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CLERK AT THE TABLE:	CHRISTINE NDIRITU

REPORT

OF

THE AUDITOR-GENERAL

ON

**KENYA INSTITUTE OF SUPPLIES
EXAMINATION BOARD**

**FOR THE YEAR ENDED
31 DECEMBER, 2020**



KENYA INSTITUTE OF SUPPLIES EXAMINATION BOARD

PERIODIC REPORTS AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

DECEMBER 31ST, 2020

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

Contents

1. KEY KISEB INFORMATION AND MANAGEMENT	3
2. THE BOARD OF DIRECTORS	8
3. MANAGEMENT TEAM	11
4. REPORT OF THE CHIEF EXECUTIVE OFFICER	15
6. CORPORATE GOVERNANCE STATEMENT	17
7. MANAGEMENT DISCUSSION AND ANALYSIS	23
8. ENVIRONMENTAL AND SUSTAINABILITY REPORTING	25
9. REPORT OF THE DIRECTORS	27
10. STATEMENT OF DIRECTORS' RESPONSIBILITIES	29
11. REPORT OF THE INDEPENDENT AUDITOR FOR THE FINANCIAL STATEMENTS OF KISEB	31
I. STATEMENT OF FINANCIAL PERFORMANCE FOR THE PERIOD ENDED 31ST DECEMBER 2020	32
II. STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER 2020	33
III. STATEMENT OF CHANGES IN EQUITY FOR THE PERIOD ENDED 31ST DECEMBER 2020	34
IV. STATEMENT OF CASH FLOWS FOR THE PERIOD ENDED 31ST DECEMBER 2020	35
NOTES TO THE FINANCIAL STATEMENTS	36

1. KEY KISEB INFORMATION AND MANAGEMENT

(a) Background information

Kenya Institute of Supplies Examination Board (KISEB) is a body corporate established by the Supplies Practitioners Management (SPM) Act No.17 of 2007 of the laws of Kenya.

(b) Principal Activities

The Examinations Board is mandated to conduct examinations for professional supplies certification and in particular to—

- prescribe and regulate syllabuses of instruction for professional supplies certification for persons seeking registration under the Act;
- prepare and conduct examinations for persons seeking registration under the Act;
- prepare regulations to be made by the Institute regarding the standard of proficiency to be gained in each examination for a diploma, degree or other award; and make rules with respect to such examinations;
- prescribe the fees and other charges payable with respect to such examinations;
- issue professional qualifying certificates and other awards to candidates who have satisfied the examination requirements;
- investigate and determine cases involving indiscipline by students registered with the Examinations Board;
- liaise with the Ministry of Education in accreditation of institutions offering the examination of the Board for the purpose of carrying out examinations;
- promote recognition of its examination in foreign countries;
- perform such other functions as may be necessary for proper administration of this Act.

Our Qualifications

KISEB offers two qualifications, namely:

- Certified Procurement and Supply Professional of Kenya (CPSP-K)
- Associate in Procurement and Supply of Kenya (APS-K).

The examinations are administered three times a year in April, August and December to KISEB students in Kenya and in foreign countries through a strategic partnership with Kasneb.

(c) Key Management

The *KISEB* day-to-day management is under the following key organs:

- Board of Directors
- Chief Executive Officer
- Management

(d) Fiduciary Management

The key management personnel who held office during the financial year ended 30th June 2022 and who had direct fiduciary responsibility were:

No.	Designation	Name
1.	Ag. Secretary & Chief Executive Officer	Dr Fred Ongisa
2.	Examinations Coordinator-Operations	Ms. Regina Kariuki
3.	Senior Finance Assistant	Ms. Abigael Chesir
4.	Head of Procurement	Mr. Festus Mutai
5.	Examinations Coordinator-Test Development	Mr. Cyprian Airo
6.	ICT Officer	Mr. Eston Macharia
7	Marketing & PR Officer	Mr. Sebastian Mwalili

(e) Fiduciary Oversight Arrangements

KISEB is headed by a Board of Directors whose mandate is actualised through four committees.

<p>Curriculum Development, Examination and Quality assurance (CDEQA) Committee</p>	<ul style="list-style-type: none"> • The principal responsibility of the committee is development of syllabuses which comply with global standards • Review and recommend strategies for management of examinations, • Receive and consider examiners' reports and guide the release of results • Advise the board on matters incidental to the management and administration of examinations. • Review and recommend rules and regulations regarding the standard of proficiency to be gained in each examination. • Review and consider applications for exemptions and credit transfers.
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