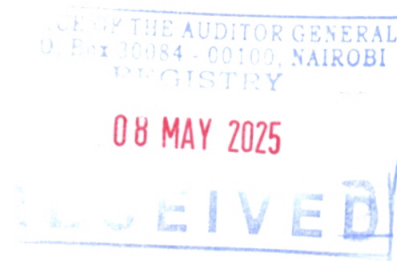




*Revised 30<sup>th</sup> June 2024.*



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**BISHOP GATIMU NGANDU GIRLSHIGH SCHOOL  
PUBLIC SECONDARY SCHOOL**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE FINANCIAL YEAR ENDED  
30<sup>TH</sup> JUNE 2024**

---

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

*BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL*  
**Public Secondary School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

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**1. Acronyms and Definition of Key Terms**

**A. Acronyms.**

BOM	Board of Management
CEB	County Education Board
IPSAS	International Public Sector Accounting Standards
KCSE	Kenya Certificate of Secondary Education
PFM	Public Finance Management
PSASB	Public Sector Accounting Standards Board
FY	Financial Year
FDSE	Free Day Secondary Education
TSC	Teachers Service Commission
SMASSE	Strengthening of Mathematics and Science in Secondary Education

**B. Definition of Key Terms**

**Comparative Year-** Means the prior period.

## 2. Key School Information and Management

### (a) Background information

The school is domiciled and registered in Kenya and its operations are governed under the Basic Education Act, 2013. It is in Nyeri County, Mathira west Sub-County.

The school was registered in 1964 under registration number 19S00300065 and is currently categorized as a *National* public school established, owned or operated by the Government.

The school is a boarding school and had 1988 number of students as at 30<sup>th</sup> June 2024. It has 10 streams and 93 teachers of which 24 teachers are employed by the School Board of Management.

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

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

Ref:	Name of Board Member	Designation	Date of appointment
1	Eng Wangai Ndirangu	Chairman	5/3/2022
2	Mrs. Jane K. Njuguna	Secretary- Principal	17/1/2023
3	Mr. Jeff Ndegwa	Rep Parents	5/3/2022
4	Mr David Kamiru	„	5/3/2022
5	Mr Felix Orege	„	5/3/2022
6	Eng. Stanley Kimutai	„	5/3/2022
7	Isaac Maina	Sponsor	5/3/2022
7	Mr. Muriithi Wangombe	Sponsor	5/3/2022
8	Dr. Mercy Mwaniki	Member – Rep CEB	5/3/2022
9	Eng. Jane Mutulili	Special Interest	5/3/2022
10	Ms Grace Wambui	Special Needs	5/3/2022
11	Ayub kinyanjui	Coopted	5/3/2022
12	Denis mutoro	Coopted	5/3/2022
13	Bernadette Maina	Rep Teachers	5/3/2022
14	Asha Joy	Rep Students	

The following resigned as follows during the FY

1. Ms Catherine Gateri 16/02/2023
2. Elizabeth Mbuthia 07/08/2023
3. Dr. Wanjohi Githinji 08/03/2024

**The functions of the School Board of Management are to:**

- 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, of 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	1. Eng. Wangai Ndirangu 2. Mrs. Jane K Njuguna 3. Mr. Jeff Ndegwa 4. Mr. Wangombe Muriithi 5. Mr. Denis Mutoro	Chairman Secretary Deputy chairman Member PA Chairman	1 out of 1 1 out of 1 1 out of 1 1 out of 1 1 out of 1
2	Audit Committee	1. Felix Orege 2. Eng Stanely Kiptoo 3. Jane Mutulili	Chairman Member Member	1 out of 1 1 out of 1 1 out of 1
3	Finance, procurement and general purposes Committee	1. Isaac Maina 2. Felix Orege 3. Jane K. Njuguna 4. Ayub Kinyanjui	Chairman Member Member Member	3 out of 3 3 out of 3 3 out of 3 3 out of 3
4	Academic Committee	1. Dr. Mercy Mwaniki 2. Mrs Jane K Njuguna 3. Ms Bernadette Maina	Chairman Member Member	4 out of 4 4 out of 4 4 out of 4
5	Development Committee	1. Mr. Wangombe Muriithi 2. Mrs Jane K Njuguna 3. Eng Jane Mutulili 4. Mr Jeff Ndegwa 5. Mr Denis Mutoro	Chairman Member Member Member Member	5 out of 5 5 out of 5 5 out of 5 5 out of 5 5 out of 5
6	Discipline and welfare Committee	1. Felix Orege 2. Jane K Njuguna	Chairman Member	2 out of 2 2 out of 2

*BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL*

**Public Secondary School**

**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

	3. Grace Wambui	Member	2 out of 2
--	-----------------	--------	------------

**(d) School operation Management**

For the financial year ended 30<sup>th</sup> June, 2024 the School's day-to-day management was under the following persons:

Ref:	Designation	Name	Identification
1	Chief Principal	Mrs Jane K. Njuguna	TSC No.348385
2	Deputy Principal	Mrs Joyce Murage	TSC No.352239
3	Deputy Principal	Mrs Margaret Mungatia	TSC No.558898
4	School Bursar	Ms Rachael Wambui	ID 24662677

**(e) Schools contacts**

Post Office Box: 182-10101  
Telephone: 0720836570  
E-mail: [bgngandu@yahoo.com](mailto:bgngandu@yahoo.com)  
Website:  
Facebook:  
Twitter:

**(f) School Bankers**

- |                                 |                       |                        |
|---------------------------------|-----------------------|------------------------|
| (a) Name of Bank:               | Kenya Commercial Bank | Main Account           |
| Branch:                         | Karatina              |                        |
| Account Number:                 | 1106188446            |                        |
| (b) Name of Bank:               | Kenya Commercial Bank | Operations Account     |
| Branch:                         | Karatina              |                        |
| Account Number:                 | 1106193407            |                        |
| (c) Name of Bank:               | Kenya Commercial Bank | Tuition Account        |
| Branch:                         | Karatina              |                        |
| Account Number:                 | 1106192923            |                        |
| (d) Name of Bank:               | Cooperative Bank      | Infrastructure Account |
| Branch:                         | Karatina              |                        |
| Account Number:                 | 01139410394200        |                        |
| (e) Name of Bank:               | Cooperative Bank      | CDF Account            |
| Branch:                         | Karatina              |                        |
| Account Number:                 | 01141410394200        |                        |
| (f) Name of Bank:               | Kenya Commercial Bank | School Fund Account    |
| Branch:                         | Karatina              |                        |
| Account Number:                 | 1105204871            |                        |
| (g) Name of Bank:               | Kenya Commercial Bank | Caution Money Account  |
| Branch:                         | Karatina              |                        |
| Account Number:                 | 1105296377            |                        |
| (h) Name of Bank:               | Kenya Commercial Bank | Education Trust Fund   |
| Branch:                         | Karatina              |                        |
| Account Number:                 | 1131847563            |                        |
| (i) Taifa Sacco Savings Account | Coffee Account        |                        |
| Branch:                         | Karatina              |                        |
| Account Number                  | 3011601685            |                        |
| (j) Stocks Exchange             | Shares Investments    |                        |
| (k) Name of Bank:               | Kenya Commercial Bank | PA Account             |
| Branch:                         | Karatina              |                        |
| Account Number:                 | 1215367635            |                        |

*BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL*

**Public Secondary School**

**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

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**g) Independent Auditors**

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

### 3. Summary Report of Performance of the School

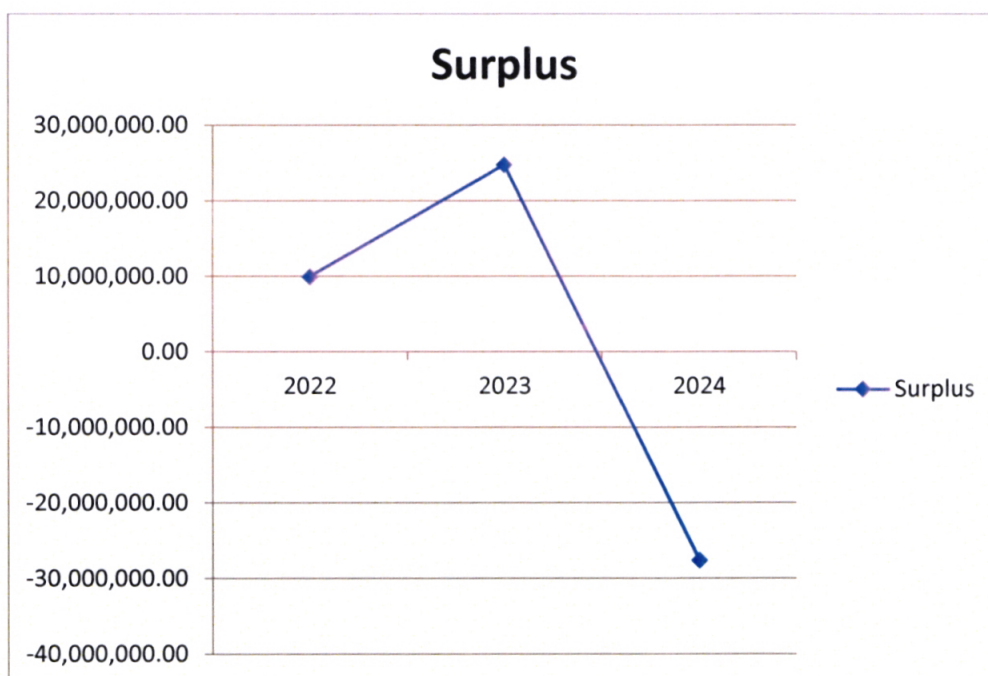
The following is a summary report of the performance of the school against the set performance evaluation criteria:

#### a) Financial performance:

#### SURPLUS/DEFICIT FOR THE LAST THREE YEARS

#### SURPLUS/DEFICIT FOR THE LAST THREE YEARS

SNO	YEAR	2024	2023	2022
1	Surplus/deficit	(27,599,351)	24,794,121	9,959,663
	Increase/Decrease	(52,393,472)	14,834,359	9,589,643

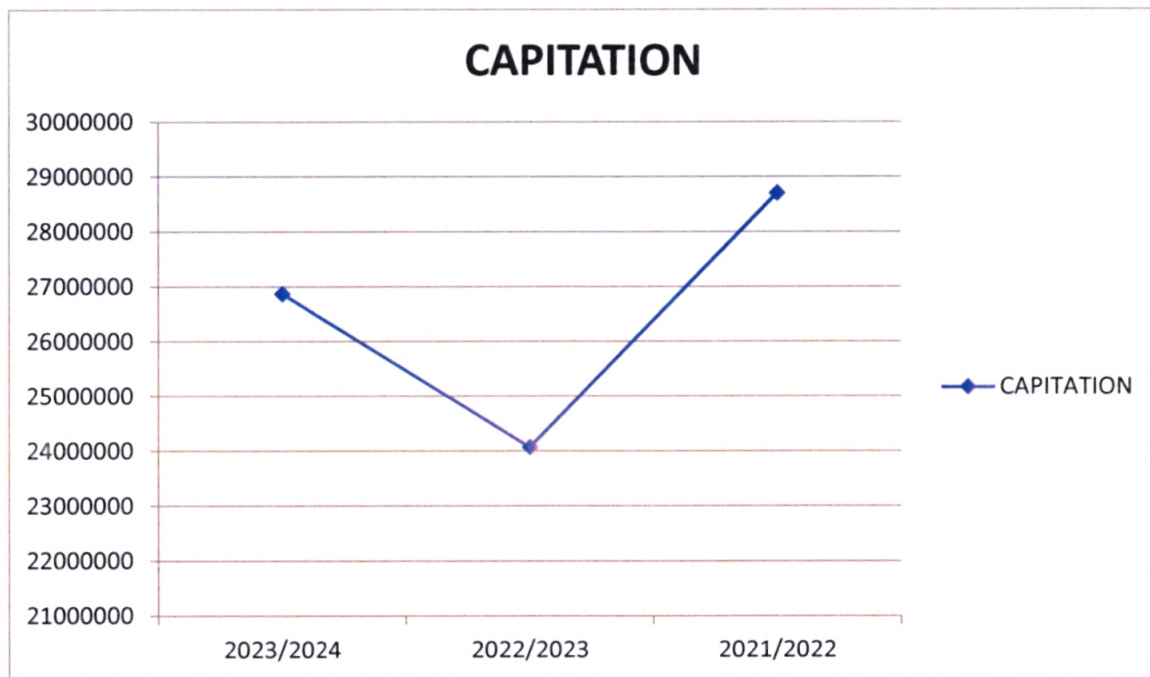


The surplus during the financial 2023/2024 decreased to (27,599,351) from 24,794,121 recorded in the preceding financial year. This was as a result of:

- infrastructure improvement such as the new dormitory construction, land scapping, ICT integration e.t.c
- Rising costs of supplies to the school
- Inadequate government funding.

**CAPITATION GRANT FOR THE LAST THREE YEARS**

SNO	ACCOUNTS	2023/2024	2022/2023	2021/2022
1	Tuition	4,458,765	4,410,240.00	5,254,626.00
2	Operations	22,408,493	19,658,979.00	23,451,586.00
	<b>TOTAL</b>	<b>26,867,258</b>	<b>24,069,219.00</b>	<b>28,706,212.00</b>
	Transition Infrastructure Grants		10,000,000.00	5,000,000.00
		<b>26,867,258</b>	<b>34,069,219.00</b>	<b>33,706,212.00</b>



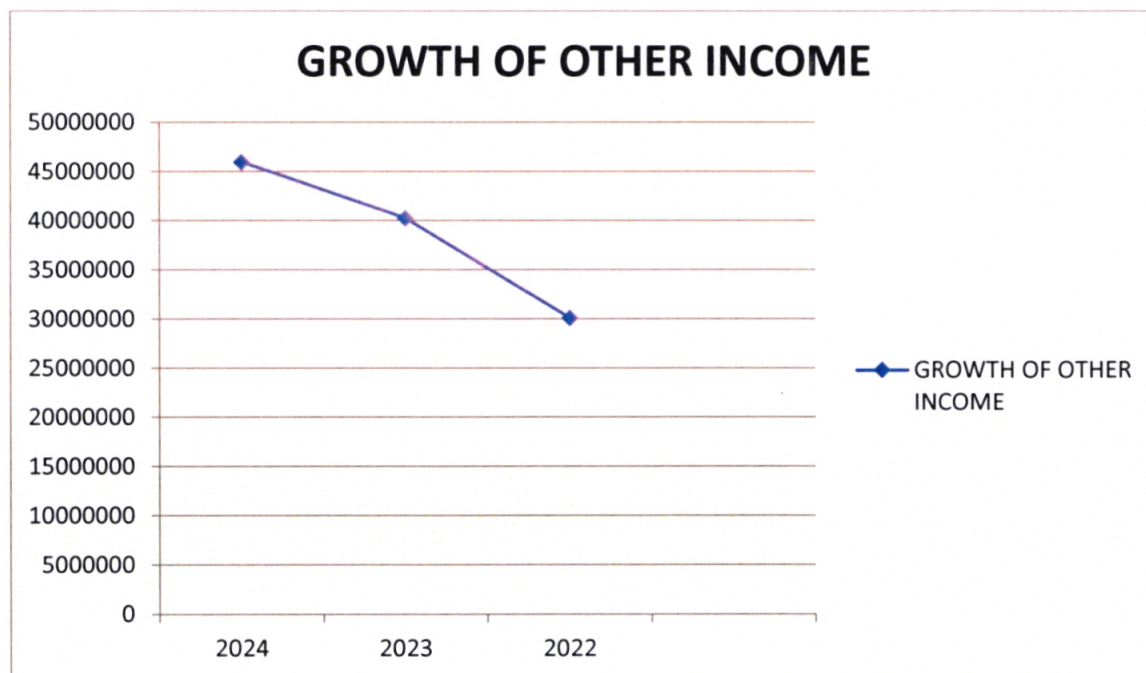
**RATIO OF CAPITATION PER STUDENT**

SNO		2024	2023	2022
1	Amount	26,867,258	24,069,219.00	28,706,212.00
2	Average number of students	1988	1750	1615
3	Ratio	1:13514	1:13753	1:17774

The funds received from the Government during the financial year 2022/2023 increased by 2,798,039 from the capitation received in the preceding year. This is due to the fact that there was an increase in the enrolment however; the ministry uses the no. of students in the NEMIS portal. The capitation is inclusive of amount received for infrastructure in the operations account which is transferred to the infrastructural account.

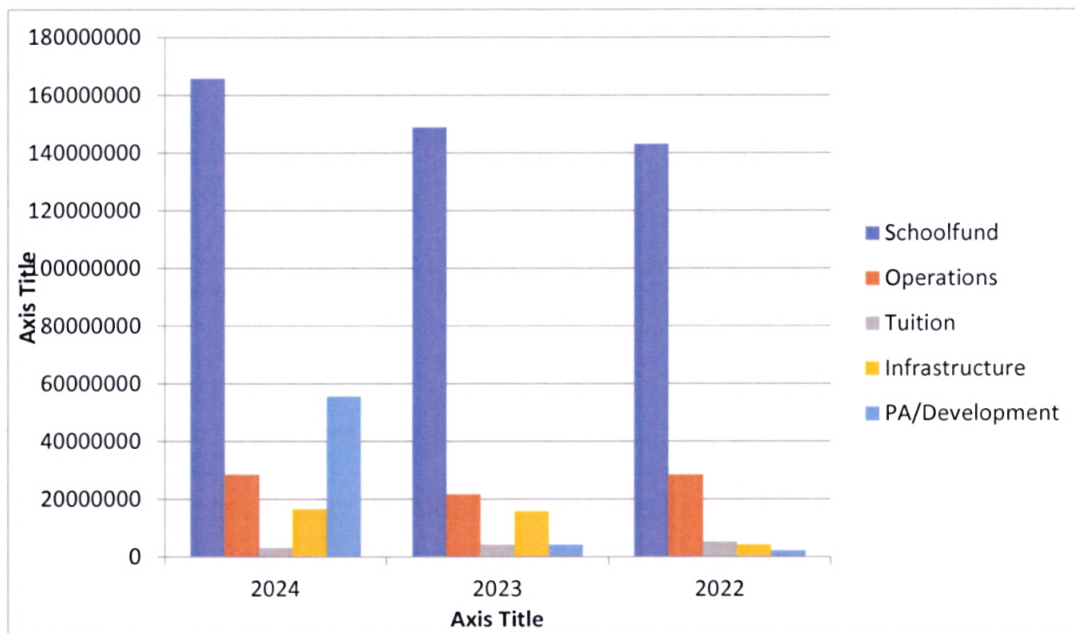
**A THREE YEARS OVERVIEW OF GROWTH OF OTHER INCOME**

SNO	ACCOUNTS	2023/2024	2022/2023	2021/2022
	Miscellaneous incomes	45,976,260	40,243,825	30,111,570.00
	Increase/Decrease	5,732,435	10,132,255	20,915,569.00



**A THREE YEARS OVERVIEW OF GROWTH IN EXPENDITURE**

SNO	ACCOUNTS	2024	2023	2022
1	School Fund	165,794,108	148,823,686.00	143,093,119.00
2	Operation	28,429,374	21,740,752.00	28,421,476.00
3	Tuition	3,108,953	4,270,276.00	5,255,162.00
4	Infrastructure	16,479,996	15,798,355.00	4,169,675.00
5	PA Account	55,599,047	4,246,359.00	2,185,904.00
	<b>Total</b>	<b>269,411,478</b>	<b>194,879,428.00</b>	<b>183,125,336.00</b>



The expenditure during the year increased by 74,532,050 this is due to the fact that:

- increase in the school enrolment
- infrastructure improvement such as the new dormitory construction, land scapping, ICT integration etc
- Rising costs of supplies

**MOVEMENT OF DEBTORS FOR THE PAST THREE YEARS**

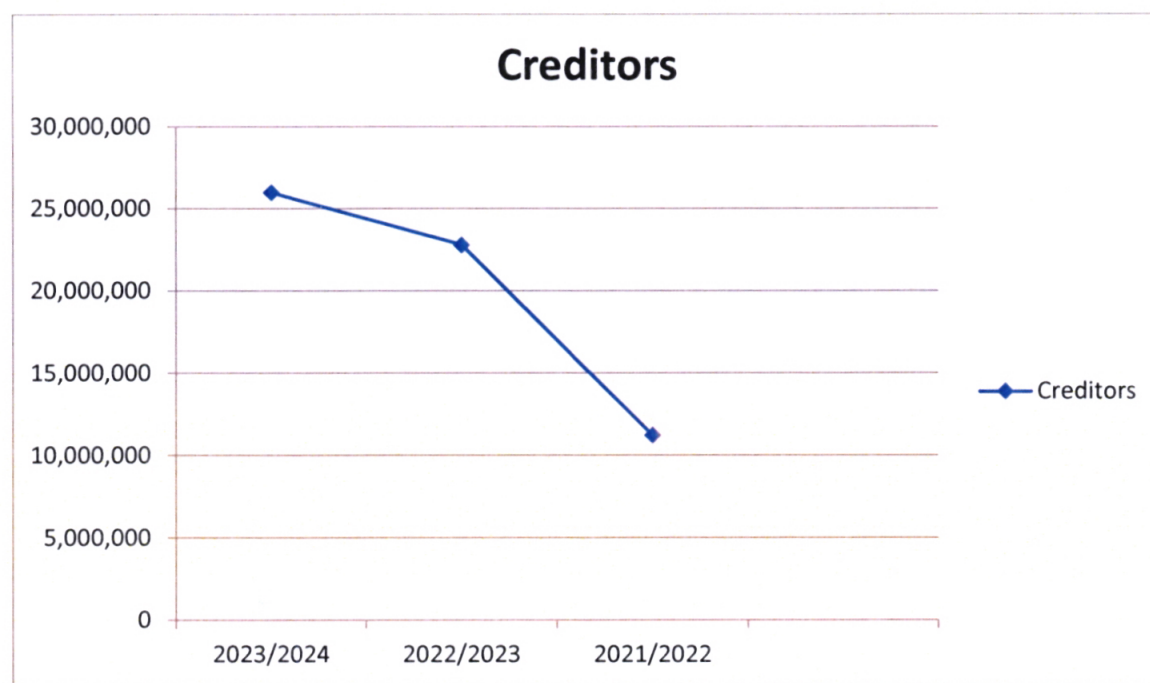
<b><u>SNO</u></b>	<b><u>ACCOUNTS</u></b>	<b><u>2023/2024</u></b>	<b><u>2022/2023</u></b>	<b><u>2021/2022</u></b>
1	DEBTORS	25,686,420	17,527,424.00	14,080,367.00
	Increase/Decrease	8,158,996	3,447,057.00	(378,657.00)



During the year the debtors increased by 8,158,996. This has been caused by an increase in students enrolment where some parents have not yet settled their fees obligations

**MOVEMENT OF CREDITORS**

SNO	ACCOUNTS	2023/2024	2022/2023	2021/2022
1	Creditors	25,985,961	22,800,504	11,234,081
	Increase/Decrease	3,185,457	11,566,423	14,656,103

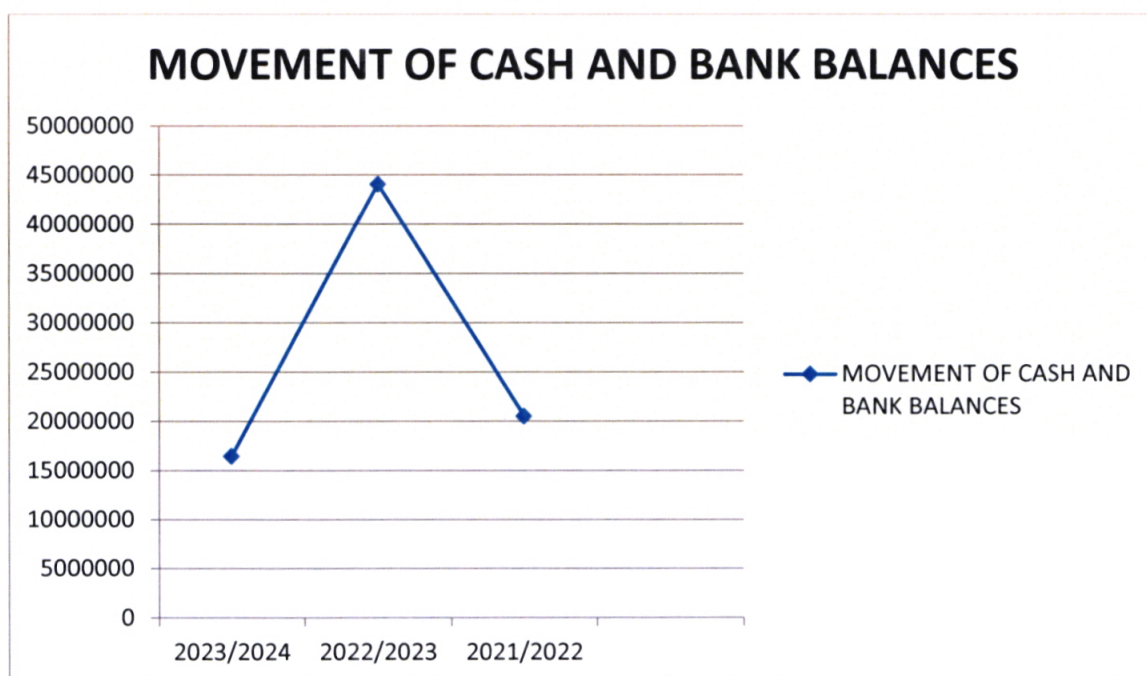


During the financial year payables increased by 3,185,457 this was as a result of:

- Increase in prepaid fees from 9,291,574 to 11,020,491.
- Increase in fees debtors from 17,511,924 to 25,554,720.
- Inflation effects on all goods and services experienced in the market.
- Delayed and inadequate government funding making us rely on credit to cover for some of the essential expenditure

**MOVEMENT OF CASH AND BANK BALANCES**

S/NO	Accounts	2023/2024	2022/2023	2021/2022
1	School fund	6,836,105	1,762,818	155,784.34
2	Operations	1,947,924	7,968,806	50,578.70
3	Tuition	1,505,462	155,651	15,687.60
4	Infrastructure	2,103,093	7,687,049	13,674,403.95
5	PA/Development	1,569,803	26,158,984	5,042,732.00
6	Savings accounts	2,197,758	26,188	
7	Caution money	108,137	108,137	
8	Fund account	26,072	26,072	
9	CDF Account	144,855	144,855	
10	Coffee Account	8,340	8,340	
11	Shortterm Investment			1,583,111
	<b>TOTAL</b>	<b>16,447,549</b>	<b>44,046,900</b>	<b>20,522,298</b>
	<b>Increase/Decrease</b>	<b>(27,599,351)</b>	<b>23,524,602</b>	<b>11,542,775</b>



This reflects the closing cash and bank balances of the different school accounts over the last three years.

**b) Teacher Student ratio:**

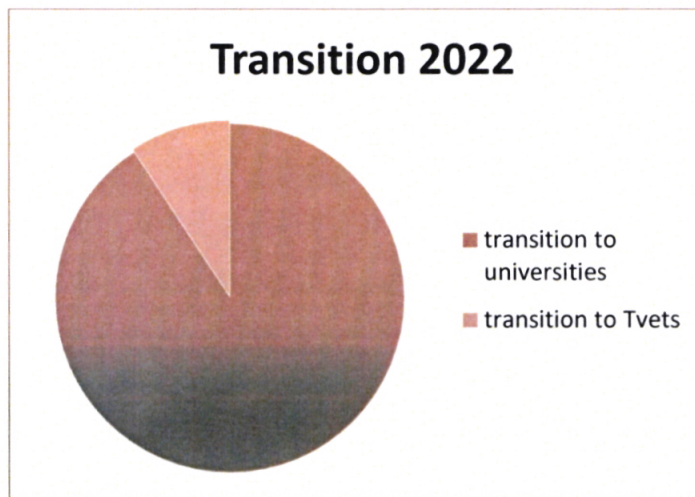
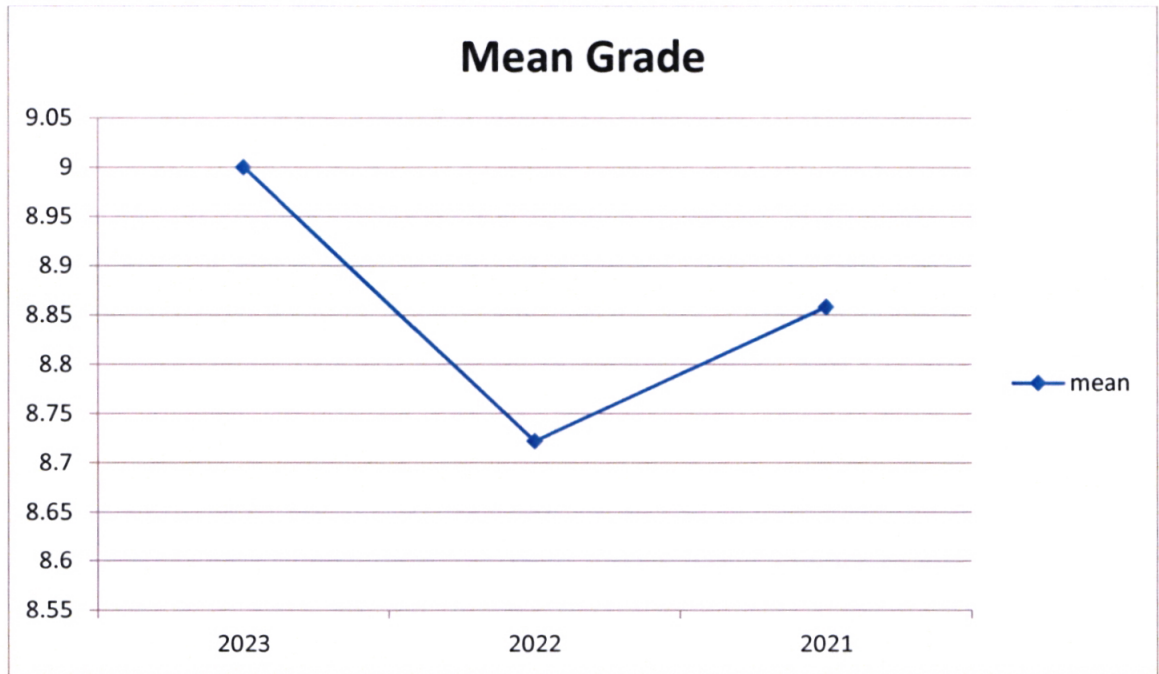
The school has a population of 1988 students with only 69 teachers employed by TSC. During the financial period 2 teachers were promoted to other schools. The total no. of teachers posted by TSC during the year was 5 teachers. In order to mitigate the teacher shortage the BOM has employed 24 teachers.

**c) The mean score in the 2023KCSE:**

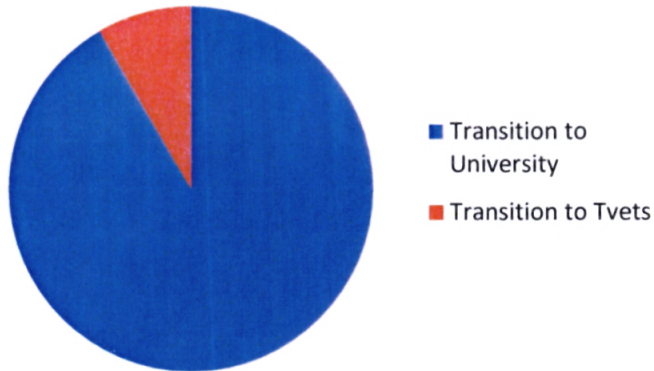
**ACADEMIC PERFORMANCE FOR THE LAST THREE YEARS**

**MEAN SCORE IN KCSE**

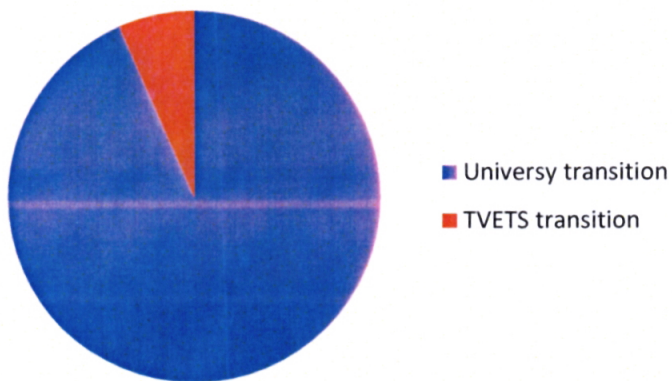
Year	Enrolled candidates	Mean	Deviation	Transition to universities	% transition to universities	Transition To TVETS	Remarks
2023	355	9.0	0.278	341	96%	24	Positive deviation of lowest grade was C-(4). There was 100% transition to institution of higher learning.
2022	345	8.722	-0.136	313	91%	32	Negative deviation of 0.136 the lowest grade was D+ (1) there was a 100% transition to institution of higher learning.
2021	324	8.858	-0.374	297	92%	27	Negative deviation - 0.374 the lowest grade was D+(1) there was a 100% transition to institution of higher learning.



### Transition 2021



### 2023



*BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL*

**Public Secondary School**

**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

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**(d) Capacity of the school:**

<b>S/NO.</b>			<b>CAPACITY</b>	<b>ENROLMENT</b>	<b>DEFICIT CAPACITY</b>
1.	Dining hall	1	950	1988	1038
2.	Laboratories	6	400	1000	600
3.	Library	1	250	1988	700
4.	Special rooms	French, music, computer			3 Rooms
5.	Toilets	55	1375	1988	613

e) Development projects carried out by the school:

Projects	Source of funds	Status	Initial Cost (Kshs)	Amount Spent (Kshs)	Expected completion time
Staff rest rooms and deputies offices renovations	PA&MOE	100% complete	2,011,665	2,011,665	Complete
Land Scapping	PA	100% complete	2,232,240	2,232,240	Complete
Grotto And Dormitory	PA&MOE	100% complete	76,674,910	76,674,910	Complete
Conversion of Dormitories to classrooms	PA	100% complete	3,673,005	3,673,005	Complete
ICT	PA	50%	7,790,000	3,992,625	50% Complete

CHIEF PRINCIPAL

BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL  
 P.O. Box 182-10101, KARATINA  
 School Principal  
 DATE: ..... SIGN: .....

**4. 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 keep all proper books and records of accounts of the income, expenditure, and assets of the institution.

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

The Board of Management is of the opinion that the school's financial statements give a true and fair view of the state of the school's transactions during the financial year ended 30<sup>th</sup> June, 2024, and of the school's financial position as at that date.



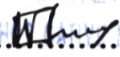
.....

**Hon. Paul Mwaniki Gachoka**

Chairman, School Board of Management

Date:..... 31/5/25

CHIEF PRINCIPAL



.....

**Jane W. Kimiti**

School Principal & Secretary to Board of Management

Date:..... 31/5/25



.....

**Rachael Wambui**

Bursar/ Finance Officer

Date:..... 31/5/25

# REPUBLIC OF KENYA

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



*Enhancing Accountability*

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

## **REPORT OF THE AUDITOR-GENERAL ON BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL FOR THE YEAR ENDED 30 JUNE, 2024-NYERI COUNTY**

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### **PREAMBLE**

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

- A. Report on 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 the 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; and,
- C. Report on Effectiveness of Internal Controls, Risk Management and Governance which considers how the entity has instituted checks and balances to guide internal operations. This responds to the effectiveness of the governance structure, risk management environment and internal controls, developed and implemented by those charged with governance for orderly, efficient and effective operations of the entity.

A Qualified Opinion is issued when the Auditor-General concludes that, except for material misstatements noted, the financial statements are fairly presented in accordance with the applicable financial reporting framework. The Report on Financial Statements should be read together with the Report on Lawfulness and Effectiveness in the Use of Public Resources, and the Report on Effectiveness of Internal Controls, Risk Management and Governance.

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 Bishop Gatimu Ngandu Girls High School-Nyeri County set out on pages 1 to 21 which comprise the statement of assets and liabilities as at 30 June, 2024 and the statement of receipts and payments,

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*Report of the Auditor-General on Bishop Gatimu Ngandu Girls High School for the year ended 30 June, 2024-Nyeri County*

statement of cash flows and statement of comparison of budget and actual amounts for the year then ended and a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the Constitution of Kenya and Section 35 of the Public Audit Act, 2015. I have obtained all the information and explanations which to the best of my knowledge and belief, were necessary for the purpose of the audit.

In my opinion, 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 Bishop Gatimu Ngandu Girls High School as at 30 June, 2024 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 Basic Education Act, 2013 and the Public Finance Management Act, 2012.

### **Basis for Qualified Opinion**

#### **1. Inaccuracies and Inconsistencies in the Financial Statements**

The financial statements provided for audit had the following inconsistencies and inaccuracies; -

##### **1.1. Inaccuracies in the Financial Statements**

The statement of assets and liabilities reflects comparative accumulated fund brought forward balance of Kshs.13,979,699 while prior year audited financial statements indicate Kshs.23,368,585 resulting in an unreconciled variance of Kshs.9,388,886. Further the accumulated fund brought forward for the year ended 30 June, 2024 is indicated as Kshs.43,747,359 while the prior year net assets were Kshs.38,773,820 resulting in an unexplained variance of Kshs.4,973,539.

In the circumstances, the accuracy and completeness of the statement of assets and liabilities as at 30 June, 2024 could not be confirmed.

##### **1.2. Overstatement of the School Fund Income**

The statement of receipts and payments reflects the school fund income- parents' contribution/fees amount of Kshs.158,072,569 as disclosed in Note 4 to the financial statements. However, a recalculation of the school fund income revealed that the school earned an income of Kshs.132,578,454 resulting in an overstatement of Kshs.25,494,115. Further, Note 4 to the financial statements disclosed school fund income of Kshs.158,072,569 which includes Kshs.31,009,865 from levies paid in the Parents' Association account, however, the school fund income for the account as recorded in the cashbook totaled to Kshs.29,834,953 resulting in an unexplained variance of Kshs.1,174,912.

In the circumstances, accuracy and completeness of the school fund income of Kshs.158,072,569 could not be confirmed.

## **2. Unsupported Accounts Receivables**

The statement of assets and liabilities reflects accounts receivables balance of Kshs.25,686,420 out of which Kshs.25,554,720 was in respect of fees arrears as disclosed in Note 13 to the financial statements. However, the supporting schedules, detailed aging analysis and issued invoices were not provided for audit review to support Kshs.11,963,818 which are fees arrears which have been outstanding for over one (1) year.

In the circumstances, the accuracy and recoverability of the accounts receivables balance of Kshs.25,686,420 could not be confirmed.

## **3. Doubtful Payment for Competency-Based Curriculum (CBC) Classrooms**

The statement of receipts and payments reflects infrastructure expenditure of Kshs.16,479,996 as disclosed in Note 8 to the financial statements. Review of the available records including the cashbook and payment vouchers revealed that during the financial year under review, the Management paid an amount of Kshs.788,040 for a CBC classroom. Although a physical verification of the said classrooms indicated that the classrooms were officially opened on 13 April, 2022, no supporting documents were provided to prove why the amount had been outstanding including the invoices and interim payment certificates. Further, the amount was not disclosed as payables in the previous year's audited financial statements.

In the circumstances, the accuracy and occurrence of the payment of an amount of Kshs.788,040 for a CBC classroom could not be confirmed.

The audit was conducted in accordance with International Standards for Supreme Audit Institutions (ISSAIs). I am independent of the Bishop Gatimu Ngandu Girls High Management in accordance with ISSAI 130 on the 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. Except for the matters described in the Basis for Qualified Opinion, I have determined that there are no other key audit matters to communicate in my report.

### **Other Information**

The Board of Management is responsible for the other information set out on page iii to xx which comprise of Key School Information and Management, Summary Report of Performance of the school and the statement of school management responsibility. The other Information does not include the financial statements and my audit report thereon.

In connection with my audit on the high School's financial statements, my responsibility is to read the other information and in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If based on the work I have performed, I conclude that there is a material misstatement of this Other Information, I am required to report that fact. I have nothing to report in this regard.

## REPORT ON LAWFULNESS AND EFFECTIVENESS IN THE USE OF PUBLIC RESOURCES

### Conclusion

As required by Article 229(6) of the Constitution, based on the audit procedures performed, except for the effect of the matters described in the Basis for Conclusion on Lawfulness and Effectiveness in the 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. Effectiveness in Use of Capitation for Students

##### 1.1. Unconfirmed Student's Enrollment Data

The statement of receipts and payments reflects Government grants for tuition, operations and infrastructure of Kshs.4,458,765, Kshs.22,408,493 and Kshs.10,986,040 respectively all totaling Kshs.37,763,298. Included in the amount are capitation grants amount of Kshs.26,079,217. Comparison of data from National Education Management and information System (NEMIS) with records from school for the year under review revealed variances as tabulated below resulting to an underfunding of the school by an amount of Kshs.2,209,367. This was contrary to the Paragraph 3.2.5 of the ministry of education Circular MOE.HQS/3/10/18/(112) dated 15 November, 2022 on implementation of Free Day Secondary Education (FDSE) which requires all learners be registered in NEMIS and the principals to ensure their records are accurate. Further, it was not possible to confirm the exact number of students as at 30th June 2024.

Terms 2023/2024	NEMIS (A)	School Records (B)	Funding (Kshs)	Variance (A-B)	(Under)/Overfunding (Kshs)
3rd Term 2023	1751	1726	4,400,035	25	62,822
1st Term 2024	1748	2011	13,555,180	-263	(2,039,481)

Terms 2023/2024	NEMIS (A)	School Records (B)	Funding (Kshs)	Variance (A-B)	(Under)/Overfunding (Kshs)
2nd Term 2024	1955	2011	8,124,002	-56	(232,708)
<b>Total</b>			<b>26,079,217</b>		<b>(2,209,367)</b>

In the circumstances, under-funding of the school may have affected service delivery to the students.

### 1.2. Under Funding of Capitation Grants

The statement of receipts and payments reflects government grants for tuition, operations and infrastructure of Kshs.4,458,765, Kshs.22,408,493 and Kshs.10,986,040 respectively all totalling Kshs.37,763,298 which includes capitation of Kshs.26,079,217. Review of the capitation received and the average number of learners indicate that the school received Kshs.13,612 per learner against the Government of Kenya required subsidy of Kshs.22,244 as stated on Paragraph 3.4.1 of the Ministry of Education circular number MOE.HQS/3/10/18/(112) dated 15 November, 2022 resulting to underfunding of Kshs.8,632 per learner equivalent to Kshs.16,538,912.

In the circumstances, under-funding of the school may have affected service delivery to the students.

## 2. Long Outstanding Payables

The statement of assets and liabilities and as disclosed in Note 14 to the financial statements reflects a payables balance of Kshs.25,985,961. However, included in the balance are trade payables balance of Kshs.1,008,670 which had been outstanding for more than one year. 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 contract are reflected in approved budget estimates.

In the circumstances, the School Management was in breach of the law and there is risk loss of public funds through litigations, interests and penalties.

### 3. Inadequate Textbook Inventory Records

During a physical verification of the school book store and review of the book issuance records the following inadequacies on the controls were noted;

- i. Text books are received in the textbook stores ledger when delivered and issued out of the store's ledger to the respective Head of Department immediately, even though

- they have not been physically issued which makes it impossible to reconcile the stores ledger and actual books in the store.
- ii. Books are issued to students by respective subject teachers but there are no records on the number of books issued to the respective teacher.
  - iii. There are no proper records for books returned in the store therefore making it impossible to reconcile books issued against the ones return and accurately identify those lost.
  - iv. It was noted although a few books are identified as lost no records are kept for the books lost neither are there any adjustments made in the store's ledger.
  - v. The school received and held surplus books totaling to one thousand nine hundred and seventy-one (1,971).

In the circumstances, value for money on the excess one thousand nine hundred and seventy-one (1,971) text books could not be confirmed.

#### **4. Irregular Procurement of Goods**

The statement of receipts and payments reflects boarding and school fund expenditure of Kshs.221,393,155 as disclosed in Note 9 to the financial statement which includes expenditure of repairs and maintenance and improvements of Kshs.7,674,928 and Fees on boarding equipment and stores of Kshs.81,932,890. Review of the payment documents indicated that the entity procured goods and services of Kshs. 631,200 under repairs, maintenance and improvements and Kshs.1,308,380 under fee on Boarding equipment and stores through direct procurement during the financial year even though the requirements for direct procurement were not met contrary to Section 103(2) of the Public Procurement and Asset Disposal Act, 2015. Moreover, it was noted that the Accounting Officer did not issue any written approval prior to the procurement of goods and services contrary to Regulation 90(6) of the Public Procurement and Asset Disposal Regulations, 2020.

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

#### **5.Failure to Transfer Infrastructure Funds from the Operations Account**

The statement of receipts and payments reflects operations grants amount of Kshs.22,408,493 as disclosed in Notes 2 to the financial statements from the Ministry of Education credited in the school's operations bank account. Reported under this is a receipt of Kshs.3,511,928 dated 21 September, 2023. Review of the receipt and capitation circular for the same revealed that included in the amount is Kshs.1,400,800 in respect of repair maintenance and improvement which ought to have been transferred to infrastructure bank account. However, the amount was spent on the operations account contrary to the Ministry of education circular dated 16 June, 2021 which directed all maintenance and improvement funds should be transferred to the infrastructure account fifteen days upon receipt of funds.

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

## **6. Failure to Bank Maintenance and Improvement Funds in the Designated Infrastructure Account.**

The statement of receipts and payments reflects school fund income parents' contributions of Kshs.158,072,569 as disclosed in Note 4 to the financial statement. Review of the school's cashbooks revealed that the entity received and directly spent an amount of Kshs.56,215,941 in a Parents Associations account for funding various infrastructural projects including dormitory, classroom and renovation of deputy principal's office without transferring it to the infrastructure account as stipulated in paragraph 3.5,3 of the ministry of education guidelines No. MOE.HQS/3/10/18/(112) dated 15 November, 2022.

In the circumstances, Management was in breach of law.

## **7.Late Submission of Financial Statements**

During the year under review, Management submitted the financial statements to the Auditor-General on 16 October, 2024 instead of the statutory deadline of 30 September, 2024. This was contrary to the Ministry of Education circular Ref.MOE/DSAS/FIN/17/1/17 dated 19 August, 2021 which stated that the school's financial statements should be submitted by 30 September in compliance which Section 81 of the Public Finance Management Act, 2012 on preparation of the financial statements.

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

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

The statement of receipts and payments reflects operations expenses and boarding and school fund payments amounts of Kshs.28,429,375 and Kshs.221,393,155 as disclosed in Notes 7 and 9 to the financial statements respectively. Included in the activity expenditure under operations is an amount of Kshs.347,600, Kshs.257,000 under activity expenses Boarding and school fund of and Kshs.1,540,000 under fee on boarding equipment and stores all totaling to Kshs.2,144,600 transferred to Kenya Secondary School Heads Association (KESSHA). However, KESSHA is a welfare organization that draws its membership from School Principals only. The organization is not defined in the Government Funding system and there is no assurance that it has implemented effective, efficient, and transparent financial management and internal control systems to manage the funds transferred by schools.

In the circumstances, the value for money transferred to KESSHA amounting to Kshs.2,144,600 could not be confirmed.

## **9.Unapproved Expenditure**

The statement of receipts and payments reflects boarding and school fund payments amount of Kshs.221,393,155 as disclosed in Note 9 to the financial statements. However, an examination of sampled payment vouchers amounting to Kshs.2,476,180 revealed that Management incurred expenditure outside the approved annual budget, contrary to

Paragraph 3.8 of the Ministry of Education Circular No. MOE.HQS/3/10/18/ (112) dated 15 November, 2022 on guidelines on the implementation of Free Day and Secondary Education Programme.

In the circumstances, the regularity of the boarding and school fund expenses amounting to Kshs.2,476,180 could not be confirmed.

The audit was conducted in accordance with ISSAI 3000 and ISSAI 4000. The standards require 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 comply 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 effect of the matters described in the Basis for Conclusion on Effectiveness of Internal Controls, Risk Management and Governance section of my report, I confirm that nothing else has come to my attention to cause me to believe that internal controls, risk management and governance were not effective.

### Basis for Conclusion

#### 1. Inadequate Frequency of Committee Meetings

Review of the minutes of the committees of the Board of Management for the financial year 2023/2024 revealed that there were committees of the board that did not meet the minimum threshold of meetings as listed below:

In the circumstances, the committees of the board did not comply with the minimum number of meetings required as per Circular OP/CAB.9/1A.

#### 2. Unconfirmed Balances for Fixed Assets

As disclosed in Annex 2 to the financial statements the entity had estimated fixed assets balance of Kshs.512,854,910 which was indicated as estimation based on historical costs. However, the entity has not factored in the net book values considering depreciation of fixed assets, amortization of intangible assets and valuation of the assets. Further, the entity did not give any evidence of having a depreciation policy in place or having conducted any valuation of assets.

In the circumstances, the valuation, existence, completeness, location and security of School assets could not be confirmed.

### **3. Unsupported Biological Assets**

Note 17 to the financial statements discloses biological assets of Kshs.10,363,000 including Goats, trees and Pigs. However, during a verification of the assets the management did not present relevant records including biological assets valuation report, biological assets register, birth certificates for new born, death certificates and any asset movement records. Further, it was confirmed the values disclosed in the financial statements were estimates and not actual values.

In the circumstances, the effectiveness of the controls and safeguards over the school's assets could not be confirmed.

### **4. Lack of an Approved Petty Cash Float**

The statement of assets and liabilities reflects cash balances of Kshs.106,587 as disclosed in Note 11 to the financial statement. Although the Board of Management approved a weekly petty cash of Kshs.200,000 as per the board minutes dated 13 August, 2021, there was no approval from the Ministry of education and there was no petty cash book maintained to record the expenditure paid from petty cash contrary to Paragraph 4.1.8 of the Ministry of Education Operation Manual for Utilisation of Learner Capitation Grant and Other School Funds circular.

In the circumstances, the accountability of cash expenditure 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 controls, risk Management and overall governance were operating effectively in all material respects. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

### **Responsibilities of the Management and Board of Management**

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 controls as Management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error and for its assessment of the effectiveness of internal controls, risk management and governance.

In preparing the financial statements, Management is responsible for assessing the school's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Management is aware of the intention 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 comply with the authorities which govern them and that public resources are applied in an effective way.

The Board of Management is 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**

My responsibility is to conduct an audit of the financial statements in accordance with Article 229(4) of the Constitution, Section 35 of the Public Audit Act, 2015 and the International Standards for Supreme Audit Institutions (ISSAIs). The standards require that, in conducting the audit, I obtain reasonable assurance about whether the financial statements as a whole are free from material misstatements, whether due to fraud or error and to issue an auditor's report that includes my opinion in accordance with Section 48 of the Public Audit Act, 2015. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with IFPP will always detect a material misstatement 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 conducting the audit, Article 229(6) of the Constitution also requires that I express a conclusion on whether or not in all material respects, the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities that govern them and that public resources are applied in an effective way. In addition, I consider the entity's control environment in order to give an assurance on the effectiveness of internal controls, risk management and governance processes and systems in accordance with the provisions of Section 7 (1) (a) of the Public Audit Act, 2015.

Further, I am required to submit the audit report in accordance with Article 229(7) of the Constitution.

Detailed description of my responsibilities for the audit is located at the Office of the Auditor-General's website at: <https://www.oagkenya.go.ke/auditor-generals-responsibilities-for-audit/>. This description forms part of my auditor's report.

  
FCPA Nancy Gathungu, CBS  
**AUDITOR-GENERAL**

**Nairobi**

**9 June, 2025**

BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL


Public Secondary School

Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

6. Statement of Receipts and Payments for the Year Ended 30<sup>th</sup> June 2024

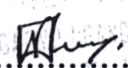
Description Of Vote Head	Note	2023/2024	2022/2023
		Kshs	Kshs
<b>Receipts</b>			
Government grants for tuition	1	4,458,765	4,410,240
Government grants for operations	2	22,408,493	29,658,979
Government Grants for infrastructure	3	10,896,040	9,811,000
School fund income- parents' contributions	4	158,072,569	135,549,505
Miscellaneous incomes	5	45,976,260	40,243,825
<b>Total Receipts</b>		<b>241,812,127</b>	<b>219,673,549</b>
<b>Payments</b>			
Tuition	6	3,108,953	4,270,270
Operations	7	28,429,374	21,740,752
Infrastructure	8	16,479,996	15,798,355
Boarding and school fund	9	221,393,155	153,070,045
<b>Total Payments</b>		<b>269,411,478</b>	<b>194,879,428</b>
<b>Surplus/Deficit</b>		<b>(27,599,351)</b>	<b>24,794,121</b>

The school financial statements were approved on 8/5/25 2024 and signed by:

  
.....

Hon. Paul Mwaniki Gachoka  
Chairman BOM

Date: 8/5/25

  
.....  
CHIEF PRINCIPAL  
BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL  
P.O. BOX 107 KARITI  
DATE: .....

Jane K. Njuguna  
School Principal/ Secretary to  
BOM

Date: 8/5/25

  
.....

Rachael Wambui  
Bursar/ Finance Officer

Date: 8/5/25

BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL

Public Secondary School

Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

8. Statement of Cash Flows for the Year Ended 30<sup>th</sup> June 2024

Description	Note	2023/2024	2022/2023
		Kshs	Kshs
<b>Cash from Operating Activities</b>			
<b>Receipts</b>			
Government grants for tuition	1	4,458,765	4,410,240
Government grants for operations	2	22,408,493	29,658,979
Government grants for infrastructure	3	10,896,040	9,811,000
School fund income- parents contributions/ fees	4	158,072,569	135,549,505
Other income	5	<u>45,976,260</u>	<u>40,243,825</u>
<b>Total receipts</b>		<b>241,812,127</b>	<b>219,673,549</b>
<b>Payments</b>			
Cash outflows for tuition	6	3,108,953	4,270,270
Cash outflows for operations	7	28,429,374	21,740,752
Cash outflows for operations	8	16,479,996	15,798,355
Cash outflows Boarding/lunch and school fund payments	9	<u>221,393,154</u>	<u>153,070,045</u>
<b>Total payments</b>		<b><u>269,411,478</u></b>	<b><u>194,879,428</u></b>
<b>Net cash inflow/outflow from operating activities</b>		<b>(27,599,351)</b>	<b>24,794,121</b>
<b>Cash flow from investing activities</b>			
Acquisition of assets			
Proceeds from sale of Assets			
Proceeds from investments			
Purchase of investments			(1,269,519)
<b>Net cash inflow/outflows from investing activities</b>			
<b>Net increase/decrease in cash and cash equivalents</b>		<b>(27,599,351)</b>	<b>23,524,602</b>
Cash and cash equivalent at beginning of the FY		<u>44,046,900</u>	<u>20,522,298</u>
Cash and cash equivalent at end of the FY		16,447,549	44,046,900

The school's financial statements were approved on \_\_\_\_\_ 2024 and signed by:

Hon. Paul Mwaniki Gachoka  
Chairman BOM

Jane K. Njuguna  
School Principal/ Secretary to BOM

Rachael Wambui  
Bursar/ Finance Officer

Date: 8/5/25

Date: 8/5/25

Date: 8/5/25

BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL

Public Secondary School

Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

7. Statement of Assets and Liabilities as At 30<sup>th</sup> June 2024

Description	Note	2023/2024	2022/2023
		Kshs	Kshs
<b>Financial Assets</b>			
<b>Cash and cash equivalents</b>			
Bank balances	10	16,340,963	43,797,969
Cash balances	11	106,587	248,931
<b>Total cash and cash equivalent</b>		<b>16,447,549</b>	<b>44,046,900</b>
Accounts receivables	13	25,686,420	17,527,424
<b>Total financial assets (a)</b>		<b>42,133,969</b>	<b>61,574,324</b>
<b>Financial liabilities</b>			
Accounts payables	14	(25,985,961)	(22,800,504)
<b>Total Financial Liabilities (b)</b>		<b>(25,985,961)</b>	<b>(22,800,504)</b>
<b>Net financial assets (a-b)</b>		<b>16,148,008</b>	<b>38,773,820</b>
<b>Represented by</b>			
Accumulated fund b/fwd	15	43,747,359	13,979,699
Surplus/deficit for the year		(27,599,351)	24,794,121
<b>Net Assets</b>		<b>16,148,008</b>	<b>38,773,820</b>

The school's financial statements were approved on \_\_\_\_\_ 2024 and signed by:

Hon. Paul Mwaniki Gachoka  
Chair BOM

.....  
Date: 8/6/25

Jane K. Njuguna  
School Principal/ Secretary to  
BOM

.....  
Date: 8/6/25  
DATE: ..... SIGN: .....

Rachael Wambui  
Bursar/ Finance Officer

.....  
Date: 8/6/25

9. Statement of Budgeted versus Actual Amounts for the Year Ended 30<sup>th</sup> June 2024

Receipt/Expenses Item	Original Budget	Adjustments	Final Budget	Actual On Comparable Basis	% Of Utilization
	a	b	c=a+b	d	e=d/c %
	Kshs	Kshs	Kshs	Kshs	Kshs
<b>Receipts</b>					
<i>(1) Capitation Grant on Tuition</i>					
Reference Materials	507,680	(53,446)	454,234	454,234	100%
Exercise Books	2,081,467	(253,344)	1,828,123	1,828,123	100%
Laboratory Equipment	1,167,652	(142,317)	1,326,452	1,025,335	100%
Chalk	50,678	(5,255)	57,570	45,423	100%
Teaching / Learning Materials	1,015,350	(124,681)	1,153,438	890,669	100%
Exams And Assessment	203,065	(11,916)	230,682	214,981	100%
<i>(2) Capitation Grant on Operations</i>					
Personnel Emoluments	6,125,000	(1,629,169)	4,495,831	4,495,831	100%
Repairs And Maintenance	8,750,000	(1,702,700)	7,047,300	7,047,300	100%
Local Transport / Travelling	2,275,000	(732,824)	1,542,176	1,542,176	100%
Electricity And Water	4,025,000	(1,206,342)	2,818,658	2,818,658	100%
Medical	1,360,000	97,625	1,457,625	1,457,625	100%
Administration Costs	4,025,000	(1,206,342)	2,818,658	2,818,658	100%
Activity	2,625,000	(1,184,795)	1,440,205	1,440,205	100%
CBC Classes		788,040	788,040	788,040	100%
OTHERS		1,114,927	1,114,927	1,114,927	100%

Receipt/Expenses Item	Original Budget	Adjustments	Final Budget	Actual On Comparable Basis	% Of Utilization
	a	b	c=a+b	d	e=d/c %
	Kshs	Kshs	Kshs	Kshs	Kshs
<b>3) FDSE for infrastructure</b>					
Maintenance & Improvement Moe	10,108,000		10,108,000	10,108,000	100%
Economic Stimulus Programs					
Transition Infrastructure Grants					
CBC classrooms	788,040			788,040	100%
<b>(4) Fees Charged on Parents</b>					
Personnel emoluments	10,451,000	1,421,336	11,872,336	10,871,998	91%
Repairs and maintenance	6,930,000	942,480	7,872,480	5,521,810	70%
Local transport / travelling	2,836,750	385,798	3,222,548	3,813,104	118%
Electricity and water	11,028,500	1,499,876	12,528,376	11,054,064	88%
Administration costs	6,153,000	816,808	6,989,808	6,769,309	97%
Activity	1,396,500	190,000	1,586,424	1,473,125	93%
Levies paid in PA account	31,009,865			31,009,865	100%
<b>5) Miscellaneous Income</b>					
Rent Income	254,170		254,170	138,970	54%
Income From Farming Activities		536,450	536,450	536,450	100%
Arrears	6,841,971		6,841,971	5,867,527	86%
Prepayments		12,432,612	12,432,612	12,432,612	100%
Advance		168,000	168,000	168,000	100%

Receipt/Expenses Item	Original Budget	Adjustments	Final Budget	Actual On Comparable Basis	% Of Utilization
	a	b	c=a+b	d	e=d/c %
	Kshs	Kshs	Kshs	Kshs	Kshs
Clubs		291,166	291,166	291,166	100%
Pocket money		272,208	272,208	272,208	100%
Uniform	3,025,000		3,025,000	2,825,144	107%
Dividends Income	5,438		5,438	5,438	100%
Harambee	1,707,381		1,707,381	1,707,381	100%
Bursary	8,583,315		8,583,315	8,583,315	100%
Endowment fund	28,300		28,300	28,300	100%
PA Account Transfer	5,210,670		5,210,670	5,210,670	100%
I.C.T	4,898,375		4,898,375	4,898,375	100%
K.M.F	125,825		125,825	125,825	100%
Dinner(Ngandu@60)	234,900		234,900	234,900	100%
Miscellaneous	477,809		477,809	477,809	100%
Savings account	2,171,770		2,171,770	2,171,770	100%
<b>(6) Expenditure For Tuition</b>					
Exercise Books	2,081,467	283,079	2,364,546	618,460	26%
Reference materials	507,680	69,044	576,724	226,290	39%
Laboratory Equipment	1,167,652	158,800	1,326,452	576,000	43%
Teaching / Learning Materials	1,015,350	138,331	1,153,438	226,500	20%
Chalk	50,678	6,992	57,570		0
Exams And Assessment	203,065	27,617	230,682	76,000	33%

Receipt/Expenses Item	Original Budget	Adjustments	Final Budget	Actual On Comparable Basis	% Of Utilization
	a	b	c=a+b	d	e=d/c %
	Kshs	Kshs	Kshs	Kshs	Kshs
Bank Charges	0	2,354	2,254	2,254	100%
Sundry creditors	0	1,383,450	1,383,450	1,383,450	100%
<b><i>(7) Expenditure For Operations</i></b>					
Personnel Emoluments	6,125,000		6,125,000	4,717,841	77%
Repairs, Maintenance & Improvements	8,750,000	1,190,000	9,940,000	12,258,500	123%
Local Transport / Travelling	2,275,000	309,400	2,584,000	2,513,521	97%
Electricity, Water and Conservancy	4,025,000		4,025,000	3,174,965	80%
Administration Costs	4,025,000		4,025,000	2,978,328	74%
Activity Expenses	2,625,000		2,625,000	347,600	13%
CBC classes		788,040	788,040	788,040	100%
Others		1,114,927	1,114,927	1,114,927	100%
<b><i>(8) Expenditure For infrastructure</i></b>					
Strategic plan	200,000		200,000	200,000	100%
Construction of dormitory	14,936,151		14,936,151	14,936,151	100%
Deputies offices renovations	321,000		321,000	321,000	100%
CBC classrooms	788,040		788,040	788,040	100%
Proposed Administration block expenses	232,000		232,000	232,000	100%
<b><i>(9) Expenditure For school fund/lunch/boarding</i></b>					
Personnel Emoluments	10,451,000	1,421,336	11,872,336	12,718,617	107%
Repairs And Maintenance & Improvement	6,930,000	942,480	7,872,480	7,674,928	97%

Receipt/Expenses Item	Original Budget	Adjustments	Final Budget	Actual On Comparable Basis	% Of Utilization
	a	b	c=a+b	d	e=d/c %
	Kshs	Kshs	Kshs	Kshs	Kshs
Local Transport / Travelling	2,836,750	385,798	3,222,548	3,234,463	100%
Electricity And Water	11,028,500	1,499,876	12,528,376	11,369,272	93%
Administration Costs	6,153,000	816,808	6,989,808	7,530,193	107%
Activity	1,396,500	190,000	1,586,424	1,588,112	100%
Expenses On Farming Activities**	536,450	-	536,450	469,792	86%
Fee On Boarding Equipment and Stores	80,298,750	10,920,30	91,219,380	81,932,890	90%
Prepayments		12,432,613	12,432,613	9,616,513	77%
Pocket money		272,208	272,208	171,892	63%
Uniform	3,025,000	3,025,000	3,025,000	246,900	10%
Advances		168,000	168,000	169,000	100%
Creditors	8,753,700		8,753,700	8,753,700	100%
Clubs		441,100	441,100	441,100	100%
Bursary		8,583,315	8,583,315	8,583,315	100%
I.C.T		4,898,375	4,898,375	3,992,625	82%
Transfer to PA Account		3,866,702	3,866,702	3,866,702	100%
Harambee		1,661,904	1,661,904	1,661,904	100%
DINNER@60		747,240	747,240	747,240	100%
Golf Tournament Expenses BG@60		521,000	521,000	521,000	100%
Medical		503,750	503,750	503,750	100%

*The budget has been adjusted proportionately due to the increase in student population during the financial period.*

## 10. 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 school fees from parents, 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 the *school*, and all values are rounded to the nearest Kenya Shilling (Ksh). The accounting policies adopted have been consistently applied to all the years presented.

### 2. Recognition of receipts and payments

The *school* recognises all receipts from various sources when the event occurs, and the related cash has been received by the *school*. In addition, the *school* recognises all expenses when the event occurs, and the related cash has been paid out by the *school*. Income arising from school fees is recognised when the event occurs whether cash is received or not. Expenditure arising from operations is recognised when the event occurs irrespective of receipt of cash.

### 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 an insignificant risk of changes in value. Bank account balances include amounts held at various financial institutions at the end of the financial year

**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. Accounts receivables also include school fees billed to parents for services rendered but not paid. 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 the fulfilment of obligations by the contractor and to hold deposits on behalf of third parties. Payables also include expenditures incurred for the purchase of goods, works and services that have been rendered and not settled. This is an enhancement to the cash accounting policy adopted for public secondary schools. Other liabilities are disclosed in the financial statements.

**7. Non-current assets**

Non-current assets are expensed at the time of acquisition while disposal proceeds are recognized as receipts at the time of disposal. However, the acquisitions and disposals are reflected in the school fixed asset register a summary of which is provided as a memorandum to these financial statements.

**8. Budget**

The budget is developed on the same accounting basis (cash basis), the same accounts classification basis, and for the same period as the financial statements. The *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 30<sup>th</sup> June 2024.

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11. Notes to the Financial Statements

1 Government Grants for Tuition

Description	2023-2024	2022-2023
	Kshs	Kshs
Reference Materials	454,234	425,061
Exercise Books	1,828,123	1,762,686
Laboratory Equipment	1,025,335.20	969,385
Exam and Assessment	214,981	306,538
Teaching / Learning Materials	890,669	901,280
Chalk	45,423	45,290
<b>Total</b>	<b>4,458,765</b>	<b>4,410,240</b>

2 Government Grants for Operations

Description	2023-2024	2022-2023
	Kshs	Kshs
Personnel Emoluments	4,495,831	4,394,430
Repairs And Maintenance	7,047,300	16,503,000
Local Transport / Travelling	1,542,176	1,119,719.
Electricity And Water	2,818,658	2,870,483
Medical	1,457,625	319,300
Administration Costs	2,818,658	3,279,837
Activity	1,440,205	1,172,209
CBC Classes	788,040	
<b>Total</b>	<b>22,408,493</b>	<b>29,658,979</b>

3 Government Grants for infrastructure

Description	2023-2024	2022-2023
	Kshs	Kshs
Maintenance &Improvement	10,108,000	4,811,000
Transition infrastructure grants		5,000,000
Economic stimulus grants		
CBC classes	788,040	
<b>Total</b>	<b>10,896,040</b>	<b>9,811,000</b>

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**4 School Fund Income -Parents Contribution/Fees**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Personnel emoluments	10,871,998	11,704,505
Repairs and maintenance	5,521,810	8,141,856
Local transport / travelling	3,813,104	4,387,327
Electricity and water	11,054,064	12,530,141
Administration costs	6,769,309	7,062,862
Activity	1,473,125	1,961,338
Fee on Boarding Equipment and stores	87,559,294	64,398,766
Levies paid in PA account	31,009,865	25,362,710
	<b>158,072,569</b>	<b>135,549,505</b>

**5 Miscellaneous Incomes**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Rent Income	138,970	261,230
Income From Farming Activities	536,450	78,624
Arrears	5,867,527	3,353,269
Prepayments	12,432,612	14,730,363
Advance	168,000	102,700
Clubs	291,166	718,473
Pocket money	272,208	139,127
Uniform	2,825,144	13,661,649
Dividends Income	5,438.35	4,039
Harambee	1,707,381	
Bursary	8,583,315	5,818,596
Endowment fund	28,700	
PA Account Transfer	5,210,670	1,375,755
I.C.T	4,898,375	
K.M.F	125,825	
Dinner(Ngandu@60)	234,900	
Miscellaneous	477,809	
Endowment fund account	2,171,770	
<b>Total</b>	<b>45,976,260</b>	<b>40,243,825</b>

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**6 Tuition**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Exercise Books	618,460	300,000
Reference materials	226,290	168,700
Laboratory Equipment	576,000	1,024,350
Teaching / Learning Materials	226,500	1,448,330
Exams And Assessment	76,000	301,000
Bank Charges	2,254	3,801
Sundry creditors	1,383,450	1,017,135
Chalk		6,960
<b>Total</b>	<b>3,108,953</b>	<b>4,270,276</b>

**7 Operations**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Personnel Emoluments	4,717,841	6,880,040
Administration Cost	2,978,328	2,012,872
Repairs And Maintenance & Improvements	12,258,500	9,811,000
Local Transport / Travelling	2,513,521	251,890
Electricity And Water	3,174,965	834,810
Activity Expenses	347,600	1,635,090
Sundry creditors	1,650,580	315,050
CBC Classes	788,040.00	
<b>Total</b>	<b>28,429,375</b>	<b>21,740,752</b>

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**8. Infrastructure**

Description	2023-2024	2022-2023
	Kshs	Kshs
Strategic plan	200,000	150,000
Master plan		440,000
Construction of dormitory	14,936,151	14,882,265
Deputies offices renovations	321,000	
CBC classrooms	788,040	323,330
Proposed Administration block expenses	232,000	
Bank Charges	2,805	2,760
<b>Total</b>	<b>16,479,996</b>	<b>15,798,355</b>

**9. Boarding and School Fund**

Description	2023-2024	2022-2023
	Kshs	Kshs
Personnel Emoluments	12,718,617	9,086,571
Repairs And Maintenance &Improvements	7,674,928	8,097,261
Local Transport / Travelling	3,234,463	7,608,547
Electricity And Water	11,369,272	10,011,801
Administration Costs	7,530,193	8,211,911
Gratuity		562,785
Activity	1,588,112	2,425,522
Expenses On Farming Activities	469,792	350,762
Fee On Boarding Equipment and Stores	81,932,890	60,283,771
Prepayments	9,616,513	13,934,274
Pocket money	171,892	65,177
Uniform	246,900	13,050,480
Advances	169,000	115,840
Creditors	8,753,700	7,190,566
Clubs	441,100	712,200
Bursary	8,583,315	5,818,596
I.C.T	3,992,625	
Transfer to PA Account	3,866,702	1,297,522
Harambee	1,661,904	
DINNER@60	747,240	

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Golf Tournament Expenses BG@60	521,000	
Medical	503,750	
<b>Total</b>	<b>165,793,908</b>	<b>148,823,686</b>
<b>PA account</b>	<b>55,599,047</b>	<b>4,246,458</b>
<b>Savings Account Expenses</b>	<b>200</b>	
<b>Grand total</b>	<b>221,393,155</b>	<b>153,070,144</b>

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**10 Bank Accounts**

<b>AccountName&amp; Currency</b>	<b>Status</b>	<b>Bank Account Number</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Active/Dorman t</b>		<b>Kshs</b>	<b>Kshs</b>
Tuition Account	ACTIVE	1106192923	1,505,462	155,651
Operations Account	ACTIVE	1106193407	1,947,924	7,968,806
School Fund Account/Boarding	ACTIVE	1106188446	6,729,518	1,513,887
Parent Association Development Account	ACTIVE	1215367635	1,569,803	26,158,984
Infrastructural Account	ACTIVE	01139410394200	2,103,093	7,687,049
Savings account/Trust fund account	DORMANT	1131847563	2,197,758	26,188
Caution money Account	DORMANT	1105296377	108,137	108,137
Fund account	DORMANT	1105204871	26,072	26,072
CDF account	DORMANT	01141410394200	144,855	144,855
Coffee account	DORMANT	3011601685	8,340	8,340
<b>Total</b>			<b>16,340,962</b>	<b>43,797,969</b>

**11. Cash In Hand**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Notes and Coins	106,587	248,931
<b>Total</b>	<b>106,587</b>	<b>248,931</b>

**12. Short Term Investments**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Cooperative Shares		
Treasury Bills		
Fixed Deposit accounts		
<b>Total</b>		

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13. Accounts Receivable

Description	2023-2024	2022-2023
	Kshs	Kshs
Fees Arrears	25,554,720	17,511,924
<b>Other Non-Fees Receivables</b>		
Salary Advances (list/schedule attached)	1,000	
Imprest (list/schedule attached)		
Rent arrears(list/schedule attached)	130,700	15,500
<b>Total</b>	<b>25,686,420</b>	<b>17,527,424</b>

13 b) Ageing Analysis of Accounts Receivable

Description	2023-2024		2022-2023	
	Kshs		Kshs	
	2023-2024	% of the total	2022-2023	% of the total
Less than 1 year	13,722,602	54%	6,857,471	39%
Between 1- 2 years	1,293,865	5%		
Over 3 years	10,669,953	41%	10,669,953	61%
<b>Total (should tie to note 13 a)</b>	<b>25,686,420</b>		<b>17,527,424</b>	

14. Accounts Payable

Description	2023-2024	2022-2023
	Kshs	Kshs
Trade Creditors (See Ageing Below and Appendix 1)	14,402,874	12,796,400
Prepaid Fees	11,020,491	9,291,574
Retention Monies		
Unpaid salaries and statutory deductions		
Caution money		
Clubs & societies	562,596	712,530
<b>Total</b>	<b>25,985,961</b>	<b>22,800,504</b>

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**14b. Ageing Analysis of Accounts Payable**

Description	2023/2024		2022/2023	
	Kshs		Kshs	
	2023/2024	% of the total	2022/2023	% of the total
Less than 1 year	24,977,291	93%	22,800,504	100%
Between 1- 2 years	1,008,670	7%		%
Between 2-3 years		%		%
Over 3 years		%		%
<b>Total (should tie to note 14)</b>	<b>25,985,961</b>	<b>%</b>	<b>22,800,504</b>	<b>%</b>

**15. Fund Balance Brought Forward**

Description	2023/2024	2022/2023
	Kshs	Kshs
Bank Balances	43,797,969	18,825,963
Cash Balances	248,931	113,325
Short Term Investments	-	313,491
Receivables	25,686,420	17,527,424
Payables	(25,985,961)	(22,800,504)
<b>Total</b>	<b>43,747,359</b>	<b>13,979,699</b>

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**Other important disclosure notes**

IPSAS Cash Standard 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.

**16. Non-current Liabilities Summary**

<b>Description</b>	<b>2023/2024</b>	<b>2022/2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Bank Loans		
Outstanding Leases		
Hire Purchase		
Gratuity And Leave Provision		
Others (specify)		
<b>Total</b>		

**17. Biological assets**

<b>Description</b>	<b>Numbers</b>	<b>2023/2024</b>	<b>2022/2023</b>
		<b>Kshs</b>	<b>Kshs</b>
Goats	9	Est 72 000	Est 72 000
Trees	2030	Est10,250,000	Est 10,250,000.00
Pigs	41	Est 41,000	Est 790,000
<b>Total</b>		<b>10,363,000</b>	<b>11,012,000</b>

**18. Borrowings**

<b>Description</b>	<b>Kshs</b>	<b>Kshs</b>
Borrowings at beginning of the year		
Borrowings during the year		
Repayments during the year		
<b>Balance at the end of the year</b>		

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**Other important disclosure notes**

**19. Stock/ Inventory**

<b>Description</b>	<b>2023/2024</b>	<b>2022/2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Food stuffs	4,130,502	1,918,380
Lab consumables	1,924,080	1,206,074
Farm produce		
Medication	158,304	392,565
Construction Materials		
Central store	4,108,807	3,986,685
	<b>10,321,693</b>	<b>7,503,704</b>

*BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL*

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**20. Progress on Follow up of Auditor Recommendations**

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

<b>Ref No.</b>	<b>Issue / Observations from Auditor</b>	<b>Management comments</b>	<b>Status: (Resolved / Not Resolved)</b>	<b>Timeframe: (Put a date when you expect the issue to be resolved)</b>
1.	In accuracies in the financial statement	Amendment has been done	resolved	Immediately
2	Unsupported cash and cash equivalent	School to verify the short term investments through CDSE account	Not resolved	6 Months
3	Long outstanding fees arrears	Fees in default is done progressively in the succeeding years	resolved	Immediately
4	No comparability of the budget and actual performance	This was due to transition of the former reporting format.	resolved	Immediately
5	Late submission of financial statement	The school to always ensure timely submission of reports in future.	Not resolved	Immediately
6	Unconfirmed student enrolment	The school to ensure regular checks on the NEMIS enrolment and report to the County Director of Education	Not resolved	Immediately
7	Non compliance with the public sector accounting standard	The county schools auditor to furnish the school with the updated template.	Resolved	Immediately
8	Failure to transfer infrastructure funds from operations account	Always ensure the infrastructure funds are transferred immediately the ministry of education releases the circular.	Resolved	Immediately
9	Procurement irregularities	Chief principal to ensure all tender opening and evaluation committee members has appointment letters. The management to formulate a procurement policy in line with the PPDA Act. Minutes of opening evaluation committee of the projects in question to be availed.	Resolved	Immediately
10	Failure to prepare school procurement plan	BOM to approve the existing school improvement plan.	Resolved	Immediately

  
**CHIEF PRINCIPAL**  
 BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL  
 Sign and Date  
 P. O. Box 182 - 10101, KARATINA  
 Principal  
 DATE:..... SIGN:.....

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**21. Annexes**

**Annex I - Analysis of Pending Accounts Payable**

Supplier Of Goods or Services	Original Amount	Date Contracted	Amount Paid To Date	Outstanding Balance 2023/2024	Outstanding Balance Comparative 2022/2023	Comments
	a	b	c	=a-c		
<b>Supply Of Goods</b>						
Desjak Enterprises	1,458,870		450,000	1,008,870	1,458,870	Amount is being cleared progressively
Knight Books Centre	962,000.00			962,000.00		
Majunes Enterprises	945,300.00			945,300.00		
Nawiri Enterprises	986,450.00			140,000.00		
Waihura Enterprises	91,000.00			91,000.00		
Lucy Gathoni	125,000.00			125,000.00		
Nairobi Sports House	148,360.00			148,360.00		
Lanes Enterprises	228,200.00			228,200.00		
Elsha Enterprises	130,000.00			130,000.00		
Zaka Capital	404,200.00			404,200.00		
Lirotec Enterprises	43,200.00			43,200.00		
Lumu Cleaning And Health Care	117,000.00			117,000.00		
Schaccs Tech	17,000.00			17,000.00		
Josemuka Entererises	339,720.00			339,720.00		
Charles Mwangi Muriuki	16,250.00			16,250.00		
Media Wash Traders	419,400.00			419,400.00		
Muiru Meat Point Butchery	2,119,100.00			2,119,100.00		
Timbertech Solutions	975,000.00			975,000.00		

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<b>Supply Of Services</b>						
Njata Traders	776,500.00			776,500.00		
Matumeri Enterprises	3,434,234.00			3,434,234.00		
Lucy Karungari	85,400.00			85,400.00		
Chemymfarm Traders	363,720.00			363,720.00		
The Cake Hub	23,500.00			23,500.00		
Niphertel Traders	576,890.00			576,890.00		
Janka Electicals	340,000.00			340,000.00		
Equal Technologies	111,250.00			111,250.00		
Approved Traders	350,530.00			350,530.00		
A D N Hill Farm	141,350.00			111,250.00		
<b>Total</b>				<b>14,402,874.00</b>		

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**Annex 2 – Summary of Fixed Assets Register**

<b>Asset Class</b>	<b>Historical Cost b/f (Kshs) 1<sup>st</sup> July 2023</b>	<b>Additions during the year (Kshs)</b>	<b>Disposals during the year (Kshs)</b>	<b>Historical Cost c/f (Kshs) 30<sup>th</sup> June 2024</b>
Land 20 Acres	Est. 30,000,000	-	-	Est. 30,000,000.00
Buildings And Structures	Est.365,993,535	60,681,375	-	Est. 426,674,910
Motor Vehicles				
• KAN 695U ISUZU	2,180,000	-	-	2,180,000
• KCE 187D SCANIA	11,000,000	-	-	11,000,000
• KCV 401S SCHOOLVAN	2,400,000	-	-	2,400,000
Office Equipment, Furniture and Fittings	Est. 5,000,000	-	-	Est. 5,000,000
ICT Equipment, And Other ICT Assets	Est. 5,000,000	-	-	Est. 5,000,000
Tools And Apparatus	Est. 5,000,000	-	-	Est. 5,000,000
Textbooks	Est. 10,000,000	-	-	Est. 10,000,000
Other Machinery and Equipment	Est. 15,000,000			Est. 15,000,000
Heritage And Cultural Assets				
Intangible Assets- Soft Ware	Est. 600,000	-	-	Est. 600,000
<b>Total</b>	<b>Est. 436,180,000</b>	<b>60,681,375</b>		<b>Est.512,854,910</b>