**To whom it may concern**

**Re: Ganaki MP Sacco Integrated Management Sacco**

Ganaki sacco hereby invites you for a demo meeting to show case your system . The demo will be presented at the management meeting in Gachie office.

The sacco has four internal departments/funds:

1. Savings and credit – deals with loans disbursements and repayments plus members savings
2. Operations – deals with day to day activities to manage fleet and route affairs
3. Courtbond – this is fund to cater for the court cases ,fines and legal fees for our fleets and crews
4. Insurance dept.- this department gets its revenues from commissions from the premium paid for the fleet
5. Stage /terminus savings this is cash collected at various termini by our clerks this monies goes to individual members stage account

For the purpose of the demo meeting please apply the transaction demo data to generate the following reports.

1. Trial Balance
2. General Ledger
3. Bank reconciliation Statements
4. Members Statement
5. Departmental Profit And loss Statement
6. Balance Sheet
7. Cashflow Statements
8. Loan Arrears reports
9. Loan security reports

**TRANSACTION DEMO DATA**

As at 1st January 2019 the following were the members opening balances



**Matatus daily transactions attached separately**

**Expenses transaction**

1. On 30.3.2019 there was management meeting and sh 12000 was used this was charged in the operation dept.
2. On 30.3.2019 sh 250,000 was paid as salaries out of this sh 50,000 was charged to insurance account
3. Sh 25,000 was paid as rent this was allocated to operations account
4. The chairman was sent to represent and 10000 was authorized and charged to operations account
5. Stationery worth sh 5000 was bought this was charged to operations account