


REPUBLIC OF KENYA



*Enhancing Accountability*

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**REPORT**

 THE NATIONAL ASSEMBLY PAPERS LAID	
DATE: 20 NOV 2024	DAY.
TABLED BY:	Deputy Leader of Majority Party
CLERK-AT THE TABLE:	WILLIS OBIERO

**THE AUDITOR-GENERAL**

**ON**

**KARIMA MIXED SECONDARY SCHOOL**

**FOR THE YEAR ENDED  
30 JUNE, 2022**

**NAKURU COUNTY**



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***KARIMA MIXED SECONDARY SCHOOL***

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE FINANCIAL YEAR ENDED  
30 June, 2022**

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

*KARIMA MIXED SECONDARY SCHOOL*  
**Annual Report and Financial Statements**  
**For the year ended 30 June, 2022**

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**I. KEY SCHOOL INFORMATION AND MANAGEMENT****(a) Background information**

Karima Mixed Day Secondary School is domiciled in Kenya and its operations are governed under the Basic Education Act, 2013. It is located in Nakuru County, Naivasha Sub-County

The school was registered in January 2019 under registration number 32S30000185 and is currently categorized as a Sub County public school established, owned or operated by the Government.

The school is a day school and had 550 number of students as at 30 June, 2022. It has 4 streams and 29 teachers of which 6 teachers are employed by the School Board of Management.

**(b) School Board of Management - Board Members**

The School Board of Management established under Section 55 of the Basic Education Act, 2013; is composed of the following members:

Ref:	Name of Board Member	Designation	Date of appointment
1	Douglas Gichangi	Chairman	23/05/2022
2	Robert Ndirangu Kehiuhi	Secretary - Principal	23/05/2022
3	Amos Kariuki	Member	23/05/2022
4	Dominic Ndichu	Member	23/05/2022
5	Milkah Wangari	Member	23/05/2022
6	Paul Njoroge	Member	23/05/2022
7	Susan Wanjiru	Member	23/05/2022
8	Juliah Kiiru	Member – Rep CEB	23/05/2022
9	Elijah Karara	Member Rep Teachers	23/05/2022
10	Douglas Gichangi, Job Nyangilo, Esther Nyagaturi	3 Members - Sponsor	23/05/2022
11	Joseph Murigi	Member - Community	23/05/2022
12	John Kamanga	Member Special Needs	23/05/2022
13	Martin Lemmy Sanaet	Rep Students	23/05/2022

*KARIMA MIXED SECONDARY SCHOOL*  
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**KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)**

**The function of the School Board of Management include:**

- Promote the best interests of the School and ensure its development.
- Promote quality education for all pupils in accordance with the standards set under the Basic Education Act, 2013
- Ensure and assure the provision of proper and adequate facilities for the School
- Manage the School's affairs in accordance with the rules and regulations governing occupational safety and health.
- Advise the County Education Board on the staffing needs of the School.
- Determine cases of pupils discipline and make reports to the CEB
- Prepare comprehensive termly report on all areas of its mandate and submit the report to CEB
- Administer and manage the resources of the School
- Receive, collect and account for any funds accruing to the institution in accordance with Article 226 (1) (a) of the Constitution of Kenya, Section 81 of the Public Finance Management Act, 2012 and the Fourth Schedule para 21 and 23 of the Basic Education Act, 2013.

**(c) Committees of the Board**

Ref:	Name of Committee	Names of Members	Designation	Number of meetings attended during the year
1	Executive Committee	Doulas Gichangi Robert Ndirangu Pastor Joseph Murigi Juliah Kiiru Tabitha Njoki	BOM Chair Principal/ BOM Secretary BOM Member BOM Member PTA Chair	1
2	Audit Committee			
3	Finance, procurement and general purposes Committee	Doulas Gichangi Robert Ndirangu Amos Kariuki Esther Nyagaturi Pastor Joseph Murigi	BOM Chair Principal/ BOM Secretary BOM Member BOM Member BOM Member	1
4	Academic Committee	Doulas Gichangi Robert Ndirangu Tabitha Njoki Elijah Karara Milkah Wangari	BOM Chair Principal/ BOM Secretary BOM Member BOM Member	1
5	Development Committee	Doulas Gichangi Robert Ndirangu Tabitha Njoki Job Nyangilo Juliah Kiiru	BOM Chair Principal/ BOM Secretary BOM Member BOM Member	1
6	Discipline and welfare Committee	Doulas Gichangi Robert Ndirangu Susan Wanjiru Tabitha Njoki	BOM Chair Principal/ BOM Secretary BOM Member PTA Chair	
7	Adhoc Comittee ( Tendering Committee)			

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**(d) School operation Management**

For the financial year ended 30 June, 2022 the School day-to-day management was under the following persons:

Ref:	Designation	Name	TSC Number
1	Principal	Robert Ndirangu Kehiuhi	358680
2	Deputy Principal	Zipporah Wanjiru Ngugi	349548
3	School Bursar	Lilian Wangui Wagayu	N/A

**KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)**

**(e) Schools contacts**

Post Office Box: 453-20117 NAIVASHA  
 Telephone: 0777274318  
 E-mail: [karimamixedsec@gmail.com](mailto:karimamixedsec@gmail.com)  
 Website: N/A  
 Facebook: Karima Mixed Secondary  
 Twitter: N/A

**(f) School Bankers**

The school operated 4 number of bank accounts in the following banks: (Ensure all accounts including CDF accounts are included)

- Name of Bank: Equity Bank  
 Branch: NAIVASHA  
 Account Number: 0200291734847 - Karima Mixed Day Account
- Name of Bank: Equity Bank  
 Branch: NAIVASHA  
 Account Number: 0200291734852 - Karima Operations Account
- Name of Bank: Equity Bank  
 Branch: NAIVASHA  
 Account Number: 0200280532897 - Karima Infrastructure Account
- Name of Bank: KCB  
 Branch: NAIVASHA  
 Account Number: 1104212668 - Karima Tuition Account
- MPESA Pay Bill No. 407878 attached to 0200291734847 Equity bank account

**(g) Independent Auditors**

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

## II. SUMMARY REPORT OF PERFORMANCE OF THE SCHOOL

The following is a summary report of the performance of the school against the set performance evaluation criteria:

### a) Financial performance:

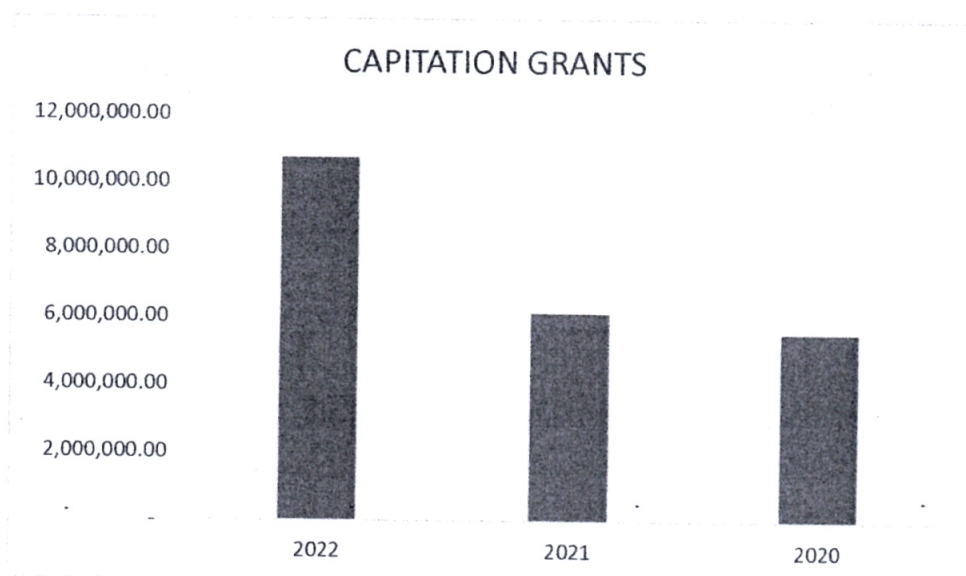
#### (i) Surplus/Deficit for the year and a comparison of the same for the last three years

S/NO		2022	2021	2020
1	SURPLUS/DEFICIT	1,067,391.00	52,653.60	1,175,632.25



#### (ii) Capitation grants from the Ministry of Education for the last three years

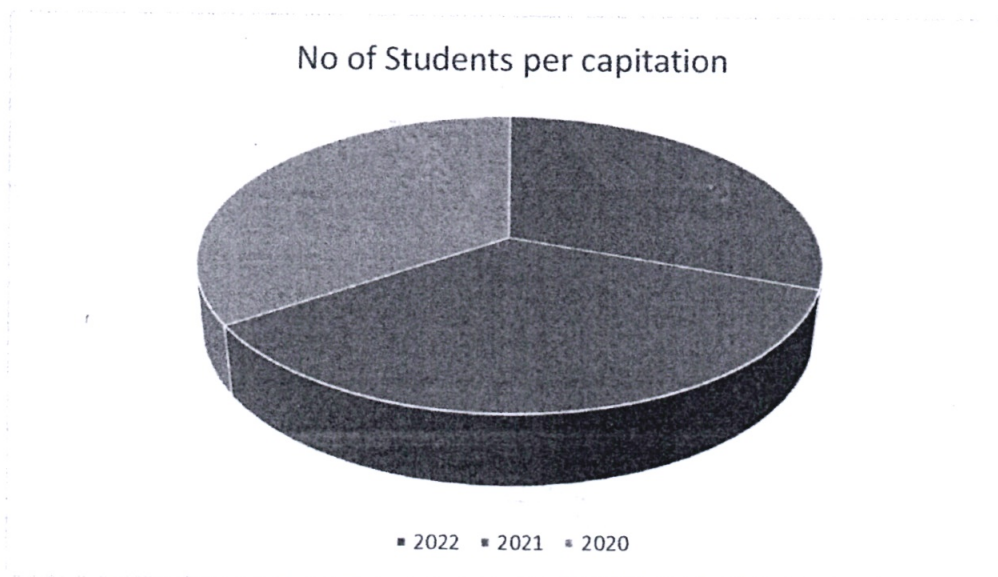
S/NO		2022	2021	2020
1	CAPITATION GRANTS	10,717,019.30	6,147,128.90	5,559,050.00



*KARIMA MIXED SECONDARY SCHOOL*  
**Annual Report and Financial Statements**  
**For the year ended 30 June, 2022**

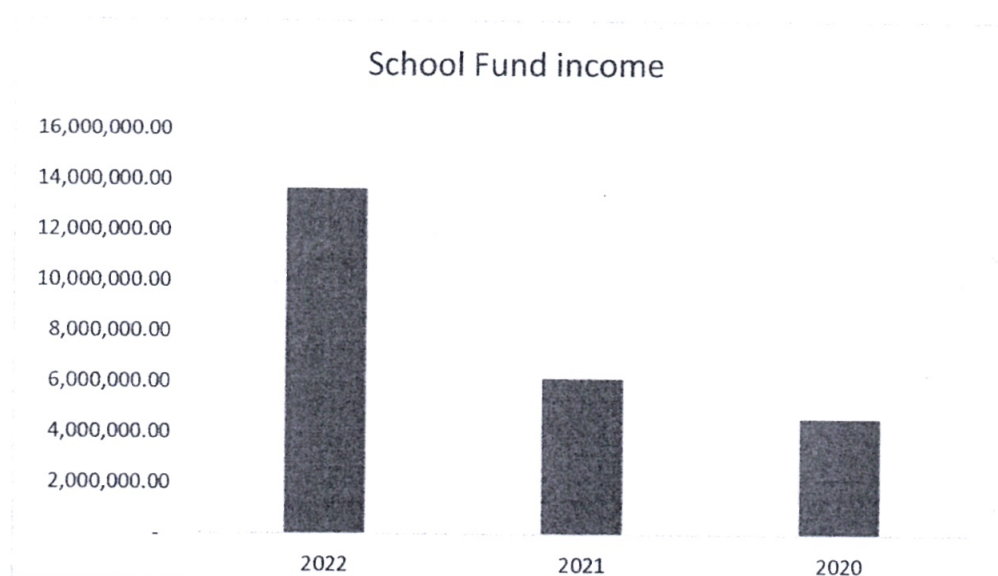
(iii) **Ration of capitation grant per student over the last three years**

	2022	2021	2020
<b>No of Students per capitation</b>	550	653	643



(iv) **A three-year overview of growth of other income earned by the school**

	2022	2021	2020
<b>School fund income</b>	13,668,895.00	6,180,105.00	4,606,314.00

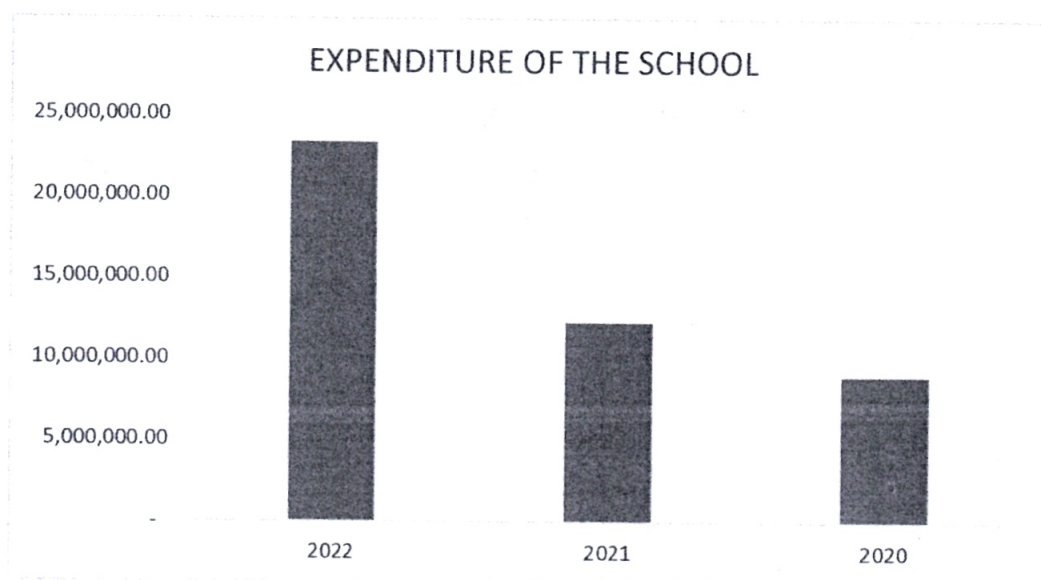




**KARIMA MIXED SECONDARY SCHOOL**  
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**For the year ended 30 June, 2022**

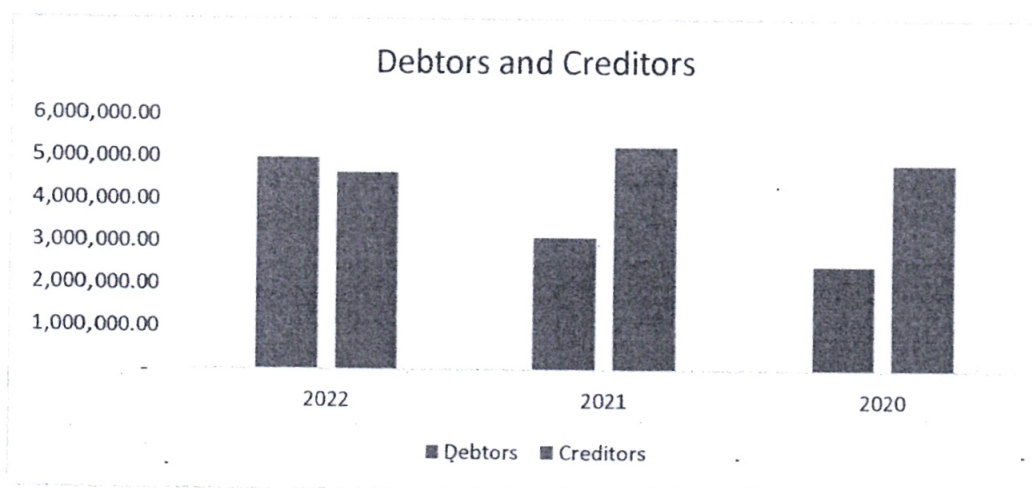
(v) A three year overview of growth in expenditure of the school

	2022	2021	2020
EXPENDITURE OF THE SCHOOL	23,318,522.70	12,274,580.30	8,989,731.75



(vi) Movement of debtors and creditors of the school over the last three years

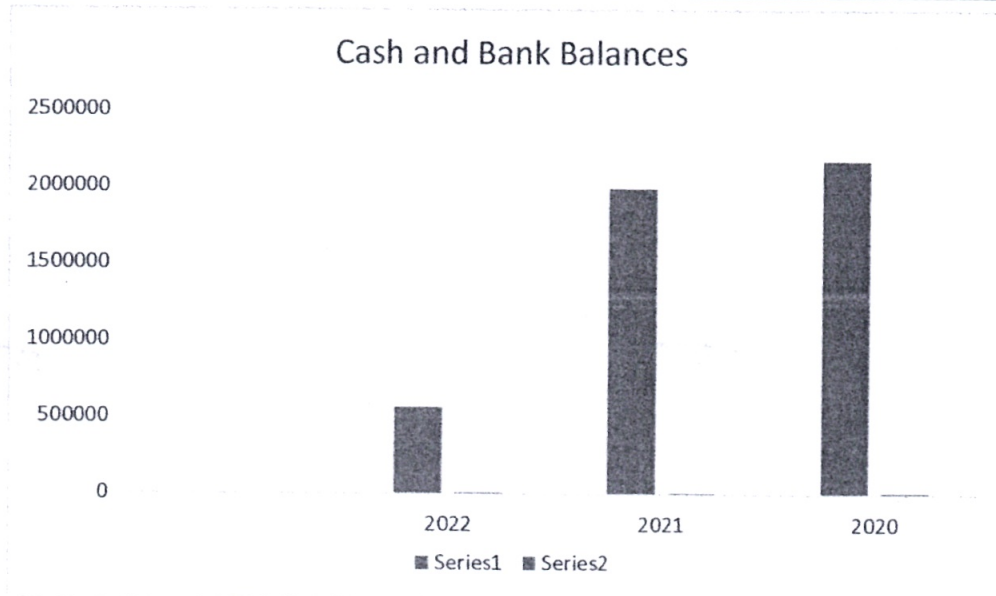
	2022	2021	2020
Debtors	4,984,268.00	3,105,539.00	2,459,667.00
Creditors	4,638,834.00	5,252,944.00	4,844,734.00



*KARIMA MIXED SECONDARY SCHOOL*  
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(vii) **Movement of cash and bank balances over the last three years**

	2022	2021	2020
<b>Bank</b>	564,939.15	1,992,499.55	2,175,157.95
<b>Cash</b>	10,507.90	8,574.90	10,744.90



**b) Teacher Student ratio:**

Teacher Student Ratio	550/29	1:20
Teacher Recruited And Posted To School		4
Teachers Transferred		Nil
No. Of Teachers Retired		Nil
Teachers Employed By TSC		23
Teachers Employed By BOM		6

**ALLOCATION OF TEACHERS PER SUBJECT**

Maths	9
Eng/Lit	3
Kiswahili	6
Biology	3
Physics	4
Chemistry	2
CRE	3
History	3
Geography	3
Business Studies	4
Agriculture	2

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c) Mean score in the 2019-2021 KCSE:

2021

ENTRY		A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	X	MSS 2021	MSS 2020	MSS 2019	DEV
BOYS	66	0	0	0	1	0	0	0	5	4	20	33	3	5	2.71	3.159	3.556	-0.449
GIRLS	72	0	0	0	0	0	1	4	7	9	17	31	3	5	3.03	3.333	3.567	-0.300
CLASS	138	0	0	0	1	0	1	4	12	13	37	64	6	10	2.87D	3.231D+	3.561 D+	-0.361

i) Number of students who have joined university per year

2019

NO	NAME	GRADE	UNIVERSITY	COURSE
1	David Gitonga	B+	Egerton University	BED
2	Caren Waithera	C+	Kabianga University	BED

2020

NO	NAME	GRADE	UNIVERSITY	COURSE
1	Maria Wanjira Gathu	B-	Maasai Mara University	BED
2	Lucy Wanjiku Gitau	C+	Laikipia University	BED
3	Salome Wanjiku Mwangi	C+	South Eastern University	BED

2021

NO	NAME	GRADE	UNIVERSITY	COURSE
1	Collins Ondieki	B	Kenyatta University	BED
2	Teresiah Wairimu	C+	Multimedia University	Political Science

d) Number of Candidates in the 2019-2021 KCSE:

ENTRY	2021	2020	2019
BOYS	66	63	27
GIRLS	72	46	30
TOTAL	138	109	57

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**For the year ended 30 June, 2022**

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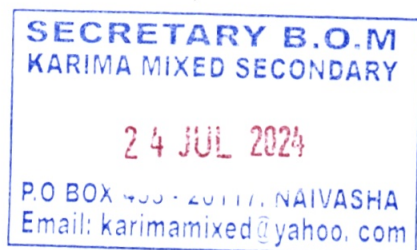
e) Capacity of the school:

		CLASSES	TOILETS	LABORATORY	DINING HALL
BOYS	293	7	10	1	0
GIRLS	257	7	36	1	0
TOTAL	550	14	46	1	0

*Sign*



*School Principal*



*KARIMA MIXED SECONDARY SCHOOL*  
**Annual Report and Financial Statements**  
**For the year ended 30 June, 2022**

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**III. STATEMENT OF SCHOOL MANAGEMENT RESPONSIBILITY**


Section 81 (1) of the Public Finance Management Act, 2012 requires that, at the end of each financial year, each National Government School shall prepare financial statements in respect of that school. Section 81 (3) requires the financial statements so prepared to be in a form that complies with relevant accounting standards as prescribed by the Public Sector Accounting Standards Board of Kenya from time to time.


Schedule 4 (Section 23) of the Education Act, 2013 requires the Board of Management of a public institution of basic education to be keep all proper books and records of accounts of the income, expenditure and assets of the institution.

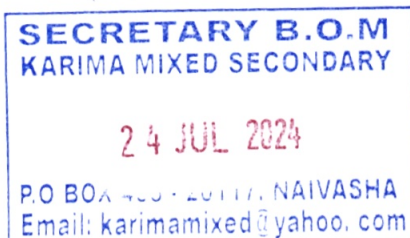
The Board of Management of *Karima Mixed Secondary School* accepts responsibility for the school's financial statements, which have been prepared on the Cash Basis Method of Financial Reporting, using appropriate accounting policies in accordance with International Public Sector Accounting Standards (IPSAS).

The Board of Management is of the opinion that the school's financial statements give a true and fair view of the state of the school's transactions during the financial year ended 30<sup>th</sup> June, 2022 and of the school's financial position as at that date.

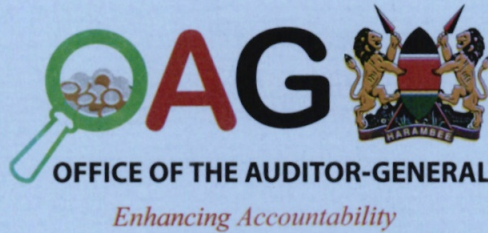
**Name:** Douglas Gichangi  
**Designation:** Chairman, School Board of Management  
**Sign:**   
**Date:** 24/7/24

**Name:** John Ndungu Mwangi  
**Designation:** School Principal & Secretary to Board of Management  
**Sign:**   
**Date:** 24/7/24

**Name:** Lilian Wangui  
**Designation:** Bursar/ Finance Officer  
**Sign:**   
**Date:** 24/7/24



# REPUBLIC OF KENYA



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E-mail: info@oagkenya.go.ke  
Website: www.oagkenya.go.ke

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

## REPORT OF THE AUDITOR-GENERAL ON KARIMA MIXED SECONDARY SCHOOL FOR THE YEAR ENDED 30 JUNE, 2022 – NAKURU COUNTY

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### PREAMBLE

I draw your attention to the contents of my report which is in three parts:

- A. Report on the Financial Statements that considers whether the financial statements are fairly presented in accordance with the applicable financial reporting framework, accounting standards and the relevant laws and regulations that have a direct effect on the financial statements.
- B. Report on Lawfulness and Effectiveness in Use of Public Resources which considers compliance with applicable laws, regulations, policies, gazette notices, circulars, guidelines and manuals and whether public resources are applied in a prudent, efficient, economic, transparent and accountable manner to ensure Government achieves value for money and that such funds are applied for the intended purpose.
- C. Report on Effectiveness of Internal Controls, Risk Management and Governance which considers how the entity has instituted checks and balances to guide internal operations. This responds to the effectiveness of the governance structure, the risk management environment and the internal controls, developed and implemented by those charged with governance for orderly, efficient and effective operations of the entity.

An unmodified opinion does not necessarily mean that an entity has complied with all relevant laws and regulations and that its internal controls, risk management and overall governance systems are properly designed and were working effectively in the financial year under review.

The three parts of the report are aimed at addressing the statutory roles and responsibilities of the Auditor-General as provided by Article 229 of the Constitution, the Public Finance Management Act, 2012 and the Public Audit Act, 2015. The three parts of the report, when read together constitute the report of the Auditor-General.

### REPORT ON THE FINANCIAL STATEMENTS

#### Qualified Opinion

I have audited the accompanying financial statements of Karima Mixed Secondary School - Nakuru County set out on pages 13 to 28, which comprise of the statement of financial assets and financial liabilities as at 30 June, 2022, and the statement of receipts and payments, statement of cash flows and statement of budgeted versus 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, except for the effect 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 Karima Mixed Secondary School – Nakuru County as at 30 June, 2022, 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 the Basic Education Act, 2013.

### Basis for Qualified Opinion

#### 1. Inaccuracies in the Financial Statements

The statement of cash flows reflects net cash flows from operating activities balance at the end of the period of Kshs.1,547,578 varies with the re-calculated balance of Kshs.1,067,391 by Kshs.480,187.

Further, the following variances were noted:

##### i. Statement of Receipts and Payments

Component	Reported Amount (Kshs)	Recalculated Amount (Kshs)	Variance (Kshs)
Total Payments	12,274,580	12,774,580	(500,000)
Accounts Receivable (Note 9)	3,105,359	3,106,359	(1,000)

##### Capitation Grants on Operations - Budget Utilization

Component	Reported Amount (Kshs)	Recalculated Amount (Kshs)	Variance (Kshs)
Medical	125,000	(125,000)	250,000
Total Income- Budget Utilization	(2,851,914)	(2,601,914)	(250,000)

##### ii. Expenditure for School Fund - Budget Utilization

Component	Reported Amount (Kshs)	Recalculated Amount (Kshs)	Variance (Kshs)
Total Expenditure-Original Budget	22,704,800	22,574,800	130,000
Total Expenditure -Final Budget	22,704,800	22,574,800	130,000
Total Expenditure-Actual Comparable Basis	23,318,523	23,318,493	30
Total Expenditure- Budget Utilization	(613,723)	(743,723)	(130,000)

In addition, the statement of receipts and payments reflects an amount of Kshs.12,274,580 in relation to opening balance for total payments. However, this differs from the recalculated amount of Kshs.12,774,580, resulting to an unexplained variance of Kshs.500,000.

In the circumstances, the accuracy and completeness of the financial statements could not be confirmed.

## **2. Unreconciled Variances**

The statement of receipts and payments reflects total receipts of Kshs.24,385,914. However, the statement of budgeted versus actual amounts reflects total income of Kshs.21,534,000 resulting to an unreconciled variance of Kshs.2,851,914. Further, the statement of receipts and payments reflects total payments of Kshs.23,318,523 against final budget of Kshs.22,704,800 reflected in the statement of budgeted versus actual resulting to an unreconciled variance of Kshs.613,723. No explanation or reconciliation was provided for the variances.

In the circumstances, the accuracy and completeness of the receipts and payments amounts could not be confirmed.

## **3. Inaccuracies in School Fund Income from Parents' Contributions**

The statement of receipts and payments reflects school fund income-parents' contributions of Kshs.13,668,895 as disclosed in Note 3 to the financial statements. However, review of the records provided Kshs.12,077,568 as reflected in the cashbook and Kshs.12,034,903 as reflected in the fee register, resulting to unexplained variances of Kshs.1,591,327 and Kshs.1,633,992 respectively.

In the circumstances, the accuracy and completeness of school fund income-parents' contributions of Kshs. 13,668,895 could not be confirmed.

## **4. Inaccuracies in Boarding and School Fund Payments**

The statement of receipts and payments reflects boarding and school fund payments of Kshs.12,056,563 as disclosed in Note 7 to the financial statements. However, review of records reflected an amount of Kshs.12,167,875 in the cashbook, resulting to an unexplained variance of Kshs.111,312.

In the circumstances, the accuracy and completeness of boarding and school fund payments of Kshs.12,056,563 could not be confirmed.

## **5. Inaccuracies in Capitation Grants**

### **5.1 Unsupported Repair, Maintenance and Improvement Funds**

The statement of receipts and payments reflects an amount of Kshs.8,713,026 in relation to capitation grants for operations. Included in the grants is an amount of Kshs.2,992,500 as disclosed in Note 2 to the financial statements. However, review of records revealed an amount of Kshs.2,992,500 disbursed by the State Department for Basic Education in relation to repair, maintenance and improvements whereas an amount of Kshs.1,598,500 was received by the School through the bank. This resulted to an unexplained variance of Kshs.1,394,000.



## **5.2 Unsupported Tuition Funds**

The statement of receipts and payments reflects an amount of Kshs.2,003,993 in relation to capitation grants tuition as disclosed in Note 1 to the financial statements. However, review of records revealed that an amount of Kshs.1,771,823 was disbursed by the State Department for Basic Education in relation to tuition funds whereas an amount of Kshs.2,003,333 was received by the School through the bank. This resulted to an unexplained variance of Kshs.231,510.

In the circumstances, the accuracy and completeness of capitation grants tuition could not be confirmed.

## **6. Unsupported Cash and Cash Equivalents Balance**

The statement of financial assets and financial liabilities reflects a cash and cash equivalents balance of Kshs.575,447 as disclosed in Notes 7 and 8 to the financial statements. Included in the balance is cash in hand of Kshs.10,508. However, Management did not provide a board of survey report to confirm the cash in hand balance.

In the circumstances, the accuracy, completeness and existence of the cash in hand balance of Kshs.575,447 could not be confirmed.

## **7. Unsupported Payments for Operations**

The statement of receipts and payments reflects payments for operations of Kshs.9,254,905 as disclosed in Note 6 to the financial statements. Included in the amount is Kshs.54,000 in respect of Board Members sitting allowances which were paid without supporting board minutes.

In the circumstances, the occurrence of sitting allowances totalling Kshs.54,000 could not be confirmed.

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of the Karima Mixed Secondary School 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 qualified opinion.

### **Emphasis of Matter**

#### **Budgetary Control and Performance**

The statement of budgeted versus actual amounts reflects final receipts budget and actual on a comparable basis of Kshs.21,534,000 and Kshs.24,385,914 respectively, resulting to an over-funding of Kshs.2,851,951 or 13% of the budget. Similarly, the School spent Kshs.23,318,523 against actual receipts of Kshs.24,385,914, resulting to under-utilization of Kshs.1,067,391 or 4.6% of actual receipts.

My opinion is not modified in respect of this matter.

## **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.

## **Other Matter**

### **Unresolved Prior Year Matters**

In the audit report of the previous year, several issues were raised under the Report on Financial Statements, Report on Lawfulness and Effectiveness in Use of Public Resources, and Report on Effectiveness of Internal Controls, Risk Management and Governance. However, Management had not resolved the issues as at 30 June, 2022.

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**

During the year under review, Management did not submit the financial statements to the Auditor-General by the statutory date of 30 September, 2022 and submitted the financial statements on 27 May, 2024. This was contrary to Section 47(1) of the Public Audit Act, 2015 which requires that financial statements should be submitted to the Auditor-General within three months after the end of the fiscal year to which the accounts relate.

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

### **2. Non-Compliance with the Public Sector Accounting Standards Board Requirements**

The annual report and financial statements prepared and presented for audit but the table of content was not correctly aligned and Pages 2, 16, 20, 29 and 32 have headers that read "For the year ended 30 June, 2021" instead of 'For the year ended 30 June, 2022'.

In the circumstances, Management did not comply with the Public Sector Accounting Standards Board Requirements.

### **3. Irregular Transfer of Funds to Kenya Secondary Schools Heads Association**

The statement of receipts and payments reflects payments for operation and boarding and school fund payments amounts of Kshs.9,254,905 and Kshs.12,056,563 respectively as disclosed in Notes 6 and 7 to the financial statements. Included in the expenditure is an amount of Kshs.1,321,900 and Kshs.727,100 in respect to payments for operation and boarding and school fund payments respectively transferred to Kenya Secondary Schools Heads Association (KESSHA). However, KESSHA is a welfare organization that draws its membership from School Principals only. The organization is not defined in Government Funding system and there is no assurance that it has implemented effective, efficient, and transparent financial management and internal control systems to manage the funds transferred by schools.

In the circumstances, value for money transferred to KESSHA amounting to Kshs.2,049,000 could not be confirmed.

### **4. Over Funding of Capitation Grants**

The statement of receipts and payments reflects capitation grants for tuition and capitation grants for operations amounts of Kshs.2,003,993 and Kshs.8,713,026, respectively as disclosed in Notes 1 and 2 to the financial statements. During the financial year, NEMIS reported a total of six hundred and twenty-five (625) students while the enrolment records provided by the School indicated a total of five hundred and fifty (550) students, resulting to an unexplained variance of seventy five (75) students. As a result of the variance, the School was over funded by an amount of Kshs.300,405.

In the circumstances, the value for money on the over funded amounts could not be confirmed.

### **5. Lack of an Approved Budget**

The budget amounts presented for audit was not supported by approved budget as required by Regulation 31(1) of the Public Finance Management (National Government) Regulations, 2015 which states that 'the Accounting Officer shall ensure that the draft estimates relating to her or his department are prepared in conformity with the Constitution, the Act and these Regulations'.

The over-funding affected other planned activities and may have impacted negatively on service delivery to the public and Management was in breach of the law.

### **6. Irregularities in the Procurement of Goods and Services**

The statement of receipts and payments reflects an amount of Kshs.12,056,563 in relation to boarding and school fund payments as disclosed in Note 7 to the financial statements. The payments include an amount of Kshs.1,808,805 paid to four (4) suppliers for supply of foodstuffs. The records indicated that Management used open tender method of procurement to award the tenders. However, contrary to the provisions of the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Asset Disposal Regulations, 2020, the following were noted;

- i) The procurements were not initiated by the user departments as there were no user requisitions for the goods and services, contrary to Regulation 7.
- ii) The Tender Evaluation Committee consisted of twelve (12) members, contrary to Section 46(4)(b) of the Act which provides for a membership of three (3) to five (5) members.
- iii) The Evaluation Report was not signed by any of the committee members, contrary to Section 80(7) of the Act.
- iv) After Tender Evaluation, no Professional Opinion on the procurement proceedings for these items had been issued to the Accounting Officer by the person designated to handle procurements in the institution, contrary to Section 80(4) of the Act.
- v) There were no written contracts between the institution and the suppliers.
- vi) No Inspection and Acceptance Committees were constituted to ensure the correct quantities of goods were received, contrary to Regulation 48(3).

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

#### **7. Unsupported Direct Procurement**

The statement of receipts and payments reflects an amount of Kshs.12,056,563 in relation to boarding and School fund payments. The payments include an amount of Kshs.1,076,820 paid to various suppliers. However, the School used the direct procurement method without satisfying the conditions set out in Section 103 (2) of the Public Procurement and Asset Disposal Act, 2015.

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

#### **8. Use of Cash to Procure Goods, Works and Services**

The statement of receipts and payments reflects an amount of Kshs.12,056,563 in relation to boarding and School fund payments. Review of the documents provided for audit revealed the School used cash totalling Kshs.697,800 to purchase goods and services instead of procuring using other suitable methods. This was contrary to Section 108 of the Public Procurement and Asset Disposal Act, 2015 and the threshold matrix in the Second Schedule of the Procurement Regulations, 2020 provides that the maximum level of expenditure under the low value procurement method is Kshs.50,000, Kshs.100,000 and Kshs.50,000 per item per financial year for goods, works and services respectively.

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

#### **9. Lack of a Procurement Plan**

The statement of receipts and payments reflects amounts of Kshs.24,385,914 and Kshs.23,318,523 in respect to total receipts and payments respectively. However, Management did not provide an annual procurement plan as part of the annual budget preparation process for audit.

This was contrary to Regulation 40 of the Public Procurement and Asset Disposal Regulations, 2020 which stipulates that a procuring entity shall prepare a procurement plan for each financial year as part of the annual budget preparation process.

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

#### **10. Lack of School Instructional Material Committee**

The Karima Mixed Secondary School had not established a School Instructional Materials Selection Committee contrary to Part E of the General Information of the Orange Book Published in 2017 which states that, each School, is to set up a School Instructional Materials Selection Committee (SIMSC) and list the members of the committee be documented in the Minute Book.

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

#### **11. Weaknesses in Management of Textbooks**

Physical verification revealed that the School eighty-two (82) text books titled 'Mapambazuko ya Machweo na Hadithi Nyingine' on the floor, thereby exposing the textbooks to damage in the event of flooding or water spillage and loss through misappropriation.

In the circumstances, the effectiveness in the management of textbooks could not be confirmed.

#### **12. Unsupported Payments for Infrastructure**

The statement of receipts and payments reflects payments for operations of Kshs.9,254,905 as disclosed in Note 6 to the financial statements. Included in the payments is an amount of Kshs.2,623,205 in respect to infrastructure expenses. Review of sampled payments totalling Kshs.1,989,200 revealed that the payment vouchers did not have standard procurement documentation. This was contrary to Section 58(1) and (2) of the Public Procurement and Asset Disposal Act, 2015 which states that 'the tender documents used by a procuring entity under subsection (1) shall contain sufficient information to allow fairness, equitability, transparency, cost-effectiveness and competition among those who may wish to submit their application'.

In the circumstances, the expenditure of Kshs.6,497,179 on payments for operations could not be confirmed.

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 and based on the audit procedures performed, except for the matters described in the Basis for Conclusion on Effectiveness of Internal Controls, Risk Management and Governance section 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**

#### **1. Lack of Assets Ownership Documents**

Annex 2 to the financial statements reflects summary of fixed assets register which includes land with a balance of Kshs.21,000,000. Review of the School Development Committee minutes dated 17 December, 2020 indicated that Karima Mixed Secondary School owns 14.1 acres of School land donated to it by Karima Primary School. However, land ownership documents were not provided for audit.

In the circumstances, the ownership of land occupied by the School could not be confirmed.

#### **2. Failure to Hold Board and Committee Meetings and Lack of Audit Committee**

Review of documents provided for audit in respect to Board of Management revealed no full board or committees of the board held any meeting during the year under review which was contrary to the Fourth Schedule of the Basic Education Act, 2013 which states that 'a Board of Management will meet at least once every four months. In addition, the Board of Management did not have an annual work plan or written down schedule of activities for the year'.

Further, review of records provided for audit revealed that School Management had not established audit committee. This is contrary to Section 61(2)(d) of the Basic Education Act, 2013 which states the Board of Management shall establish an audit committee.

In the circumstances, School did not benefit from the oversight role and advise from the audit committee and internal audit function.

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 control, 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 (Cash Basis) and for maintaining effective internal control 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 weak governance.

In preparing the financial statements, Management is responsible for assessing the School's ability to continue to sustain its 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 School 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 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 School'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 control 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 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 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 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 School'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 School 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 School 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 Nancy Gathungu, CBS  
AUDITOR-GENERAL

Nairobi

24 September, 2024

**KARIMA MIXED SECONDARY SCHOOL**  
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**V. STATEMENT OF RECEIPTS AND PAYMENTS PERIOD TO 30 JUNE, 2022**

DESCRIPTION OF VOTE HEAD	Vote	2021-2022 KShs	2020-2021 KShs
<b>RECEIPTS</b>			
Capitation grants for tuition	1	2,003,993.00	847,602.25
Capitation grants for operations	2	8,713,026.30	5,299,526.65
School Fund Income- Parents' Contributions	3	13,668,895.00	6,180,105.00
School Fund Income- Other receipts	4	-	-
Proceeds from borrowings			-
<b>TOTAL RECEIPTS</b>		<b>24,385,914.30</b>	<b>12,327,233.90</b>
<b>PAYMENTS</b>			
Payments for Tuition	5	2,007,055.00	1,868,743.00
Payments for operations	6	9,254,904.70	6,531,079.30
Boarding and school fund payments	7	12,056,563.00	4,374,758.00
<b>TOTAL PAYMENTS</b>		<b>23,318,522.70</b>	<b>12,274,580.30</b>
<b>SURPLUS/DEFICIT</b>		<b>1,067,391.60</b>	<b>52,653.60</b>

The school financial statements were approved on 15<sup>th</sup> September, 2022 and signed by:

Sign: 

Name: Douglas Gichangi

Chair BOM

Date 24/7/24

Sign: 

Name: John Ndungu Mwangi

School Principal/  
Secretary to BOM

Date 24/7/24

Sign: 

Name: Lilian Wangui

Bursar/  
Finance Officer

Date 24/7/24

**SECRETARY B.O.M**  
**KARIMA MIXED SECONDARY**  
  
**24 JUL 2024**  
P.O BOX 400 - 20117, NAIVASHA  
Email: karimamixed@yahoo.com

KARIMA MIXED SECONDARY SCHOOL  
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VI. STATEMENT OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES AS AT 30 JUNE, 2022

FINANCIAL ASSETS			
<b>Cash and Cash Equivalents</b>			
Bank Balances	8	564,939.15	1,992,499.55
Cash Balances	9	10,507.90	8,574.90
Short term Investment	10	-	-
<b>Total Cash and cash equivalent</b>		<b><u>575,447.05</u></b>	<b><u>2,001,074.45</u></b>
Account's receivables	11	4,984,268.00	3,105,359.00
<b>TOTAL FINANCIAL ASSETS</b>		<b>5,559,715.05</b>	<b>5,106,433.45</b>
FINANCIAL LIABILITIES			
Accounts Payables	12	4,638,834.00	5,252,944.00
<b>NET FINANCIAL ASSETS</b>		<b>920,881.05</b>	<b>(146,510.55)</b>
REPRESENTED BY			
Accumulated Fund b/fwd	13	(146,510.55)	(199,164.15)
Surplus/Deficit for the year		1,067,391.60	52,653.60
<b>NET FINANCIAL POSITION</b>		<b>920,881.05</b>	<b>(146,510.55)</b>

The School's financial statements were approved on 15<sup>th</sup> September, 2022 and signed by:

Sign: 

Name: Douglas Gichangi  
 Chair BOM

Date: 24/7/24

Sign: 

Name: John Ndungu Mwangi  
 School Principal/  
 Secretary to BOM

Date: 24/7/24

Sign: 

Name: Lilian Wangui  
 Bursar/  
 Finance Officer

Date: 24/7/24

SECRETARY B.O.M  
 KARIMA MIXED SECONDARY  
 24 JUL 2024  
 P.O BOX 100 - 11111 NAIVASHA  
 Email: karimamixed@yahoo.com

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**VII. STATEMENT OF CASH FLOWS FOR THE PERIOD ENDED 30 JUNE, 2022**

		2021-2022	2020-2021
		Kshs	Kshs
<b>Receipts for operating income</b>			
Capitation grants for tuition	1	2,003,993.00	847,602.25
Capitation grants for operations	2	8,713,026.00	5,299,526.65
School fund income- Parents contributions/ fees	3	13,668,895.00	6,180,105.00
School fund income- other receipts		-	-
<b>Total receipts</b>		<b>24,385,914.30</b>	<b>12,327,233.90</b>
<b>Payments</b>			
Payments for Tuition	4	2,007,055.00	1,368,743.00
Payments for operations	5	9,254,904.70	6,531,079.30
Boarding and school fund payments	6	12,056,563.00	4,374,758.00
<b>Total payments</b>		<b>23,318,522.70</b>	<b>12,274,580.30</b>
<b>Net cash flow from operating activities</b>		<b>1,547,577.60</b>	<b>52,653.60</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from Sale of Assets		-	-
Acquisition of Assets		-	-
Proceeds from investments		-	-
Purchase of investments		-	-
<b>Net cash flows from Investing Activities</b>	5	<b>(2,973,205.00)</b>	-
<b>CASH FLOW FROM BORROWING ACTIVITIES</b>			
Proceeds from borrowings/ loans		-	-
Repayment of principal borrowings		-	-
<b>Net cash flow from financing activities</b>		-	-
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>		<b>(1,425,627.40)</b>	<b>52,653.60</b>
<b>Cash and cash equivalent at BEGINNING of the year</b>		<b>2,001,074.45</b>	<b>2,185,902.85</b>
<b>Cash and cash equivalent at END of the year</b>		<b>575,447.05</b>	<b>2,001,074.45</b>

*The above presentation of cash flow statement uses the direct method of cash flow presentation which is encouraged under IPSAS. Schools' should therefore adopt the direct method of cash flow as recommended by PSASB.*

VIII. STATEMENT OF BUDGETED VERSUS ACTUAL AMOUNTS FOR THE YEAR ENDED 30 JUNE, 2022

Receipt/expenses Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilization Difference	% of Utilization
	a	b	c=a+b	d	e=c-d	f=d/c%
	Kshs	Kshs			Kshs	Kshs
<b>RECEIPTS</b>						
<i>(1) CAPITATION GRANT ON TUITION</i>						
Tuition	-	-	-	-	-	-
Exercise books	660,000.00	-	660,000.00	713,051.50	(53,051.50)	108.0%
Laboratory equipment	203,500.00	-	203,500.00	618,319.25	(414,819.25)	303.8%
Internal exams	120,000.00	-	120,000.00	-	120,000.00	0.0%
Teaching / learning materials	604,000.00	-	604,000.00	570,236.25	33,763.75	94.4%
Chalks	350,000.00	-	350,000.00	102,386.00	247,614.00	29.3%
Revision materials	150,000.00	-	150,000.00	-	150,000.00	0.0%
Teachers guides	30,000.00	-	30,000.00	-	30,000.00	0.0%
	-	-	-	-	-	-
<i>(2) CAPITATION GRANT ON OPERATIONS</i>						
Personnel emoluments	2,519,000.00	-	2,519,000.00	2,913,657.10	(394,657.10)	115.7%
Repairs and maintenance	2,750,000.00	-	2,750,000.00	2,992,500.00	(242,500.00)	108.8%
Local transport / travelling	797,500.00	-	797,500.00	461,687.50	335,812.50	57.9%
Electricity and water	1,292,500.00	-	1,292,500.00	324,560.85	967,939.15	25.1%
Medical	-	-	-	125,000.00	125,000.00	0.0%
Administration costs	1,017,500.00	-	1,017,500.00	1,343,435.10	(325,935.10)	132.0%
Activity	825,000.00	-	825,000.00	552,185.75	272,814.25	66.9%
Gratuity	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
SMASSE	-	-	-	-	-	-

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Receipt/expenses Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilization Difference	% of Utilization
	a	b	c=a+b	d	e=c-d	f=d/c %
	Kshs	Kshs			Kshs	Kshs
<b>(3) FEES CHARGED ON PARENTS</b>						
Lunch	6,600,000.00	-	6,600,000.00	10,919,193.00	(4,319,193.00)	165.4%
Transport	2,115,000.00	-	2,115,000.00	2,682,157.00	(567,157.00)	126.8%
Toilet project	1,500,000.00	-	1,500,000.00	67,545.00	1,432,455.00	4.5%
Electricity and water	-	-	-	-	-	-
Medical	-	-	-	-	-	-
Administration costs	-	-	-	-	-	-
Activity	-	-	-	-	-	-
SMASSE	-	-	-	-	-	-
Fee on Boarding Equipment and Stores	-	-	-	-	-	-
<b>OTHER INCOME</b>						
Rent income	-	-	-	-	-	-
Income from farming activities	-	-	-	-	-	-
Insurance compensation	-	-	-	-	-	-
Income from Posho mill	-	-	-	-	-	-
Income from Bus Hire	-	-	-	-	-	-
Fee for hire of ground and equipment	-	-	-	-	-	-
Interest income	-	-	-	-	-	-
Income from any other investment	-	-	-	-	-	-
<b>TOTAL INCOME</b>	<b>21,534,000.00</b>	<b>-</b>	<b>21,534,000.00</b>	<b>24,385,914.30</b>	<b>(2,851,914.30)</b>	<b>11.33%</b>
<b>(1) EXPENDITURE FOR TUITION</b>						
Textbooks and reference materials						
Exercise books	660,000.00	-	660,000.00	-	660,000.00	0.0%
Laboratory equipment	203,500.00	-	203,500.00	1,439,049.00	(1,235,549.00)	707.15%
Internal exams	120,000.00	-	120,000.00	-	120,000.00	0.0%
Teaching / learning materials	604,000.00	-	604,000.00	565,830.00	38,170.00	93.68%
Chalks	350,000.00	-	350,000.00	-	350,000.00	0.0%

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Receipt/expenses Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilization Difference	% of Utilization
	a	b	c=a+b	d	e=c-d	f=d/c %
	Kshs	Kshs			Kshs	Kshs
Library and reference materials	150,000.00		150,000.00	-	150,000.00	0.0%
Teachers guides	30,000.00	-	30,000.00	-	30,000.00	0.0%
Administration costs	-	-	-	-	-	-
Bank Charges	10,000.00		10,000.00	2,176.00	7,824.00	22%
<b>(2) EXPENDITURE FOR OPERATIONS</b>						
Personnel emoluments	2,556,000.00		2,556,000.00	3,628,980.00	(1,072,980.00)	142%
Repairs, maintenance & improvements	3,950,000.00		3,950,000.00	2,973,205.00	976,795.00	75%
Local transport / travelling	640,000.00		640,000.00	184,500.00	455,500.00	29%
Electricity, water and conservancy	900,000.00		900,000.00	50,000.00	850,000.00	5.6%
Medical	-		-	-	-	-
Administration costs	822,500.00		822,500.00	1,511,519.70	(689,019.70)	184%
Activity Expenses	1,510,000.00		1,510,000.00	906,700.00	603,300.00	60%
Gratuity	-		-	-	-	-
Insurance	-		-	-	-	-
<b>(3) EXPENDITURE FOR SCHOOL FUND</b>						
Lunch	6,774,800.00		6,774,800.00	10,168,744.00	(3,393,974.00)	150%
Transport	2,084,000.00		2,084,000.00	1,628,839.00	455,161.00	78%
Toilet project	1,200,000.00		1,200,000.00	243,220.00	956,780.00.00	20%
Electricity, water and conservancy	-	-	-	-	-	-
Medical Expenses	-	-	-	-	-	-
Administration costs	-	-	-	-	-	-
Activity	-	-	-	-	-	-
Gratuity	-	-	-	-	-	-
Lunch programme	-	-	-	-	-	-

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Receipt/expenses Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilization Difference	% of Utilization
	a	b	c=a+b	d	e=c-d	f=d/c%
	Kshs	Kshs			Kshs	Kshs
Boarding Equipment and Stores	-	-	-	-	-	-
Expenditure for Income Generating Activity	-	-	-	-	-	-
Insurance costs	-	-	-	-	-	-
Other expenses on investments	-	-	-	-	-	-
Rent Expenses	-	-	-	-	-	-
Bank Charges	10,000.00	-	10,000.00	15,730.00	(5,730.00)	157.3%
Loan Interest Repayment	-	-	-	-	-	-
Loan Principal Repayment	-	-	-	-	-	-
Acquisition of Assets	-	-	-	-	-	-
<b>TOTALS</b>	<b>22,704,800.00</b>		<b>22,704,800.00</b>	<b>23,318,522.70</b>	<b>(613,722.70)</b>	<b>103.3%</b>

*[Provide below a commentary on significant underutilization (below 90% of utilization) and any overutilization above 100%]*

- i. The funds received in some voteheads were insufficient as compared to the budget thus underutilization*
- ii. In some voteheads the expenditure exceeded the budget thus overutilization*



## IX. SIGNIFICANT ACCOUNTING POLICIES

The principal 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 and comply with International Public Sector Accounting Standards (IPSAS) with particular emphasis on Cash Basis Financial Reporting under the Cash Basis of Accounting and applicable government legislations and regulations. The financial statements comply with and conform to the form of presentation prescribed by the Public Sector Accounting Standards Board of Kenya.

This cash basis of accounting has been supplemented with accounting for; a) receivables that include imprest, salary advances and other receivables and b) payables that include deposits and retentions and payables from operations.

The financial statements are presented in Kenya Shillings, which is the functional and reporting currency of *Karima Mixed Secondary School* and all values are rounded to the nearest Kenya Shilling (Kshs). The accounting policies adopted have been consistently applied to all the years presented.

### 2. Recognition of receipts and payments

*Karima Mixed Secondary School* recognises all receipts from the various sources when the event occurs and the related cash has actually been received by *Karima Mixed Secondary School*. In addition, *Karima Mixed Secondary School* recognises all expenses when the event occurs and the related cash has actually been paid out by *Karima Mixed Secondary School*.

### 3. In-kind contributions

In-kind contributions are donations that are made to *Karima Mixed Secondary School* 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, *Karima Mixed Secondary School* includes such value in the statement of receipts and payments both as a receipt and as a payment in equal and opposite amounts; otherwise, the contribution is not recorded.

### 4. 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 various financial institutions at the end of the financial year.

**SIGNIFICANT ACCOUNTING POLICIES (Continued)**

- 5. 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 expenditure 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.
- 6. Accounts Payable**  
For the purposes of these financial statements, deposits and retentions held on behalf of third parties have been recognized 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. 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.
- 7. Non-current assets**  
Non-current assets are expensed at the time of acquisition while disposal proceeds are recognized as receipts at the time of disposal. However, the acquisitions and disposals are reflected in the school fixed asset register a summary of which is provided as a memorandum to these financial statements.
- 8. Budget**  
The budget is developed on the same accounting basis (cash basis), the same accounts classification basis, and for the same period as the financial statements. *Karima Mixed Secondary School* budget was approved by the School Board of Management. A comparison of the actual performance against the comparable budget for the financial year under review has been included in the financial statements.
- 9. Comparative figures**  
Where necessary comparative figures for the previous financial year have been amended or reconfigured to conform to the required changes in presentation.
- 10. 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 30 June, 2022.

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**X. NOTES TO THE FINANCIAL STATEMENTS**

**1 CAPITATION GRANT FOR TUITION**

	2021-2022	2020-2021
	Kshs	Kshs
Text books	-	-
Exercise books	713,051.50	423,801.00
Laboratory equipment	618,319.25	211,900.50
Internal exams	-	79,463.00
Teaching / learning materials	570,236.25	105,950.25
Chalks	102,386.00	26,487.50
Exams and assessment	-	-
Teachers guides	-	-
<b>Total</b>	<b>2,003,993.00</b>	<b>847,602.25</b>

**2 CAPITATION GRANT FOR OPERATIONS**

	2021-2022	2020-2021
	Kshs	Kshs
Personnel emoluments	2,913,657.10	934,287.00
Repairs and maintenance	2,992,500.00	3,430,952.00
Local transport / travelling	461,687.50	422,212.30
Electricity and water	324,560.85	-
Medical	125,000.00	-
Administration costs	1,343,435.10	422,212.95
Insurance	-	-
Activity	552,185.75	89,862.40
<b>Total</b>	<b>8,713,026.30</b>	<b>5,299,526.65</b>

**3 PARENTS CONTRIBUTION/FEES - SCHOOL FUND ACCOUNT**

	2021-2022	2020-2021
	Kshs	Kshs
Lunch	10,919,193.00	4,205,946.00
Transport	2,682,157.00	1,258,768.00
Toilet project	67,545.00	715,391.00
Service gratuity	-	-
Medical	-	-
Administration costs	-	-
Activity	-	-
<b>Total</b>	<b>13,668,895.00</b>	<b>6,180,105.00</b>

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**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4 PAYMENTS FOR TUITION**

	2021-2022	2020-2021
	Kshs	Kshs
Textbooks and reference materials	-	-
Exercise books	-	608,000.00
Laboratory equipment	1,439,049.00	352,880.00
Internal exams	-	-
Teaching / learning materials	565,830.00	404,300.00
Chalks	-	-
Library and reference materials	-	-
Teachers guides	-	-
Administration Costs	-	-
Bank Charges	2,176.00	3,563.00
<b>Total</b>	<b>2,007,055.00</b>	<b>1,368,743.00</b>

**5 PAYMENTS FOR OPERATIONS**

	2021-2022	2020-2021
	Kshs	Kshs
Personnel emoluments	3,628,980.00	1,488,240.00
Service Gratuity	-	-
Administration Cost	1,511,519.70	1,039,465.30
Repairs and maintenance & improvements	350,000.00	43,050.00
Local transport / travelling	184,500.00	417,500.00
Electricity and water	50,000.00	-
Medical	-	-
Activity Expenses	906,700.00	620,814.00
Infrastructure	2,623,205.00	2,862,010.00
Insurance Cost	-	-
BOM teachers	-	60,000.00
Acquisition of Assets	-	-
<b>TOTAL</b>	<b>9,254,904.70</b>	<b>6,531,079.30</b>

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**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**6 BOARDING AND SCHOOL FUND PAYMENTS**

	2021-2022	2020-2021
	Kshs	Kshs
Lunch	10,168,774.00	3,679,764.00
Transport	1,628,839.00	421,554.00
Toilet project	243,220.00	265,150.00
Bank charges	15,730.00	8,290.00
Electricity and water	-	-
Medical Expenses	-	-
Administration costs	-	-
Lunch Programme	-	-
Bank Charges	-	-
Expenses on Income Generating Activities	-	-
Fee on Boarding Equipment and Stores	-	-
Rent Expenses	-	-
Insurance Cost (Life Property)	-	-
Loan Principal repayment	-	-
Loan Interest repayment	-	-
Acquisition of Assets	-	-
<b>TOTAL</b>	<b>12,056,563.00</b>	<b>4,374,758.00</b>

*Expenses on income generating activities\*\* should include all costs relating to the school earnings on other receipts as recorded in note 4. These costs should include farm maintenance, posho mill maintenance, ground maintenance and costs incurred during hire of school bus among others.*

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**7 BANK ACCOUNTS**

Name of Bank, Account No. & currency	Bank Account Number	2021-2022	2020-2021
		Kshs	Kshs
Tuition Account	1104212668	2,243.65	239,106.65
Operations Account	0200291734852	(269,168.51)	856,924.89
School Fund Account/Boarding	0200291734847	805,724.01	896,468.01
Savings Account		-	-
Parent Association Development Account		-	-
Income generating activities Account		-	-
Infrastructural Account		26,140.00	
<b>Total</b>		<b>564,939.15</b>	<b>1,992,499.55</b>

**8 CASH IN HAND**

Description	2021-2022	2020-2021
	Kshs	Kshs
Tuition Account	-	-
Operation Account	5,186.00	3,686.00
School Fund account	5,321.90	4,888.90
<b>Total</b>	<b>10,507.90</b>	<b>8,574.90</b>

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**9 ACCOUNTS RECEIVABLE**

Description	2021-2022	2020-2021
	Kshs	Kshs
Fees arrears	4,984,268.00	3,105,359.00
Other non-fees receivables	-	-
Salary advances	-	-
Imprest	-	-
<b>Total</b>	<b>4,984,268.00</b>	<b>3,105,359.00</b>

[Include an ageing of the fees / non fees arrears below]

Description	2021-2022	2020-2021
	Kshs	Kshs
Fees arrears for current year	2,729,035.00	1,591,090.00
Fees arrears for the previous year	2,255,233.00	1,515,269.00
Fees arrears for prior periods (over two years)	-	-
<b>Total</b>	<b>4,984,268.00</b>	<b>3,105,359.00</b>

**10 ACCOUNTS PAYABLE**

Description	2021-2022	2020-2021
	Kshs	Kshs
Trade creditors (See ageing below and appendix 1)	4,351,252.00	4,973,612.00
Prepaid fees	287,582.00	279,332.00
Retention monies	-	-
<b>Total</b>	<b>4,638,834.00</b>	<b>5,252,944.00</b>

[Include an ageing of the creditor's arrears below]

Description	2021-2022	2020-2021
	Kshs	Kshs
Trade creditors for current year	3,695,930.00	2,582,274.00
Trade creditors for the previous year	655,322.00	2,391,338.00
Trade creditors for prior periods (over two years)	-	-
<b>Total</b>	<b>4,351,252.00</b>	<b>4,973,612.00</b>

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**11 FUND BALANCE BROUGHT FORWARD**

Description	2021-2022	2020-2021
	Kshs	Kshs
Bank balances	1,992,499.55	2,175,157.95
Cash balances	8,574.90	10,744.90
Short Term Investments	-	-
Receivables	3,105,359.00	2,459,667.00
Payables	5,252,944.00	4,844,734.00
<b>Total</b>	<b>(146,510.55)</b>	<b>(199,164.15)</b>

**Other important disclosure notes**

IPSAS 1 encourages an entity to disclose accrual related information in relation to an entity's assets and liabilities. The notes outlined below are disclosure notes in relation to the school's non- financial assets and liabilities.

**12 Biological assets**

Description	Numbers	2021-2022	2020-2021
		Kshs	Kshs
Cattle	-	-	-
Goats	-	-	-
Trees	2200	-	-
Coffee or tea plantation	-	-	-
Poultry	-	-	-
<b>Total</b>	<b>2200</b>	<b>-</b>	<b>-</b>

**13 Stock/ Inventory**

Description	Numbers	2021-2022	2020-2021
		Kshs	Kshs
<b>a) Borrowings</b>			
Stock/ inventory at beginning of the year	93		
Stock/ inventory purchased during the year	12013		
Stock/ inventory issued during the year	11908		
<b>Balance at end of the year</b>	<b>105</b>		



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**14 PROGRESS ON FOLLOW UP OF AUDITOR RECOMMENDATIONS**

The following is the summary of issues raised by the external auditor, and management comments that were provided to the auditor.

<b>Ref No.</b>	<b>Issue / Observations from Auditor</b>	<b>Management comments</b>	<b>Status: (Resolved / Not Resolved)</b>	<b>Timeframe: (Put a date when you expect the issue to be resolved)</b>

## ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE

Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 2022	Outstanding Balance 2021-1	Comments
	a	b	c	d=a-c		
	Kshs		Kshs	Kshs	Kshs	
<b>Construction of buildings</b>						
1. KABITU HARDWARE	18,330.00	25/06/2022	-	18,330.00		CREDITOR NOT PAID IN 2021
2. KABITU HARDWARE	4,000.00	05/05/2022	-	4,000.00		CREDITOR NOT PAID IN 2022
3. KABITU HARDWARE	55,940.00	16/02/2022	-	55,940.00		CREDITOR NOT PAID IN 2022
4. KABITU HARDWARE	27,750.00	11/06/2022	-	27,750.00		CREDITOR NOT PAID IN 2022
5. KABITU HARDWARE	20,480.00	21/01/2022	-	20,480.00		CREDITOR NOT PAID IN 2022
6. MUMBAI TECHNOLOGIES	84,105.00	02/01/2022	-	84,105.00		CREDITOR NOT PAID IN 2022
7. MUMBAI TECHNOLOGIES	524,340.00	04/12/2021	-	524,340.00		CREDITOR NOT PAID IN 2022
8. PARO & SONS	78,360.00	30/06/2022	-	78,360.00		CREDITOR NOT PAID IN 2022
<b>Sub-Total</b>	<b>813,305.00</b>			<b>813,305.00</b>		
<b>Supply of goods</b>						
9. TREZAN SUPPLIES	76,500.00	30/07/2021	-	76,500.00		CREDITOR NOT PAID IN 2022
10. TREZAN SUPPLIES	62,504.00	2/2/2021		62,504.00		CREDITOR NOT PAID IN 2021
11. TREZAN SUPPLIES	346,150.00	2/2/2021	300,000.00	46,150.00		CREDITOR NOT PAID IN 2021
12. SOLVENTA ENTERPRISES	134,000.00	23/05/2022	134,000.00	-		CREDITOR NOT PAID IN 2022
13. GEORGE NYORO NDUNGU	15,720.00	13/05/2022	15,720.00	-		CREDITOR NOT PAID IN 2022
14. GEORGE NYORO NDUNGU	10,140.00	14/06/2022	10,140.00	-		CREDITOR NOT PAID IN 2022
15. GEORGE NDUNGU NYORO	9,200.00	29/06/2022	9,200.00	-		CREDITOR NOT PAID IN 2022
16. DAVID MUREITHI RUGA	31,200.00	30/06/2022	31,200.00	-		CREDITOR NOT PAID IN 2022
17. POLY ENERGY SAVERS	320,000.00	19/10/2021	320,000.00	-		
18. POLY ENERGY SAVERS	130,000.00	28/12/2021	30,000.00	100,000.00		CREDITOR NOT PAID IN 2022
19. POLY ENERGY SAVERS	52,000.00	21/07/2021	-	52,000.00		CREDITOR NOT PAID IN 2022
20. CAROLINE MUGATHI	48,000.00	30/06/2022	48,000.00	-		CREDITOR NOT PAID IN 2022
21. FURAHA BUTCHERY	22,500.00	30/06/2022	22,500.00	-		CREDITOR NOT PAID IN 2022
22. MERCY NJERI KINUTHIA	12,500.00	13/06/2022	12,500.00	-		CREDITOR NOT PAID IN 2022
23. BARSALANG TECH ENTERPRISES	47,600.00	17/11/2021	-	47,600.00		CREDITOR NOT PAID IN 2022

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24. BARSALANG TECH ENTERPRISES	47,600.00	19/05/2022		47,600.00		CREDITOR NOT PAID IN 2022
25. SHADEMWA INVESTMENT	45,000.00	28/10/2021	45,000.00	-		CREDITOR NOT PAID IN 2022
26. FRAMAHA ENTERPRISES	126,100.00	03/05/2022	100,000.00	26,100.00		CREDITOR NOT PAID IN 2022
27. FRAMAHA ENTERPRISES						
28. THIKA MOTOR DEALERS	471,016.00	24/01/2022	250,000.00	221,016.00		CREDITOR NOT PAID IN 2022
29. PIONEER LAB SUPPLIES	274,080.00	20/7/2021	274,080.00	-		CREDITOR NOT PAID IN 2022
30. PIONEER LAB SUPPLIES	161,250.00	10/09/2021		161,250.00		CREDITOR NOT PAID IN 2022
31. PIONEER LAB SUPPLIES	97,259.00	16/11/2021	-	97,259.00		CREDITOR NOT PAID IN 2022
32. PIONEER LAB SUPPLIES	298,575.00	26/01/2022	-	298,575.00		CREDITOR NOT PAID IN 2022
33. PIONEER LAB SUPPLIES	33,140.00	05/03/2022	-	33,140.00		CREDITOR NOT PAID IN 2022
34. PIONEER LAB SUPPLIES	574,745.00	05/03/2022	-	574,745.00		CREDITOR NOT PAID IN 2022
35. PIONEER LAB SUPPLIES	29,190.00	06/02/2020	29,190.00	-		CREDITOR NOT PAID IN 2020
36. PIONEER LAB SUPPLIES	86,770.00	25/02/2020	-	86,770.00		CREDITOR NOT PAID IN 2020
37. PIONEER LAB SUPPLIES	6,480.00	18/03/2021	-	6,480.00		CREDITOR NOT PAID IN 2021
38. PIONEER LAB SUPPLIES	259,710.00	11/04/2021	259,710.00	-		CREDITOR NOT PAID IN 2021
39. PIONEER LAB SUPPLIES	240,900.00	17/06/2021		240,900.00		CREDITOR NOT PAID IN 2021
40. PIONEER LAB SUPPLIES	138,180.00	15/02/2021	138,180.00	-		CREDITOR NOT PAID IN 2021
41. BERINET ENTERPRISES	66,500.00	04/02/2020	-	66,500.00		CREDITOR NOT PAID IN 2020
42. LAZO ENTERPRISES	324,225.00	11/10/2019	324,225.00	-		CREDITOR NOT PAID IN 2020
43. LEXIN SUPPLIES	13,500.00	08/11/2021	13,500.00	-		CREDITOR NOT PAID IN 2022
44. LEXIN SUPPLIES	110,500.00	18/10/2021	110,500.00	-		CREDITOR NOT PAID IN 2022
45. LEXIN SUPPLIES	136,000.00	11/11/2021	136,000.00	-		CREDITOR NOT PAID IN 2022
46. LEXIN SUPPLIES	12,000.00	15/12/2021	12,000.00	-		CREDITOR NOT PAID IN 2022
47. LEXIN SUPPLIES	8,500.00	16/12/2021	8,500.00	-		CREDITOR NOT PAID IN 2022
48. LEXIN SUPPLIES	24,000.00	27/01/2022	24,000.00	-		CREDITOR NOT PAID IN 2022
49. LEXIN SUPPLIES	30,000.00	25/02/2022	30,000.00	-		CREDITOR NOT PAID IN 2022
50. LEXIN SUPPLIES	7,500.00	25/02/2022	7,500.00	-		CREDITOR NOT PAID IN 2022
51. LEXIN SUPPLIES	15,000.00	27/04/2022	15,000.00	-		CREDITOR NOT PAID IN 2022

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Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 2022	Outstanding Balance 2021-1	Comments
52. LEXIN SUPPLIES	15,000.00	14/06/2022	15,000.00	-		CREDITOR NOT PAID IN 2022
53. LEXIN SUPPLIES	7,500.00	14/06/2022	7,500.00	-		CREDITOR NOT PAID IN 2022
54. LEXIN SUPPLIES	52,500.00	17/06/2022	52,500.00	-		CREDITOR NOT PAID IN 2022
55. LEXIN SUPPLIES	2,500.00	17/06/2022	2,500.00	-		CREDITOR NOT PAID IN 2022
<b>Sub-Total</b>	<b>5,450,538.00</b>		<b>1,120,630.00</b>	<b>3,537,947.00</b>		
<b>Supply of services</b>						
56.	-		-	-		
<b>Sub-Total</b>	<b>-</b>		<b>-</b>	<b>-</b>		
<b>Grand Total</b>	<b>5,450,538.00</b>		<b>1,120,630.00</b>	<b>4,351,252.00</b>		

ANNEX 2 – SUMMARY OF FIXED ASSETS REGISTER

Asset class	Number	Date purchased	Location	Historical Cost b/f (Kshs) 1 <sup>st</sup> July 2021	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 30 <sup>th</sup> June 2022
Land 1	1 (10acres)	2012	Maai mahiu	20,000,000.00	-	-	21,000,000.00
Land 2	-						
Buildings and structures							
Classes	16						
Staff toilets	4			20,000,000.00	1,200,000.00		21,200,000.00
Students toilets	50						
Offices	4						
Kitchen	1						
Laboratory	1						
Motor vehicles	2	6/02/2014		3,800,000.00	-		3,300,000.00
Office equipment, furniture and fittings							
Office desks	30			1,000,000.00	625,000.00		1,425,000.00
Chairs	30						
Cabinets	2						
Desks and chairs	650						
ICT Equipment, and Other ICT Assets							
Radio	1			200,000.00	608,445.00		808,445.00
TV	1						
Laptop	1						
Projector	1						
CCTV cameras	36						
Tools and apparatus							

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Asset class	Number	Date purchased	Location	Historical Cost b/f (Kshs) 1 <sup>st</sup> July 2021	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 30 <sup>th</sup> June 2022
Apparatus e.g. burettes, pipettes flasks beakers distilled water cell holders thermometer microscope etc.	4270						
Chemicals e.g. carbonates, chlorides, nitrates, sulphates, solutions glucose starch etc.	596						
Textbooks	9355						
Other Machinery and Equipment							
Photocopier	1	2013		300,000.00	200,000.00		500,000.00
Photocopier	1	2018					
Printer	1	2014					
computers	4	2013					
Heritage and cultural assets	-						
Intangible assets- soft ware							
Finance	1	2016		150,000.00	100,000.00		250,000.00
Exams	1	2021					
<b>Total</b>	<b>15061</b>						

(The School should ensure that a detailed fixed assets register is maintained).