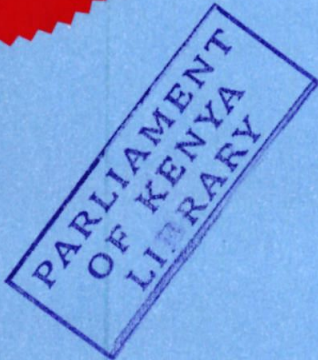


REPUBLIC OF KENYA



Enhancing Accountability



REPORT

**THE NATIONAL ASSEMBLY
PAPERS LAID**

DATE: 04 MAR 2025

DAY.

Tuesday

OF

**TABLED
BY:**

Deputy Chief Whips
Hon. Naomi Jillo

**CLERK-AT
THE-TABLE:**

Benson Inzafu

THE AUDITOR-GENERAL

ON

GITIHA SECONDARY SCHOOL

**FOR THE YEAR ENDED
30 JUNE, 2023**

KIAMBU COUNTY



OFFICE OF THE AUDITOR GENERAL
P. O. Box 30084 - 00100, NAIROBI
REGISTRY

30 JUL 2024

RECEIVED

GITIHA SECONDARY SCHOOL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED
30TH JUNE 2023

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

| Table of Contents | Page |
|---|-------------------------------------|
| 1. Acronyms and Glossary of Terms..... | ii |
| 2. Key School Information and Management..... | iii |
| 3. Summary Report of Performance of The School..... | Error! Bookmark not defined. |
| 4. Statement of School Management Responsibility..... | xvii |
| 5. Report Of The Independent Auditors (<i>To be attached</i>)..... | xviii |
| 6. Statement Of Receipts and Payments For the Year Ended 30 th June 2023..... | 1 |
| 7. Statement of Assets and Liabilities As At 30 th June 2023..... | 2 |
| 8. Statement of Cash Flows for the Year Ended 30 th June 2023..... | 4 |
| 9. Statement Of Budgeted Versus Actual Amounts for The Year Ended 30 th June 2023..... | 6 |
| 10. Significant Accounting Policies..... | 11 |
| 11. Notes To The Financial Statements..... | 13 |
| 12. Annexes..... | 30 |

1. Acronyms and Glossary of Terms

| | |
|-------|--|
| 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 |

2. Key School Information and Management

(a) Background information

The school is domiciled in Kenya and its operations are governed under the Basic Education Act, 2013. It is in KIAMBU County, GITHUNGURI Sub-County.

The school was registered in 10/2015 under registration number 22S0000053 and is currently categorized as a SUB - COUNTY public school established, owned or operated by the Government.

The school is a day/boarding school and had 260 number of students as at 30th June 2023. It has 6 streams and 10 teachers of which 3 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 | NAOMI WACERA NGUMO | Chairperson | MAY 2021 |
| 2 | ANN NJERI NDUMUTI | Secretary - Principal | MAY 2021 |
| 3 | GEORGE NGUGI KAHINDI | Member | MAY 2021 |
| 4 | LYDIA WANJIRU MAINA | Member | MAY 2021 |
| 5 | PATRICK KINUTHIA | Member | MAY 2021 |
| 6 | RAHAB WAMBUI MBUGUA | Member | MAY 2021 |
| 7 | GEOFFREY MBUGUA MUTURA | Member | MAY 2021 |
| 8 | SIMON NJOROGE | Member – Rep CEB | MAY 2021 |
| 9 | PAUL KIMOTHO | Member Rep Teachers | MAY 2021 |
| 10 | THOMAS KARIUKI WAIHENYA | 3 Members - Sponsor | MAY 2021 |
| 11 | SUSAN THUO | Member - Community | MAY 2021 |
| 12 | BONIFACE RIUGU | Member Special Needs | MAY 2021 |
| 13 | PAUL NGATIA | MEMBER | MAY 2021 |
| 14 | ANTHONY RIMUI | MEMBER | MAY 2021 |
| 15 | REGINA MBURU | MEMBER | MAY 2021 |

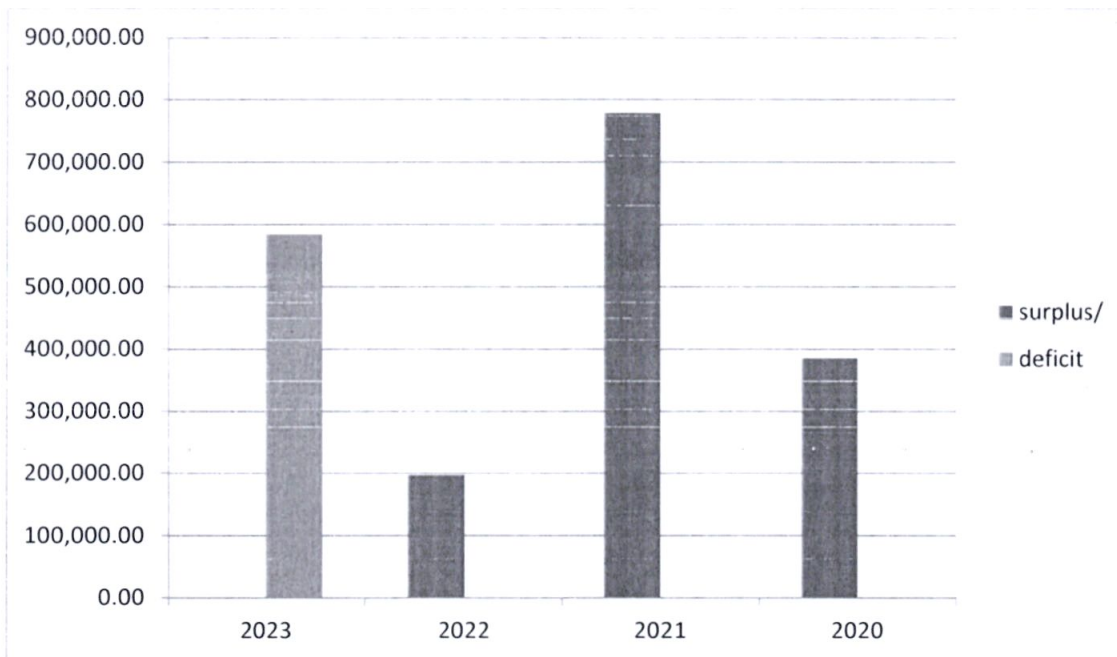
3. SUMMARY REPORT OF PERFORMANCE OF THE SCHOOL

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

a) Financial performance:

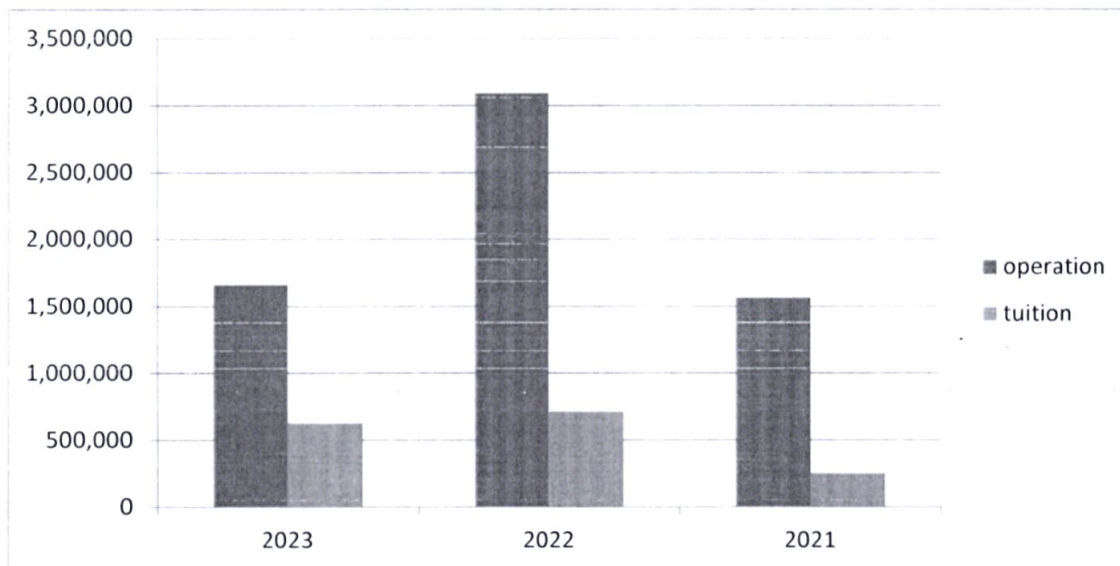
Surplus/deficit for the year and a comparison of the same for the last three years

| | 2023 | 2022 | 2021 | 2020 |
|-----------------|--------------|------------|------------|------------|
| | ksh | ksh | ksh | ksh |
| surplus/deficit | (584,474.00) | 196,908.00 | 779,083.00 | 385,369.00 |



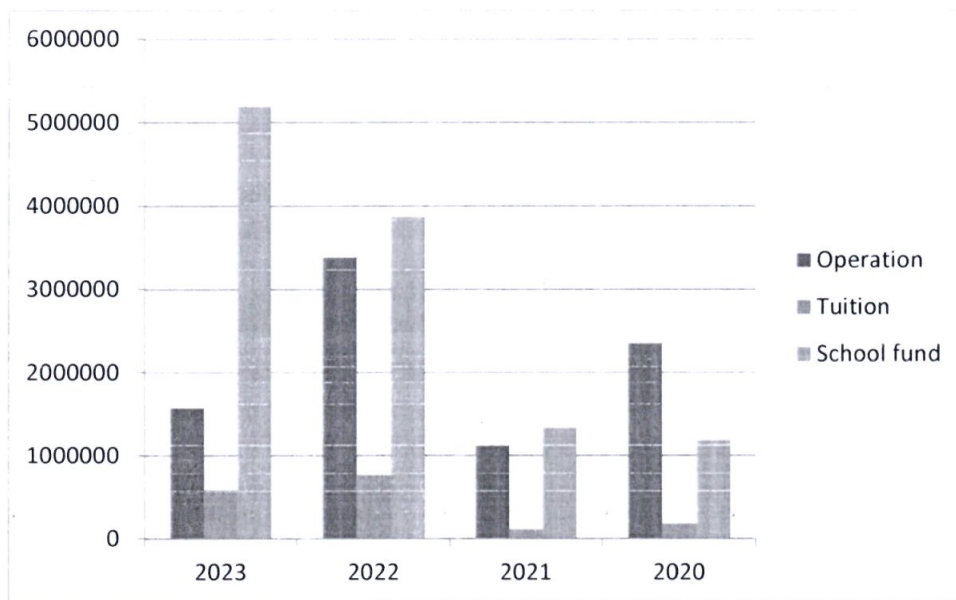
SUMMARY REPORT OF PERFORMANCE OF GITIHA SECONDARY SCHOOL

| s/no | accounts | 2023 | 2022 | 2021 |
|------|-------------------|----------------|--------------|--------------|
| | | ksh | ksh | ksh |
| 1 | Operation | 1,657,581.00 | 3,088,678.00 | 1,558,250.00 |
| 2 | Tuition | 624,377.00 | 709,639.00 | 248,213.00 |
| | Total | 2,281,958.00 | 3,798,317.00 | 1,806,462.00 |
| | Increase/decrease | (1,516,359.00) | 1,991,855.00 | (963,030.00) |



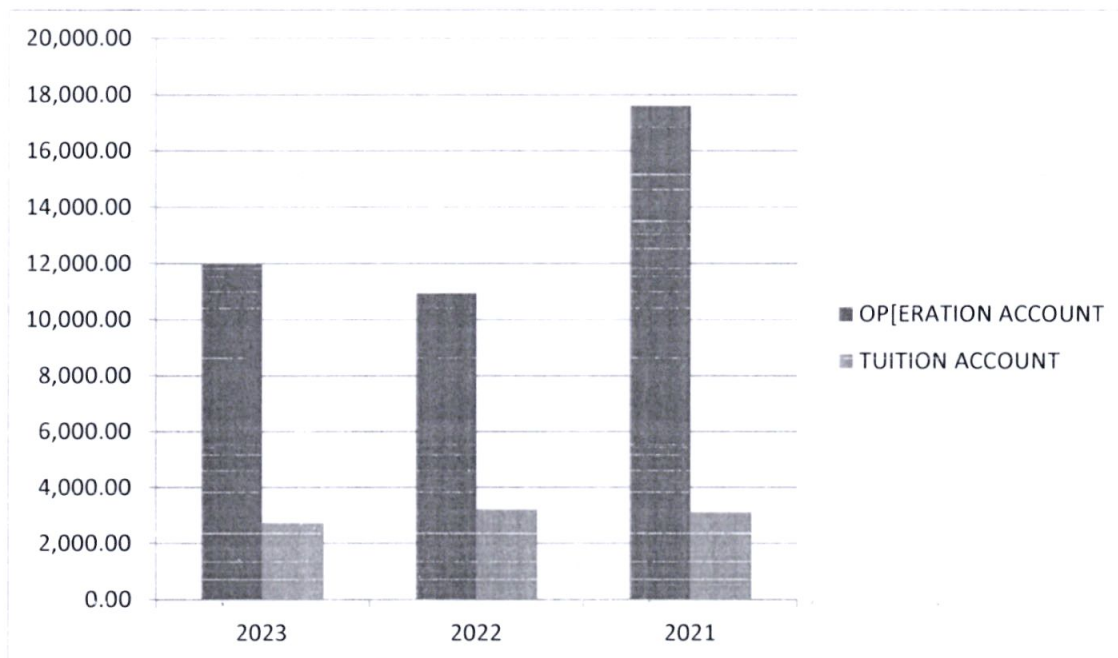
SUMMARY REPORT OF PERFORMANCE OF GITIHA SECONDARY SCHOOL

| Overview of growth in expenditure | | | | | |
|--|-------------------|--------------|--------------|----------------|----------------|
| S/no | accounts | 2023 | 2022 | 2021 | 2020 |
| | | ksh | ksh | ksh | ksh |
| 1 | Operation | 1,569,278.00 | 3,377,939.00 | 1,120,772.00 | 2,344,799.00 |
| 2 | Tuition | 587,257.00 | 767,130.00 | 112,631.00 | 178,521.00 |
| 3 | School fund | 5,190,654.00 | 3,871,793.00 | 1,340,538.00 | 1,186,375.00 |
| | total | 7,347,189.00 | 8,016,622.00 | 2,573,941.00 | 3,709,695.00 |
| | Increase/decrease | (669,673.00) | 5,442,921.00 | (1,135,754.00) | (2,877,587.00) |



RATIO OF CAPITATION PER STUDENT OVER THE LAST THREE YEARS

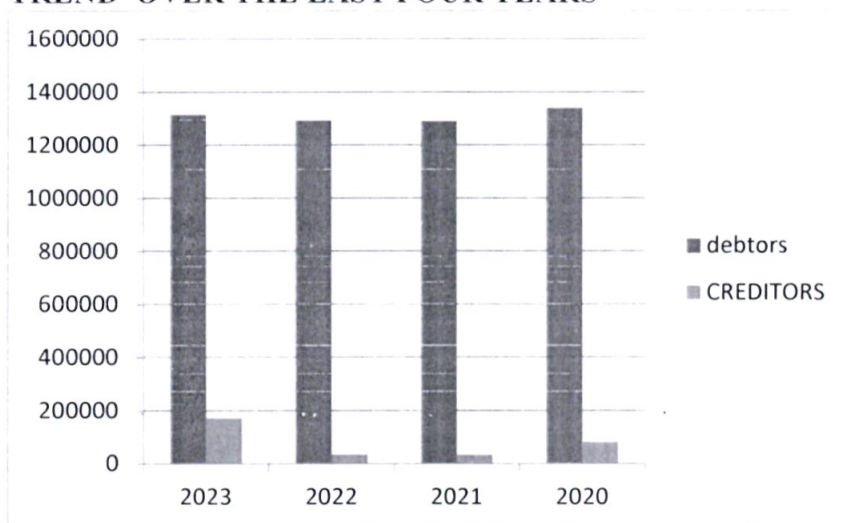
| YEAR | 2023 | 2022 | 2021 |
|--------------------|-----------|-----------|-----------|
| OP[ERATION ACCOUNT | 11,975.00 | 10,949.00 | 17,617.00 |
| TUITION ACCOUNT | 2,726.00 | 3,221.00 | 3,118.00 |



SUMMARY REPORT OF PERFORMANCE OF GITIHA SECONDARY SCHOOL

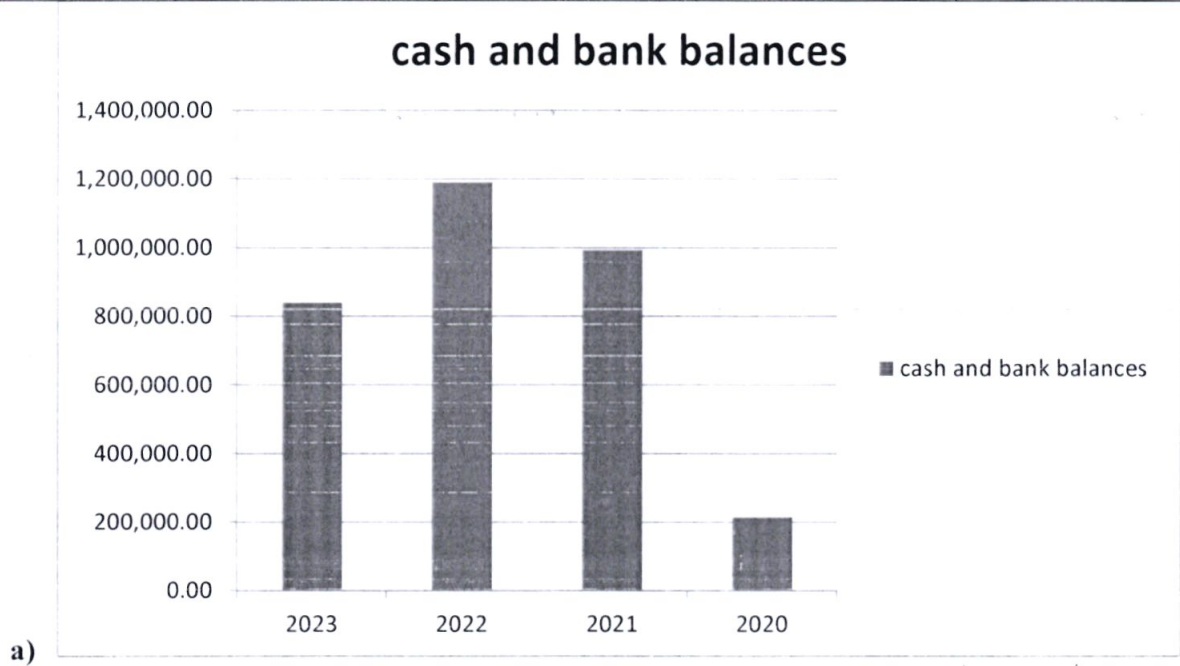
| Movement of debtors of the school | | | | | |
|-----------------------------------|-------------------|--------------|--------------|--------------|--------------|
| Sn/o | | 2023 | 2022 | 2021 | 2020 |
| 1 | | ksh | ksh | ksh | ksh |
| | debtor | 1,315,156.00 | 1,292,641.00 | 1,290,158.00 | 1,340,158.00 |
| | total | 1,315,156.00 | 1,292,641.00 | 1,290,158.00 | 1,340,158.00 |
| | Increase/decrease | 22,515.00 | 2,483.00 | 50,000.00 | (881,674.00) |
| 2 | creditors | 171,050.00 | 33,478.00 | 30,995.00 | 80,995.00 |
| | Total | 171,050.00 | 33,478.00 | 30,995.00 | 80,995.00 |
| | Increase/decrease | 137,572.00 | 2,483.00 | (50,000.00) | 0 |

TREND OVER THE LAST FOUR YEARS



Movement of cash and bank balances over the last three years

| year | 2023 | 2022 | 2021 | 2020 |
|------------------------|------------|--------------|------------|------------|
| | ksh | ksh | ksh | ksh |
| cash and bank balances | 840,041.00 | 1,189,459.00 | 992,551.00 | 213,468.00 |



b) Teacher Student ratio

| Teacher Student Ratio | Transferred teachers | Employed by TSC | Employed by BOM | No of teachers recruited within the year | Retired Teachers |
|-----------------------|----------------------|-----------------|-----------------|--|------------------|
| 260 : 13 | 1 | 10 | 3 | 0 | 0 |

SUMMARY REPORT OF PERFORMANCE OF THE SCHOOL FOR THE YEAR ENDED 30TH JUNE 2023

| SUBJECT | TEACHING | SHORTAGE | EXCESS |
|-------------|----------|----------|--------|
| MATH | 2 | 0 | 0 |
| ENGLISH | 1 | 1 | 0 |
| KISWAHILI | 2 | 0 | 0 |
| CHEMISTRY | 1 | 1 | 0 |
| GEOGRAPHY | 2 | 0 | 0 |
| HISTORY | 2 | 0 | 0 |
| CRE | 2 | 0 | 0 |
| BUSINESS | 1 | 1 | 0 |
| BIOLOGY | 2 | 0 | 0 |
| PHYSICS | 0 | 2 | 0 |
| AGRICULTURE | 2 | 0 | 0 |

B) TEACHER STUDENT RATIO

| STUDENTS | TEACHERS | RATIO |
|----------|----------|-------|
| 260 | 13 | 5% |

| RECRUITED | POSTED TO SCHOOL | TRANSFERRED | RETIRED | TSC | BOM |
|-----------|------------------|-------------|---------|-----|-----|
| 0 | 1 | 1 | 0 | 10 | 3 |

c) Mean score in the 20XX KCSE:

| MEAN SCORE IN THE LAST THREE YEARS | | | |
|------------------------------------|------|--------|---------------------|
| NO. OF STUDENTS | YEAR | HIGHER | DEVIATION MEN SCORE |
| 54 | 2021 | 1 | 3.24 + |
| 70 | 2022 | 1 | 2.443 - |
| 57 | 2023 | TARGET | 3.5 |

d) Number of Candidates in the 20XX KCSE:

| YEAR OF KCSE | NO. OF STUDENTS |
|--------------|-----------------|
| 2021 | 54 |
| 2022 | 70 |
| 2023 | 57 |

e) Capacity of the school:

| NO OF STUDENTS | CAPACITY OF FACILITIES |
|----------------|------------------------|
| 260 | Attached List |
| | |

CAPACITY OF BUILDINGS 2023

| NO | BUILDING | NUMBER | SHORTAGE |
|----|-------------------------|--------------|--------------|
| 1 | CLASSES | 5 | 3 |
| | CBC CLASS | 1 | 0 |
| 2 | KITCHEN | 1 | 0 |
| 3 | LABOLATORY | 1 | 1 |
| 4 | ADMINISTRATION BLOCK | 1 | 0 |
| 5 | WASHROOMSGIRLS: | 4 | 4 |
| | BOYS | 4 + 1 URINAL | 4 |
| 6 | STAFFROOM | 1 | EXPANSION |
| 7 | STORE | 0 | 1 |
| 8 | COMPUTER LAB | 1 | NOT EQUIPPED |
| 9 | DEPUTY'S OFFICE | 1 | 0 |
| 10 | LIBRARY | 0 | 1 |

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, 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. 2. 3. 4. | Naomi Wacera Ngumo George Kahindi Ann Njeri Ndumuti Susan Thuo | 1 0 1 1 |
| 2 | Audit Committee | 1. 2. 3. 4. | George Kahindi Rahab Wambui Lydia Maina Patrick Kinuthia | 0 |
| 3 | Finance, procurement and general purposes Committee | 1. 2. 3. 4. | Naomi Wacera Ngumo George Kahindi Lydia Maina Patrick Kinuthia | 0 |
| 4 | Academic Committee | 1. 2. 3. | Susan Thuo Rehab Wambui Lydia Maina | 1 1 1 |
| 5 | Development Committee | 1. 2. 3. 4. | Naomi Wacera George Kahindi Patrick Kinuthia Geoffrey Mutura | 0 |
| 6 | Discipline and welfare Committee | 1. 2. 3. 4. | Simon Njoroge Susan Thuo Paul Kimothi Regina Mburu | 0 |
| 7 | Adhoc Committee (if any during the year) | 1. | Ann Ndumuti | 0 |

(d) School operation Management

For the financial year ended 30th June 2023 the School day-to-day management was under the following persons:

| Ref: | Designation | Name | Identification |
|------|------------------|--------------------|----------------|
| 1 | Principal | ANN NJERI NDUMUTI | TSC No. 350816 |
| 2 | Deputy Principal | ROSE WANJIRU KAMAU | TSC NO. 371611 |
| 3 | School Bursar | VERONICAH MUIRU | ID.NO 9723881 |
| 4 | Other (specify) | | |

(e) Schools contacts

Post Office Box: 531 – 00216 GITHUNGURI
 Telephone: 0796 454 862
 E-mail: secondarygithiha@gmail.com
 Website: N/A
 Facebook: N/A
 Twitter: N/A

(f) School Bankers

1. Name of Bank: KCB BANK
 Branch: GITHUNGURI
 Account Number: 1105031209
 OPERATION A/C
2. Name of Bank: KCB BANK
 Branch: GITHUNGURI
 Account Number: 1105031330
 TIUTION A/C
3. Name of Bank: KCB BANK
 Branch: GITHUNGURI
 Account Number: 1216886385
 INFRASTRUCUTURE A/C
4. Name of Bank: FAMILY BANK
 Branch: GITHUNGURI
 Account Number: 002000020197
 SCHOOL FUND A/C

(g) Independent Auditors

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

b) Development projects carried out by the school:

| Projects | Source of funds | Status | Initial Cost (Kshs) | Amount Spent (Kshs) | Expected completion time |
|--|-----------------|----------|---------------------|---------------------|--------------------------|
| Electricity repairs | M.O.E | Complete | 40,000.00 | 40,090.00 | Complete |
| Kitchen repair | M.O.E | Complete | 25,000.00 | 23,750.00 | Complete |
| Deputy's office | M.O.E | Complete | 420,000.00 | 416,000.00 | Complete |
| Purchase of furniture (chairs & lockers) | M.O.E | Complete | 52,000.00 | 51,600.00 | Complete |
| Chair & locker repairs | M.O.E | Complete | 50,000.00 | 49,000.00 | Complete |
| Construction of Deputy's drawers | M.O.E | Complete | 48,000.00 | 48,800.00 | Complete |
| Deeping of boreholes | M.O.E | Complete | 70,000.00 | 65,000.00 | Complete |
| Window pane & doors | M.O.E | Complete | 45,000.00 | 43,750.00 | Complete |

PRINCIPAL
 GITHA SECONDARY SCHOOL
 P.O. Box 531 - 00216
 DATE: 26/7/2023
 SIGN: [Signature]

School Principal


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


The Board of Management of GITIHA 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, 2023, and of the school's financial position as at that date.


.....
Name: NAOMI WACERA NGUMO
Designation: Chairperson, School Board of Management

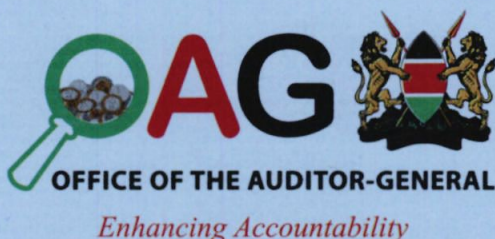
Date: 26/7/2024
GITIHA SECONDARY SCHOOL
P. O. Box 531 - 00216,
GITHUNGURI


.....
Name: ANN NJERI NDUMUTI
Designation: School Principal & Secretary to Board of Management
Date: 26/7/2024


.....
Name: VERONICAH MUIRU
Designation: Bursar/ Finance Officer
Date: 26/7/2024

REPUBLIC OF KENYA

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



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

REPORT OF THE AUDITOR-GENERAL ON GITIHA SECONDARY SCHOOL FOR THE YEAR ENDED 30 JUNE, 2023 - KIAMBU 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 Effectiveness of Internal Controls, Risk Management and Governance which considers how the entity has instituted checks and balances to guide internal operations. This responds to the effectiveness of the governance structure, the risk management environment and the internal controls, developed and implemented by those charged with governance for orderly, efficient and effective operations of the entity.

An unmodified opinion does not necessarily mean that an entity has complied with all relevant laws and regulations and that its internal controls, risk management and 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 Gitiha Secondary School - Kiambu set out on pages 1 to 29, which comprise of the statement of financial assets and

financial liabilities as at 30 June, 2023, and the statement of receipts and payments, statement of cash flows and the statement of budgeted versus actual amounts for the year then ended and, a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the Constitution of Kenya and Section 35 of the Public Audit Act, 2015. I have obtained all the information and explanations which to the best of my knowledge and belief, were necessary for the purpose of the audit.

In my opinion, except for the effect of the matters described in the Basis for Qualified Opinion section of my report, the financial statements present fairly, in all material respects, the financial position of Gitiha Secondary School - Kiambu County as at 30 June, 2023, and of its financial performance and its cash flows for the year then ended, in accordance with the 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. Incomplete Schedules

The statement of receipts and payments and Note 4 to the financial statements reflects school fund income from parent's contribution of Kshs.4,310,710. However, schedules provided in support of the amount did not indicate the receipt numbers, student names, student admission numbers and description of the receipts.

In the circumstances, the accuracy and completeness of the school fund income from parent's contribution of Kshs.4,310,710 could not be confirmed.

2. Unexplained Variances

2.1 Summary Report of Performance Versus Financial Statements

The summary report of performance discloses total expenditure as Kshs.7,347,189 while the statement of receipts and payments indicates total payments of Kshs.8,088,142 resulting to an unreconciled variance of Kshs.740,953.

In the circumstances, the accuracy of the summary report of performance could not be confirmed.

2.2 Financial Statements versus Schedules

The statement of receipts and payments reflects deficit for the year of Kshs.584,474, while the statement of financial assets and liabilities reflect a net financial position of Kshs.1,984,147. However, comparison of the financial statements amounts on receipts, payments, assets and liabilities with the supporting schedules revealed the following unexplained variances:

| Receipt/Expenditure Item | Financial Statements (Kshs.) | Schedule (Kshs.) | Variance (Kshs.) |
|--------------------------------------|-------------------------------------|-------------------------|-------------------------|
| Government Grants for Infrastructure | 911,000 | 1,031,000 | (120,000) |
| Government Grants for Tuition | 624,377 | 550,598 | 73,779 |
| Government Grant for Operations | 1,657,581 | 1,777,581 | (120,000) |
| Payments for Operations | 1,569,278 | 1,691,886 | (122,608) |
| Accounts Receivables | 1,315,156 | 137,575 | 1,177,581 |

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

2.3 Statement of Financial Assets and Liabilities

The statement of assets and liabilities reflects the school's net financial position of Kshs.1,984,147. However, downward casting of accumulated fund balances brought forward and the deficit for the year revealed a net financial position of Kshs.1,864,148, resulting to an unexplained variance of Kshs.119,999. Therefore, the net financial assets was not equal to the net financial position resulting to an unbalanced statement of assets and liabilities.

Further, the statement of assets and liabilities reflects fund balance brought forward of Kshs.2,448,622. However, Note 15 reflects fund balances brought forward of Kshs.2,3515,578 resulting to a variance of Kshs.66,956 which was not explained or reconciled.

In the circumstances, the accuracy and completeness of the statement of assets and liabilities could not be confirmed.

2.4 Statement of Cash Flow

The statement of cash flows reflects cash and cash equivalent balances of Kshs.840,041. However, downward casting of the statement of cash flows revealed a balance of Kshs.604,992, resulting to a mis-statement of Kshs.235,049.

In the circumstances, the accuracy of the statement of cash flows could not be confirmed.

2.5 Statement of Budgeted versus Actual Amounts

The statement of budgeted versus actual amounts indicates actual receipts and payments of Kshs.7,743,667 and Kshs.9,119,145 respectively. However, the statement of receipts and payments indicates total receipts and payments of Kshs.7,503,668 and Kshs.8,088,142, resulting to an unexplained variance of Kshs.239,999 and Kshs.1,031,003 respectively.

In the circumstances, the accuracy of the statement of budgeted versus actual amounts could not be confirmed.

2.6 Current Financial Statements Comparative (Prior) Figures versus Prior Year Financial Statements

The statement of financial assets and liabilities reflects prior year net financial position of Kshs.2,448,622. However, comparison of the prior year balances in the current financial statements versus the prior year audited financial statements revealed the following variances:

| Item | Current Year Financial Statements (Kshs.) | Prior Year Financial Statements (Kshs.) | Variances (Kshs.) |
|------------------------|---|--|----------------------|
| Accounts Receivable | 1,292,641 | 1,225,685 | 66,956 |
| Net Financial Assets | 2,448,622 | 2,631,101 | (182,479) |
| Net Financial Position | 2,448,622 | 2,631,101 | (182,479) |
| Total Financial Assets | 2,482,100 | 2,415,144 | 66,956 |

In the circumstances, the accuracy of the comparative figures in the financial statements could not be confirmed.

3. Unsupported Payments

The statement of receipts and payments and Note 9 to the financial statements reflects payments for boarding and school fund payments of Kshs.5,190,654 that were not supported with ledgers.

In the circumstances, the accuracy and completeness of the expenditure of Kshs.5,190,654 could not be confirmed.

4. Long Outstanding Accounts Receivable

The statement of financial assets and financial liabilities and Note 11 to the financial statements reflects accounts receivable balances of Kshs.1,315,156 relating to fee arrears. However, ageing analysis disclosed in Note 13b to the financial statements indicated that Kshs.1,045,885 was uncollected for more than two (2) years. However, there was no policy on the impairment of long outstanding fees arrears casting doubt on the fair statement of the accounts receivables balance.

In the circumstances, the accuracy and full recoverability of the outstanding receivables balance of Kshs.1,315,156 could not be confirmed.

The audit was conducted in accordance with the International Standards for Supreme Audit Institutions (ISSAIs). I am independent of the Gitiha Secondary School

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. There were no key audit matters to report in the year under review.

Other Matter

Unresolved Prior Year Matters

In the audit report of the previous year, several issues were raised under the Report on Financial Statements, Report on Lawfulness and Effectiveness in use of Public Resources, and Report on Effectiveness of Internal Controls, Risk Management and Governance. However, Management had not resolved the issues as at 30 June, 2024

REPORT ON LAWFULNESS AND EFFECTIVENESS IN USE OF PUBLIC RESOURCES

Conclusion

As required by Article 229(6) of the Constitution and 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. Maintenance and Improvement Funds not Transferred to Infrastructure Account

Review of the operation bank account statement for the period ended 30 June, 2023, revealed that total capitation grants received on operations was Kshs.2,734,780, out of which Kshs.913,000 was to be transferred to the infrastructure account as approved by the Ministry of Education. However, only Kshs.911,000 was transferred resulting to unexplained non-transfer of funds amounting to Kshs.2,000, contrary to Regulation 54(1) of the Public Finance Management (National Government) Regulations, 2015, which requires that an Accounting Officer of an entity may not authorize payments to be made out of funds earmarked for specific activities for purposes other than those activities.

Further, Maintenance and Improvement funds of Kshs.911,000 were not transferred to the infrastructure bank accounts within the fifteen (15) days upon the receipt of the funds as required by the Ministry of Education Circular referenced MOE.HQS/3/13/3 of

16 June, 2021, which requires that infrastructure grants as well as maintenance and improvement funds should be transferred to the school infrastructure account fifteen (15) days upon receipt of the funds in the operations account.

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

2. Underfunding of Capitation Grants

The statement of receipts and payments reflects capitation grants for tuition and capitation grants for operations amount of Kshs.624,377 and Kshs.1,657,581, respectively as disclosed in Note 1 and Note 2 to the financial statements. Review of the enrollment data revealed that the School had 260 students during the financial year under review. However, data obtained from the National Education Management Information System (NEMIS) portal revealed that the School had 229 students, resulting to an unreconciled variance of 31 students. This resulted to an underfunding of capitation grants by Kshs.344,069.

In the circumstances, the School did not receive the value for money expected from the capitation grants.

3. Unapproved Fees Structure

Review of the school's fee structure revealed fee per student per academic year of Kshs.14,850. However, enquiries from Management revealed that the fee structure has not been approved by the Cabinet Secretary, Ministry of Education, contrary to Regulation 44 of the Basic Education Regulations, 2015 which requires that no public school or institution shall issue alternative fee structures other than those approved by the Cabinet Secretary.

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

4. Irregular Transfers of Funds to Kenya Secondary School Heads Association

The statement of receipts and payments reflects capitation grants on operations of Kshs.1,657,581 which include transfers of Kshs.365,075 to the Kenya Secondary School Heads Associations (KESSHA). However, the payments were unauthorised as they were not budgeted for, contrary to Regulation 54(1) of the Public Finance Management (National Government) Regulations, 2015 which requires that an Accounting Officer of an entity may not authorize payment to be made out of funds earmarked for specific activities for purposes other than those activities. Further, KESSHA is a welfare organization that draws its membership from School Principals only and is not subject to Public Finance Management Act, 2012 or any other public finance regulations.

In the circumstances, Management was in breach of the law and the regularity of the funds transferred of Kshs.365,075 could not be confirmed.

5. Non-Compliance with the Public Sector Accounting Standards Board Reporting Requirements

The financial statements presented for audit did not include all information provided in the format prescribed and published by the Public Sector Accounting Standards Board (PSASB) as follows;

- i. The financial statements were prepared and signed by the Bursar who is neither a Certified Public Accountant of Kenya nor a member of the Institute of the Certified Public Accountants of Kenya (ICPAK).
- ii. The basis for the preparation of the statement of cash flows was not disclosed.
- iii. Notes numbering indicated in the statement of assets and liabilities was not consistent with the actual note numbering in the notes to the financial statements section.
- iv. Note 19 to the financial statements discloses inventory balances of Kshs.Nil amounts. However, page 24 to 27, of the financial statements discloses inventory quantity balances which have not been valued and summarized in Note 19. Further, the inventory list from page 24 to 27, of the financial statements should have been included under the annexes section of the annual report and financial statements.
- v. Annex 1 on the analysis of pending accounts payable does not disclose any accounts payable balances despite the statement of assets and liabilities reflecting account payable balances of Kshs.171,050.

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

6. Lack of Procurement Plan

The statement of receipts and payments reflects an amount of Kshs.7,503,668 and Kshs.8,088,142 in respect of receipts and payments respectively. However, during the year, Management did not prepare an annual procurement plan as part of the annual budget preparation process. This is contrary to Regulation 40 of the Public Procurement Asset Disposal Regulations, 2020 which states that 'a procuring entity shall prepare a procurement plan for each financial year as part of the annual budget preparation process'.

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

7. Under Supply of Textbooks

Audit of text books revealed that during the year ended 30 June, 2023, the school had a total of 125 students in Forms 3 and 4. However, the 49 books titled "Bembea ya Maisha",

“An Artist of the Floating World” and “Mapambazuko ya Machweo” delivered were fewer than the student population resulting to an under supply by 76 books.

In the circumstances, the under supply of books may have resulted to decreased academic performance and increased costs to parents from purchase of books.

8. Late Submission of Financial Statements for Audit

During the year under review, Management submitted the financial statements to the Auditor-General on 30 April, 2024 instead of the statutory deadline of 30 September, 2023. 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 ready by 30 September, 2021 in compliance with 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.

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 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 THE EFFECTIVENESS OF INTERNAL CONTROLS, RISK MANAGEMENT AND GOVERNANCE

Conclusion

As required by Section 7(1)(a) of the Public Audit Act, 2015 and based on the audit procedures performed, except for the matters described in the Basis for Conclusion on Effectiveness of Internal Controls, Risk Management and Governance section of my report, I confirm that, nothing else has come to my attention to cause me to believe that internal controls, risk management and governance were not effective.

Basis for Conclusion

1. Lack of IT Internal Controls

Review of the information systems revealed that the School's computers were not installed with antivirus software. Further, the School did not have an approved IT security policy and a disaster recovery plan in place.

In the circumstances, the School's data confidentiality, integrity and availability could not be confirmed.

2. Incomplete Fixed Assets Register

Annex 2 to the financial statements discloses summary of the fixed asset register that comprises land measuring 0.94 acres whose value is not indicated. Further, the summary did not indicate the category and historical cost of assets owned by the school such as motor vehicle, buildings, computers, office furniture and fittings, tools apparatus, text books and intangible assets which have been detailed in pages 32 to 37, of the Annual Report and Financial Statements. Further, the asset register did not indicate the assets' serial numbers, make and model, location, and condition. Also, movable physical assets such as computers, tables and chairs were not tagged.

In the circumstances, the ownership and safe custody of the fixed assets could not be confirmed.

3. Lack of Adequate Facilities in the Institution

Physical inspection of the school revealed that the institution did not have the indoor and outdoor playing facilities but was dependent on the neighboring primary school for playing facilities. Moreover, the school did not have a dining room and had one (1) science laboratory which was inadequate for all the learners to use.

In the circumstances, the School had inadequate school facilities.

The audit was conducted in accordance with the International Standards for Supreme Audit Institutions (ISSAIs) 2315 and 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 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 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 overall governance.

In preparing the financial statements, Management is responsible for assessing the School's ability to continue to sustain its services, disclosing, as applicable, matters related to sustainability of services and using the applicable basis of accounting unless Management is aware of the intention to terminate the School or to cease its operations.

Management is also responsible for the submission of the financial statements to the Auditor-General in accordance with the provisions of Section 47 of the Public Audit Act, 2015.

In addition to the responsibility for the preparation and presentation of the financial statements described above, Management is also responsible for ensuring that the activities, financial transactions and information reflected in the financial statements are in-compliance with the authorities which govern them, and that public resources are applied in an effective way.

Those charged with governance are responsible for overseeing the School's financial reporting process, reviewing the effectiveness of how Management monitors compliance with relevant legislative and regulatory requirements, ensuring that effective processes and systems are in place to address key roles and responsibilities in relation to governance and risk management, and ensuring the adequacy and effectiveness of the control environment.

Auditor-General's Responsibilities for the Audit

The audit objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion in accordance with the provisions of Section 48 of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISSAIs will always detect a material misstatement and weakness when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

In addition to the audit of the financial statements, a compliance audit is planned and performed to express a conclusion about whether, in all material respects, the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities that govern them and that public resources are applied in an effective way, in accordance with the provisions of Article 229(6) of the Constitution and submit the audit report in compliance with Article 229(7) of the Constitution.

Further, in planning and performing the audit of the financial statements and audit of compliance, I consider internal 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 control that might be material weaknesses under the ISSAIs. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Because of its inherent limitations, internal 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 that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Management.
- Conclude on the appropriateness of Management's use of the applicable basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue to sustain its services. If I conclude that a material uncertainty exists, I am required to draw attention in the auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my audit report. However, future events or conditions may cause the School to cease to continue to sustain its services.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information and business activities of the School to express an opinion on the financial statements.
- Perform such other procedures as I consider necessary in the circumstances.

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


FCPA Nancy Gathungu, CBS
AUDITOR-GENERAL


Nairobi

15 January, 2025

6. Statement of Receipts and Payments for the Year Ended 30th June 2023

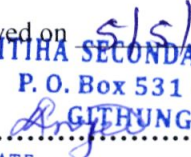
| DESCRIPTION OF VOTE HEAD | Note | 2022 - 2023 | 2021 - 2022 |
|--|------|---------------------|---------------------|
| | | | Kshs |
| RECEIPTS | | | |
| Capitation grants for tuition | 1 | 624,377.00 | 709,639.00 |
| Capitation grants for operations | 2 | 1,657,581.00 | 3,088,678.00 |
| Capitation grants for Infrastructure | 3 | 911,000.00 | |
| School Fund Income- Parents' Contributions | 4 | 4,310,710.00 | 4,415,453.00 |
| School Fund Income- Other receipts | 5 | - | - |
| Proceeds from borrowings | | | |
| TOTAL RECEIPTS | | 7,503,668.00 | 8,213,770.00 |
| PAYMENTS | | | |
| Payments for Tuition | 6 | 587,257.00 | 767,130.00 |
| Payments for operations | 7 | 1,569,278.00 | 3,377,939.00 |
| Payments for infrastructure | 8 | 740,953.00 | |
| Boarding and school fund payments | 9 | 5,190,654.00 | 3,871,793.00 |
| | | | |
| TOTAL PAYMENTS | | 8,088,142.00 | 8,016,862.00 |
| SURPLUS/DEFICIT | | (584,474.00) | 196,908.00 |

The school financial statements were approved on 5/5/2023 and signed by:


 Name: NAOMI NGUMO

Chair BOM

Date: 26/7/2024


 GITHA SECONDARY SCHOOL
 P. O. Box 531 - 00216,
 GITHUNGURI
 DATE.....SIGN.....

Name: ANN NDUMUTI
 School Principal/ Secretary to
 BOM

Date: 26/7/2024


 Name: VERONICA MUIRU

Bursar/ Finance Officer

Date: 26/7/2024

7. Statement of Assets and Liabilities As At 30th June 2023

| | Note | 2022 - 2023 | 2021 - 2022 |
|--|------|--------------|--------------|
| | | Kshs | Kshs |
| FINANCIAL ASSETS | | | |
| Cash and Cash Equivalents | | | |
| Bank Balances | 8 | 839,871.00 | 1,189,288.00 |
| Cash Balances | 9 | 170.00 | 171.00 |
| Short term Investment | 10 | - | - |
| Total Cash and Cash Equivalents | | 840,041.00 | 1,189,459.00 |
| Account's receivables | 11 | 1,315,156.00 | 1,292,641.00 |
| TOTAL FINANCIAL ASSETS | | 2,155,197.00 | 2,482,100.00 |
| FINANCIAL LIABILITIES | | | |
| Accounts Payable | 12 | 171,050.00 | 33,478.00 |
| NET FINANCIAL SSETS | | 1,984,147.00 | 2,448,622.00 |
| REPRESENTED BY | | | |
| Fund balance b/fwd 1st July... | 13 | 2,448,622.00 | 2,251,714.00 |
| Surplus/Deficit for the year | | (584,474.00) | 196,908.00 |
| NET FINANCIAL POSITION | | 1,984,147.00 | 2,448,622.00 |

GITIHA SECONDARY SCHOOL

Annual Report and Financial Statements For the year ended 30th June 2023

The school's financial statements were approved on 6/5/ 2023 and signed by:

GITIHA SECONDARY SCHOOL
P. O. Box 531 - 00216,
GITHUNGURI


.....

Name: NAOMI NGUMO

Chair BOM

Date: 26/7/2024


.....
DATE SIGN

Name: ANN NDUMUTI
School Principal/ Secretary to
BOM

Date: 26/7/2024


.....

Name: VERONICAH MUIRU

Bursar/ Finance Officer

Date: 26/7/2024

8. Statement of Cash Flows for the Year Ended 30th June 2023

| STATEMENT OF CASH FLOW | | | |
|--|-----------|--------------|--------------|
| | | 2022 -20223 | 2021 - 2022 |
| | | Kshs | Kshs |
| Receipts from operating activities | | | |
| Capitation grants for tuition | 1 | 624,377.00 | 709,639.00 |
| Capitation grants for operations | 2 | 1,657,581.00 | 3,088,678.00 |
| Capitation grants for infrastructure | 3 | 911,000.00 | |
| School fund income- Parents contributions/ fees | 4 | 4,310,710.00 | 4,415,453.00 |
| School fund income- other receipts | 5 | | - |
| Total receipts | | 7,503,668.00 | 8,213,770.00 |
| Payments | | | |
| Payments for Tuition | | 587,257.00 | 767,130.00 |
| Payments for operations | | 1,569,278.00 | 3,377,939.00 |
| Payments for Infrastructure | | 740,953.00 | |
| Boarding and school fund payments | | 5,190,654.00 | 3,871,793.00 |
| | | 8,088,142.00 | 8,016,862.00 |
| Net cash flow from operating activities | | (584,474.00) | 196,908.00 |
| CASHFLOW FROM INVESTING ACTIVITIES | | | |
| Proceeds from Sale of Assets | | - | - |
| Acquisition of Assets | | - | - |
| Proceeds from investments | | - | - |
| Net cash flows from Investing Activities | | - | - |
| NET CASHFLOW FROM BORROWING ACTIVITIES | | | |
| Proceeds from borrowings/ loans | | | - |
| Repayment of principal borrowings | | | - |
| Net cash flows from Investing Activities | | - | - |
| NET INCREASE IN CASH AND CASH EQUIVALENT | | (584,467.00) | 196,908.00 |
| Cash and cash equivalent at BEGINNING of the year | 10 | 1,189,459.00 | 992,551.00 |
| Cash and cash equivalent at END of the year | | 840,041.00 | 1,189,459.00 |

The school's financial statements were approved on 5/5/ 2023 and signed by:

GITIHA SECONDARY SCHOOL
P. O. Box 531 - 00216,
GITHUNGURI

.....
Naomi Ngumo

Name: NAOMI NGUMO

Chair BOM

Date: 26/7/2024

DATE.....SIGN.....
.....
Ann Ndumuti

Name: ANN NDUMUTI
School Principal/ Secretary to
BOM

Date: 26/7/2024

.....
Veronica MuiRU

Name: VERONICA MUIRU

Bursar/ Finance Officer

Date: 26/7/2024

GITHA SECONDARY SCHOOL

Annual Report and Financial Statements For the year ended 30th June 2023

9. Statement Of Budgeted Versus Actual Amounts for The Year Ended 30th June 2023

| Receipt/Expenses Item | Original Budget a Kshs | Adjustments b Kshs | Final Budget c=a+b Kshs | Actual On Comparable Basis d Kshs | % Of Utilization e=d/c % Kshs |
|---|------------------------------|--------------------------|-------------------------------|---|-------------------------------------|
| Receipts | | | | | |
| <i>(1) Capitation Grant on Tuition</i> | | | | | |
| Reference Materials | 42,405.00 | | 42,405.00 | 41,832.00 | 98.6% |
| Exercise Books | 598,296.00 | | 598,296.00 | 207,088.00 | 34.6% |
| Laboratory Equipment | 308,657.00 | | 308,657.00 | 146,184.00 | 47.36% |
| Internal Exams | 123,874.00 | | 123,874.00 | 178,547.00 | 144% |
| Teaching / Learning Materials | 120,276.00 | | 120,276.00 | 50,726.00 | 42.1% |
| Exams And Assessment | 0 | | 0 | | 0 |
| <i>(2) Capitation Grant on Operations</i> | | | | | |
| Personnel Emoluments | 873,800.00 | | 873,800.00 | 842,537.00 | 96.4% |
| Repairs And Maintenance | 1,285,000.00 | | 1,285,000.00 | | |
| Local Transport / Travelling | 385,500.00 | | 385,500.00 | 236,920.00 | 61.4% |
| Electricity And Water | 385,500.00 | | 385,500.00 | 172,464.00 | 44.7% |
| Medical | 514,000.00 | | 514,000.00 | 68,500.00 | 13.3% |
| Administration Costs | 642,500.00 | | 642,500.00 | 273,330.00 | 42.5% |
| Activity | 385,500.00 | | 385,500.00 | 183,829.00 | 47.6% |
| Gratuity | 0 | | 0 | 0 | 0 |

| 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 |
| 3) FDSE for infrastructure | | | | | |
| Maintenance & Improvement MoE | 1,285,000.00 | | 1,285,000.00 | 911,000.00 | 80.2% |
| M&I parents' contribution | 0 | | 0 | 0 | |
| Economic Stimulus Programs | 0 | | 0 | 0 | |
| Transition Infrastructure Grants | 0 | | 0 | 0 | |
| Administration Block | 0 | | 0 | 0 | |
| (4) Fees Charged on Parents | | | | | |
| Lunch Program | 3,816,450.00 | | 3,816,450.00 | 4,310,710.00 | 112.9% |
| Repairs And Maintenance | 0 | | 0 | 0 | |
| Local Transport / Travelling | 0 | | 0 | 0 | |
| Electricity And Water | 0 | | 0 | 0 | |
| Medical | 0 | | 0 | 0 | |
| Administration Costs | 0 | | 0 | 0 | |
| Activity | 0 | | 0 | 0 | |
| SMASSE | 0 | | 0 | 0 | |
| Fee On Boarding Equipment and Stores | 0 | | 0 | 0 | |
| 5) Miscellenous Income | | | | | |
| Loans / Borrowing | 0 | | 0 | 0 | |
| Rent income | 0 | | 0 | 0 | |
| Income From Farming Activities | 0 | | 0 | 0 | |
| Insurance Compensation | 0 | | 0 | 0 | |
| Income From Posho Mill | 0 | | 0 | 0 | |

| 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 |
| Income From Bus Hire | 0 | | 0 | 0 | |
| Fee For Hire of Ground and Equipment | 0 | | 0 | 0 | |
| Interest Income | 0 | | 0 | 0 | |
| Income From Any Other Investment | 0 | | 0 | 0 | |
| Total Income | | | | 7,743,667.00 | |
| (6) Expenditure For Tuition | | | | | |
| Textbooks | 0 | | 0 | 0 | |
| Reference Materials | 42,405.00 | | 42,405.00 | 0 | 0% |
| Exercise Books | 598,296.00 | | 598,296.00 | 122,080.00 | 20.4% |
| Laboratory Equipment | 308,657.00 | | 308,657.00 | 270,440.00 | 87.6% |
| Internal Exams | 123,874.00 | | 123,874.00 | 134,420.00 | 108.5% |
| Teaching / Learning Materials | 120,276.00 | | 120,276.00 | 56,050.00 | 46.6% |
| Chalks | 0 | | 0 | 0 | |
| Exams And Assessment | 0 | | 0 | 0 | |
| Teachers Guides | 0 | | 0 | 0 | |
| Administration Costs | 0 | | 0 | 0 | |
| Bank Charges | 0 | | 0 | 4,267.00 | |
| | | | | | |
| (7) Expenditure For Operations | | | | | |
| Personnel Emoluments | 873,800.00 | | 873,800.00 | 548,852.00 | 62.8% |
| Repairs, Maintenance & Improvements | 1,285,000.00 | | 1,285,000.00 | | |
| Local Transport / Travelling | 385,500.00 | | 385,500.00 | 166,840.00 | 43.2% |

| 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 |
| Electricity, Water and Conservancy | 385,500.00 | | 385,500.00 | 76,400.00 | 19.8% |
| Medical | 514,000.00 | | 514,000.00 | 47,255.00 | 9.1% |
| Administration Costs | 642,500.00 | | 642,500.00 | 449,833.00 | 70% |
| Activity Expenses | 385,500.00 | | 385,500.00 | 275,975.00 | 71.5% |
| Bank Charges | 0 | | 0 | 4,123.00 | |
| SMASSE | 0 | | 0 | 0 | |
| | | | | | |
| (8) Expenditure For infrastructure | | | | | |
| Electricity repairs | 0 | | 0 | 40,090.00 | |
| Kitchen repair | 0 | | 0 | 23,750.00 | |
| Deputy office | 0 | | 0 | 416,000.00 | |
| Purchase of furniture (chairs & lockers) | 0 | | 0 | 51,600.00 | |
| Chair & locker repairs | 0 | | 0 | 49,000.00 | |
| Construction of Deputies drawers | | | | 48,800.00 | |
| Deeping of boreholes | | | | 65,000.00 | |
| Window pane & doors | | | | 43,750.00 | |
| Bank Charges | 0 | | 0 | 2,963.00 | |
| (9) Expenditure For school fund/lunch/boarding | | | | | |
| Lunch Program | 3,816,450.00 | | 3,816,450.00 | 3,496,477.00 | 91.6% |
| Repairs, Maintenance and Improvements | 0 | | 0 | 0 | |
| Local Transport / Travelling | 0 | | 0 | 29,240.00 | |

| 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 |
| Electricity, Water and Conservancy | 0 | | 0 | 20,470.00 | |
| Medical Expenses | 0 | | 0 | 0 | |
| Administration Costs | 0 | | 0 | 1,441,243.00 | |
| Activity | 0 | | 0 | 130,700.00 | |
| Gratuity | 0 | | 0 | 57,700.00 | |
| Lunch Program | 0 | | 0 | 0 | |
| Boarding Equipment and Stores | 0 | | 0 | 0 | |
| Expenditure For Income Generating Activity | 0 | | 0 | 0 | |
| Insurance Costs | 0 | | 0 | 0 | |
| Other Expenses On Investments | 0 | | 0 | 0 | |
| Rent Expenses | 0 | | 0 | 0 | |
| Bank Charges | 0 | | 0 | 14,824.00 | |
| Loan Interest Repayment | 0 | | 0 | 0 | |
| Loan Principal Repayment | 0 | | 0 | 0 | |
| Acquisition Of Assets | 0 | | 0 | 0 | |
| Totals | | | | 9,119,145.00 | |

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

- i. Exercise books, lab and teaching materials are below 90%.
- ii. Internal exam is above 100%

iii) We had stock in store for teaching & lab but for exercise book. (lack of enough funds)

iv) Internal exam (materials were expensive, less fund)

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 (Kshs). 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 the various sources when the event occurs, and the related cash has actually been received by the *school*. In addition, the *school* recognises all expenses when the event occurs, and the related cash has actually 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 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 fulfilment of obligations by the contractor and to hold deposits on behalf of third parties. Payables also include expenditure incurred for the purchase of goods, works and services that has 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 30th June 2023.

11. Notes To The Financial Statements**1 Government Grants for Tuition**

| | | 2022 - 2023 | 2021 - 2022 |
|-----------------------------------|--|-------------------|-------------------|
| | | Kshs | Kshs |
| Textbooks and reference materials | | | - |
| Exercise books | | 207,088.00 | 225,000.00 |
| Laboratory equipment | | 146,184.00 | 180,000.00 |
| Internal exams | | 178,547.00 | 186,733.00 |
| Teaching / learning materials | | 50,726.00 | 87,906.00 |
| Chalks | | | - |
| Exams and assessment | | | - |
| Library reference | | 41,832.00 | 30,000.00 |
| Total | | 624,377.00 | 709,639.00 |

2 Government Grants for Operations

| | | 2022-2023 | 2021-2022 |
|------------------------------------|--|---------------------|---------------------|
| | | Kshs | Kshs |
| Personnel emoluments | | 722,537.00 | 601,778.00 |
| Others | | | |
| Local transport / travelling | | 236,920.00 | 170,000.00 |
| Electricity and water | | 172,464.00 | 131,000.00 |
| RMI | | | 1,171,500.00 |
| Infrastructure grant, computer lab | | | |
| Medical | | | |
| Administration costs | | 273,330.00 | 970,000.00 |
| Borehole (transfer) | | | |
| Insurance | | 68,500.00 | 44,400.00 |
| Activity | | 183,829.00 | |
| Total | | 1,657,581.00 | 3,088,678.00 |

3 Government Grants for infrastructure

| Description | 2022 - 2023 | 2021 -2022 |
|--|-------------------|------------|
| | Kshs | Kshs |
| Maintenance & Improvement | 911,000.00 | |
| Transition infrastructure grants | | |
| Administration Block | | |
| Economic stimulus grants | | |
| Other (specify)(NGCDF and County govt. | | |
| Total | 911,000.00 | |

4 School Fund Income - Parents Contribution/Fees

| Description | 2022-2023 | 2021-2022 |
|------------------------------|---------------------|---------------------|
| | Kshs | Kshs |
| other vote heads | | |
| lunch program | 4,310,710.00 | 4,415,453.00 |
| Repairs and maintenance | | |
| Local transport / travelling | | |
| Electricity and water | | |
| Administration costs | | |
| infrastructure | | |
| courses | | |
| losses/damages | | |
| Activity | | |
| Total | 4,310,710.00 | 4,415,453.00 |

5 Miscellaneous Incomes

| Description | 2022 - 2023 | 2021 - 2022 |
|--------------------------------------|--------------------|--------------------|
| | Kshs | Kshs |
| Rent Income | | |
| Income From Farming Activities | | |
| Insurance Compensation | | |
| Income From Posho Mill | | |
| Income From Bus Hire | | |
| Fee For Hire of Ground and Equipment | | |
| Income From Grants and Donations* | | |
| Interest Income | | |
| Dividends Income | | |
| Loans/Borrowings* | | |
| Other Income (<i>specify</i>)* | | |
| Total | | |

Notes to the Financial Statements

6 Tuition

| DESCRIPTION | 2022-2023 | 2021-2022 |
|-----------------------------------|-------------------|-------------------|
| | Kshs | Kshs |
| Textbooks and reference materials | | - |
| Exercise books | 122,080.00 | 223,664.00 |
| Laboratory equipment | 270,440.00 | 374,583.00 |
| Internal exams | 134,420.00 | 104,500.00 |
| Teaching / learning materials | 56,050.00 | 33,540.00 |
| Library and Reference | | 27,672.00 |
| Exams and assessment | | |
| Furniture | | |
| Administration Costs | | |
| Bank Charges | 4,267.00 | 3,171.00 |
| Total | 587,257.00 | 767,130.00 |

7 Operations

| | | 2022-2023 | 2021-2022 |
|--|--|---------------------|---------------------|
| | | Kshs | Kshs |
| Personnel emoluments | | 548,852.00 | 558,571.00 |
| Others | | | |
| Administration Cost | | 449,833.00 | 1,031,702.00 |
| Repairs and maintenance & improvements | | | |
| Local transport / travelling | | 166,840.00 | 165,320.00 |
| Electricity and water | | 76,400.00 | 130,000.00 |
| Medical | | | |
| Activity Expenses | | 275,975.00 | 333,500.00 |
| Dormitory | | | |
| Insurance | | 47,255.00 | 47,255.00 |
| BOM Teacher | | | |
| Infrastructure | | | 1,111,591.00 |
| Bank Charges | | 4,123.00 | |
| Acquisition of Assets | | | |
| TOTAL | | 1,569,278.00 | 3,377,939.00 |

Notes to the Financial Statements

8 Infrastructure

| Description | July 2022 - June 2023 | July 2021 - June 2022 |
|--|-----------------------|-----------------------|
| | Kshs | Kshs |
| Electricity repairs | 40,090.00 | |
| Kitchen repair | 23,750.00 | |
| Deputy office | 416,000.00 | |
| Purchase of furniture (chairs & lockers) | 51,600.00 | |
| Chair & locker repairs | 49,000.00 | |
| Construction of Deputies drawers | 48,800.00 | |
| Deeping of boreholes | 65,000.00 | |
| Window pane & doors | 43,750.00 | |
| Bank charge | 2,953.00 | |
| Total | 740,953.00 | |

9 Boarding and School Fund

| DESCRIPTION | | 2022-J2023 | 2021-2022 |
|-----------------------------------|--|---------------------|---------------------|
| | | | Kshs |
| other vote heads | | | |
| lunch program | | 3,496,477.00 | 2,746,443.00 |
| Repairs and maintenance | | | |
| Local transport / travelling | | 29,240.00 | |
| Electricity and water | | 20,470.00 | |
| Administration costs | | 1,441,243.00 | 1,125,350.00 |
| Activity | | 130,700.00 | |
| personnal emoluments | | 57,700.00 | |
| School Farm | | | |
| Income from Posho mill | | | |
| uniform | | | |
| Income from grants and donations* | | | |
| Interest income | | | |
| loan | | | |
| BANK CHARGES | | 14,824.00 | |
| TOTAL | | 5,190,654.00 | 3,871,793.00 |

Notes to the Financial Statements

10 Bank Accounts

| Account Name & Currency | Status | Bank Account Number | 2022 - 2023 | 2021 - 2022 |
|--|----------------|---------------------|-------------------|---------------------|
| | Active/Dormant | | Kshs | Kshs |
| Tuition Account | | 1105031330 | 117,896.00 | 80,777.00 |
| Operations Account | | 1105031209 | 298,967.00 | 90,572.00 |
| School Fund Account/Boarding | | 002000020197 | 73,674.00 | 838,652.00 |
| Savings Account | | | | |
| Parent Association Development Account | | | | |
| Income Generating Activities Account | | | | |
| Infrastructural Account | | 1216886385 | 349,335.00 | 179,288.00 |
| Total | | | 839,871.00 | 1,189,288.00 |

11 Cash In Hand

| Account Name & Currency | Status | Bank Account Number | 2022 - 2023 | 2021 - 2022 |
|------------------------------|----------------|---------------------|---------------|---------------|
| | Active/Dormant | | Kshs | Kshs |
| Tuition Account | | 1105031330 | 0.00 | 0.00 |
| Operations Account | | 1105031209 | 31.00 | 123.00 |
| School Fund Account/Boarding | | 002000020197 | 140.00 | 48.00 |
| Infrastructural Account | | 1216886385 | 0.00 | 0.00 |
| Total | | | 171.00 | 171.00 |

12 Short Term Investments

| Description | 2022 - 2023 | 2021 - 2022 |
|------------------------|-------------|-------------|
| | Kshs | Kshs |
| Cooperative Shares | | |
| Treasury Bills | | |
| Fixed Deposit accounts | | |
| Other Investments | | |
| Total | | |

13 Accounts Receivable

| Description | 2022 - 2023 | 2021 - 2022 |
|--|---------------------|---------------------|
| | Kshs | Kshs |
| Fees Arrears | 1,315,156.00 | 1,292,641.00 |
| Other Non-Fees Receivables | | |
| Salary Advances (list/schedule attached) | | |
| Imprest (list/schedule attached) | | |
| Rent arrears (list/schedule attached) | | |
| Total | 1,315,156.00 | 1,292,641.00 |

13 b Ageing Analysis of Accounts Receivable

| Description | 2022 - 2023 | | 2021 - 2022 | |
|--|---------------------|----------------|---------------------|----------------|
| | Kshs | | Kshs | |
| | Current FY | % of the total | Comparative FY | % of the total |
| Less than 1 year | 137,575.00 | 7.0% | 246,756.00 | 12.7% |
| Between 1- 2 years | 131,696.00 | 6.7% | 230,966.00 | 11.9% |
| Between 2-3 years | 230,966.00 | 11.8% | 814,919.00 | 75.4% |
| Over 3 years | 814,919.00 | 74.5% | | |
| Total (should tie to note 13 a) | 1,315,156.00 | 100% | 1,292,641.00 | 100% |

14 Accounts Payable

| Description | 2022 - 2023 | 2021 - 2022 |
|---|-------------------|------------------|
| | Kshs | Kshs |
| Trade Creditors (See Ageing Below and Appendix 1) | 00.00 | 00.00 |
| Prepaid Fees | 171,050.00 | 33,478.00 |
| Retention Monies | | |
| Unpaid salaries and statutory deductions | | |
| Caution money | | |
| Other payables (<i>specify</i>) | | |
| Total | 171,050.00 | 33,478.00 |

Notes to the Financial Statements

14a. Ageing Analysis of Accounts Payable

| Description | 2022 - 2023 | | 2021 - 2022 | |
|--------------------------------------|-------------------|----------------|------------------|----------------|
| | Kshs | | Kshs | |
| | Current FY | % of the total | Comparative FY | % of the total |
| Less than 1 year | 171,050.00 | 100% | 33,478.00 | 100% |
| Between 1- 2 years | | | | |
| Between 2-3 years | | | | |
| Over 3 years | | | | |
| Total (should tie to note 14) | 171,050.00 | 100% | 33,478.00 | 100% |

15 Fund Balance Brought Forward

| Description | 2022 -2023 | | 2021 - 2022 | |
|------------------------|---------------------|--|---------------------|--|
| | Kshs | | Kshs | |
| Bank Balances | 839,871.00 | | 1,189,288.00 | |
| Cash Balances | 170.00 | | 171.00 | |
| Short Term Investments | | | | |
| Receivables | 1,315,156.00 | | 1,292,641.00 | |
| Payables | 171,050.00 | | 33,478.00 | |
| Total | 2,326,247.00 | | 2,515,578.00 | |

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

| Description | 2022 - 2023 | 2021 - 2022 |
|------------------------------|-------------|-------------|
| | Kshs | Kshs |
| Bank Loans | | |
| Outstanding Leases | | |
| Hire Purchase | | |
| Gratuity And Leave Provision | | |
| Others (specify) | | |
| Total | | |

17 Biological assets

| Description | Numbers | 2022 - 2023 | 2021 - 2022 |
|--------------------------|---------|-------------|-------------|
| | | Kshs | Kshs |
| Cattle | | | |
| Goats | | | |
| Trees | | | |
| Coffee Or Tea Plantation | | | |
| Poultry | | | |
| Others (specify) | | | |
| Total | | | |

18 Borrowings

| Description | 2022 - 2023 | 2021 - 2022 |
|---------------------------------------|-------------|-------------|
| | Kshs | Kshs |
| Borrowings at beginning of the year | | |
| Borrowings during the year | | |
| Repayments during the year | | |
| Balance at the end of the year | | |

Other important disclosure notes

19 Stock/ Inventory

| Description | 2022 - 2023 | 2021 - 2022 |
|------------------------|-------------|-------------|
| | Kshs | Kshs |
| Food stuffs | | |
| Lab consumables | | |
| Farm produce | | |
| Medication | | |
| Construction Materials | | |
| Others (specify) | | |
| | | |

GITIHA SECONDARY SCHOOL
BOOKS RECORD 2023
FORM ONE

| SUBJECT | OPENING BALANCE | BALANCE |
|--------------|-----------------|---------|
| English | 90 | 8 |
| Kiswahili | 95 | 13 |
| Mathematics | 130 | 48 |
| Chemistry | 84 | 2 |
| Biology | 100 | 18 |
| Physics | 90 | 8 |
| CRE | 98 | 16 |
| History/Govt | 92 | 10 |
| Geography | 100 | 18 |
| Agriculture | 97 | 15 |
| Business | 110 | 28 |

GITIHA SECONDARY SCHOOL
BOOKS RECORD 2023
FORM TWO

| SUBJECT | OPENING BALANCE | BALANCE |
|--------------|-----------------|---------|
| English | 128 | 58 |
| Kiswahili | 120 | 50 |
| Mathematics | 120 | 50 |
| Chemistry | 100 | 30 |
| Biology | 110 | 40 |
| Physics | 130 | 60 |
| CRE | 98 | 28 |
| History/Govt | 130 | 40 |
| Geography | 110 | 40 |
| Agriculture | 101 | 31 |
| Business | 122 | 52 |

GITIHA SECONDARY SCHOOL
BOOKS RECORD 2023
FORM THREE

| SUBJECT | OPENING BALANCE | BALANCE |
|----------------|------------------------|----------------|
| English | 70 | 21 |
| Kiswahili | 60 | 11 |
| Mathematics | 65 | 16 |
| Chemistry | 78 | 29 |
| Biology | 62 | 13 |
| Physics | 70 | 21 |
| CRE | 60 | 11 |
| History/Govt | 20 | 00 |
| Geography | 7 | 00 |
| Agriculture | 8 | 00 |
| Business | 13 | 00 |

GITIHA SECONDARY SCHOOL
BOOKS RECORD 2023
FORM FOUR

| SUBJECT | OPENING BALANCE | BALANCE |
|--------------|-----------------|---------|
| English | 58 | 5 |
| Kiswahili | 74 | 19 |
| Mathematics | 72 | 17 |
| Chemistry | 80 | 25 |
| Biology | 40 | 7 |
| Physics | 23 | 00 |
| CRE | 70 | 15 |
| History/Govt | 16 | 00 |
| Geography | 9 | 00 |
| Agriculture | 8 | 00 |
| Business | 5 | 00 |

SUMMARY OF DEBTORS YEAR 2023

| VOTEHEADS | FORM 1 | FORM 2 | FORM 3 | FORM 4 | TOTAL |
|------------------|------------------|------------------|------------------|------------------|-------------------|
| LUNCH | 14,150.00 | 37,950.00 | 28,190.00 | 57,285.00 | 137,575.00 |
| TOTAL | 14,150.00 | 37,950.00 | 28,190.00 | 57,285.00 | 137,575.00 |

SUMMARY OF CREDITORS YEAR 2023

| VOTEHEADS | FORM 1 | FORM 2 | FORM 3 | FORM 4 | TOTAL |
|------------------|------------------|------------------|------------------|---------------|-------------------|
| LUNCH | 59,000.00 | 65,600.00 | 46,450.00 | - | 171,050.00 |
| TOTAL | 59,000.00 | 65,600.00 | 46,450.00 | - | 171,050.00 |

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.

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

Sign and Date
Principal

12. Annexes

Annex I - Analysis of Pending Accounts Payable

| Supplier Of Goods Or Services | Original Amount | Date Contracted | Amount Paid To-Date | Outstanding Balance Current FY | Outstanding Balance Comparative FY | Comments |
|----------------------------------|-----------------|-----------------|---------------------|--------------------------------|------------------------------------|----------|
| | A | b | C | d=a-c | | |
| | Kshs | Kshs | Kshs | Kshs | Kshs | |
| Construction Of Buildings | | | | | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| Sub-Total | | | | | | |
| Supply Of Goods | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| TOTAL | | | | | | |
| Supply Of Services | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| Sub-Total | | | | | | |

GITIHA SECONDARY SCHOOL

Annual Report and Financial Statements For the year ended 30th June 2023

| Supplier Of Goods Or Services | Original Amount | Date Contracted | Amount Paid To-Date | Outstanding Balance Current FY | Outstanding Balance Comparative FY | Comments |
|-------------------------------|-----------------|-----------------|---------------------|--------------------------------|------------------------------------|----------|
| Grand Total | | | | | | |

Annex 2 – Summary of Fixed Assets Register

| Asset Class | Historical Cost b/f (Kshs) 1 st July 2022 | Additions during the year (Kshs) | Disposals during the year (Kshs) | Historical Cost c/f (Kshs) 30 th June 2023 |
|--|--|--|--|---|
| Land | 0.94Acre | | | |
| Buildings And Structures | | | | |
| Motor Vehicles | | | | |
| Office Equipment, Furniture And Fittings | | | | |
| Textbooks | | | | |
| ICT Equipment | | | | |
| Tools And Apparatus | | | | |
| Other Machinery And Equipment | | | | |
| Heritage And Cultural Assets | | | | |
| Intangible Assets- Soft Ware | | | | |
| Total | | | | |

ANNEX 2 – SUMMARY OF FIXED ASSETS REGISTER

annex 2: buildings and structures

| | Assets class | Date purchased | location | Historical b/f kshs 1stjuly 20xx | Additions during the year ksh | Disposal during the year | Historical cost c/f kshs 30 th june 2021 |
|---|-------------------------|----------------|---------------------|--|----------------------------------|--------------------------------|--|
| 1 | CLASSES | | Gitiha secondary | | | | |
| 2 | KITCHEN | | Gitiha secondary | | | | |
| 3 | LABORATORY | | Gitiha secondary | | | | |
| 4 | ADMINISTRATION BLOCK | | Gitiha secondary | | | | |
| 5 | WASHROOMSGIRLS: BOYS | | Gitiha secondary | | | | |
| 6 | STAFFROOM | | Gitiha secondary | | | | |
| 7 | STORE | | Gitiha secondary | | | | |
| 8 | COMPUTER LAB | | Gitiha secondary | | | | |

ANNEX 2

OFFICE EQUIPMENT, FURNITURE AND FITTINGS

| | Assets class | MODEL | Date purchased | Location | Historical b/f kshs 1stjuly 20xx | Additions during the year ksh | Disposal during the year | Historical cost c/f kshs 30 th june 2021 |
|----|----------------------|---------------|----------------|-----------------------|-------------------------------------|-------------------------------------|--------------------------------|---|
| 2 | CPU | Mecer | 2015 | Secretary's office | | | | |
| 3 | Desk top computer | dell | 2015 | Secretary's office | | | | |
| 4 | HP Deskjet | Ink advantage | 2015 | Principal's office | | | | |
| 5 | Desktop computer | Mecer | 2016 | Principal's office | | | | |
| 6 | laptop | Hp 250 | 2016 | Secretary's office | | | | |
| 7 | Laptop | Hp 650 | 2016 | Secretary's office | | | | |
| 8 | Kyocera printer | | 2015 | Principal's office | | | | |
| 9 | projector | | 2015 | Principal's office | | | | |
| 10 | Electric bell | | 2016 | Secretary's office | | | | |

TOOLS AND APPARATUS

| | Assets class | Date purchased | Location | Historical b/f kshs 1stjuly 20xx | Additions during the year ksh | Disposal during the year | Historical cost c/f kshs 30 th june 2021 |
|----|-----------------------------------|----------------|------------|----------------------------------|-------------------------------|--------------------------|---|
| 1 | Test tubes | 2020 | laboratory | | | | |
| 2 | Boiling tubes | 2020 | laboratory | | | | |
| 3 | Burettes (50ml) | 2019 | laboratory | | | | |
| 4 | Pipette (25ml) | 2019 | laboratory | | | | |
| 5 | Beaker (100ml) | 2019 | laboratory | | | | |
| 6 | Beaker (250ml) | 2019 | laboratory | | | | |
| 7 | Connecting Wire | 2020 | laboratory | | | | |
| 8 | Thermometers | 2019 | laboratory | | | | |
| 9 | Stopwatches | 2018 | laboratory | | | | |
| 10 | Volumetric flask | 2016 | laboratory | | | | |
| 11 | microscope | 2016 | laboratory | | | | |
| 12 | stools | 2021 | laboratory | | | | |
| 13 | Cylindrical gas | 2016 | laboratory | | | | |
| 14 | wheelbarrow | 2015 | store | | | | |
| 15 | Panga,jembe,hammer,saw,horse pipe | 2016 | store | | | | |

| | | | | | | | |
|----|---------------------------------------|------|---------------------------------|--|--|--|--|
| 16 | Water collection tank | 2016 | School compound | | | | |
| 17 | Filling water tanks ,sinks and stands | 2020 | School compound | | | | |
| 18 | Water dispenser | 2022 | Staffroom and principals office | | | | |
| 19 | Window curtains and curtains rods | 2022 | All offices | | | | |
| 20 | Office cabinets | 2022 | Secretary office | | | | |
| 21 | Water pump | 2023 | School compound | | | | |

ANNEX 2: TEXTBOOKS

| | Assets class | Date purchased | location | Historical b/f kshs 1stjuly 20xx | Additions during the year ksh | Disposal during the year | Historical cost c/f kshs 30 th june 2021 |
|----|-----------------------|----------------|------------------------------|----------------------------------|-------------------------------|--------------------------|---|
| 1. | English | | BOOK STORE AND WITH STUDENTS | | | | |
| 2. | Kiswahili | | BOOK STORE AND WITH STUDENTS | | | | |
| 3. | Mathematics | | BOOK STORE AND WITH STUDENTS | | | | |
| 4. | Chemistry | | BOOK STORE AND WITH STUDENTS | | | | |
| 5. | Biology | | BOOK STORE AND WITH STUDENTS | | | | |
| 6. | Physics | | BOOK STORE AND WITH STUDENTS | | | | |
| 7. | CRE | | BOOK STORE AND WITH STUDENTS | | | | |
| 8. | History/Govt | | BOOK STORE AND WITH STUDENTS | | | | |
| 9 | Geography | | BOOK STORE AND WITH STUDENTS | | | | |
| | Agriculture | | BOOK STORE AND WITH STUDENTS | | | | |
| 11 | Business | | BOOK STORE AND WITH STUDENTS | | | | |
| 12 | Literature and fasihi | | BOOK STORE AND WITH STUDENTS | | | | |

GITIHA SECONDARY SCHOOL

Annual Report and Financial Statements For the year ended 30th June 2023

| | | | | | | | |
|----|---------------------|--|------------------------------|--|--|--|--|
| | set books | | | | | | |
| 13 | Revision text books | | BOOK STORE AND WITH STUDENTS | | | | |