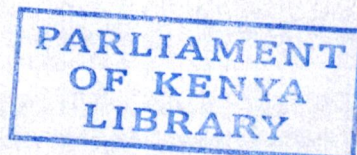


REPUBLIC OF KENYA



Paper laid on the
table of the senate
on 15/10/2015
T. J. A.

KENYA NATIONAL AUDIT OFFICE



REPORT

OF

THE AUDITOR-GENERAL

ON

**THE FINANCIAL OPERATIONS OF
MACHAKOS COUNTY ASSEMBLY**

**FOR THE PERIOD
1 JULY 2013 TO 30 JUNE 2014**

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REPORT OF THE AUDITOR-GENERAL ON THE FINANCIAL OPERATIONS OF MACHAKOS COUNTY ASSEMBLY FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014

EXECUTIVE SUMMARY

BACKGROUND INFORMATION

The Constitution of Kenya, 2010 under Article 176, created the County Governments which consist of the County Assembly and the County Executive. The County Assembly which is the Legislative Arm of County Government consists of the Speaker and Members of County Assembly (elected and nominated). The County Assembly of Machakos has 40 elected and 19 nominated members.

INTRODUCTION

This audit covered the period 1 July 2013 to 30 June 2014. It was undertaken to assess the adequacy and reliability of the systems of management and financial controls instituted by the management of the County Assembly in running its affairs with emphasis on the utilization of public resources.

TERMS OF REFERENCE

The Office of the Auditor-General is an independent office mandated by the Constitution in Article 229 to audit the accounts of the National and County Governments. In this regard, the Office planned an audit of the financial operations of the Machakos County Assembly for the period 1 July 2013 to 30 June 2014 with the following audit objectives:

- Assessment of controls over management of cash and bank accounts.
- Assessment of controls over management of assets under the control of the County Assembly.
- Assessment of compliance with the procurement laws in process of acquisition of goods or services.
- Assessment of compliance with Public Financial Management Act, 2012 in the utilization of public funds.
- Compliance with other relevant laws and regulations.
- Ascertainment integrity and reliability of financial and other information used by management in the utilization of public funds.

- Compliance with other relevant laws and regulations.
- Ascertainment integrity and reliability of financial and other information used by management in the utilization of public funds.
- Confirmation that all necessary supporting documents, records and accounts have been kept in respect of all transactions.

AUDIT METHODOLOGY

The approach used in carrying out this audit included the following:

- Interviews with key officers at the County Assembly offices.
- Review of applicable legislation and regulations.
- Examination of payment vouchers, cashbooks, vote books, bank statements, and bank slips, miscellaneous receipt books, procurement documents, stores records, asset registers and other related records.
- Review of minutes of various meetings where there were resolutions regarding utilization of public funds.
- Physical inspection and verifications.
- Observation of processes and activities.
- Review of documents used by management to monitor use of funds.

SCOPE AND DETERMINATION OF RESPONSIBILITIES

The audit was conducted in accordance with the International Standards of Supreme Audit Institutions (ISSAIs). These standards require that the audit is planned and performed so as to obtain reasonable assurance that, in all material respects, expenditures incurred is fairly stated and fair recording is achieved in all financial transactions.

The matters mentioned in this report are therefore those that were identified through tests considered necessary for the purpose of the audit and it is possible that there might be other matters and/or weaknesses that were not identified.

The maintenance of effective control measures and compliance with laws and regulations are the responsibility of the management. Our responsibility is to report on the weaknesses that were identified in the course of the audit.

KEY FINDINGS

1.0 POLICY ISSUES

1.1 Procurement Plan

The County Assembly had not prepared an annual procurement plan for the entire financial year.

2.0 CURRENT ASSETS

2.1 Cash and Bank Balances

2.1.1 Maintenance of Accounting Records

The management did not maintain accounting books of original entry for better accounting practices especially in preparation of financial statements. It was further noted that the cashbook was not balanced on daily basis and only reflected continuous payments without monthly reconciliations.

2.1.2 Payment Vouchers

Payment vouchers reflected several anomalies where some vouchers were not serially arranged. Some vouchers had no vote heads reflected on them and some had several payments from different votes without authorized reallocation. In addition, some vouchers were not fully examined and approved but were paid.

3.0 NON-CURRENT ASSETS

3.1 Purchase of Motor Vehicles

The Assembly advertised two tenders for supply and delivery of motor vehicles but it was not specified whether the required vehicles were second hand or new. The specifications were that the Assembly wanted 7-seater vehicles whereas the lowest bidder supplied six (6) used 5-seater Toyota RAV4 at a flat rate of Kshs.2,450,000 all totalling Kshs.14,700,000 without pre-purchase valuation. Further, the tender evaluation minutes do not show clearly the kind of vehicles required as the recommendations remained ambiguous.

4.0 BUDGETARY CONTROL AND PERFORMANCE

The County Government of Machakos prepared and approved a budget of Kshs.4,159,450,000 which included Ksh.793,950,000 for the County Assembly through Machakos County Appropriation Act, 2013. The appropriations included Kshs.77,450,000 for development expenditure and Kshs.716,500,000 for recurrent

expenditure. However, expenditure details show that the County Assembly received Kshs.745,785,095.70 whose breakdown has not been given on both recurrent and development. The allocation was, therefore, under funded by Kshs.48,64,904.30. Further, out of the amount received, the County Assembly had a total expenditure of Kshs.753,102,788.68 creating a deficit of Kshs.7,317,692.98 whose source could not be established.

5.0 EXPENDITURE

5.1 Procurement of Goods and Services

5.1.1 Purchase of Office Equipment

The County Assembly procured various office equipment amounting to Kshs.6,090,000 from various firms which had not been pre-qualified. It was not clear how they were identified to do business with the Assembly. Further, the purchases were split to meet the threshold of quotations.

5.1.2 Supply of Furniture

The County Assembly procured and paid an amount of Kshs.1,247,213 for the supply of office furniture. Examination of payment vouchers revealed that there were no quotations for the items to be supplied. Further, the specifications for the items were not clear. In addition, the supplies appear to have been split to meet the requirements of the ceilings provided in the Public Procurement and Disposal Act, 2005 and Regulations 2006.

5.1.3 Purchase of goods and services without quotations

The County Assembly made payments amounting to Kshs.8,762,110 for purchase of goods and services. However, it was observed that no quotations were floated and no evidence was produced to show how the goods and services were received.

5.1.4 Air Travel Agency

An air travel agency was single sourced to organise various overseas trips for the County Assembly members and staff. It was not clear how the firm was identified as it was not in the pre-qualified list of suppliers.

5.1.5 Payment of Airtime in Cash

County officers were paid for airtime in cash amounting to Kshs.207,500.00 instead of it being purchased and distributed to them.

5.2 Members of County Assembly Attendance Register

Scrutiny of various Committee meeting registers revealed that there were inconsistencies in the signatures Members of the County Assembly (MCAs), attending meetings. There was no clear pattern of the signatures by the Members of the County Assembly who attended meetings casting doubts on the genuineness of the payments.

5.3 Expenditure for Seminars and Conferences

The County Assembly incurred expenditure amounting to Kshs.6,994,755 on various seminars and conferences on diverse dates. However, the expenses were not properly supported. There were no attendance registers, or any other evidence on when the conferences were held. Further, there was no evidence on invitations.

Consequently, the validity of expenditure amounting to Kshs.6,994,755 on seminars and conferences could not be ascertained.

5.4 Overseas Travelling and Subsistence Allowances

5.4.1 Foreign Travels

During the period under review, members of the County Assembly (MCAs) and staff made various foreign trips. It was observed in a number of cases that participants were paid per diems while at the same time a travel agency had been contracted to provide full package of the trip including airport transfers, local transport and full board accommodation all totalling Kshs.24,287,027.

5.4.2 Irregular allowances to MCAs

Five members of the County Assembly (MCAs) were paid foreign travel allowances amounting to Kshs.1,445,928 for trips to Singapore and Morocco but did not travel. These amounts were, however, not refunded or recovered.

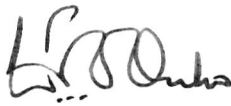
5.5 Irregular Hiring of Ward office staff

The Machakos County Assembly had budgeted for a monthly expenditure of Kshs.98,000 per ward in maintenance of ward offices and payment of salaries to ward office messenger, secretary and a personal assistant. This aggregated to Kshs.3,920,000 per month for the 40 wards. The establishment of the ward offices and the subsequent employment of the officers was not backed by any law.

6.0 ICT INTERNAL CONTROL ENVIRONMENT

The following weaknesses were identified in the Assembly's IT internal control environment:

- There was no formally approved IT security policy to ensure data confidentiality, integrity and availability.
- Non-existence of an Information Technology strategic committee.
- Failure to implement an IT strategic plan that supports business requirements and ensures that IT spending remains within the approved IT strategic plan.
- Lack of training program to build IT capacity.
- Lack of a formally documented and approved process to manage upgrades and system changes made to all financial / performance information systems.
- There was no backup and retention policy. Lack of documented schedule for routine maintenance for IT infrastructure.



Edward R.O. Ouko, CBS
AUDITOR-GENERAL

Nairobi

07 July 2015

REPORT OF THE AUDITOR-GENERAL ON FINANCIAL OPERATIONS OF THE MACHAKOS COUNTY ASSEMBLY FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014

DETAILED AUDIT FINDINGS

1.0 POLICY ISSUES

1.1 Procurement Plan

During the audit process we noted that there was no procurement plan for the entire financial year.

Recommendation

The County should have a procurement plan in place.

2.0 CURRENT ASSETS

2.1 Cash and Bank Balances

2.1.1 Maintenance of Accounting Records

The County Assembly had not implemented the Intergrated Financial Management Information System (IFMIS) as at the time of audit. Further, it was observed that the management does not maintain the following books of original entry for better accounting practices especially in preparation of financial statements;

- General Ledger
- Creditors ledger
- Debtors Ledger
- Imprest Registers
- Salary Advances
- Sitting Allowances payments ledger
- Petty cashbook

The cashbook was also not balanced on daily basis and only reflected continuous payments without monthly reconciliations.

This is contrary to Section 68 Sub-Section 2, the Public Finance Management Act, 2012 which requires that;

- An accounting officer shall ensure that all the expenditure made by an entity is authorized,

- Keeps financial and accounting records, and
- Ensures that all financial and accounting records the entity keeps in any form including in electronic form are adequately protected and backed up.

Recommendations

- The County Assembly management should maintain all books of original entry so as to be able to prepare financial statements which can be relied upon.
- The County Assembly should also comply with the existing laws, regulations and procedures.

2.1.2 Payment Vouchers

Scrutiny of payment vouchers reflected several anomalies as follows;

- Some vouchers were not serially arranged thus making it very difficult to post them to the cashbook.
- Some vouchers had no vote heads reflected on them.
- Some vouchers have several payments from different votes making it difficult to know which vote is exhausted.
- Some vouchers were not fully examined and approved but were paid.

Recommendations

- Management should keep and maintain proper books of account to ensure that financial statements prepared are reliable.
- Management should also ensure that bank reconciliations are prepared regularly and reconciling items addressed promptly.

3.0 NON-CURRENT ASSETS

3.1 Purchase of Motor Vehicles

The County Assembly advertised for two tenders for supply and delivery of motor vehicles. However, the tenders did not specify whether the required vehicles were second hand or new contrary to Section 34 (1) of the Public Procurement and Disposal Act 2005, which requires the procuring entity to prepare specific requirements relating to the goods, works or services being procured that are clear,

that give a correct and complete description of what is to be procured. The Standard tender documents for Tender no. MCA/13/14/017 specified that the County Assembly wanted 7-seater vehicles whereas the lowest bidder supplied six used 5-seater Toyota RAV4 at a flat rate of Kshs. 2,450,000 all totalling Kshs.14,700,000 without pre-purchase valuation.

Further, the tender evaluation minutes did not show clearly the kind of vehicles required as the recommendations remained ambiguous, which is contrary to Section 52 (2) of the procurement and Disposal Act, 2005.

One of the purchased Motor vehicle, KBV 545U, was involved in a road accident on 15 December 2013 at night. The vehicle salvage is in a garage since then despite having a valid comprehensive insurance cover at the time of accident. There were no work tickets to confirm whether the vehicle was on official duty at the time of accident.

Recommendations

- The County Assembly should obtain a pre-purchase valuation report while procuring second hand vehicles.
- The advertisements should have clear specifications to enhance fair competition among potential suppliers.
- The County Assembly should lodge an insurance claim for the insured vehicle KBV 545U.
- The County Assembly management should adhere to the requirements of the Public Procurement and Disposal Act, 2005 and Regulations 2006.

4.0 BUDGETARY CONTROL AND PERFORMANCE

The County Government of Machakos prepared and approved a budget of Kshs.4,159,450,000 which included Kshs.793,950,000 for the County Assembly through Machakos County Appropriation Act, 2013. The appropriations included Kshs.77,450,000 for development expenditure and Kshs.716,500,000 for recurrent expenditure. However, expenditure details show that the County Assembly received Kshs.745,785,095.70 whose breakdown had not been given on both recurrent and development. The allocation was, therefore, under funded by Kshs.48,164,904.30. Further, out of the amount received, the County Assembly incurred total expenditure of Kshs.753,102,788.68 thus creating a deficit of Kshs.7,317,692.98 whose source could not be established.

Recommendation

The County Assembly should restrict their expenditure within the approved budgetary allocation in accordance with the Public Finance Management Act, 2012.

5.0 EXPENDITURE

5.1 Procurement of Goods and Services

5.1.1 Purchase of Office Equipment

The following five (5) firms supplied the Assembly with various items totalling Kshs.6,090,000 without being in the pre-qualification list. It was, therefore, not clear how they were identified to do business with the Assembly.

Firms	Particulars	Amount (Kshs)
Enchain Technologies	Printer and a mobile Set	109,000
Bitiitec Systems and Suppliers Ltd	4 computers and 4 printers	500,000
JUFRA enterprises	20 units of water dispensers	460,000
Metrotech East Africa Ltd	13 pcs of Ipads	1,427,000
AntiMac Office Technologies	60 HP Lap tops @ Kshs 60,000	<u>3,600,000</u>
	Total	<u>6,090,000</u>

Further, the purchases were split to meet the thresholds for quotations contrary to the requirements of Section 30 (1) of the Public Procurement and Disposal Act, 2005, which stipulates that no procuring entity may structure procurement as two or more procurements for the purpose of avoiding the use of a procurement procedures.

5.1.2 Supply of Furniture

A sample of payment vouchers revealed that the following firms supplied furniture to the assembly but it was not clear how they were identified since there were no quotations.

Date	Firms	Details	Amount Kshs
21.11.2013	Mia Mbili Enterprises	2 high back exec chair, 2 medium black leather chair, 1 exec desk	150,000

20.11.2013	Kitee Furniture Corner	2 high back exec chair, 2 medium black chairs, 1 board option	150,000
20.11.2013	Jobeco General services	2 high back exec chair, 2 medium black leather chair, 1 exec desk	149,800
20.11.2014	Kitee Furniture Corner	2 high back exec chair, 2 medium black leather chair, 1 exec desk	150,000
20.01.2014	M & J Holdings Ltd	2 high back exec chair, 2 medium black leather chair, 1 exec desk	150,000
18.11.2013	Quicklink communications Ltd	2 high back exec chair, 2 medium black leather chair, 1 exec desk	149,959
7.4.2014	Naivas Ltd	2 wardrobes	47,454
21.01.2013	Borderline solutions Ltd	2 high back exec chair, 2 medium black leather chair, 1 exec desk	150,000
25.02.2014	Display Products	2 high back exec chair, 2 medium black leather chair, 1 exec desk	<u>150,000</u>
Total			<u>1,247,213</u>

Further, the specifications were not clear contrary to Section 34 (1) of the Public Procurement and Disposal Act, 2005. In addition, the supplies appears to have been split to meet the requirements provided in the Public Procurement and Disposal Act, 2005 contrary to Section 30 (1) of the Public Procurement and Disposal Act, 2005 which stipulates that no procuring entity may structure procurement as two or more procurements for the purpose of avoiding the use of a procurement procedure.

Recommendations

- The County Assembly should prequalify service and goods providers in accordance with the Public Procurement Disposal Act, 2005.
- Management should follow the laid down rules and regulations governing the procurement of goods and services as required by Public Procurement and Disposal Act, 2005.

5.1.3 Purchase of goods and services without quotations

Examination of payment vouchers revealed that there were payments made amounting to Kshs.8,762,110 for purchase of goods and services. However, it was observed that no quotations were floated and no evidence was produced to show how the goods and services were received as shown in **Appendix I**.

Recommendations

- Management should follow the laid down rules and regulations governing the procurement of goods and services as required by the Public Procurement and Disposal Act, 2005.
- Procurement process should be properly documented.

5.1.4 Air Travel Agency

An air travel agency, was single sourced to organise various overseas trips for the members of the County Assembly members and staff. It was not clear how the firm was identified as it was not in the pre-qualified list of suppliers.

Recommendations

- Management should follow the laid down rules and regulations governing the procurement of goods and services as required by Public Procurement and Disposal Act, 2005.
- The County Assembly should prequalify service providers in accordance with the Public Procurement Disposal Act, 2005.

5.1.5 Payment of Airtime in Cash

Examination of payments showed cases where County Assembly Officers were paid cash airtime amounting to Kshs.207,500.00 instead of it being purchased and distributed to them.

Recommendation

It is recommended that the airtime be purchased and distributed to the officers.

5.2 Members of County Assembly Attendance Register

Examination of various committee meetings registers revealed that there were inconsistencies in the signatures of the Members of the County Assembly attending meetings. There was, therefore, no clear pattern of the signatures by the members

of the County Assembly who attended meetings casting doubt on the genuineness of the payments.

Recommendations

- Further investigations be carried out so that lost money is recovered and culpable individuals identified and dealt with administratively.
- Officers who occasioned the loss should be held to account.

5.3 Expenditure for Seminars and Conferences

Examination of payments showed that the County Assembly incurred expenditure amounting to Kshs.6,994,755 for various seminars and conferences on diverse dates. However, the expenses were not properly supported. There was no evidence on when the conferences were held, register of attendance, the criteria used to identify the participants and invitations for the seminars as detailed in **Appendix II**.

This is contrary to the requirements of paragraph 104 (1) sub section (i) and (k) of the Public Finance Management Act, 2012 which requires County Governments to properly manage, control and account for resources in order to promote efficient and effective use of the County's resources.

Recommendation

It is recommended that all payments should be supported with relevant documents for future reference and review.

5.4 Overseas Travelling and Subsistence Allowances

5.4.1 Foreign Travels

During the period under review, members of the County Assembly and staff made various foreign and local trips. However the following irregularities were noted

5.4.1.1 South Africa

Forty one (41) Members of the County Assembly and 9 members of staff were nominated to travel to South Africa. The County Assembly paid a full package of Kshs.7,321,050 to a travel agent for travelling and accommodation for eight days and at the same time gave the members per diem amounting to Kshs.8,846,448 which includes unexplained 2 local night outs to every MCA and staff amounting to Kshs.816,000 as detailed in **Appendix III**.

5.4.1.2 Israel

Twenty Four (24) Members of the County Assembly and staff made an educational trip to **Israel** from 24 to 31 march 2014 on a full package organized by a travel agency for Kshs.6,686,820 which included accommodation and subsistence. However, the participants were also paid per diems totalling as detailed in Kshs.7,078,468 **Appendix IV**.

5.4.1.3 Turkey

During the period under review, 29 Members of the County Assembly and 5 staff members made an educational tour to Turkey at a cost of Kshs.6,264,840 (USD 70,550). The amount was paid to a travel agency and included travel and accommodation for 7 days. However, the Members and staff were further advanced additional per diem totalling Kshs.8,250,520 as detailed in **Appendix V**.

5.4.1.4 Singapore

Further, a trip to Singapore for twenty three (23) Members of the County Assembly and two (2) staff members cost the County Assembly Kshs.5,908,525 as package for travel and accommodation paid to a travel agency. However, the participants were advanced additional per diem totalling Kshs.8,207,232.00 **Appendix VI**.

The total amount irregularly paid on the above trips was Kshs 24,287,027. These payments were contrary to existing government financial regulations and procedures.

Recommendation

The excess per diems paid to Members of the County Assembly and staff should be recovered in full.

5.4.2 Irregular allowances to Members of the County Assembly

The following members of the County Assembly were paid foreign travel allowances totaling Kshs.1,445,928 for trips to Singapore and Morroco but did not travel.

Name	Destination	Amount
Jackline Nziva Munyao	Singapore	330,600
John Sila	"	330,600
John Sila	"	261,576
Timothy Kilonzo	Morocco	261,576
Peninah Kaluki	"	261,576
Total		<u>1,445,928</u>

Recommendation

The management should recover the per diems in full.

5.4.3 Travel to California

A Member of County Assembly travelled to United States of America on 1 June 2014 and was paid Kshs.304,669.80 as a per diem for 9 days besides an undisclosed separate package for accommodation and flight ticket for an unknown seminar. No details were provided on the purpose of the travel and the benefits to the County Assembly.

Recommendation

The County Assembly should ensure that trips abroad and even local are beneficial to the county and country at large.

5.5 Irregular Hiring of Ward office employees

The Machakos County Assembly budgeted for a monthly expenditure of Kshs.98,000 per ward for 40 wards in maintenance of ward offices and payment of salaries to a ward secretary, messenger and a personal assistant. This expenditure amounted to Kshs.3,920,000 per month.

There was no legal or constitutional provision governing the establishment of the offices and the subsequent hiring of staff and this expenditure would therefore appear nugatory.

Recommendation

- The County Assembly should review the extra expenditure of Kshs.3,920,000 per month that may not be adding economic value to the County.
- The MCAs should use their personal resources to hire personal assistants.

6.0 ICT INTERNAL CONTROL ENVIRONMENT

Delivering stakeholder value requires good governance and management of information and technology (IT) assets which enhance reliable, timely and secure information processing.

Observations

The following weaknesses were identified in the Assembly's IT internal control environment:

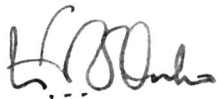
- Lack of a formally approved IT security policy to ensure data confidentiality, integrity and availability.
- Non-existence of an Information Technology strategic committee.
- Failure to implement an IT strategic plan that supports business requirements and ensures that IT spending remains within the approved IT strategic plan.
- Lack of training program to build IT capacity.
- Lack of a formally documented and approved process to manage upgrades and system changes made to all financial / performance information systems.
- There was no backup and retention policy. Lack of documented schedule for routine maintenance for IT infrastructure

Recommendation

The management should institute proper IT controls to address the identified weaknesses.

Conclusion

The Machakos County Assembly should address the anomalies noted in order to ensure effective delivery of services to the people of Machakos. Laid down Government procedures and processes should be adhered to ensure public resources are only used for purposes for which they were intended.



Edward R.O. Ouko, CBS
AUDITOR-GENERAL

Nairobi

07 July 2015

APPENDIX 1

Goods and services without Quotations

Date	Amount	Chqno.	Vno.	Payee	Details/exceptions
3/4/2014	105,000	1026	851	Sukot tours	Hire cost no evidence how was identified
13/3/14	136,000	1036	861/4	Big time safaris	Paid for hire of transport. No evidence to where.
11/4/2014	302,400	1111	930	Chamiachi luxury apartments	Paid for conference cost. No evidence how it was identified. No receipt and evidence who attended and when the seminar was attended
28/5/14	316,000	1252	1071/5	Crystal communications	Paid cost for installation of CCTV Paid for consultancy and preparation of BQs- no quotations. No report
3/6/2014	2,295,000	1277	1096	Eden beach apartment	Cost for conference on strategic plan dev't. no evidence when the conference was held. And an attendance register.
3/6/2014	103,200	1278	1097	67 airport hotel	Conference services. No attendance
10/6/2014	105,000	1315	1138	Sukot tours	Amount paid to Mary Mueni , Maitha cost of hire of vehicle for d speaker for the month of May, 2014. No schedule of travel.
10/6/2014	155,500	1316	1139	Patka Gen supplies	Supply of stationery. No quotations nos13
10/6/2014	184,600	1317	1140	Simply travel and tours	Supply of air tickets 7 to mba at sh18,640 and 4 to myd atsh10,340
10/6/2014	220,000	1319	1142/6	Jufra enterprises	Supply of toners. No quotation no S13
10/6/2014	854,000	1320	1143/6	Moran grafix	Paid for cost of calendars and diaries. Diaries @sh1240 and calendars at sh468. No quotations no S13
10/6/2014	854,000	1320	1143/6	Moran grafix	Paid for cost of calendars and diaries. Diaries @sh1240 and calendars at sh468. No quotations no S13
13/6/2014	966,460	1337	1160/6	Rovans management consultants	Payment for consultants strategic plan development. The LPO amount Kshs 1,757,200. Contract signed by clerk assist. No evidence that the work was completed
16/6/2014	200,750	1340	1160/6	Famazo agencies	Cheque paid to Josefridah faith Ndunge no reason given. Paid for staff ID. No quotations attached. And how goods were received no S13

17/6/14	47,050	1368	1185/6	Enashipai resort spa	Accommodation for Mutiso caleb. No evidence what was being paid for
24/6/14	107,500	1403	1220/6	Patka general suppliers	Supply of office stationery. No quotations attached.
30/6/14	45,000	1534	16/7	Elera Lodge	Paid for accommodation for 15 people
26/2/14	286,000	905	746/2	Panari Hotel	Paid for accommodation for 65 people
15/1/14	70,000	715	561/1	Mary Maitha	Taxi services
24/1/14	462,650	751	596/1	Legit Consultants Africa	Paid for consultancy money paid to Murumb
20/11/13	322,000	278	332/11	Institute of Development	Paid for workshop
4/4/2014	624,000	1071	888/4	67 airport hotel	Accomodation allowance for 52 people
TOTAL	8,762,110				

APPENDIX II

SEMINARS AND CONFERENCES Kshs.6,994,755

Date	Amount	Chqno.	Vno.	Payee	Details/exceptions
24.6.14	562,800	1409	1226/6	Centre for parliamentary studies and training	Paid for facilitation fees for education conference. No evidence whether the participants attended
12.6.14	150,000	1329	1152/6	Taunet k ltd	Training fee for internal auditor. No evidence officer going to the seminar for 4days 16-20 June 14
11.4.14	302,400	1111	930	Chamiachi luxury apartments	Paid for conference cost. No evidence how it was identified. No receipt and evidence who attended and when the seminar was attended
11.4.14	174,000	1114	933	Kenya school of government	Tuition fees.
3.6	416,000	1270	1093	„	MCA's allowances for a budget training. No evidence of attendance
3.6	450,200	1276	1095	„	Staff allowances/n/out
3.6	2,295,000	1277	1096	Eden beach apartment	Cost for conference on strategic plan dev't. no evidence when the conference was held. And an attendance register.
3.6.14	103,200	1278	1097	67 airport hotel	Conference services. No attendance
11.4	1,453,000	1108	928	Cashier	Paid allow.s for attending a w/shop in Mombasa. Paid transport of sh300,000 for 20staff which is not accounted for. No evidence of attendance. Not properly accounted for as some members have been cancelled and paid allowance
11.4	374,000	1109	928	„	Allow's to mcas. Paid some sh13,000 and some sh38,000 what creteria used. Signatures not authentic as they do not resemble.
11.4	282,000	1110	929	„	Allows For seminars. Not indicated when the seminars were held.
„	432,155	1112	931	Cashier	Allowances paid. Paid 1/4perdiem which is not allowed
TOTAL	6,994,755				

APPENDIX III - TRAVELLING AND SUBSISTENCE ALLOWANCES						
Republic of South Africa						
	Name	2 local/Nightouts	Days	Internationa l rate	Amount paid	Total Kshs
1	Bernard Mung'ata	24,000	8	23,751	190,008	214,008
2	Reuben N Nganga	20,000	8	21,315	170,520	190,520
3	J K Mwonga	16,000	8	19,923	159,384	175,384
4	Alex P Kamitu	16,000	8	19,923	159,384	175,384
5	Timothy w. Kilonzo	16,000	8	19,923	159,384	175,384
6	C M Kitheka	16,000	8	19,923	159,384	175,384
7	Peter Nzioki	16,000	8	19,923	159,384	175,384
8	R N Muthiani	16,000	8	19,923	159,384	175,384
9	Felix M Ngui	16,000	8	19,923	159,384	175,384
10	David K Manyolo	16,000	8	19,923	159,384	175,384
11	A N Kathinzi	16,000	8	19,923	159,384	175,384
12	Joseph K Itumo	16,000	8	19,923	159,384	175,384
13	Isaac M Muinde	16,000	8	19,923	159,384	175,384
14	Cecilia M Sereka	16,000	8	19,923	159,384	175,384
15	Francis M Matheka	16,000	8	19,923	159,384	175,384
16	Leonard W Katela	16,000	8	19,923	159,384	175,384
17	Wilson M Kasimu	16,000	8	19,923	159,384	175,384
18	Joseph M. Kalunde	16,000	8	19,923	159,384	175,384
19	Kyalo Peter Kyuli	16,000	8	19,923	159,384	175,384
20	Magdalene M Ndawa	16,000	8	19,923	159,384	175,384
21	Geoffrey M Munyao	16,000	8	19,923	159,384	175,384
22	Rachael N Ndambuki	16,000	8	19,923	159,384	175,384
23	Collins M Mutwota	16,000	8	19,923	159,384	175,384
24	Gideon S Kavuu	16,000	8	19,923	159,384	175,384
25	Philip L M Ndolo	16,000	8	19,923	159,384	175,384
26	Festus M Ndeto	16,000	8	19,923	159,384	175,384
27	Thomas M Kasoa	16,000	8	19,923	159,384	175,384
28	Winston M Kanui	16,000	8	19,923	159,384	175,384
29	Oliver N Munyaka	16,000	8	19,923	159,384	175,384
30	Justus Kyalo Kimata	16,000	8	19,923	159,384	175,384
31	Charles N Mutisya	16,000	8	19,923	159,384	175,384
32	Edrick M Ngunzi	16,000	8	19,923	159,384	175,384
33	Nzoka P Munywoki	16,000	8	19,923	159,384	175,384
34	Alphonse m wambua	16,000	8	19,923	159,384	175,384
35	Dominic N Maitha	16,000	8	19,923	159,384	175,384
36	Sammy Nduva	16,000	8	19,923	159,384	175,384

37	Mutuku M Mutua	16,000	8	19,923	159,384	175,384
38	Benson Kasyoka	16,000	8	19,923	159,384	175,384
39	John M Sila	16,000	8	19,923	159,384	175,384
40	Stephen Muthuka	16,000	8	19,923	159,384	175,384
41	Joseph M Musyoka	16,000	8	19,923	159,384	175,384
						7,244,504
	STAFF					
1	F G Mbiuki	20,000	8	21,315	170,520	190,520
2	Peter Meria	20,000	8	21,315	170,520	190,520
3	Peter Mbata	20,000	8	21,315	170,520	190,520
4	J Mulatya	16,000	8	19,923	159,384	175,384
5	Nancy Wangai	16,000	8	19,923	159,384	175,384
6	Teresia Muinde	16,000	8	19,923	159,384	175,384
7	Evelyn Kimote	16,000	8	19,923	159,384	175,384
8	Catherine Mutisya	12,000	8	19,053	152,424	164,424
9	Sammy Makau	12,000	8	19,053	152,424	164,424
		816,000				1,601,944
	Grand Total of perdiems	816,000				8,846,448
	Package paid	\$1650*87*51		7,321,050		

APPENDIX IV - TRAVELLING AND SUBSISTENCE ALLOWANCES						
ISRAEL EDUCATIONAL TOUR						
	Name		Days	International rate	Amount paid	Total Kshs
1	Thomas M Kasoa		8	41,261	330,084	330,084
2	J K Mwonga		8	41,261	330,084	330,084
3	Nduku Bibiana		8	35,898	287,180	287,180
4	Nina Mbithe		8	35,898	287,180	287,180
5	Catherine Nguluku		8	35,898	287,180	287,180
6	R N Muthiani		8	35,898	287,180	287,180
7	Isaac M Muinde		8	35,898	287,180	287,180
8	Wilson M Kasimu		8	35,898	287,180	287,180
9	Joseph M. Kalunde		8	35,898	287,180	287,180
10	Rachael N Ndambuki		8	35,898	287,180	287,180
11	Collins M Mutwota		8	35,898	287,180	287,180
12	Philip L M Ndolo		8	35,898	287,180	287,180
13	Oliver N Munyaka		8	35,898	287,180	287,180
14	Justus Katumo		8	35,898	287,180	287,180
15	Charles N Mutisya		8	35,898	287,180	287,180
16	Caleb Mutiso		8	35,898	287,180	287,180
17	justus kimata		8	35,898	287,180	287,180
18	Sammy Nduva		8	35,898	287,180	287,180
19	Alex Kamitu		8	35,899	287,188	287,188
						5,542,236
	STAFF					
1	Bernard Mung'ata		8	48,267	386,136	386,136
2	F G Mbiuki		8	41,261	330,084	330,084
3	Peter kiverenge		8	35,898	287,180	287,180
4	Teresia Muinde		8	35,898	287,180	287,180
5	Miriam Musembi		8	30,708	245,660	245,660
						1,536,240
	Grand Total of perdiems					7,078,476
	Package paid	278617.5*24		6,686,820		
				6,686,820		

APPENDIX V - TRAVELLING AND SUBSISTENCE ALLOWANCES						
TURKEY EDUCATIONAL TOUR						
	Name		Days	International rate	Amount paid	Total Kshs
1	Bernard Mung'ata		7	45,153	316,071	316,071
2	Reuben N Nganga		7	38,579	270,053	270,053
3	J K Mwonga		7	38,579	270,053	270,053
4	Alex P Kamitu		7	38,579	270,053	270,053
5	Timothy w. Kilonzo		7	38,579	270,053	270,053
6	Thomas Mweu		7	38,579	270,053	270,053
7	Bernadette Mueni		7	33,476	234,329	234,329
8	Amina Mutio		7	33,476	234,329	234,329
9	Catherine Nguluku		7	33,476	234,329	234,329
10	Veronica Mbithe		7	33,476	234,329	234,329
11	Peninah Kaluki		7	33,476	234,329	234,329
12	Brigid kitili		7	33,476	234,329	234,329
13	Justus Katumo		7	33,476	234,329	234,329
14	Cecilia M Sereka		7	33,476	234,329	234,329
15	Caleb Mule		7	33,476	234,329	234,329
16	Jacinta Luka		7	33,476	234,329	234,329
17	Jackline Munyao		7	33,476	234,329	234,329
18	Margret Ndalana		7	33,476	234,329	234,329
19	Christine Mutune		7	33,476	234,329	234,329
20	Magdalene M Ndawa		7	33,476	234,329	234,329
21	Samson Kimanzi		7	33,476	234,329	234,329
22	Rachael N Ndambuki		7	33,476	234,329	234,329
23	Bibiana Nduku		7	33,476	234,329	234,329
24	Phobe Mawa		7	33,476	234,329	234,329
25	Alice Nzioka		7	33,476	234,329	234,329
26	Mary Ndinda		7	33,476	234,329	234,329
27	Anne Musyoki		7	33,476	234,329	234,329
28	Nina m mutiso		7	33,476	234,329	234,329
29	Ruth Ndumi		7	33,476	234,329	234,329
						7,055,892
	STAFF					
1	F G Mbiuki		7	38,579	270,053	270,053
2	Peter Mbata		7	38,579	270,053	270,053
3	Evelyn Kimote		7	33,476	234,332	234,332
4	Luiza Kamau		7	30,016	210,109	210,109
5	Christine Matee		7	30,016	210,109	210,109
						1,194,655
	Grand Total of perdiems					8,250,547
	Package paid	\$2075*88.8*34		6,264,840		
				6,264,840		

APPENDIX VI - TRAVELLING AND SUBSISTENCE ALLOWANCES						
SINGAPORE EDUCATIONAL TOUR						
	Name		Days	International rate	Amount paid	Total Kshs
1	Felix Ngui		8	41,325	330,600	330,600
2	Francis Matheka		8	41,325	330,600	330,600
3	Timothy Kilonzo		8	41,325	330,600	330,600
4	Rachael N Ndambuki		8	41,325	330,600	330,600
5	Alphonse Wambua		8	41,325	330,600	330,600
6	Michael Mutua		8	41,325	330,600	330,600
7	Benson Kasyoka		8	41,325	330,600	330,600
8	Dominic Maitha		8	41,325	330,600	330,600
9	Joseph Kalunde		8	41,325	330,600	330,600
10	Thomas Mwanzia		8	41,325	330,600	330,600
11	Magdalene Ndawa		8	41,325	330,600	330,600
12	Charles N Mutisya		8	41,325	330,600	330,600
13	Oliver N Munyaka		8	41,325	330,600	330,600
14	Geofrey Munyao		8	41,325	330,600	330,600
15	John Sila		8	41,325	330,600	330,600
16	Ruth Ndumi		8	41,325	330,600	330,600
17	Margret Mutheu		8	41,325	330,600	330,600
18	Peninah Kaluki		8	41,325	330,600	330,600
19	Brigid Mbinya		8	41,325	330,600	330,600
20	Christine Mutune		8	41,325	330,600	330,600
21	Jackline Munyao		8	41,325	330,600	330,600
22	Alex Kamitu		8	41,325	330,600	330,600
23	Bibiana Kilonzo		8	41,325	330,600	330,600
						7,603,800
	STAFF					
1	Ruth Mwaniki		8	41,325	330,600	330,600
2	Luke Maingi		8	34,104	272,832	272,832
						603,432
	Grand Total of perdiems					8,207,232
	Package paid	236,341*25 pax		5,908,525		
				5,908,525		

SUMMARY SHOWING IRREGULAR PAYMENTS TOWARDS FOREIGN TRIPS

	Summery of the Trips	Total perdiems Kshs	Out of Pocket requirement 1/4 Kshs	Irregularly paid 3/4 of perdiems Kshs
1	Repuplic of Soth Africa	8,846,448	2,211,612	6,634,836.00
2	Israei	7,078,476	1,769,619	5,308,857.00
3	Turkey	8,250,547	2,062,637	6,187,910.25
4	Singapore	8,207,232	2,051,808	6,155,424.00
		32,382,703.00	8,095,676	24,287,027.25