FORM 13 (r.27(b))

ANNUAL REPORT

PUBLIC BENEFIT ORGANIZATIONS REGULATORY AUTHORITY
ANNUAL REPORT

Please read these notes before filling this form

Public Benefit Organization(PBOs) are required to submit annual Reports accompanied by an Audit Report. The Audit report must be prepared in accordance with PBO Act from recognised Auditors in good standing with the Institute of Certified Public Accountants of Kenya(ICPAK). The accounts and financial statements MUST be in **Kenya Shillings** and be presented in a manner consistent with Section 30(1) of the PBO Act. PBOs shall submit Annual Reports within 6 months from the date of completion of their financial year.

To the Director PBORA P. O. Box 44617 Nairobi

Financial year Starting on _____ Ending on _____

SECTION A - ESTABLISHMENT INFORMATION

A1) Particulars of the PBO

Name _____

Registration No. _____

Date of Registration _____

Category of PBO (tick appropriate checkbox)

National ☐ International ☐

Exempt ☐ Bestowed with PBO Status ☐

KRA PIN _____

Postal Address _____

Physical Address _____

Telephone _____

Cell Phone _____

Email _____

Website _____

Social media handles (official X or Facebook accounts) _____

Where a PBO wishes to change any of its particulars, they are required to notify the Authority. (see regulations)

III Administration costs			-
a)General administration costs			
b) Administration Personnel emoluments & benefits			
(i) Local Staff			-
(ii) International Staff			-
IV Other Running Costs			-
V **Payments total**	2,000.00	-	2,000.00

B4(I) Closing Balance[B 2(v)-B3(V)]	
II Cash & Bank balance (As per Audited finanical statements)	-

B5) Accounts audited in the last Financial Year. Yes ☐
(Tick where appropriate) No ☐

If No, state the reason: .....

Name of Audit Firm	Auditor in charge of Audit	Practicing Certificate No.
.....	.....	.....

B6. Please provide the following Banking details

	Name of Bank	Bank Branch	Account Number	Currency
i)				
ii)				
iii)				

PBOs are required to obtaining bank authorization letters to open and operate bank accounts fro the PBO regulatory Authority

☑ ☐ ☐ ☐ ☐ ☐

B7 Contributions from the local community and government

i) From Local Community *(Tick where appropriate)*

		Estimated amount
Material	☐	
Labour	☐	
Financial	☐	
Other *(Specify)* _____	☐	

ii) From Government *(Tick where appropriate)*

Tax waiver and VAT Exemption	☐
Other *(Specify)* _____	☐

Items/Goods granted *Tax Waiver/VAT Exemption*	*Amount granted*

SECTION C - PERSONNEL

C1) State the number of Employees and Volunteers both local and International i) Stationed in Kenya

	Local Staff	*International Staff*	***Total***
Previous Year -			
Current Year -			

ii) Stationed in other countries (*Specify* _____)

	Local Staff	*International Staff*	***Total***
Previous Year			-
Current Year			-
iii)			
Volunteers/Interns			

	Local Staff	*International Staff*	***Total***
			-
Current Year			-

C2) Privileges accorded to Volunteers/Interns

	Local		International	
	Volunteers	Interns	Volunteers	Interns
Allowances/Stipends	☐	☐	☐	☐
Housing	☐	☐	☐	☐
Insurance	☐	☐	☐	☐
Medical	☐	☐	☐	☐
Training	☐	☐	☐	☐
Others *(Specify)* _____	☐	☐	☐	☐
	☐	☐	☐	☐

C3) Number of staff members trained during the reporting period

	Local Staff	*International Staff*	***Total***
In-house Training			-
Professional Training			-
Other Training (*Specify*)			
_____			-
_____			-
Total	-	-	-

Previous Year

SECTION D - PROJECTS

Note that "Projects in Other Countries" as referred to in this Section are the activities which were administered, supervised or co-coordinated from the Kenyan office of this NGO. Sectors here refers to the main result (Target Objective) expected from proje ct implementation. while it is true that a project could have various components;the basis usually is to achieve a result in a specific sector i.e a HIV/AIDs Sector project could have an non security, microfinance components.

Nature of Project Carried Out	Beneficiary category	Approx. No Beneficiaries	Name County(s)	Spending Per county	Duration of Project (Years)	Complet-ion status (Completed/Ongoi	Amount Spent in Kenya (KES)	Amoun t spent in other countri es
Agriculture								
Animal welfare								
Culture								
Disability								
Drug and Alcohol Addiction								
Education								
Energy								
Environmental Conservation								
Health								
HIV/AIDS awareness/mitigation								
Housing and Settlement								
ICT								
Peace building								
Population & Reproductive Health								
Promotion of Good Governance								
Promotion of Human Rights								
Relief of Poverty								
Relief/Disaster Management								
Road Safety								
Sports								
Water and Sanitation								
Welfare								

ii) How did you implement your projects this financial year? (for International NGOs only)

☐ Worked Through a Local Partner

☐ Implemented Directly

☐Worked Through a Local Partner and implemented directly

D3) Type of Organization collaborated with and Nature of Collaboration

(Projects carried out in Kenya only) (Tick where appropriate)

	Information Exchange	Technical to Partner	Technical from Partner	Funding to Partner	Funding From Partner	Equipment to Partner	Equipment from Partner
NGOs	☐	☐	☐	☐	☐	☐	☐