

**SAMPLE EXTRACTS OF MINUTES FOR KHAT COMMUNITY AFFILIATE GROUPS ON THE AGENDA OF  
LOANING.**

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<b>GROUP NAME:</b>
<b>GROUP TYPE:</b>
<b>SUB-COUNTY:</b>
<b>WARD:</b>
<b>VILLAGE/ETATE:</b>

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**Extracts of Minutes of the Meeting for (Group Name).....**  
**Group held on (Date)..... at (Location)..... at**  
**(Time).....**

**Agendas:**

**Minute 4: Loaning of Our Members by Elite Khat Community Sacco.**

In compliance with the Sacco Policies, by-laws and other requirements, here’s the information about our group that’s needed to facilitate processing of our group members loans for this month (.....). Below is a list of members who have applied for various loans. Attached are also their requisite documents.

- Date of Group Formation:** .....
- Number of Members:** .....
- Total Savings:** .....
- Previous Total Loan Borrowed:** .....
- Previous Total Loan Received:** .....
- Total Loan Paid:** .....
- Unpaid Loan Balances:** .....
- Total Loans Pending Disbursement:** .....
- Total Loan Applied this Month**.....
- Maximum Amount the Group Qualifies (3time total Group Savings):** .....

**MEMBERS APPROVED BY THE GROUP FOR LOANING:**

Name:	ID No:	Phone No:	Type of Loan:	Amount Applied	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**Chairman:**.....

**Signature:**.....

**Phone no:**.....

**Secretary:**.....

**Signature:**.....

**Phone No:**.....

**Treasurer:**.....

**Signature:**.....

**Phone No:**.....

**Valuer:**.....

**Signature:**.....

**Phone No:**.....