

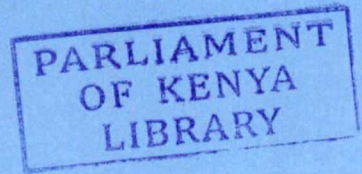
REPUBLIC OF KENYA



Enhancing Accountability

REPORT

OF




THE AUDITOR-GENERAL

ON

**COUNCIL OF LEGAL EDUCATION
STAFF CAR LOAN AND MORTGAGE
SCHEME**

**FOR THE YEAR ENDED
30 JUNE, 2025**

 THE NATIONAL ASSEMBLY PAPERS LAID	
DATE: 05 NOV 2025	DAY: WED
TABLED BY: WJHP	DEPUTY MAJORITY PARTY
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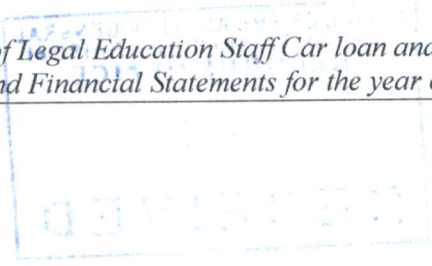
COUNCIL OF LEGAL EDUCATION STAFF CAR LOAN AND MORTGAGE SCHEME

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED
30TH JUNE 2025

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



*Council of Legal Education Staff Car loan and Mortgage Scheme
Annual Report and Financial Statements for the year ended 30th June 2025*





*Council of Legal Education Staff Car loan and Mortgage Scheme
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1. Acronyms and Definition of Terms

A. Acronyms

CBK	Central Bank of Kenya
CEO	Chief Executive Officer
CLE	Council of Legal Education
ECL	Expected Credit Loss
ICPAK	Institute of Certified Public Accountants of Kenya
IPSAS	International Public Sector Accounting Standards
NT	National Treasury
OAG	Office of the Auditor General
OCOB	Office of the Controller of Budget
OSHA	Occupational Safety and Health Act of 2007
PFM	Public Finance Management
PPE	Property Plant & Equipment
PSASB	Public Sector Accounting Standards Board
SAGAs	Semi-Autonomous Government Agencies



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B. Definition of Terms

1. **Council** - means the Board of Directors of the Council of Legal Education established under Section 4 (5) of the Legal Education Act, 2012.
2. **Liquidity risk** - Means the risk that the Scheme will not meet its financial obligations when they fall due.
3. **Management** - Means the Advisory Committee appointed by the CEO and entrusted with the responsibility of managing the scheme's financial resources.
4. **Scheme Banker**- Means National Bank of Kenya.
5. **Comparative Year**- Means presenting financial statement data for the current period alongside data from previous periods, enabling analysis of trends and performance changes over time.



2. Key fund information and management

a) Background information

CLE is established by Legal Education Act Cap 16 B. It has established the CLE Staff Car Loan and Mortgage Scheme in accordance with the Salaries and Remuneration Commission Circular No. SRC/ADM/CIR/1/13 Vol. III (128) of 17th December 2014, and the National Treasury Circular ZZ/MOF/26/03/86 of 16th September 2015 and ZZ/MOF/26/03/86/A (134) of 16th March 2016. CLE formulated the Staff Car Loan & Mortgage Scheme Regulation of 2020 that were approved by its Board on 16th December 2020.

The Scheme is wholly owned by CLE located in Nairobi, Kenya.

b) Principal Activities

The principal activities of the CLE Staff Car Loan and Mortgage Scheme:

- i. To enable CLE staff to access mortgage facilities.
- ii. To enable CLE staff to purchase cars.

The Scheme is administered by the National Bank of Kenya and an Advisory Committee appointed by CLE's CEO is responsible for the day-to-day operations of the scheme.

Vision

To motivate CLE staff and immensely contribute towards attraction and retention of requisite skills in the CLE.

Mission

To ensure quality legal education through responsive regulation and administration of Bar examination.



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c) CLE Staff Car Loan and Mortgage Scheme Advisory Committee

Ref	Position	Name
1.	Chairperson	CPA Ednah Kerubo Oyori - Resigned 22 nd January 2025
2.	Chairperson	Ms. Annah Konuche - Appointed 15 th May 2025
3.	Member	Dr. Felix Odhiambo
4.	Fund Accountant	Mr. Duncan Nalwenge
5.	Member	Mr. Morris Gitonga
6.	Member	Mr. Peter Chirchir
7.	Member	Ms. Victoria Wahu
8.	Secretary	Mr. Mathew Ndolo

d) Key Management

Ref	Position	Name
1.	Scheme Administrator	Ms. Jennifer Gitiri, HSC
2.	Fund Accountant	CPA Duncan Nalwenge



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e) Fiduciary Oversight Arrangements

Ref	Position	Name
1	Division of Internal Audit	Ms. Ignazia Kaimba
2	Staff Car Loan & Mortgage Advisory Committee	

f) Registered Offices

Council of Legal education
P.O. Box 829-00502
Karen Office park Acacia Block 2nd Floor
Lang'ata Road
Nairobi, Kenya

g) CLE Staff Car Loan and Mortgage Scheme Contacts

Telephone: (254) 20 6980100, 20 2011290
E-mail: info@cle.or.ke
Website: www.cle.or.ke

h) CLE Staff Car Loan and Mortgage Scheme Bankers

National Bank of Kenya
Hill Branch
P.O Box 45219-00100
Nairobi, Kenya

i) Independent Auditors

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



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j) Principal Legal Adviser

The Attorney General
State Law Office and Department of Justice
Harambee Avenue
P.O. Box 40112
City Square 00200
Nairobi, Kenya



3. Management Team

Ms. Jennifer Gitiri, HSC Scheme Administrator

Ms. Jennifer Gitiri is an Advocate of the High Court of Kenya with over ten (10) years of experience and is currently the Deputy Director of Legal Services and Corporation Secretary at the Assets Recovery Agency. She is a Certified Public Secretary (CPS-K) and trained assessor under the Eastern and South Africa Anti-Money Laundering Group (ESAAMLG). She has also participated in both the National Risk Assessment and the Mutual Evaluation for Kenya which evaluates compliance with the Financial Action Taskforce (FATF) Recommendations.

Ms. Gitiri holds a Master of Laws (LLM) in Comparative Constitutional Law from the Central European University, a second LLM in Public International Law from the University of Nairobi, an Advanced Masters course in International Human Rights Law from the University of Oslo, a Post Graduate Diploma in Law from the Kenya School of Law and a Bachelor of Laws (LLB) from the University of Nairobi.

Ms. Gitiri is an awardee of the Head of State Commendation by the President of the Republic of Kenya for her outstanding service

Date of appointment: 11th October 2023



CPA Ednah Kerubo Oyori Director Corporate Services / Scheme Chair

Ms. Ednah Kerubo Oyori holds a Master of Science Degree in Finance & Investments from the University of Nairobi, a Bachelor of Arts in Economics Degree from Makerere University and is a Certified Public Accountant.

Ms. Kerubo is a member of the Institute of Certified Public Accountants of Kenya (ICPAK).

Ms. Kerubo has served as Manager, Finance and Accounts at the Kenya Film Commission, she has worked as a Senior Accountant with the Kenya Universities and Colleges Central Placement Service and as an Accountant at The University of Nairobi and comes with a vast experience in Finance & Accounts having worked in Positions of Senior Management in the Public Sector.

Resigned - 22nd January 2025



Ms. Annah Konuche
Director, Standards and Licensing / Scheme Chair

Ms. Annah Konuche is an advocate of the High Court of Kenya with over 21 years professional experience in the public, academia and private sectors, 10 of these years have been in senior management positions in the public sector.

Annah is the Director, Standards, Licensing, Supervision and Compliance at the Council of Legal Education. She holds a Master of Laws (LL.M) degree in International Comparative Law from the University of Pittsburgh, Pennsylvania, USA, Bachelor of Laws (LL.B) degree from Moi University School of Law and a post graduate diploma in law from the Kenya School of Law. She is currently enrolled for a PhD Programme at the University of Nairobi School of Law and a Post Graduate Diploma in leadership and Accountability at the Open University of Kenya.

She is a member of the Law Society of Kenya (LSK), The Commonwealth Lawyers Association, Data Privacy and Governance of Kenya (DPGSK) East Africa Law Society (EALS) and International Federation of Female Lawyers (FIDA).

Appointed on 15th May 2025



Dr. Felix Odhiambo/ Scheme Member

Dr. Felix Odhiambo is an Advocate of the High Court of Kenya. He holds a PhD in Law degree from the University of Dar es Salaam; Master of Laws degree from the University of Nairobi; Postgraduate Diploma in Law from the Kenya School of Law; Bachelor of Laws degree from the University of Nairobi; He also is a holder of Bachelor of Education degree from Kenyatta University. He has previously served as a state counsel in the Office of the Attorney-General & Department of Justice. He is

presently on an unpaid leave of absence from his academic duties at Kenyatta University's School of Law.

Appointed on 15th May 2025



Ms. Victoria Wahu
Senior Legal Officer

Ms. Wahu is an Advocate in the High Court of Kenya with five (5) years of experience. She holds a bachelor's degree in law from Catholic University of Eastern Africa. She is currently the Senior Legal officer with the Council. She joined the Council in October 2022.



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She previously worked as the Legal Officer at St. Mary's Mission Hospitals. Ms. Wahu is also a Certified Professional Mediator and a Legal Auditor and currently undertaking the Certified Secretaries course

Mr. Duncan Nalwenge

Assistant Director Finance & Accounts / Scheme Accountant



Mr. Duncan O. Nalwenge holds a Master of Science Degree in Finance from Kenyatta University, a Bachelor in Business Management Degree from Moi University, and is a Certified Public Accountant.

Mr. Nalwenge is a member of the Institute of Certified Public Accountants of Kenya (ICPAK). Prior to joining the Council of Legal Education on 28th February 2016, Mr. Nalwenge served as a Finance Officer at the Postal Corporation of Kenya.

Appointed 5th February 2025



Mr. Matthew Ndolo Mwanzia

Senior Human Resource Officer/ Scheme Member

Mr. Matthew Ndolo Mwanzia joined the Council of Legal Education on 1st March 2020 as a Human Resource Assistant and was later promoted to his current role as Senior Human Resource Officer on 1st March 2023.

He holds a Bachelor's Degree in Commerce (Human Resource Management), a Higher Diploma in Human Resource Management, and is a Certified Human Resource Management Professional (CHRPK). Mr. Mwanzia is a member of the Institute of Human Resource Management (IHRM).

Appointed on 15th May 2025.



Mr. Morris Gitonga
Principal Planning and Strategy Officer/Scheme Member

Mr. Morris Gitonga is an accomplished economist and a seasoned professional in policy and strategy. He holds a Bachelor's degree in Economics with IT (First Class Honours) from Maseno University and a Master's degree in Economics from the University of Nairobi. He is currently pursuing a PhD in Economics at Kenyatta University, reflecting his deep commitment to academic and professional excellence.

Mr. Gitonga is a certified Monitoring and Evaluation Practitioner accredited by the Kenya Institute of Management (KIM) and has completed the Senior Management Course (SMC) at the Kenya School of Government. He is also a proud member of the Economists Society of Kenya (ESK).

With over a decade of progressive experience, Mr. Gitonga brings a wealth of expertise in public policy formulation and analysis, strategic planning, research, MTEF budgeting, performance contracting, compliance, and monitoring and evaluation. He has played key roles in the design, implementation, and evaluation of donor-funded projects, as well as the development of institutional strategies and operational plans.

Mr. Gitonga's professional development is further enriched by specialized training in public finance, pension schemes administration, ISO implementation and auditing, public procurement, risk management, data analysis, report writing, and corporate governance.

Before joining the Council of Legal Education, he served at the National Council for Population and Development (NCPD) as a Planning Officer and at the Kenya National Bureau of Statistics (KNBS) as a Research Assistant.

Mr. Gitonga is recognized for his analytical rigor, strategic foresight, and unwavering dedication to public service and institutional development.

Appointed on 15th May 2025



4. Chairperson's Report



The Council is pleased to present the Staff Car Loan and Mortgage Annual Report and Financial Statements for the Council of Legal Education for the year ended June 30, 2025.

The scheme provides staff with the opportunity to purchase land and/or build a house, purchase a ready-made house, request for equity release using a mortgage loan that is repayable within a term of up to twenty (20) years. The CLE scheme will also facilitate staff to acquire motor vehicles through the provision of loans to purchase vehicles repayable within a term of up to five (5) years.

The rationale of the CLE Staff Car Loan and Mortgage Scheme

To effectively execute its mandate towards the realisation of its Vision, CLE endeavours to attract, motivate and retain top talent. The scheme was therefore established as a means to achieving this goal. Through the Scheme, employees access to mortgage and car loans at competitive concessionary interest rates. Since this is a revolving fund, upon a repayment, the funds are lent out to other employees who present an application.

Additionally, administering the scheme and providing affordable housing loans to employees, CLE will be supporting the Government's objective of providing affordable housing units to the public under the Bottom up Economic Transformation Agenda ("BeTA").

Governance and Management of the CLE Staff Car Loan and Mortgage Scheme

CLE has set up a revolving fund to facilitate the operation of the scheme. It also provides the governance and management capacity to run the funds. The loan entitlement and conditions are stipulated in detail in the CLE Staff car loan and mortgage scheme regulations. The CLE staff car loan and mortgage scheme Advisory Committee was appointed to oversee the administration and implementation of the scheme.

Sustainability of the CLE Staff Car Loan and Mortgage Scheme

The Council of Legal Education scheme is currently at Kshs. 184.3 million. To ensure sustainability, the scheme operates as a revolving fund, where the repayments by beneficiaries are utilised to provide loans to new applicants.

CLE is grateful to the Government, which through National Treasury, the Office of the Attorney General and State Law Office and the Salaries and Remuneration Commission has continued to guide and support it to improve the welfare of its staff through the scheme. It is anticipated that the provision of this facility shall encourage the staff to continue undertaking their duties and responsibilities with zeal and patriotism.



*Council of Legal Education Staff Car loan and Mortgage Scheme
Annual Report and Financial Statements for the year ended 30th June 2025*

Annah Konuche

Ms. Annah Konuche

**CHAIRPERSON, CAR LOAN AND MORTGAGE ADVISORY COMMITTEE
COUNCIL OF LEGAL EDUCATION**



5. Report from the Ag. Scheme Administrator

Dear Stakeholders,

The Council has the pleasure of presenting the CLE Staff Car Loan and Mortgage Scheme's financial statements for the financial year 2024/2025. The financial statements comprise of the Statement of Financial Performance, Statement of Financial Position, Statement of Changes in Net Assets and Statement of Cash Flows. The Council employed prudent financial management in line with Government Financial Regulations and International Public Sector Accounting Standards resulting in the facilitation of efficient and effective administration of the CLE Staff Car Loan and Mortgage Scheme.

The CLE Staff Car Loan and Mortgage Scheme's operations and activities for the Financial Year 2024/2025 included the appointment of a new Chairperson for the scheme.

In the financial year, the scheme continued to issue various products of mortgages to staff. The scheme has seen an increase in the uptake of the mortgage and car loan, where staff now own homes and cars hence an improvement in staff wellness. The Council endeavours to ensure sustainability by operating the scheme as a revolving fund, where the repayments by the beneficiaries are utilised to provide loans to new applicants. The Council will continue to mobilise budgetary allocations in subsequent financial years to enable members of staff to access the facility.

I am grateful to the Council members and other stakeholders for the successful establishment, funding and administration of the CLE Staff car loan and mortgage scheme. I encourage all staff members to utilise the facility for the improvement of their welfare and to remain resilient and focused in the performance of their duties.

Ms. Jennifer Gitiri, HSC
**SCHEME ADMINISTRATOR /Ag. SECRETARY/CHIEF EXECUTIVE OFFICER
COUNCIL OF LEGAL EDUCATION**



6. Statement of Performance against Predetermined Objectives

The Council of Legal Education Staff Car Loan and Mortgage Scheme’s performance against Predetermined Objectives is as detailed below:

Strategic Pillar	Objective	Key Performance Indicator	Activities	Achievement
Pillar 4: Institutional strengthening and sustainability.	To provide loan facility for purchase and development of residential houses; and purchase of motor vehicles for personal use. This is to ensure promotion of Staff morale.	Number of staff advanced the Mortgage loan facility and the Car Loan facility to purchase cars for personal use.	To ensure seven (7) Staff members are advanced the Mortgage loan facility and the Car Loan facility to purchase cars for personal use.	In FY 2024/25 five (5) staff members benefited from the mortgage loan.

The Fund did not achieve the FY objective of seven (7) Staff members advanced the facility due to low application. The effect was that the Fund had idle cash as at close of the FY. The Advisory Committee together with the Administrator (NBK), will ensure continuous capacity building to Staff on the importance of the Fund.



7. Corporate Governance Statement

a. Appointment and removal of Staff Car Loan and Mortgage Advisory Committee

The Secretary/ CEO appointed a five (5) member Advisory Committee to oversee the implementation and administration of the scheme as per the CLE staff car loan and mortgage regulation.

b. Roles and functions of the Advisory Committee members

The functions of the Staff Car Loan and Mortgage Scheme Advisory Committee includes;

- i. Advising the CEO on the selection of service provider for the administration of the Scheme.
- ii. Liaising with the service provider to set up a revolving fund for disbursement of loans.
- iii. Supervising the day to day running of the Scheme, supervise the disbursement of funds.
- iv. Forward successful applications with recommendations to the service provider.
- v. Ensure books of account are kept and other records to the scheme of all the loans financed from the scheme.
- vi. Furnish such information regarding the administration of the Scheme as may be required for examination and audit by the Auditor General or under any law.
- vii. Designate or appoint such staff as may be necessary to assist in the administration of the Scheme and may require such staff to carry such inspections as may be necessary to verify any information submitted to the committee.

c. CLE Staff Car Loan and Mortgage Scheme Advisory Committee held meetings as follows:

s/no	Date
1.	8 th August 2024
2.	13 th January 2025
3.	29 th January 2025
4.	26 th May 2025

d. Succession Plan

This shall be done in accordance with the Human Resource Policy and Manual together with the Succession Planning Policy.

e. Existence of a Service Charter

A Service Charter for the timelines for issuance of Staff Car loans and Mortgage is available.



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f. Induction and training, Administration Committee members and member's performance

No induction or training was undertaken.

g. Conflict of interest

This is declared in every meeting held by the Committee. Any member with conflict of interest recuses themselves from the meeting.

h. Fund Committee remuneration

No remuneration is made to the Committee Members.

i. Compliance with existing laws and regulations

The Committee ensures compliance with all existing laws and regulations on the scheme.

j. Ethics and conduct as well as governance audit undertaken

No audit was undertaken in the year. This is planned for the FY 2025/2026.

k. Communication Policy

The Advisory Committee uses the Council's approved Communications Policy.

l. Terms of Reference

The Terms of the Reference for the Staff Car Loan and Mortgage Scheme Advisory Committee includes;

- i. Advising the CEO on the selection of service provider for the administration of the Scheme.
- ii. Liaising with the service provider to set up a revolving fund for disbursement of loans.
- iii. Supervising the day to day running of the Scheme, supervise the disbursement of funds.
- iv. Forward successful applications with recommendations to the service provider.
- v. Ensure books of account are kept and other records to the scheme of all the loans financed from the scheme.
- vi. Furnish such information regarding the administration of the Scheme as may be required for examination and audit by the Auditor General or under any law.
- vii. Designate or appoint such staff as may be necessary to assist in the administration of the Scheme and may require such staff to carry such inspections as may be necessary to verify any information submitted to the committee.

m. Policy on Related Party Transactions

The related party to the fund is the Council of Legal Education that provides funds to run the CLE Staff Car and Mortgage Scheme. The funds are appropriated after the Council Board approves the allocation and transfer of the funds from the main CLE accounts to the Car and/or Mortgage bank account.



8. Management Discussion and Analysis

a) Financial performance

The scheme is a revolving fund valued at Kshs. 184.3 M as of 30th June 2025. In the year under review the fund earned interest of Kshs. 2.4 M on bank deposits.

The CLE Staff Car Loan and Mortgage Scheme's operations and activities for the Financial Year 2024/2025 included issuing of mortgage and car loans.

b) Key projects or investments decision implemented

In the financial year, five (5) members of staff were granted mortgage facilities (Kshs. 42.8M). The Advisory Committee received two (2) more mortgage applications which is awaiting approval of review of regulations.

c) Compliance with statutory requirements

During the Financial Year 2024/2025 CLE Staff Car Loan and Mortgage Scheme complied with the statutory requirements including but not limited to the;

1. PFM Act, 2012 and Regulations 2015.
2. Scheme Regulations, 2020.
3. The Legal Education Act Cap 16 B.

d) Major risks facing the CLE Staff Car Loan and Mortgage Scheme

Liquidity Risk Management

This is the inability of the scheme to finance the applications due to inadequate funds. Council ensures that it has sufficient funds by progressively topping up the scheme funds.

Material arrears in statutory/financial obligations

The CLE Staff Car Loan and Mortgage Scheme is up to date in remitting its statutory and financial obligations.



9. Environmental and Sustainability Reporting

The CLE exists to transform lives. It is one of its purpose; the driving force behind everything it does. It is what guides it to deliver its strategy, putting the citizen first, delivering relevant services, and improving operational excellence. Below is an outline of the organisation's policies and activities that promote sustainability.

i) Sustainability strategy and profile

Under the UN Sustainable Development Goals (SDGs), SDG number 4 introduces inclusive and equitable quality education and promotes lifelong learning opportunities for all. CLE has been at the forefront to harness technology to the advantage of students and legal education providers in service delivery for efficiency and convenience.

CLE has an ERP system that is linked to the student's portal and payment made through M-Pesa has not only made students' registration easier but convenient and they can follow their registration process remotely, view provisional results and any query without the need to visit CLE offices. In the long run, we endeavour to have all our services accessible through this online platform which is both effective and efficient and therefore sustainable for all the stakeholders.

ii) Environmental performance

CLE has established an Environmental Sustainability Committee to champion matters to do with safeguarding the environment. The Committee has developed a draft policy. In addition, being a service corporation, CLE has automated its core functions and use of emails resulting in a considerable reduction in paper-based transactions and therefore, contributing towards the sustenance of the environment. Further, used toner cartridges are disposal through accredited waste disposal firms approved by NEMA ensure environmentally friendly methods on disposal.



Members of staff together with the community participate in a tree planting exercise in a conservancy of the Ngong forest in May 2025.

iii) Employee welfare

The Council of Legal Education developed for implementation, a Succession Planning and Talent Management Policies with a view of improving job satisfaction and performance. CLE initiated the development of a Records Management Policy that will its ability to maintain accurate, reliable records; providing controlled, ready access to them and only retaining those worthy of preservation as part of the vital set-up necessary to meet the challenges faced on records management and past policy decisions.

To ensure employees performed work that accomplished the business needs of CLE, all employees' key performance indicators were aligned with the strategic goals of their departments and their performance reviewed at the end of the year. Employees received feedback during a formal performance review exercise on how effective their performance was relative to the expectations. The Management applied performance ratings fairly and consistently and the rewards were consistent with the employees' performance and qualifications.



With regard to Occupational Health and Safety (OSHA), CLE has continued to ensure Safety and Health for its staff is prioritised by ensuring that the fumigation of offices is done every quarter and additional fire extinguishers were installed at CLE premises.

iv) Marketplace practices

CLE has continuously ensured that its marketplace practices are fair, competitive and transparent. Among others, CLE adheres to the following practices.

a) Responsible competition practice.

CLE's preferred choice of procurement is competitive bidding, mainly open tenders, requests for quotations and requests for proposals. This ensures that firms are given equal opportunity to compete. Council has zero tolerance for corruption and enforces segregation of duties in its activities, especially in constituting procurement processing committees

b) Responsible Supply chain and supplier relations

CLE utilised the mass media to sensitise the public on the procurement opportunities in the organisation. CLE maintains a register of suppliers, which is updated often. Once a contract is awarded, the Council, through the Supply Chain Management Department, ensures full implementation and performance of obligations.

c) Responsible marketing and advertisement

CLE's advertisements are conducted in compliance with Government guidelines, professional and ethical standards. Public communication and publicity campaigns are guided by an approved Corporate Communication Policy.

d) Product stewardship

Law education providers, Law students and their parents/guardians are the primary consumers of our services. We endeavour to satisfy their needs through satisfaction surveys, stakeholder forums and public outreach



10. Report of Staff Car Loan and Mortgage Scheme Advisory Committee

The Scheme hereby submits the report for the year ended June 30, 2025, which shows the state of the scheme affairs.

Principal Activities

The principal activities of the CLE Staff Car Loan and Mortgage Scheme is to enable CLE staff to access mortgage facilities and to purchase cars.

Performance

The Financial statements of the scheme for the year ended June 30, 2025 are set out on page 1 to 5.

Scheme Advisory Committee

The Scheme is administered by the National Bank of Kenya. There is a committee appointed by the Chief Executive Officer charged with the responsibility to;

- i. Advise the CEO on the selection of service provider for the administration of the Scheme,
- ii. Liaise with service provider to set up a revolving fund for disbursement of loans,
- iii. Supervise the day-to-day running of the Scheme, supervise the disbursement of funds,
- iv. Forward successful applications with recommendations to the service provider,
- v. Ensure books of account are kept and other records to the scheme of all the loans financed from the scheme,
- vi. Furnish such information regarding the administration of the Scheme as may be required for examination and audit by the Auditor General or under any law,
- vii. Designate or appoint such staff as may be necessary to assist in administration of the Scheme and may require such staff to carry such inspections as may be necessary to verify any information submitted to the committee.

Auditors

The Auditor General is responsible for the statutory audit of the CLE Staff Car Loan and Mortgage scheme by Article 229 of the Constitution of Kenya, Public Audit Act 2015.

By Order of the Advisory Committee

CHAIR, ADVISORY COMMITTEE
COUNCIL OF LEGAL EDUCATION

NAIROBI

Date..... 28/8/25



11. Statement of Management's Responsibilities

Section 81 of the Public Finance Management Act, 2012 requires CLE staff car loan and mortgage scheme to prepare financial statements. The scheme, gives a true and fair view of the state of affairs of the financial year and the operating results of scheme for that year. The Council is also required to ensure that the scheme keeps proper accounting records, which disclose with reasonable accuracy of the financial position of the scheme. The Council is also responsible for safeguarding the assets of the Scheme.

The Council is responsible for the preparation and presentation of the Scheme's financial statements, which give a true and fair view of the state of affairs for year ended on June 30, 2025. These responsibilities include:

- i) Maintaining adequate financial management arrangements and ensuring that these continue to be effective throughout the reporting period;
- ii) Maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of Scheme;
- iii) Designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements, and ensuring that they are free from material misstatements, whether due to error or fraud;
- iv) Safeguarding the assets of the Scheme;
- v) Selecting and applying appropriate accounting policies; and
- vi) Making accounting estimates that are reasonable in the circumstances.

The Advisory Committee takes responsibility for the scheme's Financial Statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgements and estimates. This should be in conformity with International Public-Sector Accounting Standards (IPSAS), and in the manner required by the PFM Act, 2012, the State Corporations Act, 2010 and Legal Education Act Cap 16 B. As per the Advisory Committee's position, the financial statements of the Scheme give a true and fair view of the state of the Scheme's transactions during the financial year ended June 30, 2025. In addition, it gives the financial position as at that date.

The Advisory Committee further, confirms the completeness of the accounting records are well maintained and could be relied on in the preparation of the CLE staff car loan and mortgage scheme financial statements as well as the adequacy of the systems of internal controls.

Nothing has come to the attention of the Advisory Committee to indicate that the CLE staff car loan and mortgage scheme will not remain a going concern for at least the next twelve (12) months from the date of this statement.



*Council of Legal Education Staff Car loan and Mortgage Scheme
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Approval of the Financial Statements

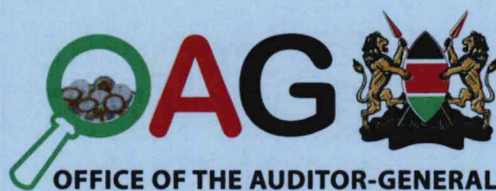
The CLE Staff Car Loan and Mortgage Scheme Financial Statements were approved by the Council on 14/7/ 2025 and signed on its behalf by:

.....
Ms. Annah Konuche
Chair Advisory Committee

.....
Ms. Jennifer Gitiri, HSC
Ag. Chief Executive Officer

REPUBLIC OF KENYA

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Email: info@oagkenya.go.ke
Website: www.oagkenya.go.ke



OFFICE OF THE AUDITOR-GENERAL

Enhancing Accountability

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P.O Box 30084-00100
NAIROBI

REPORT OF THE AUDITOR-GENERAL ON COUNCIL OF LEGAL EDUCATION STAFF CAR LOAN AND MORTGAGE SCHEME FOR THE YEAR ENDED 30 JUNE, 2025

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.

An Unmodified Opinion is issued when the Auditor-General concludes that 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 aim to address the Auditor-General's statutory roles and responsibilities 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 of the Auditor-General on Council of Legal Education Staff Car Loan and Mortgage Scheme for the year ended 30 June, 2025

REPORT ON THE FINANCIAL STATEMENTS

Opinion

I have audited the accompanying financial statements of Council of Legal Education Staff Car Loan and Mortgage Scheme set out on pages 1 to 21, which comprise of the statement of financial position as at 30 June, 2025, and the statement of financial performance, statement of changes in net assets, 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, the financial statements present fairly, in all material respects, the financial position of Council of Legal Education Staff Car Loan and Mortgage Scheme as at 30 June, 2025, and of its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards (Accrual Basis) and comply with the Public Finance Management Act, 2012 and the Council of Legal Education Staff Car Loan and Mortgage Regulations, 2020.

Basis for Opinion

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of the Council of the Legal Education Staff Car Loan and Mortgage Scheme Management in accordance with ISSAI 130 on Code of Ethics. I have fulfilled other ethical responsibilities in accordance with the ISSAI and in accordance with other ethical requirements applicable to performing audits of financial statements in Kenya. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my 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 Information

The Management is responsible for the other information set out on page v to xxv which comprise of Key Fund Information and Management, Chairperson's Report, Report of the Scheme Administrator, Statement of Performance Against Predetermined Objectives, Corporate Governance Statement, Management Discussion and Analysis, Environmental

and Sustainability Reporting, Report of Staff Car Loan and Mortgage Scheme Advisory Committee and Statement of Management's Responsibilities. The Other Information does not include the financial statements and my audit report thereon.

In connection with my audit on the Council of the Legal Education Staff Car Loan and Mortgage Scheme'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 THE 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, I confirm that nothing 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

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 THE 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, I confirm that nothing has come to my attention to cause me to believe that internal controls, risk management, and governance were not effective.

Basis for Conclusion

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 Management and the Scheme Advisory Committee

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Public Sector Accounting Standards (Accrual 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 Scheme's ability to continue as a going concern, disclosing, as applicable, matters related to going concern of services 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 Scheme Advisory Committee is responsible for overseeing the Scheme'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 it

is not a guarantee that an audit conducted in accordance with ISSAIs 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

08 October, 2025



*Council of Legal Education Staff Car loan and Mortgage Scheme
Annual Report and Financial Statements for the year ended 30th June 2025*

13. Statement of Financial Performance for the year ended 30th June 2025

Description	Note	2024/2025	2023/2024
		Kshs.	Kshs.
Revenue from non-exchange transactions			
Transfer from CLE		-	-
Revenue from exchange transactions			
Interest income	7	5,405,671	4,410,933
Total revenue		5,405,671	4,410,933
Expenses			
Administration Expenses	8	2,970,995	1,905,879
Withholding Tax	8	365,201	375,758
Total Expenses		3,336,196	2,281,637
Surplus Before Tax		2,069,475	2,129,296
Surplus after Tax		2,069,475	2,129,296

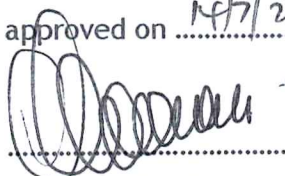
The notes set out on pages 6 to 21 form an integral part of these Financial Statements

The financial statements were approved on 14/7/2025 by:



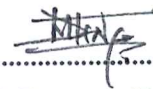
Ms. Annah Konuche
Chairperson
Advisory Committee

Council of Legal Education



Ms. Jennifer Gitiri
Fund Administrator

Council of Legal Education



CPA Duncan Nalwenge
Accountant
Advisory Committee
ICPAK M/No: 14700

Council of Legal Education



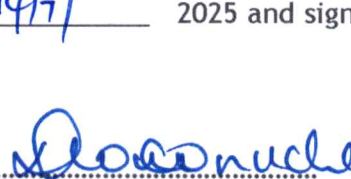
*Council of Legal Education Staff Car loan and Mortgage Scheme
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14. Statement of Financial Position as at 30th June 2025

Description	Note	2024/2025 Kshs.	2023/2024 Kshs.
Assets			
Current assets			
Cash and cash equivalents	9a	82,480,385	113,593,204
Receivables from Exchange transactions	10	6,985,275	5,345,232
Total Current Assets		89,465,660	118,938,436
Non-current assets			
Receivables from Exchange Transactions	10	94,798,109	63,255,858
Total assets		184,263,769	182,194,294
Liabilities			
Total Current Liabilities		-	-
Total liabilities		-	-
Net Assets			
CLE Staff Mortgage Scheme		161,146,242	159,459,635
CLE Staff Car Loan Scheme		21,048,052	20,605,363
Accumulated surplus		2,069,475	2,129,296
Accumulated Surplus and reserves		184,263,769	182,194,294
Total net assets and liabilities		184,263,769	182,194,294

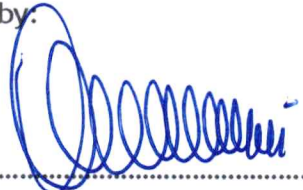
The accounting policies and explanatory notes set out on pages 6 to 21 to these financial statements form an integral part of the financial statements.

The CLE Staff car loan and mortgage scheme financial statements were approved on 14/7/ 2025 and signed by:



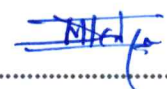
Ms. Annah Konuche
Chairperson
Advisory Committee

Council of Legal Education



Ms. Jennifer Gitiri HSC
Scheme Administrator
Chief Executive Officer

Council of Legal Education



CPA. Duncan Nalwenge
Fund Accountant
Advisory Committee
ICPAK M/No: 14700

Council of Legal Education



*Council of Legal Education Staff Car loan and Mortgage Scheme
Annual Report and Financial Statements for the year ended 30th June 2025*

15. Statement of Changes in Net Assets for the year ended 30th June 2025

Description	Staff Mortgage Scheme	Staff Loan Scheme	Car	Accumulated surplus	Total
	Kshs.	Kshs.	Kshs.	Kshs.	Kshs.
As at 1 July 2023	87,641,418	20,125,753		2,297,827	110,064,998
Surplus for the period	-	-		2,129,296	2,129,296
Funds received during the year	70,000,000		-		70,000,000
Interest Capitalized	1,818,217	479,610		-	2,297,827
Transfers	-	-		(2,297,827)	(2,297,827)
As at 30 June 2024	159,459,635	20,605,363		2,129,296	182,194,294
As at 1 st July 2024	159,459,635	20,605,363		2,129,296	182,194,294
Surplus for the period	-	-		2,069,475	2,069,475
Funds received during the year					
Interest Capitalized	1,686,607	442,689			2,129,296
Transfers	-	-		(2,129,296)	(2,129,296)
As at 30 June 2025	161,146,242	21,048,052		2,069,475	184,263,769



*Council of Legal Education Staff Car loan and Mortgage Scheme
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16. Statement of Cash Flows for the year ended 30th June 2025

Description	Note	2024/2025 Kshs.	2023/2024 Kshs.
Cash flows from operating activities			
Receipts			
Interest income	7	5,405,671	4,410,933
Total receipts-		5,405,671	4,410,933
Payments			
Withholding Tax	8	365,201	375,758
Administration Fees	8	2,970,995	1,905,878
Total payments		3,336,196	2,281,636
Net Cash flows from Operating Activities		2,069,475	2,129,297
Effects of Working Capital Changes			
Decrease/Increase in Trade and other payables		-	-
Total Working Capital Changes		-	-
Cash flows from investing activities			
Proceeds from loan principal repayments	12	6,603,529	4,567,538
Loan disbursements paid out	13	(40,800,000)	(32,794,000)
Cash Received from Car Loan Repayment		1,014,177	0
Net cash flows used in investing activities		(33,182,294)	(28,226,462)
Cash flows from financing activities			
Receipts into the mortgage account		-	70,000,000
Receipts into CLE Staff Car Loan account		-	-
Net cash flows used in financing activities		-	70,000,000
Net increase in cash and cash equivalents		(31,112,819)	43,902,835
Cash and cash equivalents at 1 July 2024		113,593,204	69,690,370
Cash and cash equivalents at 30th June 2025	9(a)	82,480,385	113,593,205



*Council of Legal Education Staff Car loan and Mortgage Scheme
Annual Report and Financial Statements for the year ended 30th June 2025*

17. Statement of Comparison of Budget and Actual amounts for the year ended 30th June 2025

Description	Original budget	Adjustments	Final budget	Actual on comparable basis	Performance difference	% of utilization
	Kshs.	Kshs	Kshs.	Kshs.	Kshs.	
	A	b	C=(a+b)	d	e=(c-d)	F=d/c
Revenue						
Transfers from CLE	-	-	-	-	-	-
Interest income	5,405,671	-	5,405,671	5,405,671	-	100%
Total Revenue	5,405,671	-	5,405,671	5,405,671	-	100%
Expenses						
Use of goods and services	1,000,000	-	1,000,000	365,201	634,799	36.6%
Administration Fee	4,405,671	-	4,405,671	2,970,995	1,434,676	67.4%
Taxation	-	-	-	-	-	-
Finance cost	-	-	-	-	-	-
Expenditure	5,405,671	-	5,405,671	3,336,196	2,069,475	
Surplus for the period				2,069,475		

Use of goods and services - this was the cost of withholding tax on the interest received. This was low due to high disbursement hence lower balance in the accounts.

Administration Fee - not all applications for car and mortgage loans were approved in the period, hence the reduction in the administration fees.



*Council of Legal Education Staff Car loan and Mortgage Scheme
Annual Report and Financial Statements for the year ended 30th June 2025*

18. Notes to the Financial Statements

1. General Information

CLE is established by Legal Education Act Cap 16 B. It has established the CLE Staff Car Loan and Mortgage Scheme in accordance to the Salaries and Remuneration Commission Circular No. SRC/ADM/CIR/1/13 Vol. III (128) of 17th December 2014, and the National Treasury Circular ZZ/MOF/26/03/86 of 16th September 2015 and ZZ/MOF/26/03/86/A (134) of 16th March 2016. CLE formulated the Staff Car Loan & Mortgage Scheme Regulation of 2020 that were approved by its Board on 16th December 2020.

The Scheme is owned by CLE whose offices are located in Nairobi, Kenya.

2. Statement of Compliance and Basis of Preparation

The Financial Statements have been prepared on a historical cost basis except for the measurement at re-valued amounts of certain items of property, plant and equipment, marketable securities and financial instruments at fair value, impaired assets at their estimated recoverable amounts and actuarially determined liabilities at their present value. The preparation of financial statements in conformity with International Public Sector Accounting Standards (IPSAS) allows the use of estimates and assumptions. It also requires management to exercise judgement in the process of applying the CLE Staff car loan and mortgage scheme accounting policies. The scheme did not have areas involving a higher degree of judgement or complexity, or assumptions and estimates that are significant to the financial statements.

The financial statements have been prepared and presented in Kenya Shillings, which is the functional and reporting currency of the CLE Staff Car Loan and Mortgage Scheme.

The financial statements have been prepared in accordance with the PFM Act, 2012, the State Corporations Act, 2012, and Section 28 of the Legal Education Act No. 27 of 2012 and International Public Sector Accounting Standards (IPSAS). The accounting policies adopted have been consistently applied to all the years presented.



*Council of Legal Education Staff Car loan and Mortgage Scheme
Annual Report and Financial Statements for the year ended 30th June 2025*

Notes to the Financial Statements (Continued)

3. Adoption of New and Revised Standards

- a. New and amended standards and interpretations in issue effective in the year ended 30 June 2025.

None was adopted by CLE.

- b. New and amended standards and interpretations in issue but not yet effective in the year ended 30th June 2025.

Standard	Effective date and impact:
IPSAS 47: Revenue	<p><i>Applicable 1st January 2026</i></p> <p>This standard supersedes IPSAS 9- Revenue from exchange transactions, IPSAS 11 Construction contracts and IPSAS 23 Revenue from non- exchange transactions. This standard brings all the guidance of accounting for revenue under one standard. The objective of the standard is to establish the principles that an entity shall apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flow arising from revenue transactions.</p> <p><i>This will not affect the CLE staff car loan and mortgage scheme</i></p>
IPSAS 48: Transfer Expenses	<p><i>Applicable 1st January 2026</i></p> <p>The objective of the standard is to establish the principles that a transfer provider shall apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of expenses and cash flow arising from transfer expense transactions. This is a new standard for public sector entities geared to provide guidance to entities that provide transfers on accounting for such transfers.</p> <p><i>This will not affect the CLE staff car loan and mortgage scheme</i></p>
IPSAS 49: Retirement Benefits Plan	<p><i>Applicable 1st January 2026</i></p> <p>The objective is to prescribe the accounting and reporting requirements for the public sector retirement benefit plans which provide retirement to public sector employees and other eligible participants. The standard sets the financial</p>



*Council of Legal Education Staff Car loan and Mortgage Scheme
Annual Report and Financial Statements for the year ended 30th June 2025*

Standard	Effective date and impact:
	statements that should be presented by a retirement benefit plan. <i>This will not affect the CLE staff car loan and mortgage scheme</i>

c. Early adoption of standards

The CLE Staff car loan and mortgage scheme did not early - adopt any new or amended standards in the year 2024/2025.



*Council of Legal Education Staff Car loan and Mortgage Scheme
Annual Report and Financial Statements for the year ended 30th June 2025*

4. Significant Accounting Policies

a) Revenue recognition

i) Revenue from non-exchange transactions

Transfers from other government entities

Revenues from non-exchange transactions with other government entities are measured at fair value and recognized on obtaining control of the asset (cash, goods, services and property). In case the transfer is free from conditions, it is probable that the economic benefits or service potential related to the asset will flow to the CLE Staff car loan and mortgage scheme and can be measured reliably. To the extent that there is a related condition attached that would give rise to a liability to repay the amount, the amount is recorded in the statement of financial position and realised in the statement of financial performance over the useful life of the assets that has been acquired using such funds.

ii) Revenue from exchange transactions

Interest income

Interest income is accrued using the effective yield method. The effective yield discounts estimated future cash receipts through the expected life of the financial asset to that asset's net carrying amount. The method applies this yield to the principal outstanding to determine interest income for each period.

d. Budget information

The original budget for FY 2024-2025 was approved by the Council. Subsequent revisions or additional appropriations were made to the approved budget in accordance with specific approvals from the Council. The additional appropriations are added to the original budget by the CLE Staff car loan and mortgage scheme upon receiving the respective approvals from the Council and The National Treasury and Planning to conclude the final budget. Accordingly, the Council of Legal Education recorded no appropriation on the 2024-2025 budget following the governing body's approval.

CLE staff car loan and mortgage CLE Staff car loan and mortgage scheme budget is prepared on a different basis to the actual income and expenditure disclosed in the financial statements. The financial statements are prepared on accrual basis using a classification based on the nature of expenses in the statement on financial performance, whereas the budget is prepared on a cash basis.

e. Financial Instruments

IPSAS 41 addresses the classification, measurement and de-recognition of financial assets and financial liabilities, introduces new rules for hedge accounting and a new impairment model for financial assets. The Scheme does not have any hedge relationships and therefore the new hedge accounting rules have no impact on Schemes financial statements. A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. At initial recognition, the entity measures a



*Council of Legal Education Staff Car loan and Mortgage Scheme
Annual Report and Financial Statements for the year ended 30th June 2025*

financial asset or financial liability at its fair value plus or minus, in the case of a financial asset or financial liability not at fair value through surplus or deficit, transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability.

1) Financial assets

Classification of financial assets

The Scheme classifies its financial assets as subsequently measured at amortised cost, fair value through net assets/ equity or fair value through surplus and deficit on the basis of both the entity's management model for financial assets and the contractual cash flow characteristics of the financial asset. A financial asset is measured at amortized cost when the financial asset is held within a management model whose objective is to hold financial assets in order to collect contractual cash flows and the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal outstanding. A financial asset is measured at fair value through net assets/ equity if it is held within the management model whose objective is achieved by both collecting contractual cashflows and selling financial assets and the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding. A financial asset shall be measured at fair value through surplus or deficit unless it is measured at amortized cost or fair value through net assets/ equity unless an entity has made an irrevocable election at initial recognition for particular investments in equity instruments.

Subsequent measurement

Based on the business model and the cash flow characteristics, CLE Staff Car Loan and Mortgage Scheme classifies its financial assets into amortized cost or fair value categories for financial instruments. Movements in fair value are presented in either surplus or deficit or through net assets/ equity subject to certain criteria being met.

Amortized cost

Financial assets that are held for collection of contractual cash flows where those cash flows represent solely payments of principal and interest, and that are not designated at fair value through surplus or deficit, are measured at amortized cost. A gain or loss on an instrument that is subsequently measured at amortized cost and is not part of a hedging relationship is recognized in profit or loss when the asset is de-recognized or impaired. Interest income from these financial assets is included in finance income using the effective interest rate method.

Fair value through net assets/ equity

Financial assets that are held for collection of contractual cash flows and for selling the financial assets, where the assets' cash flows represent solely payments of principal and interest, are measured at fair value through net assets/ equity. Movements in the carrying amount are taken through net assets, except for the recognition of impairment gains or losses, interest revenue and foreign exchange gains and losses which are recognized in surplus/deficit. Interest income from these financial assets is included in finance income using the effective interest rate method.



Fair value through surplus or deficit

Financial assets that do not meet the criteria for amortized cost or fair value through net assets/ equity are measured at fair value through surplus or deficit. A business model where the entity manages financial assets with the objective of realizing cash flows through solely the sale of the assets would result in a fair value through a surplus or deficit model.

Trade and other receivables

Trade and other receivables are recognized at fair values less allowances for any uncollectible amounts. Trade and other receivables are assessed for impairment on a continuing basis. An estimate is made of doubtful receivables based on a review of all outstanding amounts at the year end.

Impairment

The CLE Staff car loan and mortgage scheme assesses on a forward-looking basis, the expected credit loss (ECL) associated with its financial assets carried at amortized cost and fair value through net assets/equity. CLE Staff and Mortgage Scheme recognizes a loss allowance for such losses at each reporting date. The scheme does not have Critical estimates and no significant judgments were made by management in determining the ECL.

2) Financial liabilities

Classification

The entity classifies its liabilities as subsequently measured at amortized cost except for financial liabilities measured through profit or loss.

f. Contingent liabilities

The Scheme does not recognize a contingent liability but discloses details of any contingencies in the notes to the financial statements, unless the possibility of an outflow of resources embodying economic benefits or service potential is remote.

The CLE Staff car loan and mortgage scheme had no contingent liability during the year.

g. Contingent assets

The CLE Staff Car Loan and Mortgage Scheme does not recognize a contingent asset but discloses details of a possible asset whose existence is contingent on the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the schemes in the notes to the financial statements. Contingent assets are assessed continually to ensure that developments are appropriately reflected in the financial statements. If it has become virtually certain that an inflow of economic benefits or service potential will arise and the asset's value can be measured reliably, the asset and the related revenue are recognized in the financial statements of the period in which the change occurs.

The CLE staff Car Loan and Mortgage Scheme had no contingent assets during the year.



h. Nature and purpose of reserves

CLE Staff Car Loan and Mortgage Scheme creates and maintains reserves in terms of specific requirements. Reserves are listed as below;

- i) Accumulated Surplus - this is the sum of all accumulated surplus and deficits as at the reporting date.
- ii) CLE Staff car loan and mortgage scheme - this represents funds set aside for the operation of the Scheme.

i. Changes in accounting policies and estimates

The CLE Staff car loan and mortgage scheme recognizes the effects of changes in accounting policy retrospectively. The effects of changes in accounting policy are applied prospectively if retrospective application is impractical.

j. Foreign currency transactions

Transactions in foreign currencies are initially accounted for at the ruling rate of exchange on the date of the transaction. Trade creditors or debtors denominated in foreign currency are reported at the statement of financial position reporting date by applying the exchange rate on that date. Exchange differences arising from the settlement of creditors, or from the reporting of creditors at rates different from those at which they were initially recorded during the period, are recognized as income or expenses in the period in which they arise.

k. Related parties

The CLE Staff car loan and mortgage scheme regards a related party as a person or entity with the ability to exert control individually or jointly, or to exercise significant influence over the Scheme, or vice versa. Members of key management are regarded as related parties and comprise the Directors/ Trustee, the Scheme Managers, and Scheme Accountant.

l. 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 the National Bank of Kenya at the end of the financial year.

m. Comparative figures

There were no prior year amendments to comparative figures.

n. Events after the reporting period

There were no material adjusting and non-adjusting events after the reporting period.

o. Ultimate and Holding CLE Staff Car Loan and Mortgage Scheme



*Council of Legal Education Staff Car loan and Mortgage Scheme
Annual Report and Financial Statements for the year ended 30th June 2025*

The scheme is established under Section 24 (4) PFM Act, 2012, under the Council of Legal Education. Its ultimate parent is the Government of Kenya.

p. Currency

The financial statements are presented in Kenya Shillings (Kshs.)

5. Significant judgement and sources of estimation uncertainty

The preparation of the CLE staff car loan and mortgage Scheme's financial statements in conformity with IPSAS requires management to make judgments, estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities, at the end of the reporting period. However, uncertainty about these assumptions and estimates could result in outcomes that require a material adjustment to the carrying amount of the asset or liability affected in future periods.

a. Estimates and assumptions

The key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date, have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year. However, existing circumstances and assumptions about future developments may change due to market changes or circumstances arising beyond the control of the Scheme. Such changes are reflected in the assumptions when they occur.

b. Useful lives and residual values

The useful lives and residual values of assets are assessed using the following indicators to inform potential future use and value from disposal:

- i) The condition of the asset is based on the assessment of experts employed by the Scheme.
- ii) The nature of the asset, its susceptibility and adaptability to changes in technology and processes.
- iii) The nature of the processes in which the asset is deployed.
- iv) Availability of scheme to replace the asset.
- v) Changes in the market in relation to the asset.



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Note 6: Transfers from CLE

Description	2024/2025	2023/2024
	Kshs.	Kshs.
Transfer from CLE	-	70,000,000
Total	-	70,000,000

Note 7: Interest income

Description	2024/2025	2023/2024
	Kshs.	Kshs.
Interest Income from Mortgage Loans	2,901,622	1,813,641
Interest Income from Car Loans	69,373	92,237
Interest Income on Bank Deposits	2,434,676	2,505,055
Total Interest Income	5,405,671	4,410,933

The CLE staff car loan and mortgage Scheme funds earned interest at the rate of 3% p.a.

Note 8: Use of Goods and Services

Description	2024/2025	2023/2024
	Kshs.	Kshs.
Administration Fee	2,970,995	1,905,879
Withholding Tax Charged on Interest Income / payable	365,201	375,758
Total use of Goods and Services	3,336,196	2,281,637

The amount of interest earned on the deposits attract a withholding tax of 15% that is deducted at source by the scheme banker.

Note 9a: Cash and cash equivalents

Description	2024/2025	2023/2024
	Kshs.	Kshs.
CLE Staff Mortgage Account	20,299,778	17,984,018
CLE Staff Car loan Account	62,180,607	95,609,186
Total Cash and Cash equivalents	82,480,385	113,593,204



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Note 9b:

Detailed analysis of the cash and cash equivalents in banks:

		2024/2025	2023/2024
Financial Institution	Account number	Kshs.	Kshs.
Mortgage and Car Loan Fund			
Mortgage Account - National Bank of Kenya	01521244901101	62,180,607	95,609,186
Car loan Account - National Bank of Kenya	01521244901100	20,299,778	17,984,018
Grand Total		82,480,385	113,593,204

Note 10: Receivables from Exchange transactions

Description	2024/2025		2023/2024	
	Kshs.		Kshs.	
Current Receivables				
Current Loan Repayments Due		6,985,275		5,345,232
Total Current Receivables		6,985,275		5,345,232
Non- Current Receivables				
Long Term Loan Repayments Due		94,798,109		63,255,858
Total Non-Current Receivables		94,798,109		63,255,858
Total Receivables		101,783,384		68,601,090
Ageing analysis (receivable from exchange transactions)	Current FY	%of total	Comparative FY	%of total
Less than 1 year	6,985,275	7%	5,345,232	8%
Over 2 years	94,798,109	93%	63,255,858	92%
Total	101,783,384	100%	68,601,090	100%

Note 11: Reserves

Description	2024/2025	2023/2024
	Kshs.	Kshs.
CLE staff Mortgage Reserve	161,146,242	159,459,635
CLE staff Car loan Reserve	21,048,052	20,605,363



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Surplus	2,069,474	2,129,296
Total car loan and mortgage	184,263,768	182,194,294

Note 12: Principal Repayments

Description	2024/2025	2023/2024
	Kshs.	Kshs.
Mortgage Principal Repayments	5,840,791	3,723,248
Car Loan Principal Repayments	762,738	844,290
Total car loan and mortgage	6,603,529	4,567,538

Note 13: Loan Disbursements Paid Out

Description	2024/2025	2023/2024
	Kshs.	Kshs.
Mortgage Loan Disbursements	40,800,000	30,864,000
Car Loan Disbursements	-	1,930,000
Total car loan and mortgage	40,800,000	32,794,000

13. Financial risk management

The Scheme's activities expose it to a variety of financial risks including credit and liquidity risks and effects of changes in foreign currency. The CLE Staff Car Loan and Mortgage Scheme's overall risk management programme focuses on the unpredictability of changes in the business environment and seeks to minimise the potential adverse effect of such risks on its performance by setting acceptable levels of risk. The CLE Staff Car Loan and Mortgage Scheme does not hedge any risks and has in place policies to ensure that credit is only extended to customers with an established credit history.

The CLE Staff Car Loan and Mortgage Scheme's financial risk management objectives and policies are detailed below:

i) Credit risk

The CLE Staff Car Loan and Mortgage Scheme has exposure to credit risk, which is the risk that a counterparty will be unable to pay amounts in full when due. Credit risk arises from cash and cash equivalents, and deposits with banks, as well as trade and other receivables and available-for-sale financial investments.



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Management assesses the credit quality of each customer, taking into account its financial position, past experience and other factors. Individual risk limits are set based on internal or external assessment in accordance with limits set by the directors. The amounts presented in the statement of financial position are net of allowances for doubtful receivables, estimated by the Scheme management based on prior experience and their assessment of the current economic environment.

The carrying amount of financial assets recorded in the financial statements representing CLE Staff Car Loan and Mortgage Scheme’s maximum exposure to credit risk without taking account of the value of any collateral obtained is made up as follows:

Description	Total amount Kshs.	Fully performing Kshs.	Past due Kshs.	Impaired Kshs.
At 30 June 2025				
Receivables from Exchange Transactions-Car loans and mortgages	101,783,385	101,783,385	-	-
Receivables from Non-Exchange Transactions	-	-	-	-
Bank Balances	82,480,384	82,480,384	-	-
Total	184,263,769	184,263,769	-	-
At 30 June 2024				
Receivables from Exchange Transactions- Car loans and mortgages	68,601,090	68,601,090	-	-
Receivables from Non-Exchange Transactions	-	-	-	-
Bank Balances	113,593,204	113,593,204	-	-
Total	182,194,294	182,194,294	-	-

ii) Liquidity risk management

Ultimate responsibility for liquidity risk management rests with the CLE Staff car loan and mortgage scheme Administrator, who has built an appropriate liquidity risk management framework for the management of the Scheme’s short, medium, and long-term Scheming and liquidity management requirements. The scheme administrator manages liquidity risk through continuous monitoring of forecasts and actual cash flows.

Description	Less than 1 month Kshs.	Between 1-3 months Kshs.	Over 5 months Kshs.	Total Kshs.
At 30 June 2025				
Trade Payables	-	-	-	-
Total	-	-	-	-



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At 30 June 2025				
Trade Payables	-	-	-	-
Total	-	-	-	-

iii) Market risk

The Council has put in place an Internal Audit function to assist it in assessing the risk faced by the scheme on an ongoing basis, and evaluate and test the design and effectiveness of its internal accounting and operational controls.

Market risk is the risk arising from changes in market prices, such as interest rates, equity prices and foreign exchange rates which will affect the CLE Staff Car Loan and Mortgage Scheme’s income or the value of its holding of financial instruments. The objective of market risk management is to manage and control market risk exposures within acceptable parameters, while optimising the return. Overall responsibility for managing market risk rests with the Audit and Risk Management Committee.

The CLE Staff Car Loan and Mortgage Scheme’s Finance Division is responsible for the development of detailed risk management policies and for the day-to-day implementation of those policies.

There has been no change to the CLE Staff Car Loan and Mortgage Scheme’s exposure to market risks or the manner in which it manages and measures the risk.

iv) Interest rate risk

This is the risk that the CLE Staff Car Loan and Mortgage Scheme’s financial condition may be adversely affected as a result of changes in interest rate levels. The Scheme’s interest rate risk arises from bank deposits. This exposes the scheme to cash flow interest rate risk. The interest rate risk exposure arises mainly from interest rate movements on the Scheme’s deposits.

Management of interest rate risk

To manage the interest rate risk, management has endeavoured to bank with institutions that offer favourable interest rates.

Sensitivity analysis

The CLE Staff car loan and mortgage scheme analyses its interest rate exposure on a dynamic basis by conducting a sensitivity analysis. This involves determining the impact on profit or loss of defined rate shifts.

The sensitivity analysis for interest rate risk assumes that all other variables, in particular foreign exchange rates, remain constant. The analysis has been performed on the same basis as the prior year.



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v) Capital Risk management

The objective of the Scheme’s capital risk management is to safeguard the funds’ ability to continue as a going concern. The Scheme capital structure comprises of the following funds:

Description	2024/2025	2023/2024
	Kshs.	Kshs.
Revolving CLE Staff Car Loan and Mortgage Scheme	182,194,294	180,064,998
Accumulated surplus	2,069,474	2,129,296
Total CLE Staff Car Loan and Mortgage Scheme Funds	184,263,768	182,194,294
Less: cash and bank balances	(82,480,384)	(113,593,204)
Net debt/ (excess cash and cash equivalents)	101,783,384	68,601,090
Gearing	55%	38%

14. Related party balances

a) Nature of related party relationships

Entities and other parties related to the Scheme include those parties who have ability to exercise control or exercise significant influence over its operating and financial decisions. Related parties include management personnel, their associates and close family members. CLE Car Loan and Mortgage Scheme is related to the following entities:

- National government
- Fund Key Management.
- The Committee.

b) Related party transactions

i. Transfers from related parties

Description	2024/2025	2023/2024
	Kshs.	Kshs.
Transfers from related parties	-	70,000,000

ii. Key management remuneration

Description	2024/2025	2023/2024
	Kshs.	Kshs.
Advisory Committee Members	-	-



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15. Events after the Reporting Period

There were no material adjusting and non- adjusting events after the reporting period.

16. Ultimate and Holding Entity

CLE Car Loan and Mortgage Scheme is a Fund under the sponsorship of Council of Legal Education which is a Semi-Autonomous Government Agency (SAGA).

17. Currency

The financial statements are presented in Kenya Shillings (Kshs) rounded to the nearest shilling.



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19. Annexes

Annex I: Progress on Follow Up of Prior Year Auditor’s Recommendations

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

Reference No. on the external audit Report	Issue / Observations from Auditor	Management comments	Status: (Resolved / Not Resolved)	Timeframe: (Put a date when you expect the issue to be resolved)
N/A				



.....
 Ms. Jennifer Gitiri, HSC
 Ag. Chief Executive Officer
 Scheme Administrator/CEO

Date..... 28/8/25





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Annex II: Inter-entity Confirmation Letter

The Council of Legal Education wishes to confirm that no amounts were disbursed to the Scheme as at 30th June 2025 as indicated in the table below.

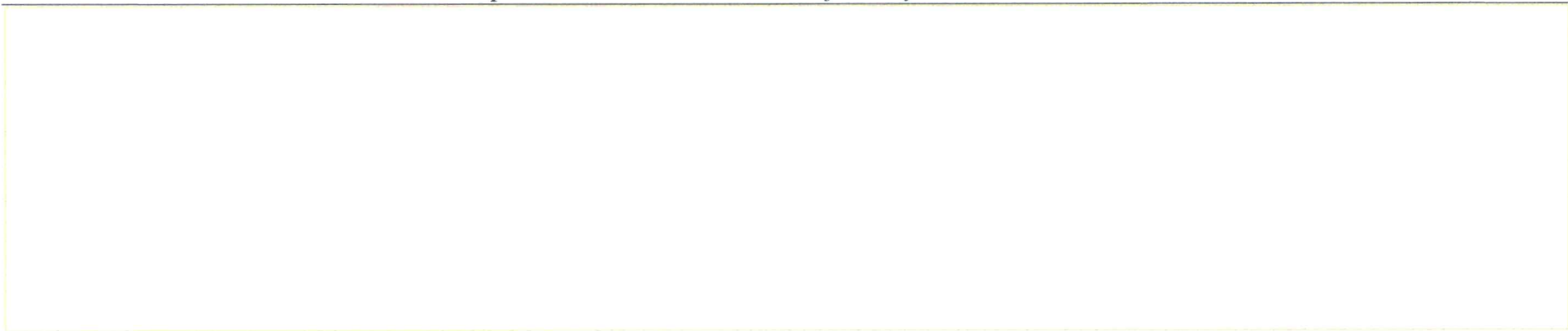
Confirmation of amounts received by CLE Staff Car Loan and Mortgage Scheme as at 30 th June 2025								
Reference Number	Date Disbursed	Amounts received by CLE Staff Car Loan and Mortgage (KShs) as at 30th June 2025				Total (D)=(A+B+C)	Amount Received by CLE Staff Car Loan and Mortgage Scheme (KShs) as at 30 th June 2025 (E)	Differences (KShs) (F)=(D-E)
		Recurrent (A)	Development (B)	Inter-Ministerial (C)				
		-	-	-	-	-	0	
Total	-	-	-	-	-	-	-	

I confirm that the amounts shown above are correct as of the date indicated.

<p>Accountant</p> <p>CPA Duncan Nalwenge CLE Car Loan and Mortgage Scheme</p> <p>Sign: </p> <p>Date: <u>28/8/25</u></p>	<p>Director QCL</p> <p>Ms. Annah Konuche Council of Legal Education</p> <p>Sign: </p> <p>Date: <u>28/8/25</u></p>
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Annex III: Reporting of Climate Relevant Expenditures

Name and contact details of contact person

Project Name	Project Description	Project Objectives	Project Activities					Source Of CLE Staff Car Loan and Mortgage Schemes	Implementing Partners
				Q1	Q2	Q3	Q4		
N/A									

Council of Legal Education (CLE) Staff Car Loan and Mortgage Scheme did not have expenditure under this category.



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Annex IV: Disaster Expenditure Reporting Template

Date:						
CLE Staff Car Loan and Mortgage Scheme						
Period to which this report refers (FY)	N/A				Quarter	
Name of Reporting Officer	N/A					
Contact details of the reporting officer:	Email				Telephone	
Column I	Column II	Column III	Column IV	Column V	Column VI	Column VII
Programme	Sub-programme	Disaster Type	Category of disaster-related Activity that requires expenditure reporting (response/recovery/mitigation/preparedness)	Expenditure item	Amount (Kshs.)	Comments

Council of Legal Education (CLE) Staff Car Loan and Mortgage Scheme did not have expenditure under this category.