

MINUTES OF THE ANNUAL GENERAL MEETING

of **[CHAMA NAME]**

Date	[DATE]
Time	Start: [TIME] End: [TIME]
Venue	[VENUE]
Chairperson	[NAME]
Secretary	[NAME]
Members present	[NUMBER] out of [TOTAL] (Quorum: [YES/NO])

Attendance Register

#	Name	ID No.	Signature
1			
2			
3			
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Apologies Received

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Agenda

1. Opening prayer
2. Confirmation of previous minutes
3. Matters arising from previous minutes
4. Chairperson's report
5. Treasurer's report & audited financial statements
6. Auditor's report
7. Election of officials (where applicable)
8. Approval of budget for the coming year
9. Constitutional amendments (where proposed)
10. Any Other Business (AOB)
11. Date of next meeting
12. Closing prayer

Minute 1: Opening

The meeting was called to order at **[TIME]** by the Chairperson. **[NAME]** led the opening prayer.

Minute 2: Confirmation of Previous Minutes

The minutes of the previous AGM held on **[DATE]** were read by the Secretary. They were confirmed as a true record of proceedings, proposed by **[NAME]** and seconded by **[NAME]**.

Minute 3: Matters Arising

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Minute 4: Chairperson's Report

The Chairperson presented a report covering:

Minute 5: Treasurer's Report

Item	Amount (KES)
Opening balance (1 Jan)	
Total contributions received	
Loan interest income	
Other income	
Total income	
Welfare payouts	
Administrative expenses	
Loans outstanding	
Closing balance (31 Dec)	

Minute 6: Motions Passed

Motion	Proposed by	Seconded by	For / Against

Minute 7: Elections (if applicable)

Position	Elected
Chairperson	
Vice-Chairperson	
Secretary	
Treasurer	
Committee Member 1	
Committee Member 2	
Committee Member 3	

Minute 8: Any Other Business (AOB)

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Minute 9: Date of Next Meeting

The next General Meeting shall be held on **[DATE]** at **[VENUE]** .

Closure

There being no other business, the meeting was closed at **[TIME]** with a prayer by **[NAME]**.

_____ Chairperson · Date

_____ Secretary · Date