

REPUBLIC OF KENYA



OFFICE OF THE AUDITOR-GENERAL

THE NATIONAL ASSEMBLY PAPERS LAID	
DATE: 09 MAY 2019	DAY: []
TITLE: REPORT	BY: HON BENJAMINE NACHALI MAJORITY PMTY WHIP
CLERK AT THE TABLE:	MZOFU MWALE

OF

THE AUDITOR-GENERAL

ON

**THE FINANCIAL STATEMENTS OF
NATIONAL GOVERNMENT
CONSTITUENCIES DEVELOPMENT FUND
STAREHE CONSTITUENCY**

**FOR THE YEAR ENDED
30 JUNE 2018**



NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND STAREHE
CONSTITUENCY

REPORTS AND FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED
JUNE 30, 2018

Prepared in accordance with the Cash Basis of Accounting Method under the International Public Sector
Accounting Standards (IPSAS)



**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND (NGCDF)
STAREHE CONSTITUENCY**

Reports and Financial Statements

For the year ended June 30, 2018

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**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND (NGCDF)
STAREHE CONSTITUENCY**

Reports and Financial Statements

For the year ended June 30, 2018

Core Values

Patriotism – we uphold the national pride of all Kenyans through our work

Participation of the people- We involve citizens in making decisions about programmes we fund

Timeliness – we adhere to prompt delivery of service

Good governance – we uphold high standards of transparency, accountability, equity, inclusiveness and integrity in the service of the people

Sustainable development – we promote development activities that meet the needs of the present without compromising the ability of future generations to meet their own needs.

Key Management

The NGCDF STAREHE day-to-day management is under the following key organs:

National Government Constituencies Development Fund Board (NGCDFB)

National Government Constituency Development Fund Committee (NGCDFC)

Fiduciary Management

The key management personnel who held office during the financial year ended 30th June 2018 and who had direct fiduciary responsibility were:

No.	Designation	Name
1.	Accounting Officer	Yusuf Mbuno
2.	A.I.E holder	Jane Wairimu Muchira
3.	Sub-County Accountant	Alloys Kimuyu
4.	Chairman NGCDFC	George Mwenda Kirera
5.	Member NGCDFC	Philip makanda

Fiduciary Oversight Arrangements

The Audit and Risk Management Committee (ARMC) of NGCDF Board provide overall fiduciary oversight on the activities of NGCDF -STAREHE Constituency. The reports and recommendation of ARMC when adopted by the NGCDF Board are forwarded to the Constituency Committee for action. Any matters that require policy guidance are forwarded by the Board to the Cabinet Secretary and National Assembly Select Committee.

NGCDF STAREHE Constituency Headquarters

Starehe Sub-county headquarter

Starehe NGCDF Building

P.O. Box 33087-00600

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I. KEY CONSTITUENCY INFORMATION AND MANAGEMENT

Background information

The National Government Constituencies Development Fund (NG-CDF) (hereafter referred to as the Fund) formerly Constituencies Development Fund (CDF), is a fund established in 2003 through an Act of Parliament, the Constituencies Development Fund Act, 2003. The Act was later reviewed through the enactment of the CDF (Amendment) Act 2007, and repealed through CDF Act, 2013. The latter was subsequently succeeded by the current NG-CDF Act, 2015. At cabinet level, NG-CDF is represented by the Cabinet Secretary for Devolution, who is responsible for the general policy and strategic direction of the Fund.

Mandate

The mandate of the Fund as derived from sec (3) of NG-CDF Act, 2015 is to:

- a) Recognize the constituency as a platform for identification, performance and implementation of national government functions;
- b) Facilitate the performance and implementation of national government functions in all parts of the Republic pursuant to Article 6(3) of the Constitution;
- c) Provide for the participation of the people in the determination and implementation of identified national government development projects at the constituency level pursuant to Article 10(2)(a) of the Constitution;
- d) Promote the national values of human dignity, equity, social justice, inclusiveness, equality, human rights, non-discrimination and protection of the marginalized pursuant to Article 10 (2) (b) of the Constitution;
- e) Provide for the sustainable development of all parts of the Republic pursuant to Article 10 (2) (d) of the Constitution;
- f) Provide a legislative and policy framework pursuant to Article 21 (2) of the Constitution for the progressive realization of the economic and social rights guaranteed under Article 43 of the Constitution;
- g) Provide mechanisms for the National Assembly to deliberate on and resolve issues of concern to the people as provided for under Article 95 (2) of the Constitution;
- h) provide for a public finance system that promotes an equitable society and in particular expenditure that promotes equitable development of the country by making special provisions for marginalized groups and areas pursuant to Article 201 (b) (iii) of the Constitution;
- i) Authorize withdrawal of money from the Consolidated Fund as provided ' under Article 206 (2) (c) of the Constitution;
- j) Provide mechanisms for the National Assembly to facilitate the involvement of the people in the identification and implementation of projects for funding by the national government at the constituency level; and
- k) Provide for mechanisms for supplementing infrastructure development at the constituency level in matters falling within the functions of the national government at that level in accordance with the Constitution

Vision

Equitable Socio-economic development countrywide

Mission

To provide leadership and policy direction for effective and efficient management of the Fund

**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND (NGCDF)
STAREHE CONSTITUENCY**

Reports and Financial Statements

For the year ended June 30, 2018

NGCDF STAREHE Constituency Contacts

Telephone: (254)723 637 469

E-mail: cdfstarehe@ngcdf.go.ke

Website: www.ngcdf.go.ke

NGCDF STAREHE Constituency Bankers

CO-OPERATIVE BANK
STIMA PLAZA
P.O. Box 38764-00600
NAIROBI

Independent Auditors

Auditor General
Office of the Auditor General
Anniversary Towers, University Way
P.O. Box 30084
GOP 00100
Nairobi, Kenya

Principal Legal Adviser

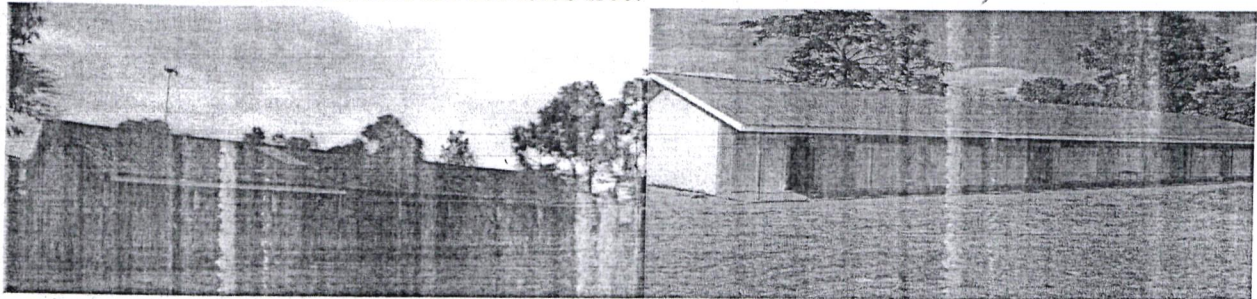
The Attorney General
State Law Office
Harambee Avenue
P.O. Box 40112
City Square 00200
Nairobi, Kenya

II. FORWARD BY THE CHAIRMAN NGCDF COMMITTEE

Starehe Constituency is one of the largest Constituencies in Kenya. It has 166,397 voters with an estimated population of 274,607 persons. It comprises of 6 wards most of which are urban in nature. It is characterised by high levels of poverty due to informal settlements.

The constituency has 28 public primary schools and 12 public secondary schools. These schools were built and designed in the pre-colonial era. The schools are dilapidated and they are characterised by high levels of pupil population. For example Mukuru Primary school which was built in the year 1950 has a population of 1,687 and has 24 classrooms. This implies that the classes have an average population of 70 pupils. Most schools are grappling with poor learning environment i.e. most schools have asbestos which has been regarded as carcinogenic and continued use of the asbestos is detrimental to the health of the pupils as well as the teachers.

Out of 26 primary schools 15 have asbestos roof. This is our main challenge and as a committee we want to ensure that our schools are asbestos free.



JUJA PRIMARY WITH ASBESTOS AND AFTER REPAIR

In security, the constituency hosts 3 major police stations and several Administration Police Camps. The police are housed in very dilapidated houses. The NGCDFC in 2017/2018 embarked on a program to ensure that our security departments are well housed and live in a comfortable state.

NGARA Administration Police ablution block before the intervention of NGCDF Starehe. Adjoined is



an on-going Works for 24 door ablution block.

In regard to Absorption of funds, the constituency got a wrong footing due to the late gazzettment of the NGCDFC. Wetherefore hope that in 2018/2019, we shall mange a 80% or above.

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND (NGCDF)
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Reports and Financial Statements

For the year ended June 30, 2018

III. STATEMENT OF ENTITY MANAGEMENT RESPONSIBILITIES

Section 81 (1) of the Public Finance Management Act, 2013 requires that, at the end of each financial year, the accounting officer for a National Government Entity shall prepare financial statements in respect of that entity. Section 81 (3) requires the financial statements so prepared to be in a form that complies with relevant accounting standards as prescribed the Public Sector Accounting Standards Board of Kenya from time to time.


The Accounting Officer in charge of the NGCDF- STAREHE Constituency is responsible for the preparation and presentation of the entity's financial statements, which give a true and fair view of the state of affairs of the entity for and as at the end of the financial year (period) ended on June 30, 2018. This responsibility includes: (i) maintaining adequate financial management arrangements and ensuring that these continue to be effective throughout the reporting period; (ii) maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the entity; (iii) designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements, and ensuring that they are free from material misstatements, whether due to error or fraud; (iv) safeguarding the assets of the entity; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

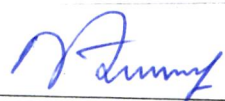
The Accounting Officer in charge of the NGCDF-Starehe Constituency accepts responsibility for the entity's financial statements, which have been prepared on the Cash Basis Method of Financial Reporting, using appropriate accounting policies in accordance with International Public Sector Accounting Standards (IPSAS). The Accounting Officer is of the opinion that the *entity's* financial statements give a true and fair view of the state of entity's transactions during the financial year ended June 30, 2018, and of the entity's financial position as at that date. The Accounting Officer charge of the NGCDF- STAREHE Constituency further confirms the completeness of the accounting records maintained for the *entity*, which have been relied upon in the preparation of the entity's financial statements as well as the adequacy of the systems of internal financial control.

The Accounting Officer in charge of the NGCDF- Starehe Constituency confirms that the entity has complied fully with applicable Government Regulations and the terms of external financing covenants (where applicable), and that the entity's funds received during the year under audit were used for the eligible purposes for which they were intended and were properly accounted for. Further the Accounting Officer confirms that the entity's financial statements have been prepared in a form that complies with relevant accounting standards prescribed by the Public Sector Accounting Standards Board of Kenya.

Approval of the financial statements

The NGCDF- STAREHE Constituency financial statements were approved and signed by the Accounting Officer on 30/9/2018.


Fund Account Manager


Sub-County Accountant
Name: Jane Wairimu Muchira
Name: Alloys Kimuyu

REPUBLIC OF KENYA

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NAIROBI



OFFICE OF THE AUDITOR-GENERAL

REPORT OF THE AUDITOR-GENERAL ON NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND - STAREHE CONSTITUENCY FOR THE YEAR ENDED 30 JUNE 2018

REPORT ON THE FINANCIAL STATEMENTS

Qualified Opinion

I have audited the accompanying financial statements of National Government Constituencies Development Fund- Starehe Constituency set out on pages 7 to 28, which comprise the statement of assets as at 30 June 2018, and the statement of receipts and payments, statement of cash flow and summary statement of appropriation-recurrent and development combined for the year then ended, and a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the Constitution of Kenya and Section 35 of the Public Audit Act, 2015. I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of the audit.

In my opinion, except for the effects of the matters described in the basis for Qualified Opinion section of my report, the financial statements present fairly, in all material respects, the financial position of National Government Constituencies Development Fund- Starehe Constituency as at 30 June 2018, and of its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards (Cash Basis) and comply with the Public Finance Management Act, 2012 and National Government Constituencies Development Fund Act, 2015.

Basis for Qualified Opinion

1. Bursaries to Secondary Schools

The statement of receipts and payments for the year ended 30 June 2018 reflects an expenditure of Kshs.27,679,420 against other grants and transfers, which includes an amount of Kshs.24,734,082 for bursaries to secondary schools. However, no explanation was given for failure to present cheques amounting to Kshs.2,856,825 for payments. As a result, the validity of the expenditure of Kshs.2,856,825 could not be confirmed.

2. Cash and Cash Equivalents

The statement of assets as at 30 June 2018 reflects cash and cash equivalents balance of Kshs.9,188,265. However, bank reconciliation statement as at the same date reflects unrepresented cheques totalling Kshs.8,395,851, which includes stale cheques amounting to Kshs.2,575,198. No explanation was given for failure to reverse stale cheques in the cash book. The accuracy of cash and cash equivalents balance of Kshs.9,188,265 could, therefore, not be confirmed.

Report of the Auditor-General on the Financial Statements of National Government Constituencies Development Fund - Starehe Constituency for the year ended 30 June 2018

Further, the stale cheques include statutory deductions which had not been submitted to the relevant authorities as required by the law. Failure to remit statutory deductions within the stipulated period may attract accrued penalties and interests.

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of National Government Constituencies Development Fund – Starehe Constituency in accordance with ISSAI 30 on Code of Ethics. I have fulfilled other ethical responsibilities in accordance with the ISSAI and in accordance with other ethical requirements applicable to performing audits of financial statements in Kenya. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

Key Audit Matters

Key audit matters are those matters that, in my professional judgment, are of most significance in the audit of the financial statements. Except for the matters described in the Basis for Qualified Opinion and Basis for Conclusion on Lawfulness and Effectiveness in Use of Public Resources sections, I have determined that there are no key audit matters to communicate in my report.

REPORT ON LAWFULNESS AND EFFECTIVENESS IN USE OF PUBLIC RESOURCES

Conclusion

As required by Article 229(6) of the Constitution, based on the audit procedures performed, except for the matters described in the Basis for Qualified Opinion and Basis for Conclusion on Lawfulness and Effectiveness in Use of Public Resources sections of my report, I confirm that, nothing else has come to my attention to cause me to believe that public resources have not been applied lawfully and in an effective way.

Basis for Conclusion

1. Budget Performance

According to the summary statement of appropriation for the year ended 30 June 2018 Starehe NG-CDF had budgeted to receive from NGCDF Board and spend Kshs.104,521,813. However, the actual receipts and total actual expenditure were Kshs.49,737,330 and Kshs.40,593,292, respectively. No satisfactory explanations were provided by the management for the resultant under-receipts of Kshs.54,784,483 or 52% and under- expenditure of Kshs.63,928,521 or 61% of the total budget.

Further analysis of the budget against actual expenditure indicate that out of the development budget of Kshs.90,744,686, an amount of Kshs.35,813,549 was spent resulting in an under expenditure of Kshs.54,931,137 or 61% of the development budget. The under expenditure was mainly on transfers to other government units - Kshs.38,318,599, other grants and transfers - Kshs.9,088,659 and other payments Kshs.7,477,027. The under expenditure is an indication that some approved projects and programmes were not fully implemented and which in turn impacted negatively on efficient and effective delivery of services to the constituents.

2. Proposed Construction of Boundary Wall at River Bank Primary School

The Starehe NG-CDF management awarded a tender number NGCDF/20/2018/161 for construction of boundary wall at River Bank Primary School to a contractor at a contract sum of Kshs.1,498,198. 50. However, the date of completion of the project was not indicated in the documents made available for audit review. A physical inspection and verification of the project carried out on 15 March 2019 revealed that the wall was not done up to the standards and the workmanship was poor. The school community and the constituents may not therefore get value for money on the project. Total certified works to date is Kshs.916,691.

The audit was conducted in accordance with ISSAI 4000. The standard requires that I comply with ethical requirements and plan and perform the audit to obtain assurance about whether the activities, financial transactions and information reflected in the financial statements are in compliance, in all material respects, with the authorities that govern them. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

REPORT ON EFFECTIVENESS OF INTERNAL CONTROLS, RISK MANAGEMENT AND GOVERNANCE

Conclusion

As required by Section 7(1)(a) of the Public Audit Act, 2015, based on the audit procedures performed, except for the matters described in the Basis for Qualified Opinion and Basis for Conclusion on Lawfulness and Effectiveness in Use of Public Resources sections of my report, I confirm that, nothing else has come to my attention to cause me to believe that internal controls, risk management and governance were not effective.

Basis for Conclusion

The audit was conducted in accordance with ISSAI 1315 and ISSAI 1330. The standards require that I plan and perform the audit to obtain assurance about whether processes and systems of internal control, risk management and governance were operating effectively, in all material respects. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

Responsibilities of Management and Those Charged with Governance

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Public Sector Accounting Standards (Cash Basis) and for maintaining effective internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error and for its assessment of the effectiveness of internal control, risk management and governance.

In preparing the financial statements, management is responsible for assessing the ability of National Government Constituencies Development Fund - Starehe Constituency to

sustain services, disclosing and as applicable matters related to sustainability of services and using the applicable basis of accounting unless the management either intends to cease operations, or have no realistic alternative but to do so.

Management is also responsible for the submission of the financial statements to the Auditor-General in accordance with the provisions of Section 47 of the Public Audit Act, 2015.

In addition to the responsibility for the preparation and presentation of the financial statements described above, management is also responsible for ensuring that the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities which govern them, and that public resources are applied in an effective way.

Those charged with governance are responsible for overseeing the financial reporting process, reviewing the effectiveness of how the entity monitors compliance with relevant legislative and regulatory requirements, ensuring that effective processes and systems are in place to address key roles and responsibilities in relation to governance and risk management, and ensuring the adequacy and effectiveness of the control environment.

Auditor-General's Responsibilities for the Audit

The audit objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion in accordance with the provisions of Section 48 of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISSAIs will always detect a material misstatement and weakness when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

In addition to the audit of the financial statements, a compliance audit is planned and performed to express a conclusion about whether, in all material respects, the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities that govern them and that public resources are applied in an effective way, in accordance with the provisions of Article 229(6) of the Constitution and submit the audit report in compliance with Article 229(7) of the Constitution.

Further, in planning and performing the audit of the financial statements and audit of compliance, I consider internal control in order to give an assurance on the effectiveness of internal controls, risk management and governance processes and systems in accordance with the provisions of Section 7(1)(a) of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. My consideration of the internal control would not necessarily disclose all matters in the internal control that might be material weaknesses under the ISSAIs. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be

Report of the Auditor-General on the Financial Statements of National Government Constituencies Development Fund - Starehe Constituency for the year ended 30 June 2018

material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Because of its inherent limitations, internal control may not prevent or detect misstatements and instances of non-compliance. Also, projections of any evaluation of effectiveness to future periods are subject to the risk that controls may become inadequate because of changes in conditions, or that the degree of compliance with the policies and procedures may deteriorate.

As part of an audit conducted in accordance with ISSAIs, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

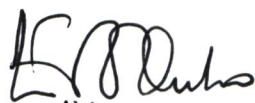
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Fund's ability to sustain its services. If I conclude that a material uncertainty exists, I am required to draw attention in the auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my audit report. However, future events or conditions may cause the Fund to cease sustaining its services.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Obtain sufficient appropriate audit evidence regarding the financial information and business activities of the National Government Constituencies Development Fund - Starehe Constituency to express an opinion on the financial statements.

- Perform such other procedures as I consider necessary in the circumstances.

I communicate with the management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that are identified during the audit.

I also provide management with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.



FCPA Edward R. O. Ouko, CBS
AUDITOR-GENERAL

Nairobi

18 April 2019

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND (NGCDF)
STAREHE CONSTITUENCY
Reports and Financial Statements
For the year ended June 30, 2018

ICPAK Member Number: 8506

IV. STATEMENT OF RECEIPTS AND PAYMENTS

I. STATEMENT OF RECEIPTS AND PAYMENTS

	Note	2017-2018	2016 - 2017
			Kshs
RECEIPTS			
Transfers from CDF board-AIEs' Received	1	43,405,172	93,850,575
Proceeds from Sale of Assets	2		-
Other Receipts	3		-
TOTAL RECEIPTS		43,405,172	93,850,575
PAYMENTS			
Compensation of employees	4	920,964	2,715,249
Use of goods and services	5	3,814,552	3,655,825
Transfers to Other Government Units	6	7,120,981	40,555,216
Other grants and transfers	7	27,679,420	49,378,075
Acquisition of Assets	8	1,057,375	1,990,000
Other Payments	9		-
TOTAL PAYMENTS		40,593,292	98,294,365
SURPLUS/DEFICIT		2,811,880	(4,443,790)

The accounting policies and explanatory notes to these financial statements form an integral part of the financial statements. The NGCDF- STAREHE Constituency financial statements were approved on 30/9/2018 and signed by:

Fund Account Manager
Name: Jane Wairimu Muchira

Sub-County Accountant
Name: Alloys Kimuyu
ICPAK Member Number:8506

**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND (NGCDF)
STAREHE CONSTITUENCY**

Reports and Financial Statements

For the year ended June 30, 2018

V. STATEMENT OF ASSETS

	Note	2017-2018	2016 - 2017
			Kshs
FINANCIAL ASSETS			
Cash and Cash Equivalents			
Bank Balances (as per the cash book)	10A	9,188,265	(13,977,273)
Cash Balances (cash at hand)	10B		-
Total Cash and Cash Equivalent		9,188,265	(13,977,273)
Accounts Receivables - Outstanding Imprests	11		-
TOTAL FINANCIAL ASSETS		9,188,265	(13,977,273)
FINANCIAL LIABILITIES			
Accounts Payables - Retention	12		
Net financial Assets		9,188,265	(13,977,273)
REPRESENTED BY			
Fund balance b/fwd 1st July...	13	6,332,158	(9,533,589)
Surplus/Deficit for the year		2,856,107	(4,443,790)
Prior year adjustments	14	-	-
NET FINANCIAL POSITION		9,188,265	(13,977,379)

The accounting policies and explanatory notes to these financial statements form an integral part of the financial statements. The NGCDF- STAREHE Constituency financial statements were approved on

30/9/2018 and signed by:

Fund Account Manager
Name: Jane Wairimu Muchira

Sub-County Accountant
Name: Alloys Kimuyu
ICPAK Member Number:8506

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND (NGCDF)

STAREHE CONSTITUENCY

Reports and Financial Statements

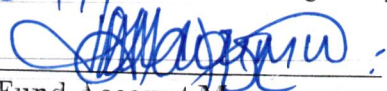
For the year ended June 30, 2018

VI. STATEMENT OF CASHFLOW

		2017-2018	2016 - 2017
Receipts for operating income			
Transfers from CDF Board	1	43,405,172	93,850,575
Other Receipts	3	-	-
		43,405,172	93,850,575
Payments for operating expenses			
Compensation of Employees	4	920,964	2,715,249
Use of goods and services	5	3,814,552	3,655,825
Transfers to Other Government Units	6	7,120,981	40,555,216
Other grants and transfers	7	27,635,193	49,378,075
Other Payments	9		-
		39,491,690	96,304,365
Adjusted for:			
Adjustments during the year	14	-	0
Net cash flow from operating activities		3,913,482	(2,453,791)
CASHFLOW FROM INVESTING ACTIVITIES			
Proceeds from Sale of Assets	2	-	-
Acquisition of Assets	8	1,057,375	(1,990,000)
Net cash flows from Investing Activities		1,057,375	(1,990,000)
NET INCREASE IN CASH AND CASH EQUIVALENT		2,856,107	(4,443,790)
Cash and cash equivalent at BEGINNING of the year	13	6,332,158	(9,533,589)
Cash and cash equivalent at END of the year		9,188,265	(13,977,379)

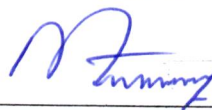
The accounting policies and explanatory notes to these financial statements form an integral part of the financial statements. The NGCDF- STAREHE Constituency financial statements were approved on

30/9/2018 and signed by:



Fund Account Manager

Name: Jane Wairimu Muchira



Sub-County Accountant

Name: Alloys Kimuyu

ICPAK Member Number: 8506

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND (NGCDF) – STAREHE CONSTITUENCY

Reports and Financial Statements

for the year ended June 30, 2018

VII. SUMMARY STATEMENT OF APPROPRIATION: RECURRENT AND DEVELOPMENT COMBINED

Original Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilisation Difference	% of Utilisation
a	b	c=a+b	d	e=c-d	f=d/c %	
RECEIPTS						
Transfers from CDF Board	86,810,344.81	17,711,468.53	104,521,813.34	49,737,330.19	54,784,483.15	47.6%
Proceeds from Sale of Assets						
Other Receipts		-	-			
TOTAL RECEIPTS	86,810,344.81	17,711,468.53	104,521,813.34	49,737,330.19	54,784,483.15	47.6%
PAYMENTS						
Compensation of Employees	2,014,577.00		2,014,577.00	920,964.34	1,093,612.66	45.7%
Use of goods and services	9,298,414.00	2,464,137.00	11,762,551.00	3,814,552.00	7,947,999.00	32.4%
Transfers to Other Government Units	38,276,385.00	7,163,194.53	45,439,579.53	7,120,981.00	38,318,598.53	15.7%
Other grants and transfers	29,743,941.61	7,024,137.00	36,768,078.61	27,679,420.00	9,088,658.61	75.3%
Acquisition of Assets		1,060,000.00	1,060,000.00	1,057,375.00	2,625.00	99.8%
Other Payments	7,477,027.20		7,477,027.20		7,477,027.20	
TOTAL	86,810,344.81	17,711,468.53	104,521,813.34	40,593,292.34	63,928,521.00	38.8%

[For the revenue items, indicate whether they form part of the AIA by inserting the "AIA" alongside the revenue category.]

IN B GIVE EXPLANATION ON ALL ITEMS BELOW 38.8% UTILIZATION

On Receipts, the Total Receipt from the NGCDF Board is 47.6% which is due to late gazettment of the NGCDFC that affected the proposal writing as well as funding

On Compensation of Employees 45.7% the Employee Budget had and addition of Funds from the previous year and the constituency had anticipated paying gratuity to the staff whose contracts expired on 31st August 2017. Due to late disbursement, the Gratuity was not paid until the preceding financial year.

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On Use of goods and Services 32.4%, Lack of office operations in the period between August 2017 and February 2018 when the committee was gazetted, meant that the committee could not spend. Similarly non disbursement of funds from the NGCDF Board delayed the expenditure. on the other hand , use of goods and services comprised of Ksh. 3,500,000.00 which was allocated to development of Strategic plan but due to Tendering Logistics as well as funding, the project could not be implemented in the financial year.

On Transfer to Other Government Units, 15.7% is due to the Additional Fund Projects which the proposal was submitted on 31st May 2018 with projects under this sector being ksh.6, 663, 194 and approval was on 5th July 2018.
The NGCDF- STAREHE Constituency financial statements were approved on 29/7 2018 and signed by:



Fund Account Manager

Name: Jane Wairimu Muchira



Sub-County Accountant

Name: Alloys Kimuyu

ICPAK Member Number: 8506

VIII. SIGNIFICANT ACCOUNTING POLICIES

The principle accounting policies adopted in the preparation of these financial statements are set out below:

1. Statement of compliance and Basis of Preparation

The financial statements have been prepared in accordance with Cash-basis International Public Sector Accounting Standards (IPSAS) as prescribed by the Public Sector Accounting Standards Board (PSASB) and set out in the accounting policy note below. This cash basis of accounting has been supplemented with accounting for; a) receivables that include imprests and salary advances and b) payables that include deposits and retentions.

The financial statements comply with and conform to the form of presentation prescribed by the PSASB. The accounting policies adopted have been consistently applied to all the years presented.

2. Reporting Entity

The financial statements are for the NGCDF- STAREHE Constituency. The financial statements encompass the reporting entity as specified under section 81 of the PFM Act 2012

3. Reporting Currency

The financial statements are presented in Kenya Shillings (KShs), which is the functional and reporting currency of the Government and all values are rounded to the nearest Kenya Shilling.

4. Significant Accounting Policies

The accounting policies set out in this section have been consistently applied by the Entity for all the years presented.

a) Recognition of Receipts

The Entity recognises all receipts from the various sources when the event occurs and the related cash has actually been received by the Entity.

Tax Receipts

Tax receipts are recognized in the books of accounts when cash is received. Cash is considered as received when notification of tax remittance is received. (Check if this policy is applicable to entity)

Transfers from the Exchequer

Transfers from the exchequer are recognized in the books of accounts when cash is received. Cash is considered as received when payment instruction is issued to the bank and notified to the receiving entity.

SIGNIFICANT ACCOUNTING POLICIES

External Assistance

External assistance is received through grants and loans from multilateral and bilateral development partners.

Grants and loans shall be recognized in the books of accounts when cash is received. Cash is considered as received when a payment advice is received by the recipient entity or by the beneficiary.

In case of grant/loan in kind, such grants are recorded upon receipt of the grant item and upon determination of the value. The date of the transaction is the value date indicated on the payment advice. A similar recognition criteria is applied for loans received in the form of a direct payment.

During the year ended 30th June 2018, there were no instances of non-compliance with terms and conditions which have resulted in cancellation of external assistance loans.

Other receipts

These include Appropriation-in-Aid and relates to receipts such as proceeds from disposal of assets and sale of tender documents. These are recognized in the financial statements the time associated cash is received.

b) Recognition of payments

The Entity recognises all payments when the event occurs and the related cash has actually been paid out by the Entity.

Compensation of Employees

Salaries and wages, allowances, statutory contribution for employees are recognized in the period when the compensation is paid.

Use of Goods and Services

Goods and services are recognized as payments in the period when the goods/services are paid for. Such expenses, if not paid during the period where goods/services are consumed, shall be disclosed as pending bills.

Acquisition of Fixed Assets

The payment on acquisition of property plant and equipment items is not capitalized. The cost of acquisition and proceeds from disposal of these items are treated as payments and receipts items respectively. Where an asset is acquired in a non-exchange transaction for nil or nominal consideration and the fair value of the asset can be reliably established, a contra transaction is recorded as receipt and as a payment.

A fixed asset register is maintained by each public entity and a summary provided for purposes of consolidation. This summary is disclosed as an annexure to the financial statements.

SIGNIFICANT ACCOUNTING POLICIES

5. In-kind contributions

In-kind contributions are donations that are made to the Entity in the form of actual goods and/or services rather than in money or cash terms. These donations may include vehicles, equipment or personnel services. Where the financial value received for in-kind contributions can be reliably determined, the Entity includes such value in the statement of receipts and payments both as receipts and as payments in equal and opposite amounts; otherwise, the contribution is not recorded.

6. Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and cash at bank, short-term deposits on call and highly liquid investments with an original maturity of three months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value. Bank account balances include amounts held at the Central Bank of Kenya and at various commercial banks at the end of the financial year.

7. Accounts Receivable

For the purposes of these financial statements, imprests and advances to authorised public officers and/or institutions which were not surrendered or accounted for at the end of the financial year are treated as receivables. This is in recognition of the government practice where the imprest payments are recognized as payments when fully accounted for by the imprest or AIE holders. This is an enhancement to the cash accounting policy. Other accounts receivables are disclosed in the financial statements.

8. Accounts Payable

For the purposes of these financial statements, deposits and retentions held on behalf of third parties have been recognized on an accrual basis (as accounts payables). This is in recognition of the government practice of retaining a portion of contracted services and works pending fulfilment of obligations by the contractor and to hold deposits on behalf of third parties. This is an enhancement to the cash accounting policy adopted by National Government Ministries and Agencies. Other liabilities including pending bills are disclosed in the financial statements.

9. Pending Bills

Pending bills consist of unpaid liabilities at the end of the financial year arising from contracted goods or services during the year or in past years. As pending bills do not involve the payment of cash in the reporting period, they recorded as 'memorandum' or 'off-balance' items to provide a sense of the overall net cash position of the Entity at the end of the year. When the pending bills are finally settled, such payments are included in the Statement of Receipts and Payments in the year in which the payments are made.

10. Unutilized Funds

Unutilized funds consist of bank balances in the constituency account and previous year(s) balances not yet disbursed by the Board to the constituency at the beginning of the financial year. These balances are available for use in the year under review to fund projects approved in the respective prior financial years consistent with sec 6(2) and sec 7(1) of NGCDF Act, 2015.

SIGNIFICANT ACCOUNTING POLICIES

11. Budget

The budget is developed on a comparable accounting basis (cash basis except for imprest and deposits, which are accounted for on an accrual basis), the same accounts classification basis, and for the same period as the financial statements. The original budget was approved by Parliament on June 2017 for the period 1st July 2017 to 30th June 2018 as required by Law and there was one supplementary adjustment to the original budget during the year. Included in the adjustments are the unutilized funds.

A comparison of the actual performance against the comparable budget for the financial year under review has been included in the financial statements.

12. Comparative Figures

Where necessary, comparative figures for the previous financial year have been amended or reconfigured to conform to the required changes in presentation.

13. Subsequent Events

There have been no events subsequent to the financial year end with a significant impact on the financial statements for the year ended 30th June 2018.

14. Errors

Material prior period errors shall be corrected retrospectively in the first set of financial statements authorized for issue after their discovery by: i. restating the comparative amounts for prior period(s) presented in which the error occurred; or ii. If the error occurred before the earliest prior period presented, restating the opening balances of assets, liabilities and net assets/equity for the earliest prior period presented.

During the year, errors that have been corrected are disclosed under note 14 explaining the nature and amounts.

15. Related Party Transactions

Related party relationships are a normal feature of commerce. Specific information with regards to related party transactions is included in the disclosure notes.

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IX. NOTES TO THE FINANCIAL STATEMENTS

TRANSFERS FROM OTHER GOVERNMENT ENTITIES

Description		2017-2018	2016-2017
			Kshs
NGCDF Board			
AIE NO	A839503	5,500,000.00	
AIE NO	A839574	37,905,172.00	
AIE NO	A839616		4,094,828
	A855609		12,500,000
	A724156		36,853,449
	A796371		40,402,298
TOTAL		43,405,172.00	93,850,575

2. PROCEEDS FROM SALE OF ASSETS

	2017-2018	2016-2017
	Kshs	Kshs
Receipts from sale of Buildings	0	0
Receipts from the Sale of Vehicles and Transport Equipment	0	0
Receipts from sale of office and general equipment	0	0
Receipts from the Sale Plant Machinery and Equipment	0	0
Total	0	0

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

3. OTHER RECEIPTS

	2017- 2018	2016-2017
	Kshs	Kshs
Interest Received	0	0
Rents	0	0
Receipts from Sale of tender documents	0	0
Other Receipts Not Classified Elsewhere	0	0
Total	0	0

4. COMPENSATION OF EMPLOYEES

	2017-2018	2016 - 2017
		Kshs
Basic wages of contractual employees	920,964.34	2,715,249
Basic wages of casual labour		
Personal allowances paid as part of salary		
House allowance		
Transport allowance		
Leave allowance		
Gratuity		
Other personnel payments		
Total	920,964	2,715,249

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

5. USE OF GOODS AND SERVICES

Description	2017-2018	2016 - 2017
		Kshs
Utilities, supplies and services		499,805
Electricity		
Water & sewerage charges		
Office rent		
Communication, supplies and services	485,000.00	
Domestic travel and subsistence		996,500
Printing, advertising and information supplies & services		
Rentals of produced assets		
Training expenses	1,408,600.00	1,200,000
Hospitality supplies and services		
Other committee expenses	394,952.00	
Committee allowance	500,000.00	
Insurance costs		
Specialised materials and services		
Office and general supplies and services	353,000.00	959,520
Fuel , oil & lubricants	100,000.00	
Other operating expenses	563,000.00	
Bank service commission and charges		
Security operations		
Routine maintenance - vehicles and other transport equipment		
Routine maintenance- other assets		
TOTAL	3,814,552.00	3,655,825

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

6. TRANSFER TO OTHER GOVERNMENT ENTITIES

Description	2017-2018	2016-2017
	Kshs	Kshs
Transfers to National Government entities		20,199,295
Transfers to primary schools (see attached list)	7,120,981.00	6,541,914
Transfers to secondary schools (see attached list)		
Transfers to tertiary institutions (see attached list)		
Transfers to health institutions (see attached list)		13,814,007
TOTAL	7,120,981.00	40,555,216

7. OTHER GRANTS AND OTHER PAYMENTS

Description	2017-2018	2016 - 2017
		Kshs
Bursary -Secondary	24,734,082.00	22,881,000
Bursary -Tertiary		
Bursary-Special schools		
Mocks & CAT		
Water		
Food security		
Electricity		
Security	1,170,558.00	9,587,234
Roads and Bridges		
Sports		1,617,000
Environment		1,589,400
Other capital grants and transfers		10,223,131
Cultural Projects(resource centers)		
Agriculture (charcoal shades)		
Market Centers		
public toilets		
Emergency Projects	1,774,780.00	3,480,310
TOTAL	27,679,420	49,378,075

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

8. ACQUISITION OF ASSETS

8 ACQUISITION OF ASSETS

Non Financial Assets

	2017-2018	2016 - 2017 Kshs
Purchase of Buildings		
Construction of Buildings		
Refurbishment of Buildings	1,057,375.00	
Purchase of Vehicles		
Purchase of Bicycles & Motorcycles		
Overhaul of Vehicles		
Purchase of office furniture and fittings		1,990,000
Purchase of computers ,printers and other IT equipments		
Purchase of photocopier		
Purchase of other office equipments		
Purchase of soft ware		
Acquisition of Land		
TOTAL	1,057,375	1,990,000

9. OTHER PAYMENTS

	2017-2018	2016-2017
	Kshs	Kshs
Strategic plan	0	0
ICT Hub	0	0
TIVET	0	0
	0	0

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10A: Bank Accounts (cash book bank balance)

Name of Bank, Account No. & currency	Account Number		2016 - 2017
			Kshs (30/6/2017)
Cooperative Bank stima olaza	A/C no.011	9,188,265.19	(13,977,273.00)
		9,188,265	(13,977,273.00)
10B: CASH IN HAND)			
			2016 - 2017
			Kshs (30/6/2017)
Location 1			-
Location 2			-
Location 3			-
Other receipts (specify)			-
TOTAL			-

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

11: OUTSTANDING IMPRESTS

<i>Name of Officer or Institution</i>	<i>Date Imprest Taken</i>	<i>Amount Taken</i>	<i>Amount Surrendered</i>	<i>Balance</i>
		<i>Kshs</i>	<i>Kshs</i>	<i>Kshs</i>
<i>Name of Officer or Institution</i>	N/A	0	0	0
Total				0

[Include an annex of the list is longer than 1 page.]

12. RETENTION

	2017 - 2018	2016-2017
	Kshs	Kshs
Kelly (EA)LTD	0	0
Kelly (EA)LTD	0	0
Supplier 3	0	0
Total	0	0

[Provide short appropriate explanations as necessary]

13. BALANCES BROUGHT FORWARD

	2017-2018	2016-2017
	Kshs	Kshs
Bank accounts		
Cash in hand	6,332,158.19	(9,533,589.06)
Imprest		
Total	6,332,158.19	(9,533,589.06)

[Provide short appropriate explanations as necessary]

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

14. PRIOR YEAR ADJUSTMENTS

	2017- 2018	2016-2017
	Kshs	Kshs
Bank accounts(Reversed stale Cheque not replaced)	0	0
Cash in hand	0	0
Imprest	0	0
Total	0	0

15. OTHER IMPORTANT DISCLOSURES

15.1: PENDING ACCOUNTS PAYABLE (See Annex 1)

	2017- 2018	2016-2017
	Kshs	Kshs
Construction of buildings	0	0
Construction of civil works	0	0
Supply of goods	0	0
Supply of services	0	0
	0	0

15.2: PENDING STAFF PAYABLES (See Annex 2)

	Kshs	Kshs
Senior management	0	0
Middle management	0	0
Unionisable employees	0	0
Others (<i>specify</i>)	0	0
	0	0

15.3: UNUTILIZED FUNDS (See Annex 3)

	Kshs	Kshs
Compensation of Employees	1,093,612.66	99,423.00
Use of goods and services	7,947,999.00	556,069.70
Transfers to Other Government Units	38,318,598.53	424,410.25
Other grants and transfers	9,132,885.61	3,337,844.52
Acquisition of Assets	2,625.00	10,000.00
Other Payments	7,477,027.20	-
TOTAL	63,972,748.00	4,427,747.47

This is amount not disbursed from the NGCDF board 11,379,310 plus cash and equivalent of 10,341942

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15.4: PMC account balances (See Annex 4)

	2017- 2018	2016-2017
PMC account Balances	Kshs	Kshs

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ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE

Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 2016	Outstanding Balance 2014	Comments
	a	b	c	d=a-c		
Construction of buildings						
Sub-Total						
Construction of civil works						
Sub-Total						
Supply of goods						
Sub-Total						
Supply of services						
Sub-Total						
Grand Total						

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ANNEX 3 – UNUTILIZED FUNDS

Name	Brief Transaction Description	Outstanding Balance 2017/18	Outstanding Balance 2016/17	Comments
Compensation of employees		1,093,612.66		
Use of goods & services		7,215,014.00		
Committee Expense		732,985.00		
Amounts due to other Government entities		38,318,598.53		
Sub-Total		47,360,210.19	2,884,544	
Amounts due to other grants and other transfers		9,132,885.61		
Sub-Total		9,132,885.61		
Sub-Total		56,493,095.80		
Acquisition of assets		2,625.00		
Others (ICT HUBS)		7,477,027.20		
Sub-Total		7,479,652.20		
Grand Total		63,972,748.00		

ANNEX 4 – SUMMARY OF FIXED ASSET REGISTER

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Asset class	Historical Cost b/f (Kshs) 2016/17	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost (Kshs) 2017/18
Land	0			2017/18
Buildings and structures				
Transport equipment				
Office equipment, furniture and fittings				
ICT Equipment, Software and Other ICT Assets				
Other Machinery and Equipment				
Heritage and cultural assets				
Intangible assets				
Total				

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