

REPUBLIC OF KENYA



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REPORT

OF

THE AUDITOR-GENERAL

ON

WAA GIRLS' SECONDARY SCHOOL

FOR THE YEAR ENDED

30 JUNE, 2022

KWALE COUNTY

THE NATIONAL ASSEMBLY PAPERS LAID	
DATE: 03 MAR 2025	
Wednesday	
TABLED BY:	Hon. Naomi Wago, MP Deputy Majority Party Whip
CLERK AT THE TABLE:	A. Shibuska

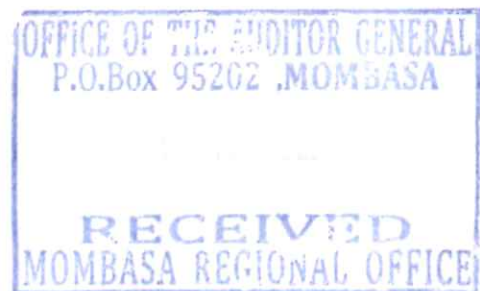


WAA GIRLS' SECONDARY SCHOOL

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED
30TH JUNE 2022

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



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I. Key School Information And Management**(a) Background information**

Waa Girls' Secondary School is domiciled in Kenya and its operations are governed under the Basic Education Act, 2013. It is located in Kwale County, Matuga Sub-County

The school was registered in January 2005 under registration number **GP/A/2477/2005** and is currently categorized as an Extra County public school established, owned or operated by the Government of Kenya.

Waa Girls' Secondary School is a boarding school and had 1438 number of students as at 30th June 2022. It has 20 streams and 45 teachers of which 13 teachers are employed by the School Board Of Management.

(b) School Board of Management - Board Members

Waa Girls' Secondary 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	Mrs. Elizabeth John	Secretary - Principal	17 May 2021
2	Hussein Mgunga	Member	10 September 2019
3	Christine Nzuki	Member	10 September 2019
4	Mr. Islam Mwakamare	Member	10 September 2019
5	Mr. Mshekero Rogate	Member	10 September 2019
6	Mr. Sebastian Rigo	Member	10 September 2019
7	Mrs. Flora Moraa	Member	10 September 2019
8	Mr. Josiah Mulei	Member – Rep CEB	10 September 2019
9	Dr. Mohamed Pakia	Chairman – Rep. CEB	10 September 2019
11	Juliet S. Wara	Member - Rep. CEB	10 September 2019
12	Mr. Nyamawi Mwahui	Member Rep Teachers	10 September 2019
13	Mwanamisi Kassim	Sponsor	10 September 2019
14	Mrs. Fatuma Gakurya	Sponsor	10 September 2019
15	Mr. Salim S. Gombeni	Sponsor	10 September 2019
16	Mr. Rashid Yeya	Member Special Needs	10 September 2019
17	Daisy Rebecca	Students Rep	10 September 2019

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	Dr. Mohamed Pakia Mrs. Elizabeth John Mrs. Christine Nzuki Mrs. Flora Moraa Rev. Juliet Olandu	Chairperson Principal/Secretary P.A. Chairperson Member Member	2 out of 4
2	Audit Committee	Dr. Mohamed Pakia Mrs. Elizabeth John Mrs. Christine Nzuki Mrs. Mwanamisi Kassim Mr. Hussein Mgungah	Member Member Member Chairperson Member	4 out of 4
3	Finance, procurement and general purposes Committee	Dr. Mohamed Pakia Mrs. Elizabeth John Mrs. Christine Nzuki Mrs. Mwanamisi Kassim Mr. Hussein Mgungah	Member Member Member Chairperson Member	4 out of 4
4	Academic Committee	Mr. Yeya Rashid Mr. Sebastian Yego Mr. Nyamawi Mwahui Mrs. Fatuma Gakurya Mr. Salim Ngomeni	Member Member Member Chairperson Members	2 out of 4
5	Development Committee	Mrs. Elizabeth John Dr. Mohamed Pakia Mrs. Mwanamisi Kassim Mr. Hussein Mgunga Mrs. Christine Nzuki	Member Member Chairperson Member Member	4 out of 4
6	Discipline and welfare Committee	Rev. Juliet Olandu Mrs. Mshekero Rogate Mrs. Fatuma Gakurya Mrs. Flora Moraa Mr. Islam Mwakamare	Member Chairperson Member Member Member	3 out of 4
7	Adhoc Committee (if any)			

during the year)

(d) School operation Management

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

Ref :	Designation	Name	TSC Number
1	Principal	Mrs. Elizabeth John	381926
2	Deputy Principal	Teresia Nderitu	337322
3	School Bursar	Hamisi Sambu	

(e) Schools contacts

Post Office Box: 259 – 80400 Ukunda
Telephone: 0776520260
E-mail: waagirls@gmail.com
Website:
Facebook:
Twitter:

(f) School Bankers

Waa Girls' Secondary School operated 8 number of bank accounts:

1. Name of Bank: Kenya Commercial Bank
Branch: Ukunda
Account Number: 1101508531
2. Name of Bank: Kenya Commercial Bank
Branch: Ukunda
Account Number: 1101515694
3. Name of Bank: Kenya Commercial Bank
Branch: Ukunda
Account Number: 1101513667
4. Name of Bank: Kenya Commercial Bank
Branch: Ukunda
Account Number: 1107214068
5. Name of Bank: Kenya Commercial Bank
Branch: Ukunda
Account Number: 1100655150
6. Name of Bank: Kenya Commercial Bank
Branch: Ukunda
Account Number: 1107308631
7. Name of Bank: Kenya Commercial Bank
Branch: Ukunda
Account Number: 1213921864
8. Name of Bank: Kenya Commercial Bank
Branch: Ukunda
Account Number: 1271438356
9. MPESA Pay Bill No. 522123 attached to 1101508531 bank account

(g) Independent Auditors

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

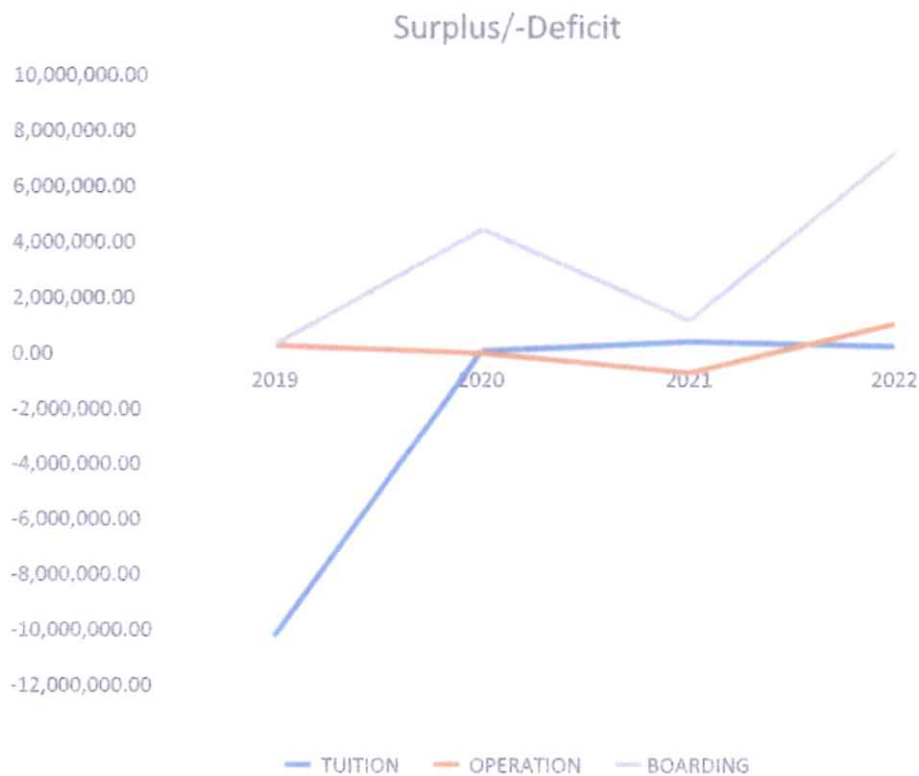
II. Summary Report Of Performance Of The School

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

a) **Financial performance:**

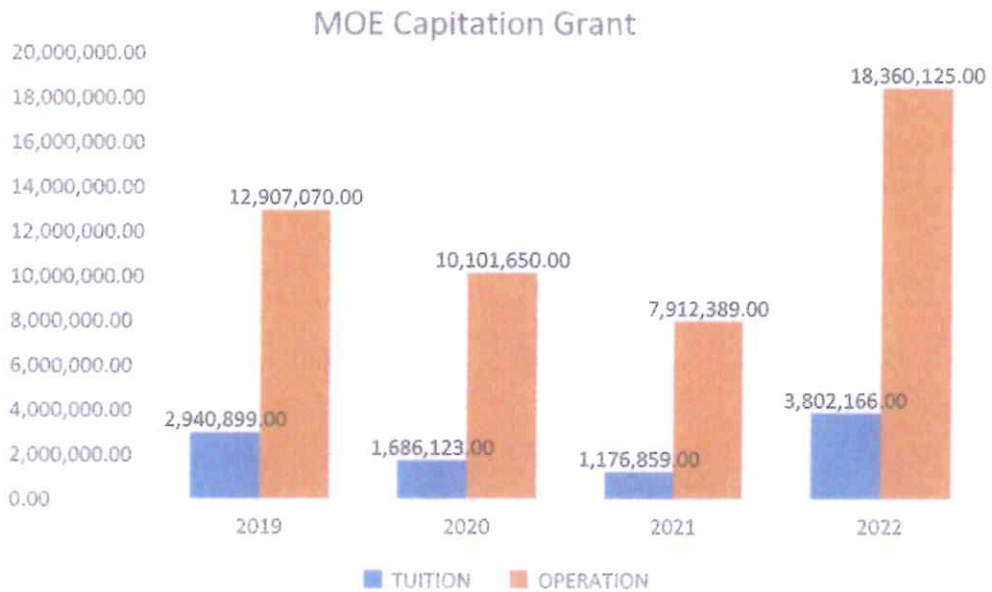
- Surplus/deficit for the year and a comparison of the same for the last three years

YEAR	TUITION ACCOUNT	OPERATION ACCOUNT	BOARDING ACCOUNT
2019	(1,030,447:00)	221,175:00	274,611:00
2020	15,204:00	(78,919:00)	4,388,625:00
2021	(351,291.00)	(777,889.00)	1,116,778.00
2022	183,461.00	983,152.00	7,144,576.00



- *Capitation grants from the Ministry of Education for the last three years*

YEAR	ENROLMENT	TUITION ACCOUNT	OPERATION ACCOUNT
2019	901	2,940,899:00	12,907,070:00
2020	903	1,686,123:00	10,101,650:00
2021	1193	1,176,859:00	7,912,389:00
2022	1438	3,802,166.00	18,360,125.00

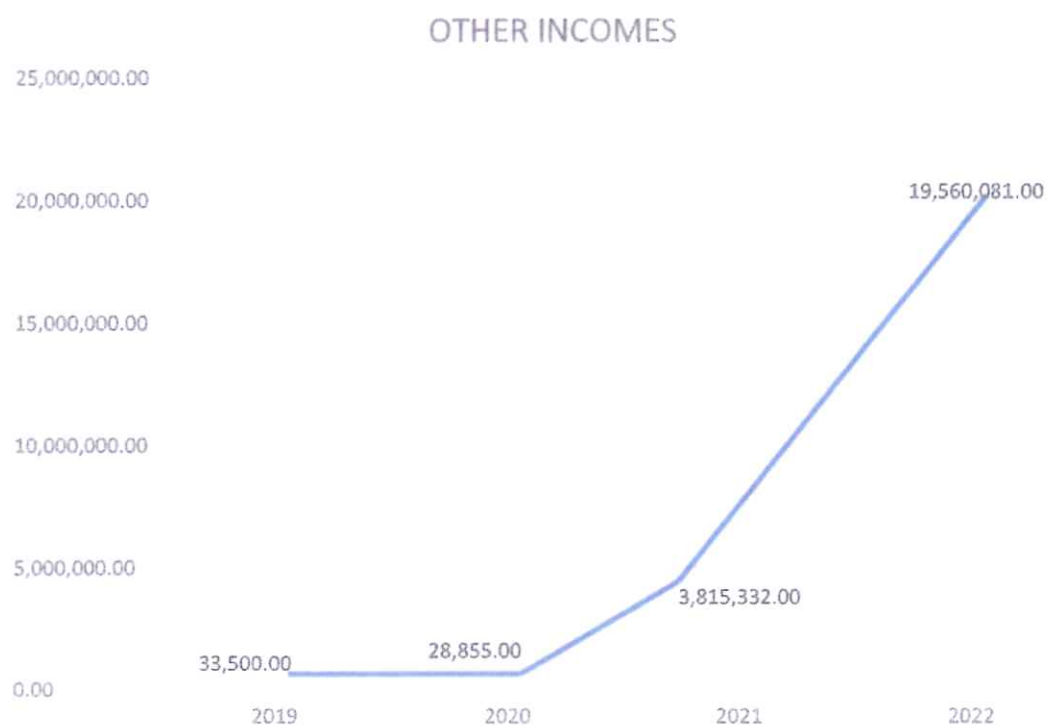


- *Ratio of capitation grant per student over the last three years*

YEAR	RATIO
2019	1:18,699
2020	1:13,054
2021	1:7,543
2022	1:14,209

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

YEAR	AMOUNT (KES)
2019	33,500.00
2020	28,855.00
2021	498,775.00
2022	19,560,081.00



Note:

- *Growth in other incomes due to increased sale of bread at the school canteen.*
- *Increase donations from parents towards construction of the school perimeter wall and academic programmes.*

- *A three-year overview of growth in expenditure of the school*

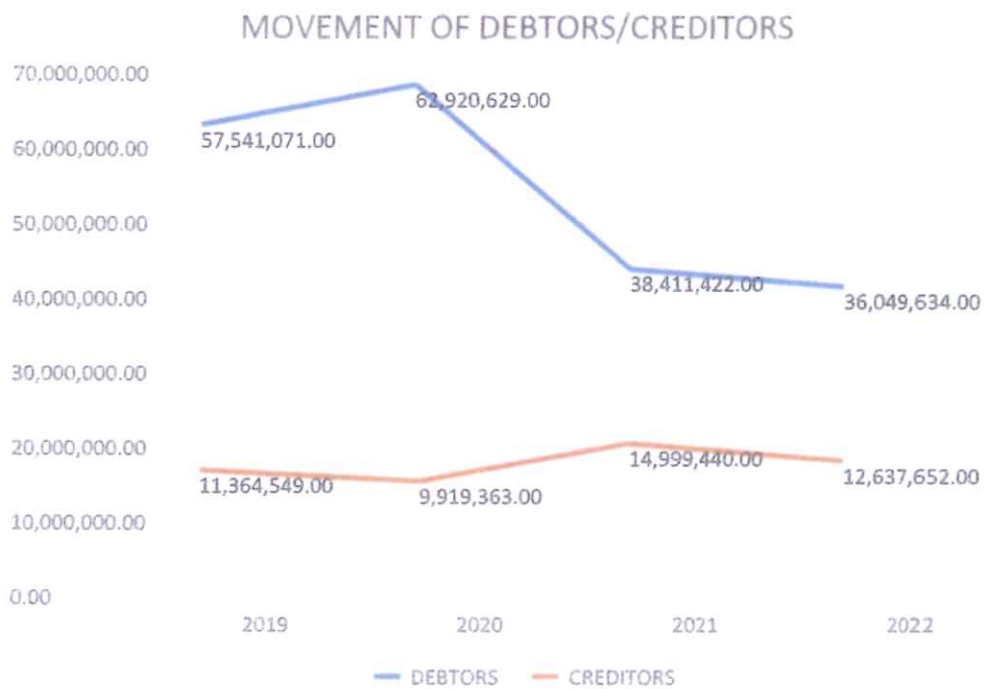
YEAR	TUITION ACCOUNT	OPERATION ACCOUNT	BOARDING ACCOUNT
2019	3,971,347:00	13,685,895:00	39,312,140:00
2020	1,670,919:00	10,180,569:00	15,526,799:00
2021	1,528,150.00	8,690,278.00	21,223,166.00
2022	3,618,705.00	17,376,973.00	90,773,136.00

Growth in Expenditure



- Movement of debtors and creditors of the school over the last three years

YEAR	DEBTORS	CREDITORS
2019	57,541,071.00	11,364,549.00
2020	62,920,629.00	9,919,363.00
2021	38,411,422.00	14,999,440.00
2022	36,049,634.00	12,637,652.00



b) **Teacher Student ratio:***Teacher student ratio: 1:32*

<i>Description</i>	<i>Total</i>	<i>Required</i>	<i>Shortage</i>
<i>No of teachers</i>	32	50	18
<i>No. Recruited</i>	1	18	17
<i>No. Transferred</i>	0	0	0
<i>No. employed by BOM</i>	15	0	0
<i>Number of teachers per subject</i>	2		

c) **Mean score in the 2021 KCSE: 5.477***KCSE Performance over the past 3 years*

<i>Year</i>	<i>Mean score</i>	<i>Number to higher institutions</i>	<i>Target</i>	<i>Comment</i>
2020	5.305	35	5.3	<i>Achieved</i>
2019	4.51	31	5.0	<i>Not achieved</i>
2018	4.35	21	5.0	<i>Not achieved</i>
2017	4.48	20	5.0	<i>Not achieved</i>
2021	5.477	62	6.5	<i>Not achieved</i>

d) **Number of Candidates in the 2021 KCSE:***KCSE Performance over the past 3 years*

<i>Year</i>	<i>Mean score</i>	<i>Number to higher institutions</i>	<i>Target</i>	<i>Comment</i>
2018	4.35	21	5.0	<i>Not achieved</i>
2019	4.51	31	5.0	<i>Not achieved</i>
2020	5.305	35	5.3	<i>Achieved</i>

2021	5.477	62	6.5	Not achieved
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e) Capacity of the school:

Enrolment: 1438 students

<i>Facility</i>	<i>Number available</i>	<i>Capacity</i>
<i>Dormitory</i>	20	968
<i>Dining Hall</i>	1	200
<i>Laboratories</i>	4	160
<i>Toilets</i>	55	1100
<i>Bathrooms</i>	28	560

f) Development projects carried out by the school:

<i>Year</i>	<i>Development project</i>	<i>Funds source</i>
<i>2021/2022</i>		
1	<i>Phased storey 9 classroom construction</i>	<i>GoK Capitation</i>
2	<i>Staff dining hall</i>	<i>Savings from Boarding account</i>
3	<i>Administration block repairs</i>	<i>Savings from Boarding account</i>
4	<i>Solar lighting installation</i>	<i>Savings from Boarding account</i>



.....
Mrs. Elizabeth John
Senior Principal


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 (PSASB) of Kenya from time to time.

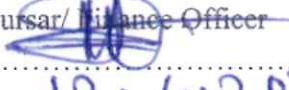
Schedule 4 (Section 23) of the Education Act, 2013 requires the Board of Management of a public institution of basic education to be keep all proper books and records of accounts of the income, expenditure and assets of the institution.

The Board of Management of Waa Girls' 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 30th June, 2022, and of the school's financial position as at that date.

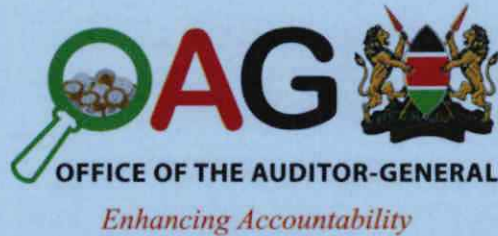
Name: Dr. Mohamed Pakia
Designation: Chairman, School Board of Management
Sign: 
Date: 12.6.2024

Name: Mrs. Elizabeth John
Designation: Senior Principal & Secretary to Board of Management
Sign: 
Date: 12.6.2024

Name: Hamisi Sambu
Designation: Bursar/ Finance Officer
Sign: 
Date: 12.6.2024

REPUBLIC OF KENYA

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

REPORT OF THE AUDITOR-GENERAL ON WAA GIRLS' SECONDARY SCHOOL FOR THE YEAR ENDED 30 JUNE, 2022 – KWALE COUNTY

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 the Government achieves value for money and that such funds are applied for the intended purpose.
- C. Report on the 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, risk management environment and 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 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 Waa Girls Secondary School set out on pages 20 to 39 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 comparison 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 the Waa Girls Secondary School 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 Capitation Grants

The statement of receipts and payments reflects capitation grants for tuition and operations amounting to Kshs.3,802,166 and Kshs.18,360,125 respectively as disclosed in Note 1 and Note 2 to the financial statements totalling Kshs.22,162,291. However, review of records from the Ministry of Education indicated that the Ministry disbursed capitations amounting to Kshs.18,848,578 resulting in an unreconciled variance of Kshs.3,313,713.

In the circumstances, the accuracy and completeness of the capitation grants amounting to Kshs.22,162,291 could not be confirmed.

2. Long Outstanding Accounts Receivables

The statement of financial assets and financial liabilities reflects account receivables balance of Kshs.36,049,634 as disclosed in Note 11 to the financial statements. The balance included long outstanding fees arrears amounting to Kshs.35,719,042 out of which fees arrears amounting to Kshs.19,895,322 remained unrecovered for over two years.

In the circumstances, the full recoverability of the fees balance of Kshs.19,895,322 could not be confirmed.

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of the Waa Girls' 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.

Key Audit Matters

Key audit matters are those matters that, in my professional judgement, are of most significance in the audit of the financial statements. There are no other key audit matters to report in the year under review.

REPORT ON LAWFULNESS AND EFFECTIVENESS IN USE OF PUBLIC RESOURCES

Conclusion

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

Basis for Conclusion

1. Late Submission of Financial Statements for Audit

The School Management submitted the financial statements to the Auditor General on 7 November 2022 and not by the statutory date of 30 September, 2022. 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. Failure to Transfer Infrastructure Funds from the Operations Bank Account

The statement of receipts and payments reflects capitation grants for operations amounting to Kshs.18,360,125 as disclosed in Note 2 to the financial statements out of which an amount of Kshs.5,871,000 was supposed to be transferred to the infrastructure account. However, only an amount of Kshs.5,279,000 was transferred resulting in an explained variance of Kshs.592,000. This was contrary to Ministry of Education Circular Ref. No: MOE.HQS/3/13/3 dated 16 June, 2022 directs that infrastructure grants as well as maintenance and improvement funds be transferred to the school infrastructure account fifteen days upon receipt of the funds in the operations account.

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

3. Long Outstanding Accounts Payables

The statement of financial assets and financial liabilities and as disclosed in Note 12 to the financial statements reflects accounts payables balance of Kshs.12,637,652. However, included in the balance are trade payables balance of Kshs.4,686,177 which had been outstanding for more than two (2) years. This was contrary to Section 53(8) of the Public Procurement and Asset Disposal Act, 2015 which states that 'an Accounting Officer shall not commence any procurement proceedings until satisfied that sufficient funds to meet the obligations of the resulting contracts are reflected in approved budget estimates.

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

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

REPORT ON EFFECTIVENESS OF INTERNAL CONTROLS, RISK MANAGEMENT AND GOVERNANCE

Conclusion

As required by Section 7(1)(a) of the Public Audit Act, 2015, based on the audit procedures performed, except for the matter 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 overall governance were not effective.

Basis for Conclusion

Incomplete Asset Register

The School did not maintain an updated and complete assets register as the register did not clearly indicate the purchase date, cost price and the current condition of the assets. Further, the register did not indicate the date it was prepared and updated. In addition, the summary of fixed assets register reflects Land 1 and Land 2 with historical cost of Kshs.3,000,000 and Kshs.1,500,000 respectively. However, review of documents revealed that the title of ownership was registered under a private company.

In the circumstances, the effectiveness of the management of fixed assets could not be confirmed.

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 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 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 which 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 on whether, in all material respects, 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, in accordance with the provisions of Article 229(6) of the Constitution, and submit the audit report in compliance with Article 229(7) of the Constitution.

Further, in planning and performing the audit of the financial statements and audit of compliance, I consider internal controls in order to give an assurance on the effectiveness of internal controls, risk management and overall governance processes and systems in accordance with the provisions of Section 7(1)(a) of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. My consideration of the internal controls would not necessarily disclose all matters in the internal controls

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


Because of its inherent limitations, internal controls may not prevent or detect misstatements and instances of 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 School's 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 which is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Management.
- Conclude on the appropriateness of the Management's use of the applicable basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions which 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 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 which 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 controls that are identified during the audit.

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


FCPA Nancy Gathungu, CBS
AUDITOR-GENERAL

Nairobi

19 September, 2024

V. Statement Of Receipts And Payments Period To 30th June 2022

Description Of Vote Head	Note	2021-2022	2020-2021
		Kshs	Kshs
Receipts			
Capitation grants for tuition	1	3,802,166.00	1,176,859.00
Capitation grants for operations	2	18,360,125.00	7,912,389.00
School fund income- parents' contributions	3	78,357,631.00	18,524,612.00
School fund income- other receipts	4	19,560,081.00	3,815,332.00
Proceeds from borrowings		0.00	0.00
Total Receipts		120,080,003.00	31,429,122.00
Payments			
Payments for tuition	5	3,618,705.00	1,528,150.00
Payments for operations	6	17,376,973.00	8,690,278.00
Boarding and school fund payments	7	90,773,136.00	21,223,166.00
Total Payments		111,768,814.00	31,441,594.00
Surplus/Deficit		8,311,189.00	(12,402.00)

The school financial statements were approved on _____ 2022 and signed by:

Sign:



Name

Dr. Mohamed Pakia
Chair BOM

Date

12.6.2022

Sign



Name

Elizabeth John
School Principal/
Secretary to BOM

Date

12.6.2022

Sign



Name

Hamisi Sambi
Bursar/
Finance Officer


Date

12.6.2022

VI. Statement Of Financial Assets And Financial Liabilities As At 30th June 2022

Description	Note	2021-2022	2020-2021
		Kshs	Kshs
Financial Assets			
Cash and cash equivalents			
Bank balances	8	11,183,548.00	2,842,360.00
Cash balances	9	56,320.00	86,319.00
Short term investment	10	0.00	0.00
Total cash and cash equivalent		11,239,868.00	2,928,679.00
Account's receivables	10	36,049,634.00	38,411,422.00
Total financial assets		47,289,502.00	41,340,101.00
Financial liabilities			
Accounts payables	11	12,637,652.00	14,999,440.00
Net financial assets		34,651,850.00	26,340,661.00
Represented by			
Accumulated fund b/fwd	12	26,340,661.00	26,353,063.00
Surplus/deficit for the year		8,311,189.00	(12,402.00)
Net financial position		34,651,850.00	26,340,661.00

The school's financial statements were approved on _____ 2022 and signed by:


.....

Name: Dr. Mohamed Pakia

Chair BOM

Date: 12.6.2024


.....

Name: Mrs. Elizabeth John
School Principal/ Secretary to
BOM

Date: 12.6.2024


.....

Name: Hamisi Sambu

Bursar/ Finance Officer

Date: 12.6.2024

VII. Statement of Cash Flows for The Period Ended 30th June 2022

Description	Note	2021-2022	2020-2021
-------------	------	-----------	-----------

	s	Kshs	Kshs
Operating activities			
Receipts			
Capitation grants for tuition	1	3,802,166.00	1,176,859.00
Capitation grants for operations	2	18,360,125.00	7,912,389.00
School fund income- parents contributions/ fees	3	78,357,631.00	18,524,612.00
School fund income- other receipts	4	19,560,081.00	3,815,332.00
Total receipts		120,080,003.00	31,429,192.00
Payments			
Payments for tuition	5	3,618,705.00	1,528,150.00
Payments for operations	6	17,376,973.00	8,690,278.00
Boarding and school fund payments	7	90,773,136.00	21,223,166.00
Total payments		111,768,189.00	31,441,594.00
Net cash flow from operating activities		8,311,189.00	(12,402.00)
Cashflow from investing activities			
Proceeds from sale of assets		0.00	0.00
Acquisition of assets		0.00	0.00
Proceeds from investments		0.00	0.00
Purchase of investments		0.00	0.00
Net cash flows from investing activities		0.00	0.00
Cashflow from borrowing activities			
Proceeds from borrowings/ loans		0.00	0.00
Repayment of principal borrowings		0.00	0.00
Net cash flow from financing activities		0.00	0.00
Net increase in cash and cash equivalents		8,311,189.00	(12,402.00)
Cash and cash equivalent at beginning of the year		2,928,679.00	2,941,081.00
Cash and cash equivalent at end of the year		11,239,868.00	2,928,679

(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 cashflow as recommended by PSASB).

VIII. Statement Of Budgeted Versus Actual Amounts for The Year Ended 30th June 2022

Receipt/Expenses Item	Original Budget a Kshs	Adjustments b Kshs	Final Budget c=a+b	Actual on Comparable Basis d	Budget Utilization Difference e=c-d Kshs	% of Utilization f=d/c % Kshs
Receipts						
(1) Capitation Grant on Tuition						
Textbooks And Reference Materials	0.00	0.00	0.00	0.00	0.00	
Exercise Books	0.00	0.00	0.00	0.00	0.00	
Laboratory Equipment	0.00	0.00	0.00	0.00	0.00	
Internal Exams	0.00	0.00	0.00	0.00	0.00	
Teaching / Learning Materials	5,801,600.00	(1,700,000.00)	4,101,600.00	3,802,166.00	299,434.00	93%
Chalks	0.00	0.00	0.00	0.00	0.00	
Exams And Assessment	0.00	0.00	0.00	0.00	0.00	
Teachers Guides	0.00	0.00	0.00	0.00	0.00	
(2) Capitation Grant on Operations						
Personnel Emoluments	4,849,793.00	(65,000.00)	4,784,793.00	2,423,216.00	2,361,577.00	51%
Repairs And Maintenance	7,000,000.00	400,000.00	7,400,000.00	7,008,000.00	392,000.00	95%
Local Transport / Travelling	1,847,400.00	2,000,000.00	3,847,400.00	2,191,768.00	1,655,632.00	57%
Electricity And Water	2,519,000.00	1,000,000.00	3,519,000.00	2,730,000.00	788,376.00	78%
Medical	2,800,000.00	(2,455,000.00)	345,000.00	236,800.00	108,200.00	69%
Administration Costs	3,943,807.00	1,500,000.00	5,443,807.00	3,769,717.00	1,674,090.00	69%
Activity	2,100,000.00	(2,100,000.00)	0.00	0.00	0.00	

Reports and Financial Statements For the year ended 30th June 2022

Other incomes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Smasse	280,000.00	(280,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	
(3) Fees Charged on Parents									
Personnel Emoluments	4,330,992.00	2,700,000.00	7,030,992.00	6,712,000.00	318,992.00	95%			
Repairs And Maintenance	2,800,000.00	1,500,000.00	4,300,000.00	4,091,218.00	208,782.00	95%			
Local Transport / Travelling	2,810,000.00	400,000.00	3,210,000.00	3,098,800.00	111,200.00	97%			
Electricity And Water	2,317,570.00	4,000,000.00	6,317,570.00	5,721,400.00	596,170.00	91%			
Medical	0.00	0.00	0.00	0.00	0.00				
Administration Costs	6,879,438.00	500,000.00	7,379,438.00	7,191,235.00	188,203.00	97%			
Activity	700,000.00	100,000.00	800,000.00	784,467.00	15,533	98%			
Smasse									
Fee On Boarding Equipment and Stores	31,162,000.00	23,000,000.00	54,162,000.00	50,758,511.00	3,403,489.00	94%			
Other Income									
Rent Income	0.00	0.00	0.00	0.00	0.00				
Income From Farming Activities	300,000.00	(30,000.00)	270,000.00	200,200.00	69,800.00	74%			
Income From Posho Mill	0.00	0.00	0.00	0.00	0.00				
Income From Bus Hire	0.00	20,000.00	20,000.00	13,000.00	7,000.00	65%			
Fee For Hire of Ground And Equipment	0.00	0.00	0.00	0.00	0.00				
Income from grants and donations	16,000,000.00	(665,000)	15,335,000	13,922,111.00	1,412,889.00	91%			
Total Income	101,741,000.00	30,500,000.00	132,241,600.00	120,080,003.00	12,161,597.00	91%			
(1) Expenditure For Tuition									
Textbooks And Reference Materials	1,584,800.00	(1,556,800.00)	288,000.00	26,270.00	1,730.00	94%			
Exercise Books	2,046,800.00	(1,741,400.00)	305,400.00	190,000.00	115,400.00	62%			
Laboratory Equipment	907,200.00	450,000.00	1,357,200.00	1,125,572.00	231,628.00	83%			
Internal Exams	0.00	0.00	0.00	0.00	0.00				

Reports and Financial Statements For the year ended 30th June 2022

Teaching / Learning Materials	698,600.00	901,400.00	1,600,000.00	1,502,172.00	97,828.00	94%
Chalks	138,600.00	(138,600.00)	0.00	0.00	0.00	
Exams And Assessment	425,600.00	374,000.00	800,000.00	764,578.00	35,422.00	95%
Teachers Guides	0.00	0.00	0.00	0.00	0.00	
Bank Charges	0.00	11,000.00	11,000.00	10,113.00	887.00	92%
(2) Expenditure For Operations						
Personnel Emoluments	4,849,793.00	3,580,000.00	8,429,793.00	2,258,659.00	6,171,134.00	27%
Repairs, Maintenance & Improvements	7,000,000.00	(200,000.00)	6,800,000.00	6,761,178.00	38,822.00	99%
Local Transport / Travelling	1,847,400.00	450,000.00	2,297,400.00	2,042,929.00	254,471.00	89%
Electricity, Water and Conservancy	2,519,000.00	246,000.00	2,765,000.00	2,545,192.00	219,808.00	92%
Medical	2,800,000.00	(2,600,000.00)	200,000.00	151,480.00	48,520.00	76%
Administration Costs	3,943,807.00	800,000.00	4,743,807.00	3,513,722.00	1,230,085.00	74%
Activity Expenses	2,100,000.00	(2,000,000.00)	100,000.00	100,000.00	0.00	100%
Gratuity	0.00	0.00	0.00	0.00	0.00	
Smasse	280,000.00	(280,000.00)	0.00	0.00	0.00	
(3) Expenditure For School Fund						
Personnel Emoluments	4,330,992.00	2,900,000.00	7,230,992.00	6,551,318.00	679,674.00	91%
Repairs, Maintenance and Improvements	2,800,000.00	2,300,000.00	5,100,000.00	4,943,920.00	156,080.00	97%
Local Transport / Travelling	2,810,000	400,000.00	3,210,000.00	3,024,765.00	185,235.00	94%
Electricity, Water and Conservancy	2,317,570.00	3,500,000.00	5,817,570.00	5,584,663.00	232,907.00	96%
Medical Expenses	0.00	0.00	0.00	0.00	0.00	
Administration Costs	6,879,438.00	500,000.00	7,379,438.00	7,019,608.00	359,830.00	95%
Activity	700,000.00	(50,000.00)	650,000.00	595,980.00	54,020.00	92%
Gratuity						
Boarding Equipment and Stores	31,162,000.00	17,160,000.00	48,322,000.00	41,900,900	6,421,100.00	87%

Reports and Financial Statements For the year ended 30th June 2022

Expenditure For Income Generating Activity	0.00	5,400,000.00	5,400,000.00	5,334,240.00	65,760.00	99%
Other Expenses on grants and donations	0.00	0.00	0.00	15,817,742.00	1,182,258.00	93%
Rent Expenses	0.00	0.00	0.00	0.00	0.00	
Bank Charges	0.00	90,000.00	90,000.00	82,504.00	7,496.00	92%
Loan Interest Repayment	0.00	0.00	0.00	0.00	0.00	
Loan Principal Repayment	0.00	0.00	0.00	0.00	0.00	
Totals	82,141,600.00	30,500,000.00	112,641,600.00	0	111,768,814	17,872,786.00 99%

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

- i. *The underutilization in tuition and boarding account voteheads is a result of funding deficits from the MoE thus leading to lower expenditure or over expenditure.*

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 *Waa Girls' 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

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

3. In-kind contributions

In-kind contributions are donations that are made to the *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, the *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 Waa Girls' Secondary 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. The *Waa Girls' Secondary School's* 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 30th June 2022.

Notes To The Financial Statements (Continued)

4 Other Receipts – School Fund Account

Description	2021-2022	2020-2021
	Kshs	Kshs
Fee On Boarding Equipment and Stores	0.00	0.00
Rent Income	200,200.00	112,050.00
Income From Farming Activities	0.00	0.00
Insurance Compensation	0.00	0.00
Income From Posho Mill	0.00	0.00
Income From Bus Hire	13,000.00	10,000.00
Fee For Hire of Ground and Equipment	0.00	0.00
Income From Grants and Donations*	13,922,111.00	3,303,308.00
Tender fees	0.00	38,000.00
Interest Income	0.00	0.00
Dividends Income	0.00	0.00
Income from school bakery	990,230.00	338,725.00
Miscellaneous income	4,434,540.00	13,249.00
Total	19,560,081.00	3,815,332.00

Income from Donations:

	2021-2022	2020-2021
	Kshs	Kshs
Construction of perimeter wall and paths levelling	7,528,603.00	305,350.00
Academic programmes	6,393,508.00	2,997,958.00
Total	13,922,111.00	3,303,308.00

5 Payments For Tuition

Description	2021-2022	2020-2021
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	Kshs	Kshs
Textbooks And Reference Materials	26,270.00	0.00
Exercise Books	190,000.00	180,000.00
Laboratory Equipment	1,125,572.00	230,000.00
Internal Exams	0.00	0.00
Teaching / Learning Materials	1,502,172.00	1,000,603.00
Chalks	0.00	114,540.00
Exams And Assessment	764,578.00	0.00
Teachers Guides	0.00	0.00
Administration Costs	0.00	0.00
Bank Charges	10,113.00	3,007.00
Total	3,618,705.00	1,528,150.00

Notes To The Financial Statements (Continued)

6 Payments For Operations

Description	2021-2022	2020-2021
	Kshs	Kshs
Personnel Emoluments	2,258,659.00	3,046,354.00
Service Gratuity	0.00	0.00
Administration Cost	3,513,722.00	1,245,790.00
Repairs And Maintenance & Improvements	6,761,178.00	3,206,024.00
Local Transport / Travelling	2,042,929.00	389,000.00
Electricity And Water	2,545,192.00	781,048.00
Medical	151,480.00	18,695.00
Activity Expenses	100,000.00	0.00
Smasse	0.00	0.00
Insurance Cost	0.00	0.00
Bank Charges	3,813.00	3,367.00
Acquisition Of Assets	0.00	0.00
Total	17,376,973.00	8,690,278.00

Notes To The Financial Statements (Continued)

7 Boarding And School Fund Payments

Description	2021-2022	2020-2021
	Kshs	Kshs
Personnel Emoluments	6,551,318.00	1,177,305.00
Service Gratuity	0.00	0.00
Repairs And Maintenance & Improvements	4,943,920.00	1,615,320.00
Local Transport / Travelling	3,024,765.00	1,150,916.00
Electricity And Water	5,584,663.00	1,103,538.00
Medical Expenses	0.00	0.00
Administration Costs	6,937,104.00	2,436,370.00
Lunch Programme	0.00	0.00
Bank Charges	82,504.00	40,094.00
Expenses On Income Generating Activities	5,334,240.00	1,065,250.00
Fee On Boarding Equipment and Stores	41,900,900.00	9,031,455.00
Rent Expenses	0.00	0.00
Activity expenses	595,980.00	48,208.00
Insurance Cost (<i>Life Property</i>)	0.00	0.00
Loan Principal Repayment	0.00	0.00
Loan Interest Repayment	0.00	0.00
Acquisition Of Assets	0.00	0.00
Expenses on grants and donations	15,817,742.00	3,554,710.00
Total	90,773,136.00	21,223,166.00

(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)

8 Bank Accounts

Name Of Bank, Account No. & Currency	Bank Account Number	2021-2022	2020-2021
		Kshs	Kshs
Tuition Account - KCB	1101513667	451,504.00	27,092.00
Operations Account - KCB	1101515694	1,381,112.00	1,079,241.00
School Fund Account/Boarding - KCB	1101508531	1,696,786.00	845,079.00
Savings Account - KCB	1107308631	2,308,985.00	77,479.00
Parent Association Development Account - KCB	1107214068	1,626,577.00	45,278.00
Income generating activities Account - KCB	1271438356	224,368.00	39,519.00
Infrastructural Account - KCB	1213921864	485,490.00	238,668.00
Gratuity account - KCB	1100655150	3,008,726.00	490,004.00
Total		11,183,548.00	2,842,360.00

9 Cash In Hand

Description	2021-2022	2020-2021
	Kshs	Kshs
Tuition Account	0.00	0.00
Operation Account	17,807.00	1,719.00
School Fund account	38,513.00	84,600.00
Total	56,320.00	86,319.00

10 Short Term Investments

Description	2021-2022	2020-2021
	Kshs	Kshs
Cooperative Shares	0.00	0.00
Treasury Bills	0.00	0.00
Fixed Deposit	0.00	0.00
Equity Stock	0.00	0.00
Other Investments	0.00	0.00
Total	0.00	0.00

Notes To The Financial Statements (Continued)

11 Accounts Receivable

Description	2021-2022	2020-2021
	Kshs	Kshs
Fees Arrears	35,719,042.00	37,873,584.00
Other Non-Fees Receivables	0.00	0.00
Salary Advances	269,025.00	486,271.00
Imprest	61,567.00	51,567.00
Total	36,049,634.00	38,411,422.00

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

Description	2021-2022	2020-2021
	Kshs	Kshs
Fees Arrears For Current Year	12,842,510.00	3,401,051.00
Fees Arrears For The Previous Year	2,981,210.00	6,299,460.00
Fees Arrears For Prior Periods (Over Two Years)	19,895,322.00	28,173,073.00
Total	35,719,042.00	37,873,584.00

12 Accounts Payable

Description	2021-2022	2020-2021
	Kshs	Kshs
Trade Creditors (See Ageing Below and Appendix 1)	11,194,495.00	10,871,534.00
Prepaid Fees	1,443,157.00	3,912,936.00
Retention Monies	0.00	214,970.00
Total	12,637,652.00	14,999,440.00

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

Description	2021-2022	2020-2021
	Kshs	Kshs
Trade Creditors for Current Year	3,422,413.00	4,660,590.00
Trade Creditors for The Previous Year	3,085,905.00	3,512,219.00
Trade Creditors for Prior Periods (Over Two Years)	4,686,177.00	2,698,725.00
Total	11,194,495.00	10,871,534.00

Notes To The Financial Statements (Continued)

13 Fund Balance Brought Forward

Description	2021-2022	2020-2021
	Kshs	Kshs
Bank Balances	11,183,548.00	2,842,360.00
Cash Balances	56,320.00	86,319.00
Short Term Investments	0.00	0.00
Receivables	36,049,652.00	38,411,422.00
Payables	(12,637,652.00)	(14,999,440.00)
Total	34,651,850.00	26,340,661.00

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.

14 Non-current Liabilities Summary

Description	2021-2022	2020-2021
	Kshs	Kshs
Bank Loan(S)	0.00	0.00
Outstanding Leases	0.00	0.00
Hire Purchase	0.00	0.00
Gratuity And Leave Provision	0.00	0.00
Total	0.00	0.00

15 Biological assets

Description	Numbers	2021-2022	2020-2021
		Kshs	Kshs
Cattle	0	0.00	0.00
Goats	0	0.00	0.00
Trees	0	0.00	0.00
Coffee Or Tea Plantation	0	0.00	0.00
Poultry	0	0.00	0.00
Total		0.00	0.00

16 Borrowings

Description	2021-2022	2020-2021
	Kshs	Kshs
a) Borrowings		
Borrowing at beginning of the year	0.00	0.00
Borrowings during the year	0.00	0.00
Repayments of during the year	(0.00)	(0.00)
Balance at end of the year	0.00	0.00

Other important disclosure notes**17 Stock/ Inventory**

Description	2021-2022	2020-2021
	Kshs	Kshs
b) Inventory		
Stock/ inventory at beginning of the year	0.00	0.00
Stock/ inventory purchased during the year	0.00	0.00
Stock/ inventory issued during the year	(0.00)	(0.00)
Balance at end of the year	0.00	0.00

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19 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.

Ref No.	Issue / Observations from Auditor	Management comments	Status: (Resolved / Not Resolved)	Timeframe: (Put a date when you expect the issue to be resolved)
1	Sundry Creditors	Pay off trade and general creditors on availability of funds	22 % of the trade and general creditors have been paid	2025
2	Sundry Debtors	Develop policies to ensure timely fee payment	The school has introduced a weekly monitoring of fee payment to address accumulation of fees debtors	Ongoing
3	Income and Expenditure accounts	Adhere to government circulars and budget allocation.	The school has introduced monitoring of incomes and expenses to adhere to set budget lines	Ongoing

Mrs. Elizabeth John

Sign and Date
 Senior Principal

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Annex 1 - Analysis Of Pending Accounts Payable

Supplier Of Goods Or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 2020-2021	Outstanding Balance 2021-2022	Comments
	a	b	c	d=a-c		
	Kshs	Kshs	Kshs	Kshs	Kshs	
Construction Of Buildings						
1. SACHFOUR	214,970.00	2021	214,970.00	214,970.00	0.00	
Sub-Total	214,970.00	2021	214,970.00	214,970.00	0.00	
Supply Of Goods						
2. MARIWA INVESTMENT	206,200.00	2019	150,000.00	206,200.00	56,200.00	
3. RICARDO GEN. INVESTMENT	182,000.00	2019	0.00	182,000.00	182,000.00	
4. TUMAINI ENTERPRISES	285,000.00	2019	0.00	285,000.00	285,000.00	
5. KADZICHE MEAT SUPPLIERS	554,780.00	2019	200,000.00	554,780.00	354,780.00	
6. UKUNDA HARDWARE	458,800.00	2019	50,000.00	458,800.00	408,800.00	
7. MAGRIC ENTERPRISES	73,200.00	2019	0.00	73,200.00	73,200.00	
8. KELSON SUPPLIES	52,200.00	2019	0.00	52,200.00	52,200.00	
9. NEEDLE POINT ENTERPRISES	122,750.00	2019	0.00	122,750.00	122,750.00	
10. KANSBAG	377,045.00	2019	50,000.00	377,045.00	327,045.00	
11. TEACHERS LARGE CONCEPT	386,750.00	2019	0.00	494,300.00	386,750.00	
12. FRIENDLY ENTERPRISES	1,076,710.00	2020	100,000.00	1,076,710.00	976,710.00	
13. KAMUGI PRECIOUS	867,595.00	2020	550,000.00	867,595.00	317,595.00	
14. HUMAMRUKBAAN ENT.	1,190,100.00	2020	300,000.00	1,190,100.00	890,100.00	
15. GALORE DELIVERY	1,015,400.00	2021	1,015,400.00	1,015,400.00	0.00	

16. IDZAME INVESTMENT	180,000.00	2020	0.00	180,000.00	180,000.00	
17. BOJETECH INVESTMENT	318,800.00	2020	0.00	318,800.00	318,800.00	
18. TEACHERS LARGE CONCEPT	386,750.00	2019	386,750.00	386,750.00	0.00	
19. RHOMZE ENTERPRISES	120,450.00	2020	50,000.00	120,450.00	70,450.00	
20. EDEN BOOKS & STATIONERS	302,012.00	2020	302,012.00	302,012.00	0.00	
21. MBUYUNI BUTCHERY	494,300.00	2022	150,000.00	0.00	344,300.00	
22. GALORE DELIVERY	1,015,400.00	2022	250,000.00	0.00	765,400.00	
23. COPY CAT LIMITED	501,000.00	2021	501,000.00	501,000.00	0.00	
24. NDABA ELECTRICAL	29,000.00	2021	29,000.00	29,000.00	0.00	
25. PAMOJA WOMEN	127,500.00	2021	75,000.00	127,500.00	52,500.00	
26. BIASHA MOHAMED	112,500.00	2021	77,500.00	112,500.00	35,000.00	
27. NAMONI INVESTMENT	91,350.00	2021	50,000.00	91,350.00	41,350.00	
28. COPY CAT LIMITED	39,800.00	2022	0.00	0.00	39,800.00	
29. EDEN BOOKS & STATIONERS	358,680.00	2022	0.00	0.00	358,680.00	
30. MAENDELEO BUTCHERY	263,400.00	2022	0.00	0.00	263,400.00	
31. DIMUS FRESH F. SUPPLIES	169,728.00	2022	0.00	0.00	169,728.00	
32. WANAAG STORES	927,880.00	2022	0.00	0.00	927,880.00	
33. DIGITAL SANITATION	33,200.00	2022	0.00	0.00	33,200.00	
34. LAKESIDE PRODUCTS	1,181,000.00	2022	0.00	0.00	1,181,000.00	
35. KANHA	278,707.00	2022	0.00	0.00	278,707.00	
36. ROMZE	11,018.00	2022	0.00	0.00	11,018.00	
37. OFAM FABRICATORS	159,000.00	2022	0.00	0.00	159,000.00	
Sub-Total	12,547,855.00		2,884,512.00	9,125,442.00	9,663,343.00	

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Supply Of Services							
38. NON TEACHING STAFF	1,531,152.00	2020	0.00	1,531,152.00	1,531,152.00		
Sub-Total	1,531,152.00		0.00	1,531,152.00	1,531,152.00		
Grand Total	14,293,977.00		3,099,482.00	10,871,564.00	11,194,495.00		

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Annex 2 – Summary Of Fixed Assets Register

Asset Class	Date purchased	Location	Historical Cost b/f (Kshs) 1st July 2021	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 30th June 2022
Land 1		School	0.00	0.00	0.00	3,000,000.00
Land 2 (sports field)		School	0.00	0.00	0.00	1,500,000.00
Buildings And Structures		School	0.00	0.00	0.00	9,600,000.00
Motor Vehicles		School	0.00	0.00	0.00	1,700,000.00
Office Equipment, Furniture And Fittings		School	0.00	0.00	0.00	1,000,000.00
ICT Equipment, And Other ICT Assets		School	0.00	0.00	0.00	800,000.00
Tools And Apparatus		School	0.00	0.00	0.00	1,000,000.00
Textbooks		School	0.00	0.00	0.00	2,928,153.00
Other Machinery And Equipment		School	0.00	0.00	0.00	0.00
Heritage And Cultural Assets		School	0.00	0.00	0.00	0.00
Intangible Assets- Soft Ware		School	0.00	0.00	0.00	500,000.00
Total						22,028,153.00

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

Annex 3 – Salary Advance

SALARY ADVANCE HOLDERS

NAME OF STAFF	2021-2022	2020-2021
MEJUMAA SINAKULU	0.00	7,200.00
ATHUMANI CHIKUNO	2,000.00	3,500.00
HAMISI MSHINDO	3,000.00	7,000.00
FADHILI MBEMBE	24,000.00	56,846.00
PRISCA DAMA	32,000.00	38,500.00
JUMA GANZO	0.00	7,000.00
HAMISI SAMBI	162,025.00	349,225.00
JUMA ZECHA	8,000.00	2,500.00
ABDALLA CHUNGWA	0.00	3,000.00
SULEIMAN MWAMNONO	17,500.00	6,500.00
GEORGE OJWAYA	7,500.00	5,000.00
JUMA KIDZOKA	2,000.00	0.00
YEGON KIPROTICH	6,000.00	0.00
OMONDI SAMSON	5,000.00	0.00
Total	269,025.00	486,271.00

Annex 4 – Imprest Holders

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IMPREST HOLDERS

NAME OF STAFF	TSC NO	2021-2022	2020-2021
MOSES MKABANA	557516	8,567.00	8,567.00
HATIB THANI	499986	8,000.00	8,000.00
DAVID KWEMOI	785438	5,000.00	5,000.00
TEMBO OKUMU	828457	15,000.00	15,000.00
VICTOR OKEMWA	725528	15,000.00	15,000.00
HAMZA RAMADHAN	761505	10,000.00	0.00
Total		61,567.00	51,567.00