

REPUBLIC OF KENYA



*Enhancing Accountability*

# REPORT

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BY:

Hon. Kimani Ichungwala MP  
Leader of Majority Party  
A. Shibusko

THE AUDITOR-GENERAL

ON

**PUBLIC SERVICE COMMISSION CAR  
LOAN AND MORTGAGE SCHEME FUND**

**FOR THE YEAR ENDED  
30 JUNE, 2020**

NATIONAL ASSEMBLY  
RECEIVED  
09 APR 2024  
DEPUTY CLERK S. KIOKO  
P.O. Box 41842-00100, NAIROBI



OFFICE OF THE AUDITOR GENERAL  
P. O. Box 30084, Nairobi  
REPUBLIC OF KENYA

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**PUBLIC SERVICE COMMISSION**

**PUBLIC SERVICE COMMISSION**

**CAR LOAN & MORTGAGE SCHEME FUND**

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE FINANCIAL  
YEAR ENDED 30<sup>TH</sup> JUNE, 2020**

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



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# **PUBLIC SERVICE COMMISSION CAR LOAN & MORTGAGE SCHEME FUND**

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE FINANCIAL YEAR ENDED  
30<sup>TH</sup> JUNE 2020**

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

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*Public Service Commission Car Loan & Mortgage Scheme Funds*  
*Annual Report and Financial Statements for the year Ended 30<sup>th</sup> June 2020*

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## **1 Abbreviations, Acronyms and Glossary of Terms**

### **A. Abbreviations and Acronyms**

AEIR	Average Effective Interest Rate
Ag.	Acting
CBK	Central Bank of Kenya
CEO	Chief Executive Officer
ICPAK	Institute of Certified Public Accountants of Kenya
IPSAS	International Public Sector Accounting Standards
NT	National Treasury
OAG	Office of the Auditor General
OCOB	Office of the Controller of Budget
OSHA	Occupational Safety and Health Act of 2007
PFM	Public Finance Management
PPE	Property Plant & Equipment
PSASB	Public Sector Accounting Standards Board
PSC	Public Service Commission
SAGAs	Semi-Autonomous Government Agencies

### **B. Glossary of Terms**

**Fiduciary Management** - Members of management entrusted directly with the responsibility and trust for the organisation financial resources.



## **2 Key Fund Information and Management**

### **a) Background Information**

The Public Service Commission Mortgage and Car Loan Scheme were established by and derives its authority and accountability from the Public Finance Management Act, 2012 and are regulated by the Public Service Commission Mortgage Scheme Regulations, 2018 and the Public Service Commission Car Loan Scheme Regulations, 2018. The Schemes were operationalized on 16<sup>th</sup> March, 2016 as revolving funds as advised by the Salaries and Remuneration Commission Circular Ref. No. SRC/ADM/CIR/1/13 Vol. III (128) of 17<sup>th</sup> December, 2014. The Funds are wholly owned by the Public Service Commission and domiciled in Kenya.

### **b) Principal Activities**

The principal mandate of the Funds is to provide a loan scheme for members of the PSC Secretariat for:

- i).* Acquisition of vehicle(s)
- ii).* Purchase of developed house(s);
- iii).* Purchase of land,
- iv).* Purchase of land and construction of a house;
- v).* Purchase of off plan or ongoing development;
- vi).* Construction;
- vii).* Renovation and improvement of an existing house;
- viii).* Takeover of loans on existing mortgages; and
- ix).* Mortgage plus loan/top-up or equity release.

The Funds are administered by the PSC Car Loan and Mortgage Scheme Committee. The Committee is charged with the responsibility of processing loans from applicants in accordance with laid down approved regulations, setting up a revolving Fund for the disbursement of loans, and supervising the day-to-day operations of the Funds.

*Public Service Commission Car Loan & Mortgage Scheme Funds*  
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**c) Scheme Management Committee**

Ref	Position	Name
1.	Chairperson	Remmy N. Mulati, MBS Deputy Commission Secretary, Corporate Services
2.	Vice Chairperson	Simiyu Njalale Ag. Deputy Director, Finance
3.	Secretary	Caroline C. Kiget Ag. Deputy Director, Human Resource Management (Corporate Services)
4.	Committee Member	Musa Cherogony Deputy Director, Legal Services
5.	Committee Member	William Migwi Deputy Director, Planning
6.	Committee Member	Sally Tanui Deputy Director, Recruitment & Selection

**d) Key Management**

S/No	Position	Name
1.	Officer Administering the Scheme	Dr. Simon K. Rotich Chief Executive/Commission Secretary
2.	Chairperson	Remmy N. Mulati, MBS Deputy Commission Secretary, Corporate Services
3.	Fund Accountant	CPA. Joseph M. Njoroge Ag. Deputy Director, Accounts
4.	Fund Secretary	Caroline C. Kiget Ag. Deputy Director, Human Resource Management (Corporate Services)

**e) Fiduciary Oversight Arrangements**

S/No	Position	Name
1.	Officer Administering the Scheme	Dr. Simon K. Rotich Chief Executive/Commission Secretary
2.	Chairperson	Remmy N. Mulati, MBS Deputy Commission Secretary, Corporate Services
3.	Directorate Internal Audit	Pariken Sankei Deputy Director, Internal Audit
4.	Fund Accountant	CPA. Joseph M. Njoroge Ag. Deputy Director, Accounts
5.	Fund Secretary	Caroline C. Kiget Ag. Deputy Director, Human Resource Management (Corporate Services)



**f) Registered Offices**

**Public Service Commission Headquarters**

Commission House  
P.O. Box 30095-00100 Nairobi-Kenya  
Commission House  
Harambee Avenue  
NAIROBI, KENYA

**g) Fund Contacts**

Telephone: (254) 020 2223901-5, 2227471-5  
E-mail: psck @ public service.go.ke  
Website: <https://www.publicservice.go.ke>

**h) Fund Bankers**

KCB Bank Kenya Limited, KICC  
P.O. Box 45129-00100  
NAIROBI

**i) Independent Auditor**

The Auditor-General  
Office of the Auditor General  
Anniversary Towers, University Way




**Key Fund and Information Management (Continued)**

P.O. Box 30084-00100  
GPO 00100  
NAIROBI, KENYA

**j) Principal Legal Adviser**

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

### 3 Fund Administration Committee

Name	Details of Qualifications and Experience
 <p data-bbox="225 546 502 616"><i>Remmy N. Mulati, MBS</i> <b>Chairperson</b></p>	<p data-bbox="571 280 1418 470"><b>Mr. Mulati</b> is the Deputy Commission Secretary (Corporate Services) and is responsible for coordination of all Commission's corporate and support services. He was appointed to the position in March 2019. Previously, he served as Director, Board Management Services until he was appointed Ag. Deputy Commission Secretary.</p> <p data-bbox="571 495 1418 638">He holds a Master's degree in Public Administration, and a Bachelors' Degree in Arts and has attended numerous professional development training, workshops, and seminars locally and internationally.</p> <p data-bbox="571 663 1418 853">Mr Mulati is a career administrator with more than 30 years of progressive experience, having worked in various capacities in the public service, and has a deep understanding of Government administration. He is also an affiliate of the Africa Association of Public Administration and Management (AAPAM).</p> <p data-bbox="571 878 1418 1019">In recognition of his contribution to public service, he was awarded the Order of the Moran of the Burning Spear (MBS) by His Excellency the President of the Republic of Kenya.</p>
 <p data-bbox="225 1296 451 1366"><i>Simiyu Njalale</i> <b>Vice Chairperson</b></p>	<p data-bbox="571 1043 1418 1115"><b>Simiyu</b> is an Acting Deputy Director, Finance with more than 20 years' of experience in the public sector.</p> <p data-bbox="571 1126 1418 1366">He holds a Bachelor of Business Administration (Accounting) and is a Chartered Accountant certified by the Association of Chartered Certified Accountants (ACCA). He is also in possession of the Strategic Leadership Development Programme and Senior Management Course certifications from the Kenya School of Government.</p>
 <p data-bbox="225 1697 470 1780"><i>Caroline C. Kiget</i> <b>Fund Secretary</b></p>	<p data-bbox="571 1391 1418 1534"><b>Ms. Kiget</b> is the Head of Human Resource Management (Corporate Services) appointed to the position in 2019. She is a respected Human Resource practitioner with over fifteen years of HR management experience in the public sector.</p> <p data-bbox="571 1559 1418 1836">She holds a Master's degree in Human Resource Management, a Bachelor of Arts degree in Social Studies, and a Higher National Diploma in Human Resource Management. She has the Strategic Leadership Development Programme and Senior Management Course certifications from the Kenya School of Government. Ms. Kiget is also a member of the Institute of Human Resource Management.</p>



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Name	Details of Qualifications and Experience
 <p data-bbox="233 629 496 689"><i>William Migwi</i> <b>Committee Member</b></p>	<p data-bbox="579 394 1412 506"><b>Mr. Migwi</b> is the Deputy Director Planning and has over 20 years' experience in Economics, Research and Policy in international organizations, civil society organizations and the public sector.</p> <p data-bbox="579 555 1412 741">He holds a Master of Philosophy in Economics, Bachelor of Arts degree in Economics and is a Certified Public Accountant (K). He is in possession of the Strategic Leadership Development Programme and Senior Management Course certifications from the Kenya School of Government.</p>
 <p data-bbox="233 1014 496 1077"><i>Musa Cherogony</i> <b>Committee Member</b></p>	<p data-bbox="579 781 1412 893"><b>Mr. Cherogony</b> is the Deputy Director, Legal Services and is an advocate of the High Court of Kenya. He has more than 20 years' experience in the private and public sectors.</p> <p data-bbox="579 943 1412 1128">He holds a Bachelor of Law (LLB), Diploma in Law from the Kenya School of Law and a Diploma in Legislative Drafting. He is in possession of the Strategic Leadership Development Programme and Senior Management Course certifications from the Kenya School of Government.</p>
 <p data-bbox="233 1440 496 1503"><i>Ms. Sally Tanui</i> <b>Committee Member</b></p>	<p data-bbox="579 1178 1412 1290"><b>Ms. Tanui</b> is the Deputy Director, Recruitment &amp; Selection and is a respected Human Resource practitioner with over 15 years of HR experience in the public sector.</p> <p data-bbox="579 1323 1412 1518">She holds an Executive MBA, a Bachelor of Arts degree and a Higher National Diploma in Human Resource Management. She is in possession of the Strategic Leadership Development Programme and Senior Management Course certifications from the Kenya School of Government. Ms. Tanui is also a member of the Institute of Human Resource Management.</p>

#### 4 Management Team

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Name	Details of Qualifications and Experience
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*Dr. Simon K. Rotich, CBS  
Secretary/CEO  
Officer Administering the  
Scheme*

**Dr. Rotich** is the Secretary/Chief Executive of the Commission. He was appointed on 1<sup>st</sup> August 2019 and is a career administrator with over thirty years of progressive experience, having worked in various capacities in the public service. Prior to his appointment served as the Deputy Commission Secretary, Corporate Services. He also served as Chief Executive Officer of the Commission on Implementation of the Constitution.

He holds a Master of Public Administration degree, a Bachelor of Arts degree in Philosophy & Linguistics, and a Postgraduate Diploma in Mass Communication. He has attended numerous training, workshops and seminars locally and internationally. He is also in possession of the Strategic Leadership Development Programme and Senior Management Course certifications from the Kenya School of Government.

He is a member of the Kenya Association of Public Administration and Management (KAPAM), an affiliate of Africa Association of Public Administration and Management (AAPAM).

In recognition of his contribution to the public service, Dr. Rotich was awarded the Order of the Chief of the Burning Spear (CBS) by His Excellency the President of the Republic of Kenya



*Remmy N. Mulati, MBS  
Chairperson*

**Mr. Mulati** is the Deputy Commission Secretary (Corporate Services) and Chairs the Mortgage and Car Loan Scheme Fund.



*Public Service Commission Car Loan & Mortgage Scheme Funds*  
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**Name**

**Details of Qualifications and Experience**

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*Simiyu Njalale*  
**Vice Chairperson**

**Mr. Simiyu** is the Acting Deputy Director, Finance and vice chairperson of the committee.



*Caroline C. Kiget*  
**Fund Secretary**

**Ms. Kiget** is the Head of Human Resource Management (Corporate Services) and in charge of the secretariat to the Fund.



*CPA. Joseph Njoroge*  
**Fund Accountant**

**CPA. Njoroge** heads the Accounts Unit and has over 20 years' of experience in the accounting and finance fields in the private and public sector.

He holds a Bachelor of Commerce (Finance) degree and he is a Certified Public Accountant (K).

## **5 Chairman's Report**



The Public Service Commission Staff Mortgage and Car Loan Schemes were established on 16<sup>th</sup> March, 2016 as guided by the relevant government regulations in order to facilitate staff to acquire motor vehicles and residential houses. The purpose of the Schemes is to motivate staff and contribute towards the attraction and retention of requisite skills in the Commission in line with the constitutional principles under Article 230(5) of the Constitution. In addition, the schemes acquire property at favourable interest rates as well, as a means for the employer to retain staff.

I am pleased to present the PSC Staff Mortgage and Car Loan Schemes financial statements for the Financial year 2019/2020. The schemes received funding from the National Treasury to a tune of 252,000,000 as at the time of reporting. The Commission wishes to appreciate the Government's support through the National Treasury. The Car Loan and Mortgage Schemes have achieved a membership of twenty-six (26) staff.

The medium and long-term focus for the Scheme still remains to motivate Commission staff by facilitating their purchase of cars and access to mortgage facilities. I am confident that our goal will guarantee that all staff have access to the facilities which will not only improve their well-being but also contribute to the Government's national agenda on affordable housing.

**R.N. Mulati, MBS**

.....  
**Remmy N. Mulati, MBS**  
**Chairperson, Scheme Management Committee**



**6 Report of the Fund Manager/ Administrator**



The year 2019/2020 marks the fifth year of implementation of the Car Loan and Mortgage Scheme. The Scheme has successfully admitted twenty-one (21) members and five (5) members to the mortgage and car loan schemes respectively.

To address these challenges the Commission is currently in the process of reviewing the PSC Car Loan and Mortgage Scheme Regulations, 2018 in order to improve effectiveness; address challenges faced by the beneficiaries of the Scheme and identify opportunities for improvement.

In addition, the reviewed Regulations will enable the Committee to pursue the possibility of reviewing the Agreement with the Service Provider in order to negotiate for more favourable terms.

The Scheme Fund Administrator is pleased to submit their report together with the financial statements for the year ended 30<sup>th</sup> June 2020.

A handwritten signature in black ink, appearing to read 'Jam'.

.....

**FCS, Dr. Simon K. Rotich, CBS**  
**Fund Administrator**

**7 Statement of Performance against Predetermined Objectives**

Section 81 Subsection 2 (f) of the Public Finance Management Act, 2012 requires the Accounting Officer to include in the financial statement, a statement of the national government Fund's performance against predetermined objectives.

The PSC Staff Mortgage and Car Loan Scheme falls under the strategic pillar of capacity building for the Commission and the core objective of improving terms and conditions of service within the current Strategic Plan for the FY 2019- FY 2024. To realize this objective, the PSC Staff Mortgage and Car Loan Scheme, relies on the strategic plan to guide the achievement of set targets during each financial year.

PSC Mortgage and Car Loan Scheme secretariat develops the committee's annual work plans based on the above improvement of terms and conditions pillar. Assessment of the Committee's performance against its annual work plan is done on a quarterly basis. The Scheme achieved its performance targets set for the FY 2019/2020 period for its strategic pillar, as indicated in the diagram below:

<b>Strategic Pillar/Theme/Issues</b>	<b>Objective</b>	<b>Key Performance Indicators</b>	<b>Activities</b>	<b>Achievements</b>
Improved Terms & Conditions	Implement PSC Mortgage & Car Loan scheme to attract, retain and maintain a motivated work force	<ul style="list-style-type: none"> <li>• PSC Mortgage &amp; Car Loan Scheme disbursement reports</li> <li>• Number of Staff who accessed mortgage and car loans</li> <li>• Number of meetings held in a year</li> </ul>	<ul style="list-style-type: none"> <li>• Compile staff requests and table before the PSC Mortgage Loan Scheme Committee</li> <li>• Submit recommendations to Scheme Administrator</li> <li>• Periodic review of regulations and operational documents</li> </ul>	Processing of all applications for loans received by the Committee.



## **8 Corporate Governance Statement**

### ***a) Introduction***

The PSC Mortgage and Car Loan Scheme is a revolving Fund established pursuant to the Public Finance Management (PFM) Act of 2012, the PFM (National Government) Regulations of 2015 and the SRC circular Ref. No. SRC/ADM/CIR/1/13 Vol. III (128) dated 17<sup>th</sup> December 2014.

The object and purpose of the Scheme is provided for in Section 4 of the PSC Mortgage Scheme Regulations and shall be to provide a loan scheme for the purchase, development or renovation of residential property by members of the Scheme. The specific purpose of the Scheme is to motivate staff by providing mortgage and car loan facilities.

The Scheme is committed to complying with the set out corporate governance regulations. The Scheme has a formal corporate governance framework with the scheme management committee having overall oversight of all activities. In addition to the existing legal and regulatory framework referenced in this report, the committee also administers its own procedures by passing resolutions.

### ***b) Appointment of Scheme Committee Members***

The Scheme Management Committee is appointed by the Secretary/CEO on a personal basis. The committee is made up of six (6) members including the Chairperson and Secretary. The membership of the Scheme is integrative with representation from corporate services, legal services, finance & planning and human resource management.

The day-to-day running of the scheme is delegated to the Secretary of the Scheme who is also the head of Human Resource Management (Corporate Services). The overarching strategic, compliance, financial, and administrative functions, however, rest with the Scheme Management Committee

### ***c) Roles & Functions of the Scheme Committee***

Section 7 of the PSC Staff Mortgage Regulations, 2018 states the roles and functions of the scheme management committee which include but are not limited to :-

1. Preparation of workplan and budget for the Committee;
2. Procurement/identification of service providers;
3. Sensitization of staff on the Car Loan and Mortgage schemes Fund;
4. Receiving and processing of applications for loans in accordance with the existing terms and conditions of borrowing;

5. Oversight and supervision of the day to day running of the funds;
6. Maintenance of proper books and records of account of the income and expenditure, assets and liabilities of the funds;
7. Receive gifts and donations, grants or endowments made to the funds;
8. Consider and recommend approval of financial statements to the Authorized officer; and
9. Quarterly reporting on the schemes.

***d) Attendance and Scheme Committee meetings***

The committee meets regularly as required in order to deliberate on staff requests and to monitor performance of the scheme funds and achievement of workplan objectives. The committee plays an oversight role over the Scheme activities.

***e) Conflict of interest***

The Members of the Scheme Management Committee are required to declare any conflict of interest at the start of each meeting.

***f) Audit***

The fund is audited by the Internal Audit Unit within the Commission and the Office of the Auditor-General.



*Public Service Commission Car Loan & Mortgage Scheme Funds*  
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**9 Management Discussion and Analysis**

**a. Operational and financial performance of the Fund during the period**

This section provides an overview of the Scheme's financial position as at the close of FY 2019/20.

The Public service commission mortgage and car loan funds had a surplus of ksh.2,230,916 in the financial year ending June,2020 compared with a surplus of ksh.1,223,396 in the financial year ending June,2019

The assets of the funds for financial year ending June,2020 amounted to ksh.255,512,385 compared with ksh 186,281,469 for the financial year ended June,2019.

The number of staffs with existing loans increased from fifteen(15) in year ending June 2019 to twenty three(23) in the current financial year ended June,2020.. The outstanding loans amounted to ksh.146,343,340.

**b. Fund's key projects or investments decision implemented or ongoing**

Other than giving staff Mortgage and Car loan, the funds also earn interest from fixed deposit accounts with the bank where surplus funds is deposited. A fund held in fixed deposit accounts by the end of the period is ksh.109,169,045 .

**c. Number and amount of Loans issued during the period, loans outstanding at end of the period and loans repaid during the period.**

<i>No. of loans Issued</i>	<i>Amount Issued</i>	<i>Loan Outstanding</i>	<i>Loan Repaid</i>
8	55,821, 529	146,343,340	18,296,060

**d. Fund's compliance with statutory requirements**

The scheme has made effort to comply with the necessary statutory requirements in administration and management of the funds.

**e. Major risks facing the Fund, material arrears in statutory and other financial obligations.**

The fund is exposed to Interest rate risk through decline in Asset value resulting from unexpected fluctuations in interest rates. Interest rate risk is probable because the fund has invested in bank deposits which earn interest on daily basis.

## **10 Environmental and Sustainability Reporting**

The Scheme Management Committee supports the sustainability agenda and acknowledges that environmental and sustainability reporting has become a vital aspect in Public Institutions. The Committee is committed to making efforts to ensure sustainability of the fund as well as promote conservation of the environment in its operations. Staff interested in the mortgage facility are encouraged to consider renewable sources of energy for heating and lighting their residential homes. This will contribute to energy conservation, reduction of greenhouse gas emission and mitigating against climate change. On the other hand, staff considering the car loan facility are encouraged to opt for low fuel consuming vehicle are not only cost effective but also reduce carbon emissions and subsequently reducing air pollution.

In addition, the Committee has in place a framework to ensure the fund remains a going concern and remains available for both current and future staff of the Commission.



## **11 Report of Fund Administration Committee**

The Trustees/Fund Administration Committee submit their report together with the audited financial statements for the year ended June 30, 2020, which show the state of the Fund's affairs.

### **Principal Activities**

The principal activities of the Funds are;

1. To provide a loan Scheme for the purchase, development or renovation of residential property by members of the scheme.
2. To provide a loan scheme for the purchase of cars by members of the scheme.

### **Performance**

The performance of the Fund for the year ended June 30, 2020, is set out on page 1-5.

### **Administration Committee**

The members of the Administration Committee who served during the year are shown on page vi - viii.

### **Auditors**

The Auditor-General is responsible for the statutory audit of the Fund in accordance with Article 229 of the Constitution of Kenya and the Public Audit Act 2015.

By Order of the Board

**R.N. Mulati, MBS**

.....  
**Remmy N. Mulati, MBS**

**Chair of the Scheme Management Committee**

## **12 Statement of Management's Responsibilities**

Section 84 (1) of the Public Finance Management Act, 2012 requires that, at the end of each financial year, the Administrator of a Fund established by the Constitution or an Act of Parliament shall prepare financial statements for the Fund in accordance with the standards and formats prescribed by the Public Sector Accounting Standards Board.

The Administrator of the Fund is responsible for the preparation and presentation of the Fund's financial statements, which give a true and fair view of the state of affairs of the Fund for and as at the end of the financial year ended on June 30, 2020. 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 fund, (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 fund; (v) Selecting and applying appropriate accounting policies, and (vi) Making accounting estimates that are reasonable in the circumstances.

The Administrator of the Fund accepts responsibility for the Fund's financial statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgements and estimates, in conformity with International Public Sector Accounting Standards (IPSAS), and in the manner required by the PFM Act, 2012 and Salaries and Remuneration Commission circular SRC/ADM/CIR/1/13/VOL/111(128). The Administrator of the Fund is of the opinion that the Fund's financial statements give a true and fair view of the state of Fund's transactions during the financial year ended June 30, 2020, and of the Fund's financial position as at that date.

The Administrator further confirm the completeness of the accounting records maintained for the Fund, which have been relied upon in the preparation of the Fund's financial statements as well as the adequacy of the systems of internal financial control. In preparing the financial statements, the Administrator of the Fund has assessed the Fund's ability to continue as a going concern.



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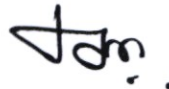
Nothing has come to the attention of the Administrator to indicate that the Fund will not remain a going concern for at least the next twelve months from the date of this statement.

**Approval of the financial statements**

The Fund's financial statements were approved by the Board on 30/09/ 2023 and signed on its behalf by:

*R.N. Mulati, MBS*

**Remmy N. Mulati, MBS**  
**Chairman of the Fund**

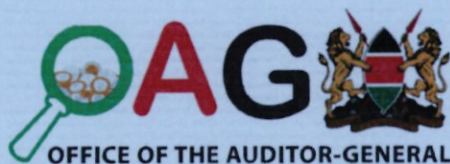


**FCS, Dr. Simon K. Rotich, CBS**  
**Fund Administrator**



# REPUBLIC OF KENYA

Telephone: +254-(20) 3214000  
E-mail: info@oagkenya.go.ke  
Website: www.oagkenya.go.ke



*Enhancing Accountability*

**HEADQUARTERS**  
Anniversary Towers  
Monrovia Street  
P.O. Box 30084-00100  
NAIROBI

## **REPORT OF THE AUDITOR-GENERAL ON PUBLIC SERVICE COMMISSION CAR LOAN AND MORTGAGE SCHEME FUND FOR THE YEAR ENDED 30 JUNE, 2020**

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### **REPORT ON THE FINANCIAL STATEMENTS**

#### **Opinion**

I have audited the accompanying financial statements of Public Service Commission Car Loan and Mortgage Scheme Fund set out on pages 1 to 22, which comprise of the statement of financial position as at 30 June, 2020, and the statement of financial performance, statement of cash flows, statement of changes in net assets, statement of comparison of budget and actual amounts 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, the financial statements present fairly, in all material respects, the financial position of Public Service Commission Car Loan and Mortgage Scheme Fund as at 30 June, 2020, and of its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards (Accrual Basis) and comply with the Public Finance Management Act, 2012.

#### **Basis for Opinion**

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of the Public Service Commission Car Loan and Mortgage Scheme Fund Management in accordance with ISSAI 130 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 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. There were no key audit matters to report in the year under review.



# 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 Conclusion on Lawfulness and Effectiveness in Use of Public Resources section 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. Late Submission of Financial Statements**

The financial statements of the Fund for the year ended 30 June, 2020, were submitted to the Auditor-General on 30 October, 2023 approximately three (3) years after the end of the financial year. This was contrary to Section 84(3) of the Public Finance Management Act, 2012 which requires an Administrator of a National Public Fund to prepare financial statements and submit them to the Auditor General within three months after the end of the financial year.

In the circumstances, the Fund Management was in breach of the law.

### **2. Unconfirmed Procurement of an Institution to Manage Car and Mortgage Schemes**

The Fund Management entered into an agreement on 27 February, 2018 with a financial institution to manage the Car Loan and Mortgage Schemes. However, procurement records indicating how the bank was identified and awarded the tender were not provided for audit review.

In the circumstances, it was not confirmed whether the procurement of the bank was competitive and transparent.

### **3. Unfavourable Clauses in Contract Agreement with a Financial Institution**

The statement of financial position reflects car loan and mortgage revolving funds amounting to Kshs.15,000,000 and Kshs.85,000,000, respectively. Review of the Agreement dated 27 February, 2018 between the Funds and the financial institution managing the Car Loan and Mortgage Schemes revealed the following anomalies:

#### **3.1 Irregular Loan Interest**

The agreement provides for an interest rate of five (5) percent on the loans. This is contrary to Part 6 of the Salaries and Remuneration Commission Circular No. SRC/ADM/CIR/1/13/Vol.III (128) dated 17 December, 2014 which approved an interest rate of three (3) percent per annum for the duration of the loan.



### **3.2 High Administration Fees**

The agreement provides for charging of 4% and 3.5% administration fee on interest earned from car loans and mortgage loans, respectively. Further, the financial institution charges a negotiation fee of 1% on car and mortgage loans taken and a monthly ledger fee of Kshs.350. These have increased the cost of the loans.

### **3.3 Under Utilized Funds**

The agreement requires the Funds to maintain lien deposit account which should at all times have a balance equivalent to the total aggregate disbursed loan principal amount which earns interest of 1.5% per annum. This has denied the beneficiaries from accessing the loans and denied the Funds optimal revenue due to the low interest rate on the lien amount.

In the circumstances, the effectiveness and achievement of value for money for the Funds could not be confirmed.

### **4. Irregular Consolidation of Two Separate Funds**

The financial statements are in respect of Public Service Commission Car Loan Scheme and the Public Service Commission Mortgage Scheme. However, the two schemes are established under Public Service Commission Car Loan Scheme Regulations, 2018 and the Public Service Commission Mortgage Scheme Regulations, 2018, respectively. No explanation was provided for consolidating the financial statements for the two Schemes which are distinct. This is contrary to Section 84(1) of the Public Finance Management Act, 2012 which requires an Administrator of a National Public Fund established by the Constitution or an Act of Parliament to prepare financial statements for the Fund for each financial year in a form prescribed by the Accounting Standards Board.

In the circumstances, Management was in breach of the law.

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, I confirm that, nothing 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 2315 and ISSAI 2330. The standards require that I plan and perform the audit to obtain assurance about whether effective processes and systems of internal controls, risk management and overall 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 (Accrual 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 controls, risk management and overall governance.

In preparing the financial statements, Management is responsible for assessing the Fund's ability to sustain services, disclosing as applicable matters related to sustainability of services and using the applicable basis of accounting unless Management is aware of the intention to terminate the Fund or to cease operations.

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 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 Fund's financial reporting process, reviewing the effectiveness of how Management 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 controls in order to give an assurance on the effectiveness of internal controls, risk management and overall 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 controls 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 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 controls may not prevent or detect misstatements and instances of noncompliance. 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 controls.
- 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 applicable 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 continue 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 to continue to sustain 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 Fund 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 controls 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 Nancy Gathungu, CBS  
AUDITOR-GENERAL

Nairobi

14 March, 2024

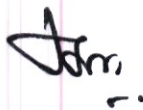
*Public Service Commission Car Loan & Mortgage Scheme Funds*  
*Annual Report and Financial Statements for the year Ended 30<sup>th</sup> June 2020*

**14 Statement of Financial Performance for the year ended 30th June 2020.**

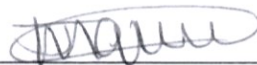
Description	Note	2019/20	2018/19
		Kshs.	Kshs.
<b>Revenue from non-exchange transactions</b>			
Transfers from other Parent Ministry/ SC/SAGA			
<b>Revenue from exchange transactions</b>			
Interest income	6	6,545,435	2,606,877
Other income	7	53,550	15,750
		<b>6,598,985</b>	<b>2,622,627</b>
<b>Total revenue</b>		<b>6,598,985</b>	<b>2,622,627</b>
<b>Expenses</b>			
Administration costs	8	3,920,828	1,167,588
Use of goods and services			
Other Expenses	9	53,550	15,750
Finance costs			
<b>Total expenses</b>		<b>3,974,378</b>	<b>1,183,338</b>
<b>Other gains/losses</b>			
Gain/loss on disposal of assets			
<b>Surplus/(deficit) before tax</b>		<b>2,624,607</b>	<b>1,439,289</b>
<b>Taxation</b>	10	393,691	215,893
<b>Surplus/Deficit after Tax</b>		<b>2,230,916</b>	<b>1,223,396</b>

*(The notes set out on pages 6 to 21 form an integral part of these Financial Statements).*

The financial statements were approved on 30/09/23 and signed by:



**FCS, Dr. Simon K. Rotich, CBS**  
Fund Administrator



**CPA. Joseph M. Njoroge**  
Fund Accountant  
ICPAK M/No: 6386



**Remmy N. Mulati, MBS**  
Chairperson of the Fund



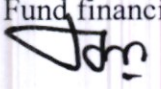
*Public Service Commission Car Loan & Mortgage Scheme Funds*  
*Annual Report and Financial Statements for the year Ended 30<sup>th</sup> June 2020*

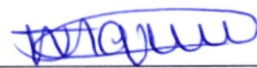
**15 Statement of Financial Position as at 30<sup>th</sup> June 2020**

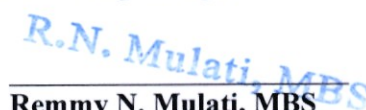
Description	Note	2019/20 Kshs.	2018/19 Kshs.
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	11	109,169,045	78,518,839
Receivables from exchange transactions	12	13,961,311	-
Receivables from Non- exchange transactions		-	-
Prepayments		-	-
Inventory		-	-
<b>Total Current Assets</b>		<b>109,169,045</b>	<b>78,518,839</b>
<b>Non-current assets</b>			
Receivables from exchange transactions	12	132,382,029	107,762,631
Intangible assets		-	-
		<b>146,343,34</b>	<b>107,762,631</b>
<b>Total assets</b>		<b>255,512,385</b>	<b>186,281,469</b>
<b>Liabilities</b>			
Trade and other payables		-	-
<b>Total Current Liabilities</b>		-	-
<b>Total liabilities</b>		-	-
<b>Net assets</b>		<b>255,512,385</b>	<b>186,281,469</b>
Car loan revolving fund		37,000,000	30,000,000
Mortgage revolving fund		215,000,000	155,000,000
Accumulated surplus ( <i>Reserves</i> )		3,512,385	1,281,469
<b>Total net assets and liabilities</b>		<b>255,512,385</b>	<b>186,281,469</b>

The accounting policies and explanatory notes to these financial statements form an integral part of the financial statements.

The Fund financial statements were approved on 30/09/2023 and signed by:

  
 FCS, Dr. Simon K. Rotich, CBS  
 Fund Administrator

  
 CPA. Joseph M. Njoroge  
 Fund Accountant  
 ICPAK M/No: 6386

  
 Remmy N. Mulati, MBS  
 Chairperson of the Fund

**16 Statement of Changes in Net Assets for the year ended 30th June 2020**

Description	Mortgage Fund	Car Loan Fund	Accumulated surplus	Total
	Kshs.	Kshs.	Kshs.	Kshs.
<b>As at 1 July 2018</b>	<b>85,058,074</b>	<b>15,000,000</b>	<b>100,058,074</b>	<b>100,058,074</b>
Surplus/(deficit) for the period	1,066,045	157,351	1,223,396	1,223,396
Funds received during the year	70,000,000	15,000,000	85,000,000	85,000,000
Transfers	-	-	-	-
<b>As at 30 June 2019</b>	<b>156,124,118</b>	<b>30,157,351</b>	<b>186,281,469</b>	<b>186,281,469</b>
<b>Balance as at 1 July 2019</b>	<b>156,124,118</b>	<b>30,157,351</b>	<b>186,281,469</b>	<b>186,281,469</b>
Surplus/(deficit) for the period	2,035,453	195,463	2,230,916	2,230,916
Funds received during the year	60,000,000	7,000,000	67,000,000	67,000,000
Transfers	-	-	-	-
<b>As at 30 June 2020</b>	<b>218,159,572</b>	<b>37,352,814</b>	<b>255,512,385</b>	<b>255,512,385</b>



**17 Statement of Cash Flows for the year ended 30th June 2020**

Description	Note	2019/20	2018/19
		Kshs.	Kshs.
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Transfers from other Parent Ministry/ SC/SAGA		-	-
Interest received		6,545,435	2,606,877
Other income		-	
<b>Total receipts</b>		<b>6,545,435</b>	<b>2,606,877</b>
<b>Payments</b>			
Taxation		393,691	215,893
Use of goods and services		-	-
Administration costs		3,920,828	1,167,588
<b>Total payments</b>		<b>4,314,519</b>	<b>1,383,481</b>
<b>Net cash flow from operating activities</b>	13	<b>2,230,916</b>	<b>1,223,396</b>
<b>Cash flows from investing activities</b>			
Proceeds from sale of PPE		-	-
Proceeds from loan principal repayments		11,751,624	3,246,522
Loan disbursements paid out		(50,332,334)	(111,009,153)
<b>Net cash flows used in investing activities</b>		<b>(38,580,709)</b>	<b>(107,762,631)</b>
<b>Cash flows from financing activities</b>			
Receipts into the mortgage revolving fund		60,000,000	70,000,000
Receipts into the car loan revolving fund		7,000,000	15,000,000
<b>Net cash flows used in financing activities</b>		<b>67,000,000</b>	<b>85,000,000</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>30,650,207</b>	<b>(21,539,235)</b>
Cash and cash equivalents at 1 July 2019	11	78,518,839	100,058,074
<b>Cash and cash equivalents at 30 June 2020</b>	11	<b>109,169,045</b>	<b>78,518,839</b>



## 18 Statement of Comparison of Budget and Actual amounts for the year ended 30th June 2020

Description	Original budget	Adjustments	Final budget	Actual on comparable basis	Performance difference	% of utilization
	Kshs.	Kshs.	Kshs.	Kshs.	Kshs.	
	A	b	C=(a+b)	d	e=(c-d)	F=d/c
<b>Revenue</b>						
Transfers from other Parent Ministry/ SC/SAGA	-	-	-	-	-	
Interest income	-	-	-	6,545,435	(6,545,435)	0%
Other income	-	-	-	53,550	(53,550)	0%
<b>Total Revenue</b>	-	-	-	<b>6,598,985</b>	<b>(6,598,985)</b>	0%
<b>Expenses</b>						
Administration costs	-	-	-	3,920,828	(3,920,828)	0%
Use of goods and services				0		
Other Expenses				53,550		
Taxation	-	-	-	393,691	(393,691)	
	-	-	-	-	-	
<b>Expenditure</b>	-	-	-	<b>4,368,069</b>	<b>(4,314,519)</b>	0%
<b>Surplus for the period</b>	-	-	-	<b>2,230,916</b>	<b>(2,284,466)</b>	0%
<b>Capital Expenditure</b>	<b>67,000,000</b>	-	<b>67,000,000</b>	<b>67,000,000</b>	-	100%

**Budget notes**

The funds are funded by The National Treasury through exchequer releases. The total funding was ksh.67,000,000 comprising ksh.7,000,000 for Car loan fund and ksh.60,000,000 for mortgage fund.



## **19 Notes to the Financial Statements**

### **1. General Information**

Public Service Commission Car Loan & Mortgage Scheme Funds were established on 16<sup>th</sup> March, 2016 in line with SRC's circular Ref No.SRC/ADM/CIR/1/13 Vol.111 (128) and derives their authority and accountability from The Public Finance Management Act, 2012 The Fund is wholly owned by the Government of Kenya and is domiciled in Kenya. The Fund's principal activities are:

1. To provide a loan Scheme for the purchase, development or renovation of residential property by members of the scheme.
2. To provide a loan scheme for the purchase of cars by members of the scheme.

### **2. Statement of Compliance and Basis of Preparation**

The financial statements have been prepared on a historical cost basis except for the measurement at re-valued amounts of certain items of property, plant, and equipment, marketable securities and financial instruments at fair value, impaired assets at their estimated recoverable amounts and actuarially determined liabilities at their present value. The preparation of financial statements in conformity with International Public Sector Accounting Standards (IPSAS) allows the use of estimates and assumptions. It also requires management to exercise judgement in the process of applying the Fund's accounting policies. The financial statements have been prepared and presented in Kenya Shillings, which is the functional and reporting currency of the Public Service Commission Car Loan & Mortgage fund. The financial statements have been prepared in accordance with the PFM Act, and International Public Sector Accounting Standards (IPSAS). The accounting policies adopted have been consistently applied to all the years presented.

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**3. Adoption Of New and Revised Standards**

- i. *New and amended standards and interpretations in issue effective in the year ended 30 June 2023.*

Standard	Effective date and impact:
<b>IPSAS 41:</b> Financial Instruments	<b>Applicable: 1<sup>st</sup> January 2023:</b> The objective of IPSAS 41 is to establish principles for the financial reporting of financial assets and liabilities that will present relevant and useful information to users of financial statements for their assessment of the amounts, timing and uncertainty of an Entity's future cash flows. IPSAS 41 provides users of financial statements with more useful information than IPSAS 29, by: <ul style="list-style-type: none"> <li>• Applying a single classification and measurement model for financial assets that considers the characteristics of the asset's cash flows and the objective for which the asset is held;</li> <li>• Applying a single forward-looking expected credit loss model that is applicable to all financial instruments subject to impairment testing; and</li> <li>• Applying an improved hedge accounting model that broadens the hedging arrangements in scope of the guidance. The model develops a strong link between an Entity's risk management strategies and the accounting treatment for instruments held as part of the risk management strategy.</li> </ul>
<b>IPSAS 42:</b> Social Benefits	<b>Applicable: 1<sup>st</sup> January 2023</b> The objective of this Standard is to improve the relevance, faithful representativeness and comparability of the information that a reporting Entity provides in its financial statements about social benefits. The information provided should help users of the financial statements and general-purpose financial reports assess: <ol style="list-style-type: none"> <li>(a) The nature of such social benefits provided by the Entity.</li> <li>(b) The key features of the operation of those social benefit schemes; and</li> <li>(c) The impact of such social benefits provided on the Entity's financial performance, financial position and cash flows.</li> </ol>
Amendments to Other IPSAS resulting from IPSAS 41, Financial Instruments	<b>Applicable: 1<sup>st</sup> January 2023:</b> <ol style="list-style-type: none"> <li>a) Amendments to IPSAS 5, to update the guidance related to the components of borrowing costs which were inadvertently omitted when IPSAS 41 was issued.</li> <li>b) Amendments to IPSAS 30, regarding illustrative examples on hedging and credit risk which were inadvertently omitted when IPSAS 41 was issued.</li> </ol>



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<b>Standard</b>	<b>Effective date and impact:</b>
	<p>c) Amendments to IPSAS 30, to update the guidance for accounting for financial guarantee contracts which were inadvertently omitted when IPSAS 41 was issued.</p> <p>d) Amendments to IPSAS 33, to update the guidance on classifying financial instruments on initial adoption of accrual basis IPSAS which were inadvertently omitted when IPSAS 41 was issued.</p>
Other improvements to IPSAS	<p><b>Applicable 1<sup>st</sup> January 2023</b></p> <ul style="list-style-type: none"> <li>• <i>IPSAS 22 Disclosure of Financial Information about the General Government Sector.</i></li> </ul> <p>Amendments to refer to the latest System of National Accounts (SNA 2008).</p> <ul style="list-style-type: none"> <li>• <i>IPSAS 39: Employee Benefits</i></li> </ul> <p>Now deletes the term composite social security benefits as it is no longer defined in IPSAS.</p> <ul style="list-style-type: none"> <li>• <b>IPSAS 29: Financial instruments: Recognition and Measurement</b></li> </ul> <p>Standard no longer included in the 2023 IPSAS handbook as it is now superseded by IPSAS 41 which is applicable from 1<sup>st</sup> January 2023</p>

ii. *New and amended standards and interpretations in issue but not yet effective in the year ended 30 June 2023.*

<b>Standard</b>	<b>Effective date and impact:</b>
IPSAS 43	<p><b>Applicable 1<sup>st</sup> January 2025</b></p> <p>The standard sets out the principles for the recognition, measurement, presentation, and disclosure of leases. The objective is to ensure that lessees and lessors provide relevant information in a manner that faithfully represents those transactions. This information gives a basis for users of financial statements to assess the effect that leases have on the financial position, financial performance and cashflows of an Entity.</p> <p>The new standard requires entities to recognise, measure and present information on right of use assets and lease liabilities.</p>
IPSAS 44: Non- Current Assets Held for Sale and Discontinued Operations	<p><b>Applicable 1<sup>st</sup> January 2025</b></p> <p>The Standard requires,</p> <p>Assets that meet the criteria to be classified as held for sale to be measured at the lower of carrying amount and fair value less costs to sell and the depreciation of such assets to cease and:</p> <p>Assets that meet the criteria to be classified as held for sale to be presented separately in the statement of financial position and the results of discontinued operations to be presented separately in the statement of financial performance.</p>

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*iii. Early adoption of standards*

The Entity did not early – adopt any new or amended standards in the financial year or the entity adopted the following standards early (state the standards, reason for early adoption and impact on entity's financial statements.)



#### **4. Significant Accounting Policies**

##### **a. Revenue recognition**

###### **i) Revenue from non-exchange transactions** **Transfers from other government entities**

Revenues from non-exchange transactions with other government entities are measured at fair value and recognized on obtaining control of the asset (cash, goods, services and property) if the transfer is free from conditions and it is probable that the economic benefits or service potential related to the asset will flow to the Fund and can be measured reliably. To the extent that there is a related condition attached that would give rise to a liability to repay the amount, the amount is recorded in the statement of financial position and realised in the statement of financial performance over the useful life of the assets that has been acquired using such funds.

###### **ii) Revenue from exchange transactions**

###### **Interest income**

Interest income is accrued using the effective yield method. The effective yield discounts estimated future cash receipts through the expected life of the financial asset to that asset's net carrying amount. The method applies this yield to the principal outstanding to determine interest income for each period.

##### **b. Budget information**

The original budget for FY 2019/20 was approved in June,2019. Subsequent revisions or additional appropriations were made to the approved budget in accordance with specific approvals from the appropriate authorities. The additional appropriations are added to the original budget by the Fund upon receiving the respective approvals in order to conclude the final budget. The Fund's budget is prepared on a different basis from the actual income and expenditure disclosed in the financial statements. The financial statements are prepared on accrual basis using a classification based on the nature of expenses in the statement of financial performance, whereas the budget is prepared on a cash basis. A comparison of budget and actual amounts, prepared on a comparable basis to the approved budget, is then presented in the statement of comparison of budget and actual amounts. In addition to the



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*Significant Accounting Policies (continued)*

Basis difference, adjustments to amounts in the financial statements are also made for differences in the formats and classification schemes adopted for the presentation of the financial statements and the approved budget. A statement to reconcile the actual amounts on a comparable basis included in the statement of comparison of budget and actual amounts as per the statement of financial performance has been presented under section 18 of these financial statements.

**c. Financial instruments**

IPSAS 41 addresses the classification, measurement and de-recognition of financial assets and financial liabilities, introduces new rules for hedge accounting and a new impairment model for financial assets. A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. At initial recognition, the entity measures a financial asset or financial liability at its fair value plus or minus, in the case of a financial asset or financial liability not at fair value through surplus or deficit, transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability.

**d. Financial Assets**

*1) Classification of financial assets*

The entity classifies its financial assets as subsequently measured at amortised cost, fair value through net assets/ equity or fair value through surplus and deficit on the basis of both the entity's management model for financial assets and the contractual cash flow characteristics of the financial asset. A financial asset is measured at amortized cost when the financial asset is held within a management model whose objective is to hold financial assets in order to collect contractual cash flows and the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal outstanding. A financial asset is measured at fair value through net assets/ equity if it is held within the management model whose objective is achieved by both collecting contractual cash flows and selling financial assets and the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding. A financial asset shall be measured at fair value through surplus or deficit unless it is measured at amortized cost or fair value through net



*Significant Accounting Policies (continued)*

assets/ equity unless an entity has made irrevocable election at initial recognition for particular investments in equity instruments.

**2) *Subsequent measurement***

Based on the business model and the cash flow characteristics, the entity classifies its financial assets into amortized cost or fair value categories for financial instruments. Movements in fair value are presented in either surplus or deficit or through net assets/ equity subject to certain criteria being met.

**3) *Amortized cost***

Financial assets that are held for collection of contractual cash flows where those cash flows represent solely payments of principal and interest, and that are not designated at fair value through surplus or deficit, are measured at amortized cost. A gain or loss on an instrument that is subsequently measured at amortized cost and is not part of a hedging relationship is recognized in profit or loss when the asset is de-recognized or impaired. Interest income from these financial assets is included in finance income using the effective interest rate method.

**4) *Fair value through net assets/ equity***

Financial assets that are held for collection of contractual cash flows and for selling the financial assets, where the assets' cash flows represent solely payments of principal and interest, are measured at fair value through net assets/ equity. Movements in the carrying amount are taken through net assets, except for the recognition of impairment gains or losses, interest revenue and foreign exchange gains and losses which are recognized in surplus/deficit. Interest income from these financial assets is included in finance income using the effective interest rate method.

**5) *Fair value through surplus or deficit***

Financial assets that do not meet the criteria for amortized cost or fair value through net assets/ equity are measured at fair value through surplus or deficit. A business model where the entity manages financial assets with the objective of realizing cash flows through solely the sale of the assets would result in a fair value through surplus or deficit model.

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*Significant Accounting Policies (continued)*

**6) Trade and other receivables**

Trade and other receivables are recognized at fair values less allowances for any uncollectible amounts. Trade and other receivables are assessed for impairment on a continuing basis. An estimate is made of doubtful receivables based on a review of all outstanding amounts at the year end.

**e. Financial Liabilities**

**Classification**

The entity classifies its liabilities as subsequently measured at amortized cost except for financial liabilities measured through profit or loss.

**f. Contingent liabilities**

The Fund does not recognize a contingent liability but discloses details of any contingencies in the notes to the financial statements, unless the possibility of an outflow of resources embodying economic benefits or service potential is remote.

**g. Contingent assets**

The Fund does not recognize a contingent asset but discloses details of a possible asset whose existence is contingent on the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Fund in the notes to the financial statements. Contingent assets are assessed continually to ensure that developments are appropriately reflected in the financial statements. If it has become virtually certain that an inflow of economic benefits or service potential will arise and the asset's value can be measured reliably, the asset and the related revenue are recognized in the financial statements of the period in which the change occurs.

**h. Nature and purpose of reserves**

The Fund does not create and maintain reserves in terms of specific requirements as interest earned are revolved back to the fund.



**i. Changes in accounting policies and estimates**

The Fund recognizes the effects of changes in accounting policy retrospectively. The effects of changes in accounting policy are applied prospectively if retrospective application is impractical.

*Significant Accounting Policies (continued)*

**j. Related parties**

The Fund regards a related party as a person or entity with the ability to exert control individually or jointly, or to exercise significant influence over the Fund, or vice versa. Members of key management are regarded as related parties and comprise the Fund Managers, Fund Administrator and Fund Accountant.

**k. 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 KCB Bank-KICC Branch the end of the financial year.

**l. Comparative figures**

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

**m. Events after the reporting period**

There were no material adjusting and non-adjusting events after the reporting period.

**n. Currency**

The financial statements are presented in Kenya Shillings (Kshs.).

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**Notes to the Financial Statements**

**6 Interest income**

Description	2019/20	2018/19
	Kshs.	Kshs.
Interest Income From Mortgage Loans	5,253,042	1,552,103
Interest Income From Car Loans	555,115	391,089
Interest Income On Bank Deposits	610,997	663,685
Other ( <i>Specify</i> )	-	-
<b>Total Interest Income</b>	<b>6,545,435</b>	<b>2,606,877</b>

**7 Other income**

Description	2019/20	2018/19
	Kshs.	Kshs.
Other Incomes(Income from bank charges to loanee)	53,550	15,750
Income from Sale of Tender documents	-	-
Miscellaneous income ( <i>Specify</i> )	-	-
<b>Total Other income</b>	<b>53,550</b>	<b>15,750</b>

**8 Administration costs**

Description	2019/20	2018/19
	Kshs.	Kshs.
Car loans administration costs	425,631	290,119
Mortgage loans administration	3,495,197	877,469
<b>Total Administration costs</b>	<b>3,920,828</b>	<b>1,167,588</b>

**9 Other Expenses**

Description	2019/20	2018/19
	Kshs.	Kshs.
Other expenses (Income from bank charges to loanee)	53,550	15,750
Income from Sale of Tender documents	-	-
Miscellaneous income ( <i>Specify</i> )	-	-
<b>Total Other income</b>	<b>53,550</b>	<b>15,750</b>



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**10 Taxation**

Description	2019/20	2018/19
	Kshs.	Kshs.
Income tax charge	-	-
Tax Charged On Interest Income	393,691	215,893
<b>Income Tax expense</b>	<b>393,691</b>	<b>215,893</b>

**11 Cash and cash equivalents**

Description	2019/20	2018/19
	Kshs.	Kshs.
Public Service Commission Car Loan scheme	43,427	7,613,024
Fixed Deposits Account	108,573,741	70,652,902
On – Call Deposits	-	-
Public Service Commission Mortgage scheme	551,878	252,912
Others ( <i>Specify</i> )	-	-
<b>Total Cash and Cash equivalents</b>	<b>109,169,045</b>	<b>78,518,839</b>

**Detailed analysis of the cash and cash equivalents**

Financial Institution		2019/20	2018/19
	Account Number	Kshs.	Kshs.
<b>Public Service Commission Mortgage Scheme</b>	<b>1221809512</b>	551,878	252,912
KCB-Bank -KICC Branch			
<b>Public Service Commission Car Loan Scheme</b>	<b>1221809245</b>	43,427	7,613,024
KCB-Bank -KICC Branch			
<b>Sub- Total</b>		<b>595,305</b>	<b>7,865,937</b>
<b>On- Call Deposits</b>		-	-
KCB-Bank -KICC Branch		108,573,741	70,652,902
<b>Sub- Total</b>		<b>108,573,741</b>	<b>70,652,902</b>
<b>Grand Total</b>		<b>109,169,045</b>	<b>78,518,839</b>



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Notes to the Financial Statements (continued)

**12 Receivables from exchange transactions**

Description	2019/20		2018/19	
	Kshs.		Kshs.	
<b>Current Receivables</b>				
Interest Receivable		-		-
Current Loan Repayments Due	13,961,311	-		-
Other Exchange Debtors		-		-
Less: Impairment Allowance		-		-
<b>Total Current Receivables</b>	<b>13,961,311</b>	-		-
<b>Non-Current Receivables</b>				
Long Term Loan Repayments Due	132,382,029		101,721,221	
<b>Total Non- Current Receivables</b>	<b>132,382,029</b>	-	<b>101,721,221</b>	
<b>Total Receivables From Exchange Transactions</b>	<b>215,525,261</b>	-	<b>101,721,221</b>	
<b>Ageing analysis (receivable from exchange transactions)</b>	<b>2019/20</b>	<b>% of totals</b>	<b>2018/19</b>	<b>% of totals</b>
Less than 1 year	-	0%		
Between 1-2 years	4,299,440	3%		
Between 2-3 years	5,598,275	4%	3,031,091	3%
Over 3 years	122,484,313	93%	98,690,130	97%
<b>Total (tie to totals above)</b>	<b>146,343,340</b>	<b>100%</b>	<b>101,721,221</b>	<b>100%</b>

**13 Net cash flows from operating activities**

Description	2019/20	2018/19
	Kshs.	Kshs.
<b>Surplus/ (deficit) for the year before tax</b>	<b>2,624,607</b>	<b>1,439,289</b>
<b>Adjusted for:</b>		
Taxation	(393,691)	(215,893)
Administration costs		
Increase in payables		
Use of Goods and services	-	-
<b>Working capital adjustments</b>	<b>2,230,916</b>	<b>1,223,394</b>
<b>Net cash flow from operating activities</b>	<b>2,230,916</b>	<b>1,223,394</b>



Notes to the Financial Statements (continued)

**14 Financial risk management**

The Fund's activities expose it to a variety of financial risks including credit and liquidity risks and effects of changes in foreign currency. The Fund's overall risk management programme focuses on the unpredictability of changes in the business environment and seeks to minimise the potential adverse effect of such risks on its performance by setting acceptable levels of risk. The Fund does not hedge any risks and has in place policies to ensure that credit is only extended to customers with an established credit history.

The Fund's financial risk management objectives and policies are detailed below:

**a) Credit risk**

The Fund has exposure to credit risk, which is the risk that a counterparty will be unable to pay amounts in full when due. Credit risk arises from cash and cash equivalents, and deposits with banks, as well as trade and other receivables and available-for-sale financial investments.

Management assesses the credit quality of each customer, taking into account its financial position, past experience and other factors. Individual risk limits are set based on internal or external assessments in accordance with limits set by the directors. The amounts presented in the statement of financial position are net of allowances for doubtful receivables, estimated by the Fund's management based on prior experience and their assessment of the current economic environment.

The carrying amount of financial assets recorded in the financial statements representing the Fund's maximum exposure to credit risk without taking account of the value of any collateral obtained is made up as follows:

Description	Total amount	Fully performing	Past due	Impaired
	Kshs.	Kshs.	Kshs.	Kshs.
<b>At 30 June 2020</b>				
Receivables From Exchange Transactions-Car loans and mortgages	146,343,340	146,343,340	0	0
Receivables From Non-Exchange Transactions	-	-	0	0
Bank Balances	109,169,045	109,169,045	0	0



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<b>Total</b>	<b>255,512,385</b>	<b>255,512,385</b>	<b>-</b>	<b>-</b>
<b>At 30 June 2019</b>				
Receivables From Exchange Transactions- Car loans and mortgages	101,721,221	101,721,221	0	0
Receivables From Non-Exchange Transactions	0	-	0	0
Bank Balances	84,560,248	84,560,248	0	0
<b>Total</b>	<b>186,281,469</b>	<b>186,281,469</b>	<b>-</b>	<b>-</b>

The customers under the fully performing category are paying their debts as they continue trading. The credit risk associated with these receivables is minimal and the allowance for uncollectible amounts that the Fund has recognised in the financial statements is considered adequate to cover any potentially irrecoverable amounts.

The board of trustees sets the Fund's credit policies and objectives and lays down parameters within which the various aspects of credit risk management are operated.

**b) Liquidity risk management**

Ultimate responsibility for liquidity risk management rests with the Fund Administrator, who has built an appropriate liquidity risk management framework for the management of the Fund's short, medium, and long-term funding and liquidity management requirements. The Fund manages liquidity risk through continuous monitoring of forecasts and actual cash flows.

The fund did not have payables during the financial year ending June,2020

**c) Market risk**

The board has put in place an internal audit function to assist it in assessing the risk faced by the Fund on an ongoing basis, evaluate and test the design and effectiveness of its internal accounting and operational controls.

Market risk is the risk arising from changes in market prices, such as interest rate, equity prices and foreign exchange rates which will affect the Fund's income or the value of its holding of financial instruments. The objective of market risk management is to manage and control market risk exposures within acceptable parameters, while optimising the return. Overall responsibility for managing market risk rests with the Audit and Risk Management Committee.



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*Notes to the Financial Statements (continued)*

The Fund's Finance Department is responsible for the development of detailed risk management policies and for the day-to-day implementation of those policies.

There has been no change to the Fund's exposure to market risks or the manner in which it manages and measures the risk.

**d) Interest rate risk**

Interest rate risk is the risk that the Fund's financial condition may be adversely affected as a result of changes in interest rate levels. The Fund's interest rate risk arises from bank deposits.

This exposes the Fund to cash flow interest rate risk. The interest rate risk exposure arises mainly from interest rate movements on the Fund's deposits.

**Management of interest rate risk**

To manage the interest rate risk, management has endeavoured to bank with institutions that offer favourable interest rates.

**e) Capital risk management.**

The objective of the Fund's capital risk management is to safeguard the Fund's ability to continue as a going concern. The Fund capital structure comprises of the following funds:

Description	2019/20	2018/19
	Kshs.	Kshs.
Revolving fund	252,000,000	185,000,000
Accumulated surplus ( <i>Reserves</i> )	3,512,385	1,281,469
<b>Total funds</b>	<b>255,512,385</b>	<b>186,281,469</b>
Less: cash and bank balances	109,169,045	84,560,248
Net debt/(excess cash and cash equivalents)	146,343,340	101,721,221
<b>Gearing</b>	<b>57%</b>	<b>55%</b>

**15 Events after the Reporting Period**

There were no material adjusting and non-adjusting events after the reporting period.

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**16 Ultimate And Holding Entity**

The Entity is a Fund under the sponsorship of the Public Service Commission which is a Constitutional Commission.

**17 Currency**

The financial statements are presented in Kenya Shillings (Kshs) rounded to the nearest shilling.



**20 Annexes**

**Annex I: Progress on Follow-Up of Prior Year Auditor's Recommendations**

The funds have been audited for the first time so there are no reports for the previous year.

*Jr.*

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**FCS, Dr. Simon K. Rotich, CBS**  
**Fund Administrator**

Date 30/09/23.....



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