

EXCEL SUPPLIES

Community Based Organization

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EXCEL SUPPLIES CBO PROFILE

Excel Supplies CBO is a registered Community Based Organization operating in Kakamega County. The organization was established in October 2016; its registration number is BTR/DSS/CBO/0031/2017.

It is an umbrella organization currently working with 26 youth groups and 8 women groups. Each group engages themselves in various economic activities such as Agri-business, tailoring, sale of cereals and trade in general groceries. Computer training is carried out at the organization's head office to improve and enhance ICT among the youth who are both members and non-members of the organization. All of the 34 groups affiliated to the organization are represented by their chairpersons as board members at the county level.

The major role of Excel Supplies CBO towards the groups is to train them on corporate governance, entrepreneurship and financial management and resource mobilization and help them establish sustainable income generating activities. Excel Supplies CBO has trained 12 groups so far. As a result, the trained groups have gained immense skills in their business operations including efficient management and monitoring of their business transactions. They have been able to establish income generating activities, under the support of Excel Supplies CBO, and have also been able to manage business funds prudently.

MISSION STATEMENT

To enhance food security and quality environmental management and optimum allocation and use of resources for mitigating socio-economic impact of HIV and Aids, promoting education levels among the community members, intensifying poverty eradication and social integration measures through the advancement of local democratic governance, social justice and effective participatory community based integrated human development and sustainable livelihoods.

VISION STATEMENT

Centre of excellence in promoting and strengthening economic, social and Education levels of the community members.

SPECIFIC OBJECTIVES

- To promote education levels through mobilization of resources and supporting needy students through payment of school fees and provision of study materials.
- To mitigate socio-economic impact of HIV/AIDS by scaling up uptake of HIV/AIDS Prevention and Treatment Services in Kakamega County
- To intensify poverty eradication through training women and youth on Entrepreneurship and Financial Management and establishment of Income Generating Activities (IGAs).

GOAL

Optimum youth and women economic empowerment through Income Generating Activities, improved knowledge and skills amongst youth in and out of school and 95% reduction in new HIV infections amongst youth in Kakamega County by 2030.

Excel Supplies CBO has managed to undertake the following activities since its inception in the year 2016:-

- Support of women and youth in resource mobilization and establishment of income generating activities. The organization obtained a free interest loan from Women Enterprise Fund in the year 2018; 28 members from the groups affiliated to the organization were paid loans which enabled them to boost their income generating activities.

- Training of youth in computer Appreciation & Applications. Fifty five youths have been trained so far.
- Sensitization of youth on HIV/AIDS prevention and treatment services and Human Rights from its Youth Friendly Resource Centre. The organization established a Youth Friendly Resource Centre in the year 2017 and has sensitized 48 youth on HIV prevention and treatment services and Human Rights.
 - Offers consultancy services on Corporate Governance, Bookkeeping & Finance, Entrepreneurship and Resource Mobilization.
- Invited organizations and offered consultancy services on Corporate Governance, Bookkeeping & Entrepreneurship.
- Youth employability and skills development – a young woman trained by the organization currently serves as the office assistant and she is paid staff time allowance
- Trained Bungoma, Kakamega and Siaya youth groups on Bookkeeping & Finance and Computerized Accounting- QuickBooks in the month of December 2019. Most Female youth in the organization are represented in various women groups in Bungoma County and are eager to partner with Excel Supplies CBO in order for them to benefit more in trainings and establishment of income generating activities.
 - Support accorded to Youth in school by Excel Supplies CBO- the organization has paid school fees for 6 students from poor family backgrounds and currently provides study materials to the form four students who have formed a study club, Millennium Study Club, at the organization’s Youth Friendly Resource Centre.
 - Networking & Stakeholders Engagement
The organization has made quite significant progress in stakeholders’ engagements including government departments.
 - Preparation and implementation of key organizational policies: Finance, Human Resource, Procurement, Monitoring & evaluation Systems Operational, Terrorism and Child Protection policies.
- **Trained 55 students in computer appreciation & Applications**
Excel Supplies CBO has a computer training institute and also offers consultancy services in Accounting & Finance. These services have enabled the organization generate income to pay administrative expenses and part of the income has gone to fees for the needy high school students.



This photo, taken on the 15th Day of February 2019, shows 4 Excel Supplies Institute students, office assistant and their tutor. They are Josephine- student number 12051, Mercyline- student number 12047, Hildah- student number 12052, Morriner - office assistant, Nancy- student number 12053 and Francis- the tutor, from left to right respectively.



This photo, taken on the 25th Day of February 2019, shows students at Excel Supplies Institute undertaking computer application lesson. Standing behind the students is their tutor, Francis. The students are Josephine, Nancy, Hildah and Sheillah. Their students' numbers are 12051, 12053, 12052 and 12049 from left to right respectively.



Mercy Omito, student number 12063, collecting her certificate at Excel Supplies Institute's head office on the 18th Day of July 2020. She had comprehensively covered the approved course outline in computer Appreciation and Applications. Presenting the certificate, on the left, is Sarah Moyo the office administrator.



Priscilah Nyangweso, student number 12065, collecting her certificate at Excel Supplies Institute's head office on the 23rd Day of July 2020. She had comprehensively covered the approved course outline in computer Appreciation and Applications. Presenting the certificate, on the left, is Sarah Moyo the office administrator.

- **Established a Youth Friendly Resource Centre and sensitized 53 youths on HIV/AIDS prevention and treatment services**

Trainings on HIV Prevention and treatment services at the resource centre of Excel Supplies CBO and the availability of some Information, Education and Communication (IEC) materials have played a pivotal role in reduction of new HIV infections amongst the youth in Khwisero Sub County. This activity at the resource centre has empowered many youth, especially adolescent girls and young women, against sexual exploitation and abuse and sexual harassment led by power imbalances in the community linked to social and gender-based inequalities.

The Youth Friendly Resource Centre has also provided space for the youth to study and exchange ideas on matters on a wide range of issues including education and health.



Excel Supplies CBO Youth Friendly Resource Centre office. Appearing in the background is Maximila Makale, student number 12027 of the organization's institute, studying in this photo taken on 29th December 2017.

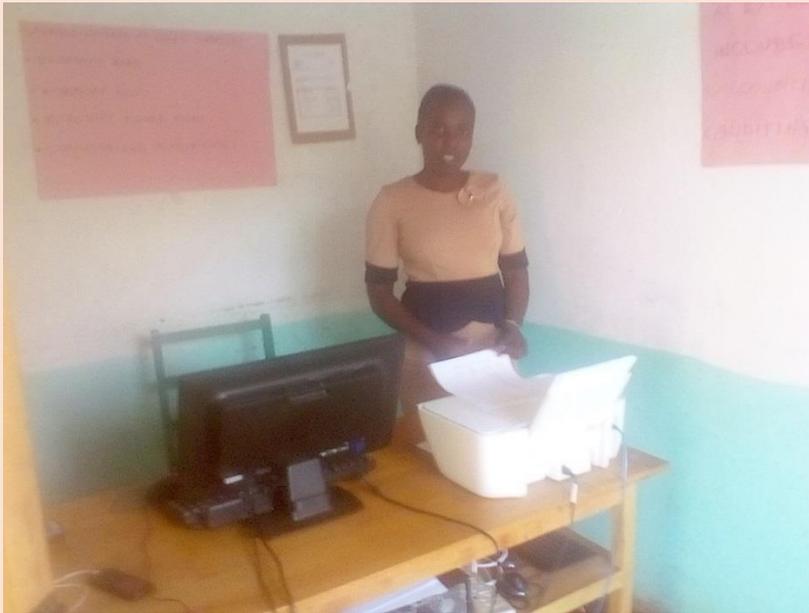


Excel Supplies CBO Youth Friendly Resource Centre office. Youth were studying in this photo taken on the 21st Day of December 2017. The youth were Meraab Oyiela, Margaret Indech, Selinah Khamati and Arnold Akute from left to right respectively.

- **Youth employability and skills development**

Excel Supplies CBO has trained 55 students in computer Appreciation & Applications. Two of the students trained currently work for the organization as Office Assistants. One of the two- Morraine Ayako works full time and she is paid staff time allowance by the organization. She helps the organization generate income from the following services provided at the organization's head office:

- Typing
- Photocopying
- Scanning
- Printing
- Internet Access



Excel Supplies CBO office assistant, Morraine Ayako, producing photocopies for a client in this photo taken on the 16th Day of January 2019.

- **Support accorded to Youth in school by Excel Supplies CBO**

The organization supports students in terms of payment of school fees for the needy students and provision of study materials including revision papers, text books, scientific calculators, spring files, rulers and counter books. The students shown in the figure below represents a section of the students supported by the organization. They have formed a study club in the organization called '**Millennium Study Club**'.

- **Sensitization of Youth on HIV Prevention & Treatment Services**

Excel Supplies CBO organizes HIV/AIDS prevention training for the youth at its Youth Friendly Resource Centre. The organization has Information, Education and Communication {IEC} Materials at the Resource Centre which aid in HIV training Programmes.

The organization partners with Able Herbal Marketing in supply of HIV SUPPRESSION herbal medicine that has guaranteed superior effectiveness in combating HIV/AIDS.



A facilitator displaying a poster containing HIV/AIDS information to the participants during sensitization of youths on counseling and Testing {CT} at a venue outside the Youth Friendly Resource Centre of Excel Supplies CBO in this photo taken on the 31st Day of January 2019. The poster is one of the IEC Materials kept at the resource centre for the youth to access and it is also used by the facilitators during trainings on HIV/AIDS prevention and Treatment Services.

The poster contains powerful information regarding prevention of HIV. Records at the Resource centre indicate that 53 community members {32 Youths and 21 adults} have been sensitized on HIV prevention strategies at the Resource Centre. The organization targets to reach 1,800 youths by the year 2030.





Millennium Study Club at Excel Supplies CBO Resource centre Office. The students are Esther Achieng, Eunice Bellavinta, Euniter Bentavilla and Mitchel Mbayaji from left to right respectively. They are all form four students from St. Stephens Mukwanda Secondary School. The organization is committed to ensuring that all the students perform well in the 2020 Kenya Certificate of Secondary Education Examinations.

- **Provision of Consultancy Services**

Excel Supplies CBO provides consultancy services in Corporate Governance, Resource Mobilization, Entrepreneurship and Financial Management to clients at a fee. These services have played a pivotal role in financing of the organization's activities.

GIZ, a Germany Corporation, contracted the organization's finance officer, who worked on behalf of Excel Supplies CBO, in December 2019 to train youth organizations in Kakamega, Bungoma and Siaya Counties on Bookkeeping & finance, Internal Controls and Computerized Accounting- QuickBooks Professional. Income generated from the consultancy services has effectively made the organization a self-sustaining entity.



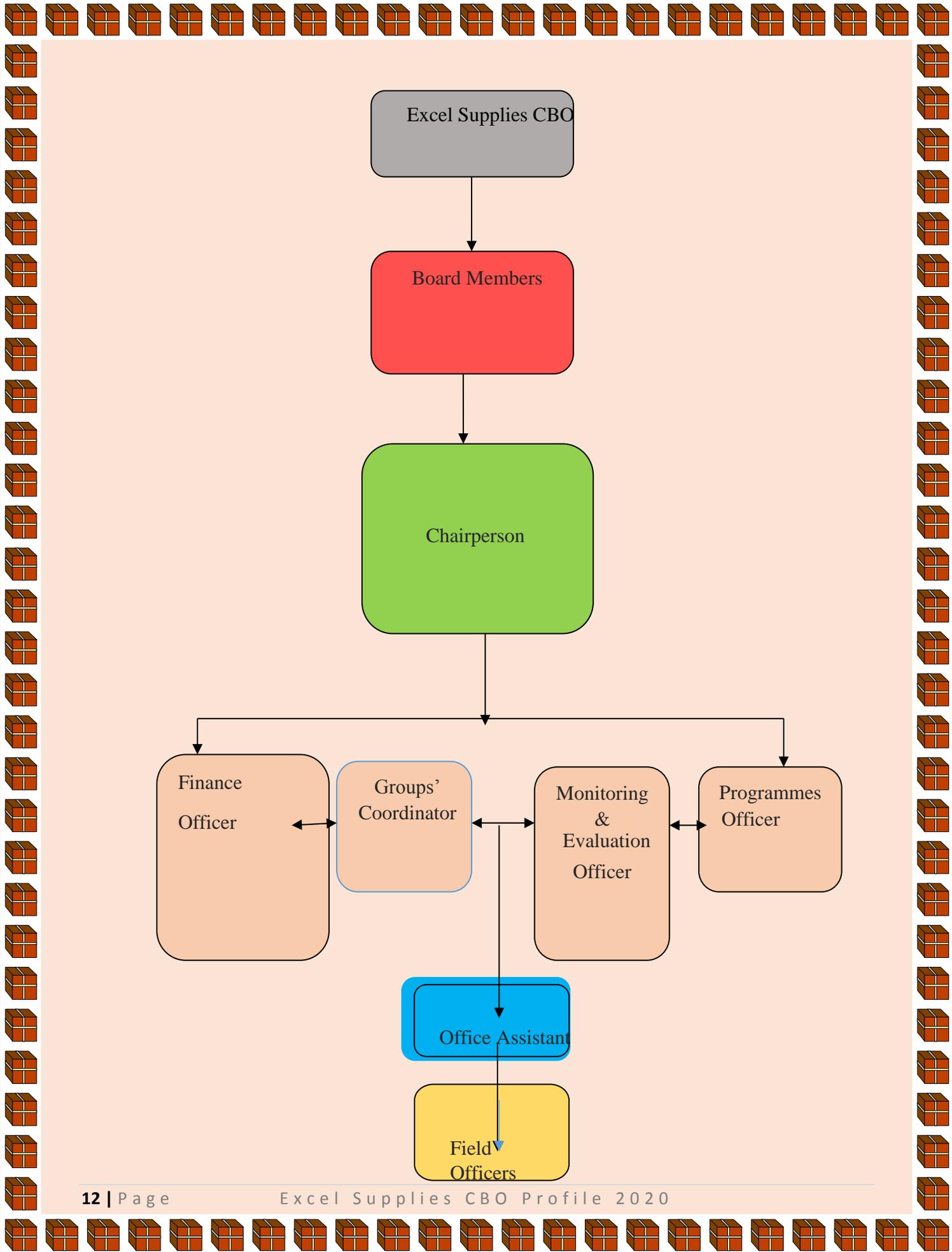
Kakamega County Youth Agripreneurs Association members listening to the facilitator from Excel Supplies CBO during training on Bookkeeping & finance on 12th December 2019.

The Management system at Excel Supplies CBO

The organization is managed by a team of 6 lead team: Finance Officer, Monitoring & Evaluation officer, Groups' Coordinator, Programmes Coordinator, Office Assistant and two Field Officers. There is a board with 8 members headed by chairperson. The organization has a sound financial system, with well written and adhered to financial policy as a guiding tool. The financial statements are prepared on accrual basis using the historical cost convention through Quick Books Accounting software and auditing is done annually by external auditors. Both financial and Programmatic reports, which can be verified at any given time, are readily available at the organization's head office.

The organization has a well-functioning Monitoring & Evaluation component which is mandated to collect data and prepare interim and final programmatic reports. Field spot checks by the M&E Officer always ensure good quality and integrity of the data collected. The M&E Officer carries out monthly Activity Verification meetings with beneficiaries to evaluate progress of implementation and check on quality.

The operation of the organization is anchored on the key channels as indicated in the organogram below:



- Annual General Meetings {AGM}

Excel Supplies CBO holds annual general meetings which highlight two key reports:

- 1) Report from the chairperson
- 2) Audit Report.

The organization's Annual General Meeting for the year 2019 was held on 4th January 2020.



The chairperson, Sarah Atemo, during her speech in the Annual General Meeting in Excel Supplies CBO Board Room on the 4th Day of January 2020.