



Kanisa Housing Co-operative Society Ltd,
AACC Desmond Tutu Conference Centre,
Waiyaki Way, Opposite Safaricom House,
P.O Box 1210 – 00606, Sarit Centre, Nairobi.
Mobile : +254-(0)702-850319
Email : Info@kanisahousing.org
Website : <http://www.kanisahousing.org>

Requirements for a MIS for Kanisa Housing Cooperative Society

Introduction

Kanisa Housing Co-operative Society (KHCS) was founded in 2010 with the objective of providing for its members living accommodation and livelihood within their areas of operation. Since inception, KHCS has engaged in the real estate sector, selling over 650 parcels of land through thirteen (13) projects. The Society is now looking into expanding its product offering by venturing in construction of housing units. The Society has a membership of 400 members.

KHCS is managed by a management committee (The Central Management Committee [CMC]) and has currently employed two members of staff. A Supervisory Committee acts as the internal watchdog of the Society to ensure all transactions are above board. Members of the CMC and the Supervisory Committee are elected at an Annual General Meeting; with oversight from the Department of Co-operatives from the Ministry of Industry, Trade and Cooperatives.

As the Society progressively grows, plans are underway to improve the efficiency of its operations. Among the critical aspects is automating its record keeping. Currently, the Society is using spreadsheets to capture and store information. While this has worked in the past, use of spreadsheets will not be a feasible option to use based on the strategic direction that the Society is looking at.

Therefore, KHCS is looking to acquire a robust software platform to replace the use of spreadsheets. The Society is open to consider options of purchasing an off-shelf or bespoke system that meets the criteria below.

System Requirements

The system should have the following functions:

(a) Member Management.

The system should maintain a Member Register.

- Creation of a member profile that captures the following details
 - Name of the member



Kanisa Housing Co-operative Society Ltd,
AACC Desmond Tutu Conference Centre,
Waiyaki Way, Opposite Safaricom House,
P.O Box 1210 – 00606, Sarit Centre, Nairobi.
Mobile : +254-(0)702-850319
Email : Info@kanisahousing.org
Website : <http://www.kanisahousing.org>

- Identification details of the member (Image copies attached)
 - ID Number
 - KRA PIN Number
 - Gender of the member
 - Auto-generates a unique membership number
 - Contacts of the member
 - Postal Address
 - Telephone/Mobile
 - Email
 - Bank Account Details of the member
 - Type of membership – Individual member versus Joint/Group Membership
 - Image of the member
 - Date of joining
 - Payment of Share Capital
 - Number of Shares Bought
 - Amount paid
 - Date of payment
 - Share revaluation factor
 - Value of shares
 - Percentage of shareholding
 - Status of the member – Active, Inactive, Dormant, Exited
 - Status Date (with historical dates of change of status)
 - Date of Exit
 - Member Referrals
 - Next of Kin Details
 - Nominee Details
 - List of projects he/she has participated in
 - Shares owned in a particular project he/she has invested in (for example the house construction project)
- Management of a Members accounts and transactions
 - Maintains a statement of account for Members monthly deposits. The statement should automatically adjust the members balances once a deposit is



Kanisa Housing Co-operative Society Ltd,
AACC Desmond Tutu Conference Centre,
Waiyaki Way, Opposite Safaricom House,
P.O Box 1210 – 00606, Sarit Centre, Nairobi.
Mobile : +254-(0)702-850319
Email : Info@kanisahousing.org
Website : <http://www.kanisahousing.org>

made; with proper timestamps of the transaction. Transactions should have a transaction date (when the transaction was entered into the system) and a value date (denoting when the actual transaction took place).

- Statement of accounts for other saving products
- Weighted Average balances.
- History of End-month Balances
- Maintains a project account for every project participates in.
- Keeps a record of a member's purchases into a project and payments made towards a project; either as cash/electronic money; or transfer from deposits.
- Debt aging and classification of debts
- Automatic generation of statements of accounts
- Automated sending of statements through e-mail
- Automated method of posting bulk transactions e.g. posting of dividends and interest on deposits to all members should be done by uploading a file which automatically updates the statements of accounts
- Transactions to a member's account should be a double entry. Posts in the members account and a contra in the office ledgers
- Transactions entered cannot be physically deleted (expunged from the Database). The transaction should either be marked as deleted or reversed using a different transaction
- Transactions entered in a previous accounting period cannot be altered.
- System should capture details of plots purchased (e.g. Plot Number, Title Deed Number, Date issued, etc.)
- Should generate reports on members such as
 - List of all members (Can be classified by status)
 - List of Payments made for a specific period
 - List of Deposits report
 - Project Report
 - a. Members who have projects
 - b. Members who haven't purchased into any project
- Management of Projects
 - Capture all transaction details of the project – This includes



Kanisa Housing Co-operative Society Ltd,
AACC Desmond Tutu Conference Centre,
Waiyaki Way, Opposite Safaricom House,
P.O Box 1210 – 00606, Sarit Centre, Nairobi.
Mobile : +254-(0)702-850319
Email : Info@kanisahousing.org
Website : <http://www.kanisahousing.org>

- Purchase price
- Cost provisions
- Details of Costs incurred in the project e.g. payments to contractors/service providers, Government payments, etc.
- Expected and actual margins
- Details of investors of the project
- Details of payments made by investors
- Budgeted and actual timelines of the project
- Returns to reserves, where applicable
- Details of the comprehensive income and expenditure of each project
- Debt ageing by project; including automated charging of interest where applicable.

(b) Office Ledgers

The System should have the following functionality

- The system should classify all ledgers as Income, Expenditure, Liability, Assets or Capital. Each ledger should report to one of these classes.
- Periodically and on demand, generate; as of the date of generation,
 - Trial Balance
 - Balance Sheet
 - Statement of Comprehensive Income and Expenditure.
- All transaction in the ledger should be contra entry
- All transactions should have
 - Reference Number
 - Transaction Date
 - Value Date
 - Particulars
 - Debit/Credit Indicator
 - Amount
- Each ledger should have an automatic running balance



Kanisa Housing Co-operative Society Ltd,
AACC Desmond Tutu Conference Centre,
Waiyaki Way, Opposite Safaricom House,
P.O Box 1210 – 00606, Sarit Centre, Nairobi.
Mobile : +254-(0)702-850319
Email : Info@kanisahousing.org
Website : <http://www.kanisahousing.org>

- Maker-Checker System of Entry
- Budgeting and forecasting – The System should capture the budget as approved at the AGM; and generate reports comparing income and expenditure.
- Automated Bank and M-Pesa Reconciliation
- Create Purchase Orders, Payment Vouchers and Receipts
- Ledger for Petty Cash
- Project Management Reports
 - Indicate Budget Lines/provisions for the project
 - Show Usage/Spending
 - Show actual and accrued incomes

(c) Human Resource and System Users Management

The System should have the following functionality

- Keep a record of the human resource requirements of the Society. This includes members of staff, CMC and Supervisory committees.
- Manage access to the System using logon credentials.
 - Maintain a log of successful logins and wrong login attempts to the System
 - Grant access only to active users in the system – Members of staff who are currently not on leave, members of the current CMC and Supervisory Committees.
 - Deny access to users who are no longer resource persons to the organization such as old members of staff and retired members of the CMC and Supervisory Committees.
 - Expire passwords after a duration to be determined by KHCS
 - Have a mechanism to enable resetting of passwords with multiple authorizations from the CMC or KHCS Management staff
 - Automatic lock of a user profile after a number of invalid tries, the number of which will be considered by KHCS from time to time
- Manage access rights to the System. This access rights should distinguish
 - Those with read-only access against those with write access



Kanisa Housing Co-operative Society Ltd,
AACC Desmond Tutu Conference Centre,
Waiyaki Way, Opposite Safaricom House,
P.O Box 1210 – 00606, Sarit Centre, Nairobi.
Mobile : +254-(0)702-850319
Email : Info@kanisahousing.org
Website : <http://www.kanisahousing.org>

- Those with data entry rights against those with approval rights; with different levels of approvals available
- Different data point access levels to the System
- Manage Payroll functionality to include
- Management of Leave and Leave Balances. All staff leaves should be requested for and approved in the System based on the current procedures of the Organization
 - Generation of the monthly payroll which should include commission payments
 - Ability to capture and edit various statutory formulas e.g. the PAYE formula, NHIF, NSSF, etc.
 - Ability to make check-off deductions e.g. loan deductions
 - Ability to generate returns required by various statutory bodies
- Ensure a Maker-Checker mechanism for all transactions carried out in the System

(d) Reporting

The system should have the following functionality

- Have a dedicated section to generate standard reports for use by the KHCS Office and Management
- Have the option to generate various reports periodically and on-demand. This includes generation of member's statements of accounts and financial statements such as the Balance Sheet, the Trial Balance and the Comprehensive Statement of Income and Expenditure
- Automatically send various reports via e-mail e.g. periodically send statements to members.
- Have the option to allow integration with an internet-based platform through which members can access their statements online.
- KHCS should have the capacity to build adhoc reports through the system and store them as Standard Reports. Further, the Society should have the ability to customize standard reports to meet the dynamic needs of the organization.
- The Reporting Module should maintain a log of reports generated
- The Reporting Module should store a history of reports generated for a period of time to be determined by the Society; based on availability of storage space.