	800,000	600,600		600,600
	Renewal of Anti Virus	200,000	200,000		200,000
	Firewall Licence Renewal & Maintenance	200,000	200,000		500,000
	SSL Certificate for Secured Web Portal	20,000	20,000		20,000
	Website Support & Maintenance	200,000	200,000		200,000
	Mobile Banking USSD cost	66,000	66,000		-
		2,630,000	2,376,600	2,684,110	2,515,600
2.A.42	STAFF PROVIDENT FUND EXPENSES				
	Snacks	7,000	7,000		7,000
	Sponsoring AGM	363,141	363,141		306,000
		370,141	370,141	370,141	313,000
2.A.43	PROVISION FOR NON PERFORMING LOANS	7,000,000	14,150,000	-	9,500,000

KENVERSITY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED
PROPOSED EXPENSES ESTIMATES FOR THE YEAR 2026

NO	DETAILS	PROPOSED ESTIMATES FOR YEAR 2026	APPROVED ESTIMATES FOR YEAR 2025	ACTUAL AUDITED FOR YEAR 2024	APPROVED ESTIMATES FOR YEAR 2024
2.A.44	ADVERTISEMENT				
	Advertisement(TV, Radio, Posters, Billboards)	1,500,000	3,000,000	1,267,357	3,000,000
	Roadshow	-	-	-	1,000,000
	TOTAL	1,500,000	3,000,000	1,267,357	4,000,000
2.A.45	MARKETING EXPENSES				
	Visits to affiliate institutions (2 officials & staff)				
	Mombasa/NCBH/Pwani	-	230,000		336,000
	Kitui /Embu/Meru	-	200,000		325,400
	Nyeri	-	200,000		314,800
	Nakuru	-	200,000		357,200
	Kisumu	-	-		-
	Machakos University	-	200,000		309,500
	Other institution within Nairobi	-	389,000		389,000
	Marketing Visits for Micro-Credit (10 visits @Kshs.25,000 and trasport for 1000 Members)	-	1,200,000		600,000
	Promotional Materials and activities(T-shirts, Caps, Shopping Bags,Jumpers, bags)	1,200,000	1,200,000		600,000
	New members refferral @ 500 each by 500 members	250,000	250,000		-
	Marketing Publications & Newsletter	60,000	60,000		252,000
	Liasion Officers 15 X 12 X 3,000)	-	540,000		60,000
	Marketing Executive's Folders(Kshs.500X22 Person)	11,000	11,000		480,000
	Exhibitions	500,000	500,000		500,000
	Visitors Promotional Materials and activities (T-shirts, Caps,Shopping Bags,Jumpers, bags)	600,000	600,000		-
	Digital and social media marketing	500,000	500,000		-
	Kenversity Sacco DT sacco name branding	100,000	-		-
	Vehicles branding	200,000	-		-
	High savers meetings expenses	1,200,000	-		-
	Lauching of strategic plan 2026-2030	200,000	-		-
	Marketing Drive and outreach	1,500,000	1,500,000		1,545,000
	Branding for bancassurance	200,000	-		-
		6,521,000	7,780,000	2,976,483	6,068,900
2.A.46	GENERATOR EXPENSES				
	Fuel	100,000	100,000		200,000
	Servicing of Generator(20,000 X 4)	80,000	80,000		140,000
		180,000	180,000	148,030	340,000
2.A.47	Interest on savings	14,080,666	18,124,223	16,182,342	13,800,000
2.A.48	ERP SOFTWARE MAINTENANCE AND SUPPORT				
	Navision 365 & Mobile Banking	500,000	500,000	-	500,000
	Business Ready Enhancement Plan payable to Microsoft	1,102,000	900,000	-	900,000
	Business Intelligence License(Usd 9.9 X 1 user X 12 monthsX130)	15,444	15,444		15,876

KENVERSITY CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

PROPOSED EXPENSES ESTIMATES FOR THE YEAR 2026

NO	DETAILS	PROPOSED ESTIMATES FOR YEAR 2026	APPROVED ESTIMATES FOR YEAR 2025	ACTUAL AUDITED FOR YEAR 2024	APPROVED ESTIMATES FOR YEAR 2024
	Cloud Back up (Kshs.70,000 X12 Months)	840,000	840,000		840,000
	Windows 11 Pro-30 licenses	400,000	-		-
	Office 2021-30 Licenses	400,000	-		-
	Safaricom M-banking Maintainance Fee(5,500/- X 12 months)	66,000	66,000		66,000
		3,323,444	2,321,444	2,653,898	2,321,876
2.A.49	ATM CONNECTION CHARGES,PRINTS AND MAINTENANCE				
	Monthly fees 18,000 X12 (Access Kenya)	216,000	216,000		180,000
	Monthly fees 54964 X12 (Liquid)	659,568	659,568		420,000
	ATM plastic cards prints and maintenance	-	743,632		-
		875,568	1,619,200	212,253	600,000
2.A.50	37. NITA				
	Monthly fees Kshs.50/- X 56 Staffs +12 BOD/SC X12 Months	33,600	33,600	39,800	42,600
		33,600	33,600	39,800	42,600