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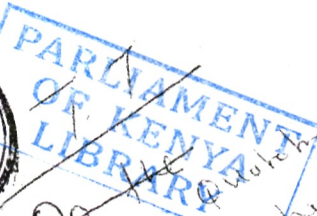
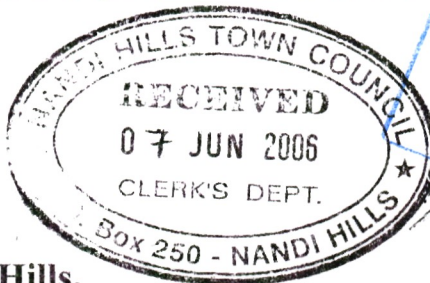
P.O. Box 30084-00100
NAIROBI

KENYA NATIONAL AUDIT OFFICE

ABA/NDH/TC.37(30)

5 July 2006

The Town Clerk,
Town Council of Nandi Hills,
P.O Box 250,
Nandi Hills.



**REF: REPORT OF THE CONTROLLER AND AUDITOR GENERAL
ON THE AUDITED ABSTRACTS OF ACCOUNTS OF THE TOWN
COUNCIL OF NANDI HILLS FOR FOUR YEARS ENDED 30 JUNE
2003 AND FOR ONE (1) YEAR ENDED 30 JUNE 2004**

Attached hereto, please find the Report of the Controller and Auditor General on the audited Abstracts of Accounts of the Town Council of Nandi Hills for four (4) years ended 30 June 2003 and for one (1) year ended 30 June 2004. Please make arrangements to publish, print and submit two hundred and fifty (250) copies of the report and Abstracts of Accounts to the Minister for Finance for tabling in the National Assembly in accordance with Section 25 of the Public Audit Act, 2003. It would be appreciated if you could send eight (8) copies to KENAO for necessary action.

Eric O. Onyango
Deputy Director of Audit
For: Controller and Auditor General

Copy to:

The Permanent Secretary
Ministry of Local Government
Nairobi

REPUBLIC OF KENYA

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NAIROBI



KENYA NATIONAL AUDIT OFFICE

**REPORT OF THE CONTROLLER AND AUDITOR GENERAL ON THE
ABSTRACT OF ACCOUNTS OF THE TOWN COUNCIL OF NANDI HILLS FOR
THE YEAR ENDED 30 JUNE 2004**



KENYA NATIONAL AUDIT OFFICE

REPORT OF THE CONTROLLER AND AUDITOR GENERAL ON THE ABSTRACT OF ACCOUNTS OF THE TOWN COUNCIL OF NANDI HILLS FOR THE YEAR ENDED 30 JUNE 2004

The attached Abstract of Accounts for the Town Council of Nandi Hills for the year ended 30 June 2004 have been audited under my direction in accordance with Section 23 of the Public Audit Act, 2003.

1. Respective Responsibilities of the Council and the Controller and Auditor General

The Council is responsible for the preparation of the Abstracts of Accounts which give a true and fair view of the Council's state of financial affairs and its operating results. My responsibility is to express an independent opinion on the financial statements based on my audit.

2. Basis of Opinion

The audit was conducted in accordance with the International Standards on Auditing. Those standards require that the audit be planned and performed with a view to obtaining reasonable assurance that the financial statements are free from material misstatements. An audit includes examination, on a test basis, of evidence supporting the amounts and disclosures in the financial statements. It also includes an assessment of the accounting principles used and significant estimates made by the Council as well as evaluating the overall financial statements' presentation. I believe my audit provides reasonable basis for my opinion.

3. Qualification Points

3.1 Non-Submission of Accounts, Opening Balances, Format and Accuracy of the Accounts

- (i) The Town Council of Nandi Hills was carved out of the County Council of Nandi and started operating on its own in 1992. Although Section 229(1) of the Local Government Act, Cap 265, requires the Council to prepare and submit for audit Abstracts of Accounts not later than six months after the year end, or any such later date as in any particular case the Minister

may determine, the Council did not prepare and submit its Abstracts of Accounts for the eight (8) years from 1992/1993 to 1998/1999 for audit. The Council was therefore in breach of the law.

- (ii) The Abstract of Accounts for 1999/2000 were the first to be prepared and submitted for audit. However, in the absence of audited and certified accounts for 1998/1999 the source and accuracy of the opening balances for the year 1999/2000 as at 1 July 1999 and for all the subsequent years including the year 2003/2004 now under review could not be confirmed.
- (iii) The Abstract of Accounts for 2003/2004 have been prepared using a format which is not approved by the Minister for Local Government as required by the law. Further, the Council did not maintain proper books of account and records. The main cash book, daily and monthly abstracts of receipts, income and expenditure ledgers, salaries and wages summary sheets, payrolls, bank reconciliation statements and vote books were not made available for audit verification. In addition, no comparative figures for the previous year were shown in the Abstract of Accounts contrary to the requirement of the International Financial Reporting Standards. In the absence of audited and certified Accounts for the period 1992/1993 to 1998/1999, approved format of accounts and properly maintained books of account and records, the accuracy of the Abstracts of Accounts, as a whole, could not be ascertained.

3.2 Fixed Assets

The Consolidated Balance Sheet Capital Outlay balance was reflected as Kshs.9,055,000.00 as at 30 June 2004. Included in the Capital Outlay balance of Kshs.9,055,000.00 is value of land and buildings amount of Kshs. 3,550,000.00 which was not analysed. Further, ownership documents and valuation reports were not made available for audit review. Provisions for depreciation and renewals fund were also not made in the Accounts under review. In the absence of ownership documents, proper valuation reports and provision for depreciation and renewals fund, the ownership, existence, security, location and accuracy of the Fixed Assets balance could not be confirmed.

3.3 Cash and Cash Equivalents

The Cash and Cash Equivalents balances increased from an overall net overdraft of Kshs.40,800.00 as at 30 June 2003 to Kshs 193,000.00 as at 30 June 2004. However, the Council did not maintain a main cash book. Further, monthly bank reconciliations statements, bank balances confirmation certificates and physical cash count certificates were not made available for audit verification. Under the circumstances, the accuracy of the Cash and Cash Equivalents balance of Kshs.193,000.00 as at 30 June 2004 could not be confirmed.

3.4 Debtors and Prepayments

The Debtors and Prepayments balances increased from Kshs.1,200,000.00 as at 30 June 2003 to Kshs.2,904,574.00 as at 30 June 2004. However, supporting schedules, lists and control ledger accounts were not made available for audit. Further, although the Council was owed Kshs.608,360.00 in respect of imprests and advances by some ex-councillors, the amount was not reflected in the Accounts under review. No action appears to have been taken to recover the amount. In the absence of inclusion of outstanding imprests and properly maintained Debtors Control Ledger, schedules, lists and analyses, the accuracy of the Debtors and Prepayments figure of Kshs.2,904,574.00 as at 30 June 2004 could not be ascertained.

3.5 Creditors and Accruals

Included in the Current Liabilities balance of Kshs.3,131,348.00 are Creditors and Accruals amounting to Kshs.2,690,348.00 as at 30 June 2004. The Council did not however maintain Creditors Control Ledger. Further, no supporting schedules or lists were made available for audit review. Consequently, it has not been possible to confirm the accuracy of the Creditors and Accruals balances or to ascertain that the amount of Kshs.3,131,348.00 is fairly stated in the financial statements for the year ended 30 June 2004.

3.6 Irregular Payments

During the year 2003/2004, the Council paid Kshs.1,421,380.00 for goods and services allegedly delivered. However, the payment vouchers were not properly supported by relevant documents. In addition, the Council paid its councillors and staff unauthorized and unbudgeted "Token Christmas Gifts" worth Kshs.553,700.00. The Councillors were also paid Kshs.76,000.00 and Kshs.75,000.00 in respect of "Courtesy Call" and "funeral attendance" allowances respectively. No explanations or evidence was provided to show that the "Courtesy Calls" and "funeral attendance" were official undertakings. Furthermore, the Council has not taken any action to have the expenditures ratified and approved by the Minister for Local Government. Under the circumstances, the payments were irregular and should not be a charge on public funds.

4 Opinion

In view of the stated reservations at paragraphs 3.1 to 3.6 above, I am unable to give the certificate required under Section 24(2) of the Public Audit Act, 2003 that:-

- (i) All the information and explanations required for the purpose of the audit were received;
- (ii) The Accounts were properly maintained and are in order;
- (iii) The Balance Sheet presents a true and fair view of the financial position of the Council as at 30 June 2004;
- (iv) The Revenue Accounts give a true and fair view of the income and expenditure for the year ended 30 June 2004;
- (v) Due provision has been made for the repayment of all moneys borrowed by the Council;
- (vi) Adequate amounts have been set aside for depreciation and renewal of the assets of the Council; and
- (vii) The Accounts comply with the Local Government Act, Cap 265.



E. N. MWAI
CONTROLLER AND AUDITOR GENERAL

NAIROBI

26 June 2006

TOWN COUNCIL OF NANDI HILLS

**P.O. BOX 250,
NANDI HILLS.**

**ABSTRACTS OF ACCOUNTS
FOR THE YEAR ENDING
30TH JUNE 2004**

MINISTRY OF LOCAL GOVERNMENT
LOCAL AUTHORITIES MONITORING SYSTEM

ABSTRACTS OF ACCOUNTS
RECEIPT LETTER

This is to confirm/acknowledge that NANDI HILLS T. COUNCIL
(Name of Local Authority)

has submitted the Abstracts of Accounts for FY 2003/2004
(Fiscal Year)

to the Controller and Auditor General (C&AG)

Date 16TH DECEMBER, 2004
(Date)

Received by [Signature]
(Signature)

RICHARD DBIND NYAGWACHI
(Print Name)

Position PRINCIPAL AUDITOR 'L'
(Title)

KENYA NATIONAL AUDIT OFFICE
RIFT VALLEY PROVINCE
P. O. Box 1050
NAKURU

TOWN COUNCIL OF NANDI HILLS

All Correspondence to be
Addressed to the
Town Clerk

P.O. Box 250
NANDI HILLS

Our Ref: G.21(b) Vol.1/182/2004

15th December, 2004

**The Permanent Secretary,
Ministry of Local Government,
P.O. Box 30004,
NAIROBI.**

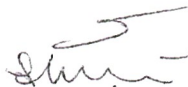
Dear Sir,

REF: ABSTRACTS OF ACCOUNTS – FY 2003/2004

We kindly forward the Abstracts of Accounts for the year ended 30th June 2004.

Thank you.

Yours faithfully,



Lilian J C Plapan (Mrs)
TOWN CLERK.

CC. The Permanent Secretary,
Ministry of Finance,
P.O. Box 30007
NAIROBI.

The Co-ordinator,
Kenya Local Government Reform Programme,
P.O. Box 30004,
NAIROBI.

The Director Local Authorities Inspectorate
P.O. Box 30004
NAIROBI.

The Representative
Controller & Auditor General
P.O. Box 30084,
NAIROBI.

The Provincial Local Government Officer
Rift Valley Province
P.O. Box 2580
NAKURU.

LJCP/Ejt.

TOWN COUNCIL OF NANDI HILLS

MINUTES of the 24th (special) Full Council meeting held on 15th December 2004 at Town Hall at 12.30p.m.

PRESENT

COUNCILLORS

- | | | | |
|----|---------------|---|-------------------------|
| 1. | William Lagat | - | Council's Chairman |
| 2. | Wilson Rotich | - | Council's Vice Chairman |
| 3. | Simion Yama | - | Member |
| 4. | Paul Sambu | - | Member |
| 5. | Joel Ngetich | - | Member |

IN ATTENDANCE

- | | | | |
|----|--------------------------|---|-----------------------------|
| 1. | Lilian J.C. Plapan (Mrs) | - | Town Clerk |
| 2. | John Ketter | - | Ag. Treasurer |
| 3. | Wilson Tallam | - | Accountant - Taking minutes |

FC24/1/04 - PRAYERS

Were said by Cllr. Simion Yama

FC24/2/04 - APOLOGIES

Received by Cllr. Rael Choge


FC24/3/04 - ADOPTION OF FINANCE, STAFF & GENERAL PURPOSES COMMITTEE - ABSTRACTS OF ACCOUNTS 2003/2004

The Chairman of Finance, Staff and General Purposes Committee presented the above Abstracts of Accounts for the year ended 30th June 2004 for discussion. The Abstracts of Accounts were discussed and it was RESOLVED.

That Finance Staff and General Purposes Committee minutes be adopted.

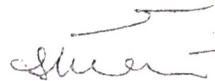
Being no other business the meeting ended at 1.35p.m.

CONFIRMED:



CHAIRMAN

CONFIRMED:



CLERK

TOWN COUNCIL OF NANDI HILLS

FINANCE, STAFF AND GENERAL PURPOSES COMMITTEE.

MINUTES of the 20th special meeting of Finance, Staff and General purposes committee held on 15th December 2004 at Town Hall, Nandi Hills at 11.00a.m.

PRESENT

COUNCILLORS

1. Simion Yama - Committee Chairman
2. William Lagat - Council's Chairperson
3. Wilson Rotich - Council's Vice Chairman
4. Paul Sambu - Member

PRESENT BY INVITATION

1. Joel Ngetich - Nominated

IN ATTENDANCE

1. Lilian J. C. Plapan (Mrs) - Town Clerk
2. John Ketter - Ag. Town Treasurer
3. Wilson Tallam - Accountant - Taking minutes

FSGPC: 20/1/04 - PRAYERS

Said by Cllr. Wilson Rotich

FSGPC: 20/2/04 - APOLOGIES

Received by Cllr. Rael Choge

FSGPC: 20/3/04 - CONFIRMATION OF PREVIOUS MINUTES

The above minutes dated 23rd November 2004 were confirmed as true records of Council proceedings upon proposal by Cllr. Willson Rotich and seconded by Cllr. Paul Sambu.

FSGPC: 20/4/04 - ABSTRACTS OF ACCOUNTS FOR THE YEAR 2003/2004

The Ag. Treasurer presented to members the Abstracts of Accounts then ended 30th June 2004. He explained that the submission of same to various concerns was to be done on or before 31st December 2004.

The members discussed the abstracts of Accounts with a General Rate Fund deficit of Kshs.2,628,150/= .

It was **resolved**, that the abstracts of Accounts for the year ended 30th June 2004 be approved and forwarded to Ministry of Local Government.

Being no other business to transact the meeting ended at 12.10p.m.

CONFIRMED:



CHAIRMAN

CONFIRMED:



CLERK

TOWN COUNCIL OF NANDI HILLS

TREASURER'S REPORT

1.1. INTRODUCTION

I have the pleasure of presenting the accounts for town council of Nandi Hills for the period ending 30th June, 2004.

The accounts have been proposed in accordance with section 229(i) of the local Government Act (Cap 265). This council has eight operational divisions and or responsibility centers which are further divided into two funds namely:

1. General Rate Fund Accounts, 1 -5
2. Local Authority transfer fund account

1.2. RESPONSIBILITY CENTRE ACCOUNT STATEMENT

Each individual responsibility centre financial performance is given separately. These performance statements of receipts and expenditure are in Kenya Shillings which then are compared to the approved budget for the approved budget for the year under review. The detailed performance statements for 2003/2004 are summarized to give a summary account to give a one page picture of the operation of the general fund.

1.3. OVERALL AUTHORITY PERFORMANCE:

The Authority's performance reflected an overall deficit of KShs. 2,431,810/=

1.4. BALANCE SHEET

Whereas other financial statements are based on a receipt expenditure convention, balance sheet is based on a converted receipt (or income) and expenditure basis by the introduction of debtors and creditors outstanding.

SIGNED BY:



Town Treasurer.

Date 15th day of December, 2004



Town Clerk

Date 15th day of December, 2004

TOWN COUNCIL OF NANDI HILLS

ABSTRACTS OF ACCOUNTS FOR THE YEAR ENDING 30TH JUNE 2004

CONSOLIDATED BALANCE SHEET.

FIXED ASSETS	NOTES	KSHS.	KSHS.	KSHS.
Capital Outlay	2.3			9,055,000
CURRENT ASSETS				
Debtors & Prepayments		2,904,547		
Cash & Cash Equivalents	3.0 (b)	196,431	3,100,978	
CURRENT LIABILITIES				
	3.1		<u>3,131,348</u>	<u>-30,370</u>
				<u>9,024,630</u>
FINANCED BY:				
Capital Discharge			9,055,000	9,055,000
RCCO				
Balance b/f		-33,699		
General Fund		<u>-2,628,150</u>	-2,661,849	
Balance c/f			<u>2,631,479</u>	<u>30,370</u>
				<u>9,024,630</u>

TOWN COUNCIL OF NANDI HILLS
ABSTRACT OF ACCOUNTS FOR THE PERIOD ENDING YEAR 30TH JUNE,2004

GENERAL RATE FUND ACCOUNT

BALANCE SHEET.

	NOTES	KSHS.	KSHS.	KSHS.
FIXED ASSETS				
Capital Outlay	-2.4			6,930,000
CURRENT ASSETS				
Debtors & Prepayments	-3.0	2,143,547		
Cash & Cash equivalents		-	2,143,547	
CURRENT LIABILITIES				
Creditors & Accruals	-3.1		2,690,348	-546,801
				6,383,199
FINANCED BY:				
Capital Discharged			6,930,000	6,930,000
General Fund b/f		-33,699		
General Fund		-2,628,150	2,661,849	-2,661,849
Balance C/Forward				4,268,151
				2,115,048
				<u>6,383,199</u>

TOWN COUNCIL OF NANDI HILLS

ABSTRACT OF ACCOUNTS FOR PERIOD YEAR ENDING 30TH JUNE 2004

LATE BALANCE SHEET.

	NOTES	KSHS.	KSHS.
FIXED ASSETS.			
Capital Outlay	-2.4		2,125,000
CURRENT ASSETS			
Debtors		761,000	
Cash and Cash equivalent	3.0(a) (ii)	196,431	
LESS		957,431	
CURRENT LIABILITIES.			
Internal borrowing from General Fund	-3.0	441,000	<u>516,431</u>
			<u>2,641,431</u>
FINANCED BY:			
Discharged Capital		2,125,000	
Balance C/Forward		516,431	2,641,431

TOWN COUNCIL OF NANDI HILLS

ABSTRACT OF ACCOUNTS FOR THE YEAR ENDING 30TH JUNE 2004

SUMMARY GENERAL RATE FUND

	KSHS.
Clerk's Department	-1937110
Treasurer's Department	4394871
Markets & Trade Department	527421
Pool of Vehicles Department	-1310222
Community Department	-1085165
Conservancy Department	-763275
Civic	-2524240
NET SURPLUS/DEFICIT TO GRF	-2,628,150

TOWN COUNCIL OF NANDI HILLS
MISSION STATEMENT
TO OVERSEE THE SMOOTH OPERATIONS OF THE COUNCIL
PERSONNEL ADMINISTRATION.
ABSTRACTS OF ACCOUNT 2003/04.
CLERK'S DEPARTMENT

SUBJECTURE HEAD	KSHS.	KSHS.	BUDGET VARIANCE %	ACTUAL 2003/04 %TOTAL EXPEND.
	APPROVED	ACTUAL 03/04		
PERSONNEL EXPENDITURE				
Salaries & Wages	1099500	619135	-44%	
House Allowances	690000	354000	-47%	
Leave Allowances	29209	20800	-29%	
Contribution to N.S.S.Fund	19200	14400	-33%	
Contribution to Provident Fund	249225	121800	-51%	
Responsibility Allowances	-	95049	-	
Arrears of Salaries	-	43270	-	
TOTAL EMPLOYEES EMOL.	2087134	1268454	-64%	67%

OPERATIONS				
Training & Exams	80000	99150	24%	
Travelling & Subsistance All.	40000	419000	947%	
Water & Electricity	24000	14040	-71%	
Upkeep of Grounds	-	9400	-	
Postage & Telephone	26000	14454	-44%	
Entertainments	-	59000	-	
Clothing & Uniforms	11500	7050	-39%	
TOTAL OPERATIONS	181500	622094	210%	30%

SUPPLIES & SERVICES				
Printing & stationeries	-	41876	-	2%
TOTAL SUPPLIES & SERVICES	-	41876	-	
REPAIRS & MAINTENANCE				
Office related	11000	15090		
TOTAL RAM	11000	15090	37%	0.80%
TOTAL EXPENDITURE	2279634	1947510	-15%	100%

LESS INCOME				
Hire of Social Hall	42228	10400	1%	
NET SURPLUS/DECIFIT	2237406	-1937110	-13%	199%

TOWN COUNCIL OF NANDI HILLS
 ABSTRACTS OF ACCOUNTS ENDING 30TH NANDI HILLS
 TREASURER'S DEPARTMENT

SUBJECTIVE HEAD.

PERSONNEL	APPROVED BUDGET KSHS.	ACTUAL 2003/04 KSHS.	BUDGET DIFF KSHS.	VARIANCE %
Salaries & Wages	1118976	806058	312918	-28%
House Allowances	648000	468000	180000	
Leave Allowances	29840	25880	3960	
Responsibility Allowances	-	33000	33000	
Arrears of Salaries	-	43120	43120	
Contribution to NSS Fund	16800	14400	2400	
Contribution to Provident Fund	209069	114120	94949	
Contribution to Super Fund	30715	18588	12127	
TOTAL EMPLOYEES EXP.	2053400	1523166	682474	-26%
OPERATIONS:				
Travelling & Sub Allowances	60000	207400	147400	
Training & Exams	56000	-	-56000	
Accountancy Fee	15000	-	-15000	
Bank Charges	36748	68510	31762	86%
Statutory Payments	-	636158	636158	
Overtime -Bonus	-	4500	4500	
TOTAL OPERATIONS	167748	916568	748820	446%
SUPLIES & SERVICES				
Printing & Stationeries	-	120428	120428	
TOTAL SUPPLIES & SERVICES	-	120428	120428	100%
REPAIRS & MAINTENANCE				
On Office & Houses	28185	15175	13010	-46%
TOTAL EXPENDITURE	2226148	2575337	349189	-17%
LESS INCOME.				
Bus Park fees	864846	840710	241136	-3%
Land Clearance Certificate	-	14800	-	
Single Business Permit	1323470	1321020	2450	-0.20%
Penalty on Permits	52500	91500	39000	74%
Produce Cess (20%)	2301000	2084124	216876	-9%
House Rents	500250	512985	12735	25%
Land Rates	530000	1082334	552334	104%
Site Value Rates	383742	562413	179671	47%
Recoveries	-	31507	315067	-
Trade Application	71850	145255	73405	102%
TOTAL INCOME	6026658	6970208	94550	16%
NET SURPLUS/ (DEFICIT)	3800510	4394871	594361	16%

TOWN COUNCIL OF NANDI HILLS
ABSTRACTS OF ACCOUNTS FOR PERIOD ENDING 30TH JUNE 2004
MARKETS & TRADE DEPARTMENT

SUBJECTIVE HEAD:

PERSONNEL	APPROVE	ACTUAL	BUDGET	BUDGET	%T.EXP.
	BUDGET	2003/04	DIFFERENCE	VARIANCE	
	KSHS	KSHS	KSHS	%	
Salaries & Wages	305160	216480	-88680	-29%	
House Allowances	150000	114000	36000	-24%	
Leaave Allowances	9120	3320	-5800	-64%	
Contribution to NSSFund	9600	7200	-2400	-25%	
Contribution to Provident Fund	58674	41160	-17514	-30%	
Arrears of Salaries	-	11000	-	-	
TOTAL PERSONNEL EMOL.	532554	393160	139394	-26%	
OPERATIONS:					
Clothings & Uniforms	1500	5025	-3525	235%	
Overtime Bonus	-	-	-	-	
Electricity & Water Bills	19200	28102	-8902	46%	
Equipments, Tools & Materials	2500	-	-2500	-100%	
TOTAL OPERATIONS	20700	35627	-14927	72%	8%
REPAIRS & MAINTAINANCE					
On Slaughter House	10700	41432	30732	287%	
TOTAL RAM	-	41432	-	100%	8%
TOTAL EXPENDITURE	418254	470219	51966	12%	100%
LESS: DEPARTMENTAL INCOME					
Barter Market Fees	108620	804045	695425	640%	
Slaughter Fees	137760	1232345	14525	-10%	
Stall & Stores Rent	71357	58350	13007	-18%	
Misc. Income	52000	12010	39990	77%	
TOTAL INCOME	369737	997640	627903	170%	
NET SURPLUS/(DEFICIT)	-48517	527421	478904	1087%	112%

TOWN COUNCIL OF NANDI HILLS.

EXTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 31ST DECEMBER, 200

CONSERVANCY DEPARTMENT.

SUBJECTIVE HEAD

	APPROVED BUDGET KSHS.	ACTUAL 2003/04 KSHS.	BUDGET VARIANCE KSHS.
PERSONNEL			
Salaries & Wages	551280	375059	-177221
House Allowance	300000	275000	-25000
Leave Allowance	16440	10249	-6191
Arrears of Salaries	-	15000	15000
Acting Respon.Allowances	-	8280	8280
Cont.to NSSFund	24000	21588	-2412
Cont.to Provident Fund	103692	88404	15288
TOTAL PERSONNEL	995412	793580	201832
OPERATIONS:			
Dirty Hardwork Bonus	3000	-	-
Clothing & Water	5800	16895	11095
Electricity & Water	10829	11250	451
TOTAL OPERATIONS	19629	28145	8516
REPAIRS & MAINTENANCE			
Equipment, Tools Materials	12503	5600	-6903
Mosquito Control	8800	-	-8800
TOTAL RAM	21303	5600	-15703
TOTAL EXPENDITURE	1036344	827325	209019
LESS SERVICE INCOME			
Burial fees	-	11900	4900
Cultivation fees	-	52150	52150
TOTAL INCOME	1036344	64050	
NET SURPLUS/DEFICIT	-1036344	-763275	273069

TOWN COUNCIL OF NANDI HILLS.

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDING 31ST DECEMBER, 2004

POOL OF VEHICLES DEPARTMENT

SUBJECTIVE HEAD

	APPROVED BUDGET KSHS.	ACTUAL 2003/04 KSHS.	VARIANCE
PERSONNEL			
Salaries & Wages	208440	182354	-26086
House Allowances	108000	108000	-
Leave allowances	6240	4400	-1840
Cont. to NSS Fund	7200	7200	-
Cont. to Provident Fund	40266	37116	-3150
TOTAL PERSONNEL	370146	339070	-31076
OPERATIONS.			
Travelling & Subs. Allowances	8000	131700	123700
Clothing & Uniforms	5500	3050	-2450
Petrol, Oil & Tyres	40000	618290	578290
Insurance on Vehicle	60000	-	-60000
TOTAL OPERATIONS.	113500	753040	639540
REPAIRS & MAINTENANCE.			
On Servicing of Vehicles	83000	218112	
TOTAL RAM	83000	218112	
TOTAL EXPENDITURE	566646	1310222	
NET SURPLUS/DEFICIT	566646	-1310222	743576

TOWN COUNCIL OF NANDI HILLS.

ABSTRACT OF ACCOUNTS FOR THE PERIOD ENDED 31ST DECEMBER, 2004

COMMUNITY DEPARTMENT.

SUBJECTIVE HEAD

	APPROVED 2003/04 KSHS.	ACTUAL 2003/04 KSHS.	BUDGET VARIANCE KSHS.
PERSONNEL			
Salaries & Wages	738360	638042	-100318
House Allowance	348000	348000	-
Leave Allowances	22100	24640	2540
Contr.to NSSFund	25000	23964	-1036
Contr.to Provident Fund	138954	127464	-11490
TOTAL PERSONNEL	1272414	1162110	-85304
OPERATIONS.			
Travelling & Subsistence	1304	-	-1304
Printing & Stationery	2000	-	-2000
Public Holiday Contr.	15000	-	-15000
TOTAL OPERATIONS	18304		-18304
REPAIRS & MAINTENANCE			
Teaching materials	2831	-	-2831
TOTAL EXPENDITURE	1293549	1162110	-106439
LESS SERVICE INCOME			
Nursey School Fees	96646	76945	-19701
NET SURPLUS/DIFICIT	-1196903	-1085165	-86738

TOWN COUNCIL OF NANDI HILLS.

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDING 31ST DECEMBER, 2004.

COUNCILLORS DEPARTMENT.

OPERATIONS	APPROVED 2003/04 KSHS.	ACTUAL 2003/04 KSHS.	BUDGET VARIANCE KSHS.	%T. EXPENDITURE
Chairman's Sitting allowances	180000	132000	48000	-27%
Other Councillors' allowances	924000	923395	605	0.06%
Entertainment	50000	357050	-307050	614.00%
Educational Tours	1080000	714195	365805	-34.00%
Seminars	-	-	-	-
C/Travelling Allowances	50000	397600	-347600	695.00%
TOTAL OPERATIONS	2284000	2524240	240240	
NET SURPLUS/DEFICIT	-2284000	-2524240	-240240	10%

TOTAL COUNCIL OF NANDI HILLS
ABSTRACT OF ACCOUNTS FOR THE YEAR ENDING 30TH JUNE 2004.
LATF ACCOUNT.

	APPROVED BUDGET KSHS.	ACTUAL KSHS.
OPERATIONS		
Bank charges	-	28300
donations (Service Delivery)	-	594000
Bursaries	160000	299500
Gravity Water	250000	101850
Construction of Public Toilets	200000	48400
Construction of Market	200000	240460
Casual Wages	-	6500
Travelling & Subsistence	-	521200
Stationeries	-	4000
Entertainments	-	240000
Survey Fee (Stadium)	300000	29600
Salaries & Allowance	-	1267040
TOTAL OPERATIONS	1110000	3380850
REPAIRS, ALTERATIONS & MAINTENANCE		
On Vehicles	-	138710
Murrumming of Roads	500000	601256
Slaughter House	-	13770
Street Lights Fillings	-	191270
Equipment, Tools, Materials	-	50000
Debt Resolution	-	2129453
Other Expenses	-	974234
TOTAL RAM		4098693
TOTAL EXPENDITURE		7479543
LESS SEVICE INCOME		
LATF Disbursements	7240456	7234453
Direct Deposits	-	441520
TOTAL INCOME		7675973
NET SURPLUS		196430
TOTAL RAM	-	15676929
TOTAL EXPENDITURE	-	7479543

TOWN COUNCIL OF NANDI HILLS

NOTES TO THE ACCOUNTS FOR THE YEAR 2003/2004.

2.1 FIXED ASSETS:

Fixed Assets have been recognised at their fair market value and at cost.

2.2 Depreciation is by way of renewal fund made on straight line basis.

2.3 FIXED ASSETS:

(I) Land & Buildings	2003	Addition	2004
(a) General Fund	-	-	3,550,000
TOTAL			3,550,000

(b) LATE:

Market Construction	350,000	100,000	450,000
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2.4(a) OTHER ASSETS:

(I) Motor Vehicles/Tractors
GRF.

Toyota Pickup KWE 371	900,000	-	900,000
KAB 258Q Ford Tractor	500,000	-	500,000
KAB 100Q Mazda Saloon	980,000	-	980,000
TOTAL			2,380,000
	2,380,000		

(ii) **LATF**

Toyota Saloon KAN 579U	1,500,000	-	1,500,000
	3,880,000		3,880,000

2.4 (b) Office equipment, Tools, Furniture & Fittings

(I) GRF

Furniture & fittings -	200,000	-	200,000
------------------------	---------	---	---------

(ii) LATF.

Furniture & Fittings -	50,000	-	50,000
Computer -	125,000	-	125,000
TOTAL FIXED ASSETS	175,000		175,000

3.0 (a) CASH & CASH EQUIVALENTS.

(i) General Fund Bank

271-970-011	-2446
271-970-028	-1558
271-970-057	<u>573</u>
Overdraft	<u>-3431</u>

(ii) LATF.

271-970-189	<u>196431</u>
Cash	<u>196431</u>

3.0 (a)

(iii) Internal borrowing from LATF to GRF

KSHS. 761,000

TOWN COUNCIL OF NANDI HILLS

ABSTRACT OF ACCOUNT FOR PERIOD YEAR ENDING 30TH JUNE 2004

CREDITORS & ACCRUALS.

	OPENING PAYMENTS		CLOSING
	BALANCE		BALANCE
	KSHS.	KSHS.	KSHS.
3.1(a) GRF.			
NSSF	-	77,960	112,160
KLGWU	-	37,900	46,100
NHIF	-	28500	11,360
SACCO	-	288,000	122,468
PAYE	-	102,911	58,028
KLGOSF	-	31,922	34,692
LAPE	-	501,325	626,457
ALGAK	-	-	140,500
Advertising agents	-	-	157,417
Salaries & Allowances	-	-	235,966
NH CORP.	-	-	384,000
Debt Resolution - LATF	-	-	761,200
TOTAL CREDITORS & ACCRUALS			2,690,348

TOWN COUNCIL OF NANDI HILLS
ABSTRACT OF ACCOUNTS FOR THE YEAR ENDING 30TH JUNE 2004.

3.0 (b)

(i) (a) **DEBTORS & PREPAYMENTS**
G R F

	OPENING BALANCE 1.07.03	AMOUNT DUE	RECEIPTS	CLOSING BALANCE
House Rents	-	123,400	110,000	13,400
Property Rates	1,200,000	700,000	575,000	1,325,000
CILOR	223,680	55,920	-	279,600
Advances to Staff & Councillors	150,000	249,000	315,067	84,547
Internal Borrowing				
G.Fund to LATF	-	441,000	-	441,000
TOTAL DEBTORS	1,573,680	1,569,320	1,000,067	2,143,547

TOWN COUNCIL OF NANDI HILLS.
 FINAL ACCOUNTS FOR THE YEAR ENDING 30TH JUNE, 2004.
 MONTHLY SUMMARY EXPENDITURE:

SUBJECTIVE HEAD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
Salary & Wages	364581	330158	6694	958060	327617	54000	-	394061	326676	644051	158984	45381	3,610,263
Casual Wages	4000	-	2737	-	2000	12000	-	4400	4700	11700	6500	-	48,037
Arrear of Salaries	45270	2800	5000	23940	11000	4000	8000	-	19380	5000	5000	10000	139,390
Leave allowances	13320	-	5800	12720	21920	1560	-	7840	10160	9440	7380	-	90,140
Sitting Allowances	83000	79000	27000	99445	135000	45500	93500	164000	50000	106450	88000	84500	1,055,395
Travelling & Subs Allw.	75300	2400	30800	44900	81500	277700	102200	115400	186000	6000	134300	218800	1,275,300
Water & Electricity Bills	4230	3910	4230	4110	2300	7520	3510	3315	5600	6550	2850	5377	53,502
Petrol, Oil & Tyres	53230	55680	25770	58380	30480	29820	59300	57220	63790	58190	69980	783550	1,345,390
Printing & Stationeries	7576	2678	25822	45914	37000	410	4512	16113	2892	4019	3424	11944	162,304
Postage & Telephones	836	460	320	825	450	2423	1200	2090	342	1821	850	2837	14,454
Kapngeluny SACC0	-	-	-	884369	-	-	-	-	200000	-	-	-	1,184,369
Repairs & Maintenance	69470	54090	21064	139190	38335	60569	36698	30163	313520	57475	10000	29980	860,554
Donation	8700	-	-	92600	243736	40500	43164	64200	40100	9700	-	60000	602,700
Bursaries	2000	-	-	61500	92500	24500	3000	99500	6000	-	11000	-	299,500
Super Fund	-	31922	-	-	-	-	-	-	-	-	-	-	31,922
Councillors Entertainments	20400	-	8500	9100	13530	166400	-	103800	20720	-	6800	7800	357,050
Tools & Equipment	1600	800	1600	5385	5800	1600	800	700	5700	2400	800	800	27,985
Clothing & Uniforms	-	-	20150	-	-	-	-	-	-	7920	-	4000	32,020
Motivation measures	2000	-	-	-	-	-	4500	-	-	-	-	-	6,500
Educational Tour	-	714195	-	-	-	-	-	-	-	-	-	-	714,195
Statutory Deductions	77960	604236	-	-	-	28500	-	161464	200000	-	-	477160	1,549,320
Acting Responsibility	-	-	-	25675	-	85000	-	-	17474	-	-	-	128,049
Training & Exam fee	-	46950	-	-	-	-	-	-	52200	-	-	-	99,150
Clerks' Entertainment	-	-	-	-	-	59000	-	-	-	-	-	-	59,000
Construction of roads	-	-	-	17500	22250	143200	-	44746	339800	1000	32760	-	601,256
Street Lights	-	-	-	-	-	15270	-	-	6000	70000	100000	191270	382,540
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	96,262	96,262
Market Construction	3200	-	-	-	-	-	-	-	-	-	25000	215460	272,460
Gravily Water	-	-	-	-	-	19110	82740	-	-	-	-	-	203,700
Toilets (Bus Park)	-	-	-	-	4240	500	1470	-	-	2700	-	-	57,310
Survey Fee (Stadium)	-	-	-	-	-	-	-	19600	-	-	-	10000	29,600
Misc. Expenses	-	-	-	-	-	-	-	-	6750	-	-	-	6,750
Welfare	-	-	-	-	-	37900	-	-	-	-	-	-	37,900
TOTALS	836673	1929279	185487	2483513	1069658	1116982	444594	1288612	1877804	1004316	663628	1608901	14,509,447

TOWN COUNCIL OF NANDI HILLS.

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDING 30TH JUNE, 2004.
MONTHLY INCOME - GENERAL RATE FUND.

SUBJECTIVE HEAD	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
Land Rates	-	-	-	-	-	-	-	-	-	-	-	-	-
Site Value Rates	207759	8180	6000	6000	1157	17764	6300	55610	308135	549331	121092	29345	1,092,334
Bus Park	55300	56180	60400	58840	39392	77232	69480	44000	43560	44600	33050	46340	562,413
Licenses (Permits)	86400	83100	97620	105150	64840	56100	126500	70660	75260	86660	94890	92100	840,710
Trade Applications	9300	6600	5400	9600	33300	40400	24600	20300	171300	291500	123600	60900	1,321,020
Penalty fees	27520	9250	9100	17500	12235	5550	24600	20300	14650	18800	9770	8450	145,250
House Rents	36410	27900	20900	24300	2450	8750	1750	350	3550	9590	-	1690	91,500
LATF disbursement	-	-	-	3256705	30950	36000	34450	32250	151575	53150	30100	35000	512,985
Tea Cess (20%)	-	1556176	-	-	55000	245000	-	2819276	-	-	1231992	68000	7,675,973
Market fees	65155	77590	60275	56125	74600	316429	69525	35455	82525	81990	77260	72805	2,084,124
Stalls/Stores rent	15500	5100	5700	6400	3000	50740	2700	600	6100	4000	4150	1800	804,045
Slaughter fees	19155	10505	6690	3975	-	3300	9485	10215	12375	14100	12595	21620	58,350
Burfiest fees	2000	1200	600	600	1000	2520	1000	600	1200	2300	600	800	123,235
Nursery fees	4345	1930	6675	6390	8690	1260	5250	8970	11550	8980	4500	8405	11,900
Hire of Hall	5600	1200	-	-	1200	-	-	-	-	-	-	2400	76,945
Land C. Certificate.	1300	1500	-	-	4500	-	-	-	-	-	-	-	10,400
Cultivation fees	400	200	-	-	-	-	6000	37500	7450	600	-	-	14,800
Hire of Council Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	52,150
Application fee(Kiosks)	-	-	-	-	-	-	-	-	-	-	-	-	-
Site Rent (Kiosks)	-	-	-	-	-	-	-	-	-	-	-	-	-
Recoveries	106097	12200	-	-	-	-	-	-	-	-	-	-	315,067
Misc. Income	400	-	-	-	-	-	-	1800	1400	3600	4110	700	12,010
TOTAL	642,641	1,858,811	279,360	3,551,585	332,314	861,045	357,040	3,243,336	1,298,919	1,172,201	1,747,709	450,355	15,795,216

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NAIROBI

KENYA NATIONAL AUDIT OFFICE

REPORT OF THE CONTROLLER AND AUDITOR GENERAL ON THE
ABSTRACTS OF ACCOUNTS OF THE TOWN COUNCIL OF NANDI HILLS
FOR THE FOUR (4) YEARS ENDED 30 JUNE 2003



KENYA NATIONAL AUDIT OFFICE

REPORT OF THE CONTROLLER AND AUDITOR GENERAL ON THE ABSTRACTS OF ACCOUNTS OF THE TOWN COUNCIL OF NANDI HILLS FOR THE FOUR (4) YEARS ENDED 30 JUNE 2003

The attached Abstracts of Accounts of the Town Council of Nandi Hills for the four (4) years ended 30 June 2003 have been audited under my direction in accordance with Section 23(1) of the Exchequer and Audit Act, Cap 412, of the Laws of Kenya.

1. Respective Responsibilities of the Council and the Controller and Auditor General

The Council is responsible for the preparation of the Abstracts of the Accounts which give a true and fair of the Council's state of financial affairs and its operating results. My responsibility is to express an independent opinion on the financial statements based on my audit.

2. Basis of Opinion

The audit was conducted in accordance with the International Standards on Auditing. Those standards require that the audit be planned and performed with a view to obtaining reasonable assurance that the financial statements are free from material misstatements. An audit includes examination, on a test basis, of evidence supporting the amounts and disclosures in the financial statements. It also includes an assessment of the accounting principles used and significant estimates made by the Council as well as evaluating the overall financial statements' presentation. I believe, my audit provides reasonable basis for my opinion.

3.0 Qualification Points

3.1 Non Submission of Accounts, Opening Balances, Format and Accuracy of the Accounts

- (i) The Nandi Hills Urban Council was elevated to a Town Council in 1992. Although Section 229 of the Local Government Act, Cap 265 required the Council to prepare and submit for audit Abstracts of Accounts not later than six months after the account year end or any such later date as in any particular case the Minister may determine, Abstracts of Accounts for

the eight years from 1992/1993 to 1998/1999 have not been prepared and submitted for audit to date. The Council is therefore in breach of the law.

- (ii) The 1999/2000 to 2002/2003 Abstracts of Accounts were the first to be prepared and submitted for audit. Consequently, the source and accuracy of the opening balances as at 1 July 1999 for the year 1999/2000 and for all the subsequent years 2000/2001 to 2002/2003 now under review could not be confirmed.
- (iii) The Council has used the SAS format which has not been approved by the Minister for Local Government. In preparing the Abstracts of Accounts under review. Further, the Council did not maintain proper books of account and records. The main cash book, daily and monthly abstracts of receipts, income and expenditure ledgers, salaries and wages summary sheets, payrolls, banks reconciliation statements and vote books were not made available for audit verification. In addition, no comparative figures for the previous years were shown in the Accounts contrary to the requirements of the International Public Sector Accounting Standards. In the absence of audited and certified Accounts for the period 1992/1993 to 1998/1999, approved format and properly maintained books of account and records, the accuracy of the Accounts under review, as a whole, could not be confirmed.

3.2 Fixed Assets

The Balance Sheet Fixed Assets balances increased from Kshs 1,987,904.00 as at 30 June 2000 to Kshs3,037,302.00 as at 30 June 2003. However, the figure did not include the value of the land and buildings owned by Town Council. Further, capital expenditure of Kshs1,104,991.00 in respect of land and buildings were also excluded from the Balance Sheets during the four years under review. Ownership documents and proper valuation reports were also not made available for audit review. The value of motor vehicles has in the four (4) years remained the same at Kshs2,285,006.00. In addition, there were no schedules made available for audit review supporting furniture and fittings' balances, additions and reductions during the period under review. Under the circumstances, it was not possible to ascertain the ownership, existence, security, location and accuracy of the Council's Fixed Assets included in the respective Balance Sheets.

3.3 Renewals Fund

Section 219(1) of the Local Government Act, Cap.265 provides that a local authority may, and if directed by the Minister, shall create adequate renewals fund to provide for the entire or partial replacement of some or all of the assets, which, owing to depreciation or other cause, will require at some future date to be replaced. However, the Council did not create a Renewals Fund during the four

years period ended 30 June 2003. The Council' was therefore in breach of the law. Further, it is not clear how the Council intends to finance replacement of its assets, in future, in the absence of a Renewals Fund.

3.4 Cash And Bank Balances

The Cash and Bank balances fluctuated from Kshs.9,349.00 in 1999/2000 to Kshs.241,742.00 as at 30 June 2001 and to an overdraft of Kshs.40,800.00 as at 30 June 2003. However, the Council did not maintain the main cash book for posting monthly receipts and payments during the period under review. Further, monthly bank reconciliations, bank balances confirmation certificates and annual boards of survey cash on hand reports were not made available for audit review. Under the circumstances, the accuracy of the Cash and Bank balances could not be confirmed.

3.5 Sundry Debtors and Prepayments

The Sundry Debtors and Prepayments balances reduced from Kshs 2,794,075.00 as at 30 June 2000 to Kshs1,359,000.00 as at 30 June 2003. However, there were no opening balances in respect of Sundry Debtors and Prepayments as at 1 July 1999. Further, Debtors control ledgers, schedules or lists were not made available for audit review. Further, although the Council was owed Kshs.608,360.00 in respect of imprests and advances by some ex-councilors, the amount was not reflected in the Accounts for the year 2002/2003 under review. No action appears to have been taken to recover the amount. In the absence of inclusion of the outstanding imprests and properly maintained Debtors control ledgers, schedules, lists and analyses, the accuracy of the Debtors and Prepayments figure of Kshs.1,359,000.00 as at 30 June 2003 could not be confirmed.

3.6 Current Liabilities

Included in the Current Liabilities were Sundry Creditors balances which decreased from Ksh.1,299,720.00 in 1999/2000 to Kshs485,600.00 as at 30 June 2003. The Council, however, did not maintain creditors control ledgers. Further, no supporting schedules or lists were produced to support the Sundry Creditors balances. Included in the Current Liabilities figures were Arrears of Salaries and Allowances owed to staff and un-remitted statutory deductions which could attract industrial unrests and penalties respectively. However, there were no schedules or registers in support of these amounts. Consequently, it has not been possible to confirm the accuracy of the Sundry Creditors, Arrears of Salaries and Unremitted Statutory Deductions balances as at the end of each year or confirm that they are fairly stated in the financial statements.

3.7 Revenue Accounts

Although the Council maintained a daily abstracts of payments, they contained numerous postings and omissions errors. In addition to the errors, the working papers detailing expenditure items for each department were not produced for audit review. Further, the income daily Abstracts of Accounts for the years 1999/2000 and 2000/2001 were not made available for audit and as a result revenue collections for the two years were not verified. During the years 1999/2000 and 2000/2001, the Council withdrew Kshs9,162,755.00 from the Local Service Charge Account without the authority of the Minister as required by the Ministerial Circular No.16/92. The Council has not explained why it flouted the regulations. Further, the Council paid Kshs315,413.00 in 1999/2000 to 2001/20002 and Kshs200,100.00 in 2002/2003, a total of Ksh515,513.00, without proper supporting documents. The propriety and authenticity of these unsupported payments could not therefore be vouched.

3.8 Outstanding Loans

The Balance Sheets Outstanding Loans balances decreased from Kshs.475,625,000.00 as at 30 June 2000 to Kshs.135,000.00 as at 30 June 2002 and then increased to Kshs.354,625.00 as at 30 June 2003. The loan was for the construction of rental houses in the township. However, the Council did not maintain a Loans Register to show the principal, interest payable per annum and the amount outstanding at any given time. Further, there were unexplained or unreconciled differences between the amounts indicated as outstanding loans in the Abstracts of Accounts and lenders' statements as follows:-

<u>Date</u>	<u>Amount as per Statement (Kshs.)</u>	<u>Amount as per Accounts (Kshs.)</u>	<u>Difference (Kshs.)</u>
30.06.2000	225,010.05	457,627.00	232,614.95
30.06.2001	210,594.65	265,350.00	54,755.35
30.06.2002	196,049.70	135,000.00	61,049.70
30.06.2003	385,530.00	354,625.00	30,905.40

In the absence of reconciled balances, the accuracy of the Outstanding Loans balances could not be ascertained.

3.9 Local Authorities Transfer Fund (LATF)

- (i) During the period under review, the Council received LATF grants amounting to Kshs22,775,696.00 as shown below:

<u>Year</u>		<u>Amount</u> <u>Kshs</u>
1999/2000	-	2,824,706.00
2000/2001	-	6,244,309.00
2001/2002	-	6,830,703.00
2002/2003	-	6,875,978.00
Total		<u>22,775,969.00</u>

However, the Council did not maintain and prepare separate and distinct books of account and complete LATF financial statements as required by Section 9 of the Local Authorities Transfer Fund Act, 1998. The Council was therefore in breach of the law.

- (ii) During the years 1999/2000 and 2000/2001, the Council made five (5) payments amounting to Kshs 1,803,570.80 as detailed here below:
- (a) Payment totalling to Kshs892,404.80 was made for procurements done through single sourcing and therefore contrary to the procurement regulations. It is therefore not possible to ascertain whether the Council received best value for money expended;
 - (b) Payments amounting to Kshs485,166.00 were made without supporting documents. The propriety of the expenditure is therefore doubtful;
 - (c) Encashing of bursary cheques by civic leaders of Kshs127,000.00 was done irregularly;
 - (d) Payment vouchers totalling Kshs54,000.00 were missing and therefore could not be examined. The authenticity and propriety of the payments could not therefore be confirmed; and
 - (e) Payments totalling Ksh245,000.00 were not disclosed in the records. The authenticity and propriety of the payments could not therefore be confirmed.

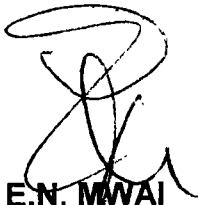
In the absence of proper explanations regarding the above payments, it has not been possible to confirm that LATF totalling Kshs1,803,570.80 were utilized for the intended purposes.

4 Opinion

In view of the foregoing reservations set out in paragraphs 3.1 to 3.9 here above, I am unable to give a certificate as required under Section 2.6(2) of the Act, that:-

- (i) all the information and explanations required for the purpose of the audit were obtained;

- (ii) The Accounts of the Council are in order;
- (iii) The Balance Sheets present a true and fair view of the financial position of the Council as for each of the four (4) respective years under audit;
- (iv) The Revenue Accounts give a true and fair view of the income and expenditure of the Council for each of the four(4) respective years under audit;
- (v) Due provision has been made on account of redemption and repayment of all moneys borrowed by the Council;
- (vi) The amounts set aside for depreciation and renewal of the assets of the Council are adequate and;
- (vii) The Accounts comply with the Local Government Act,265.



E.N. MWAI
CONTROLLER AND AUDITOR GENERAL

NAIROBI

28 June 2006

NANDI HILLS TOWN COUNCIL

P.O. BOX 250, NANDI HILLS,

TEL: (053)643101.

ABSTRACTS OF ACCOUNTS

FY/2002/2003

*Check
copy
certified
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EXTRACT.

Extracts of the minutes of 13th meeting of full council (special) held on Tuesday 16th December 2003 at the Town Hall at 10.00 a.m.

PRESENT.

CLLR.

1. Simion Ngisirei – Council Chairman – Kapsimotwo Ward
2. William Lagat – Council V. Chairman – Mogobich Ward
3. Simion Metto – Chebarus Ward
4. Paul Sambu - Kosoiywo Ward
5. Rael Choge – Nominated – member
6. Joel Ngetich. – Nominated – member

IN ATTENDANCE.

Barnaba G.K. Kosgei – Ag Town Clerk
John K. Ketter – Ag Town Treasurer
Barnabas Birech – Administrative officer – taking minutes.

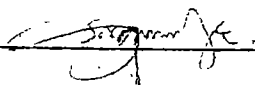
MIN 16/13/FSG/2003 – ABSTRACTS OF ACCOUNTS FOR FY 2001 – 2002 AND 2002 – 2003

RESOLVED:

That the abstracts of accounts for FY 2001-2002 and 2002 – 2003 was approved upon proposal by Cllr. William Lagat and seconded by Cllr. Paul Sambu.

Confirmed:

Chairman _____



Date _____

17/12/2003

NANDI HILLS TOWN COUNCIL
ABSTRACTS OF ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003.

1.1. INTRODUCTION:

In accordance with section 229 of the Local Government Act Cap 265, I submit the abstracts of accounts relating to financial year 2002/2003.

This document has been prepared with a lot of consistency considering the fact that Nandi Hills Town Council is still a small council with limited financial capacity. The application of accounting system excludes valuation of Assets especially in land and buildings.

The authority has seven operational departments, namely: -

- 1) Clerk's department
- 2) Treasurer's department
- 3) Community development department
- 4) Markets & Trade department
- 5) Conservancy department
- 6) Pool of vehicles department and
- 7) Civic department

1.2. The performance statements relates to the income and expenditure for the year under review in Kenya shillings. The following is the Revenue & Expenditure analysis for the financial year 2002/2003.

1.3. REVENUE ITEMS.

Land taxes collection improved by a margin of 33% whereas licenses (permits) increased by 79% as compared to previous financial year.

LATF disbursements has been consistent.

1.4. EXPENDITURE ITEMS.

The ratio of expenditure on personnel, Operations, Repairs & Maintenance and supplies and services is 85:10:3: 2. The personnel expenditure increased by 9% compared to previous financial year of Kshs. 6.2 million. Traveling and subsistence allowance was down by Kshs. 518,000 while safari imprest has an excessive expenditure to the tune of Kshs. 1.1 million. This affected the authority's results.

1.5. OVERALL AUTHORITY PERFORMANCE.

The total authority's expenditure for the financial year under review stood at Kshs. 13.8 million reflecting 32% increase in expenditure.

Corporate receipts fell by 3% compared to previous financial year.

SIGNED _____

AG. TOWN TREASURER

SIGNED _____

AG TOWN CLERK

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

BALANCE SHEET AS AT 30TH JUNE 2003

<u>FIXED ASSETS</u>	<u>KSHS</u>	<u>KSHS</u>	<u>KSHS</u>
Motor Vehicles at cost	3,860,006		
Less Depreciation	822,704	3,037,302	
Fixtures & Fittings		260,000	3,297,302
 <u>CURRENT ASSETS</u>			
Stationery Stocks	18,600		
Cash at Bank	-		
Cash at Hand	7,200		
Advance Payments	159,000		
Sundry Debtors	1,200,000	1,384,800	
 <u>LESS CURRENT LIABILITIES</u>			
Sundry Creditors	485,600		
Bank overdrafts	48,000		
Arrears of salaries	248,060		
Outstanding Loans	354,625		
Un remitted deductions	700,000	1,836,285	(451,485)
<u>NET - CURRENT ASSETS</u>			<u><u>2,845,817</u></u>
 <u>FINANCED BY:-</u>			
LATF Fund		2,879,516	
G.R.F Balances b/f		(33,699)	<u><u>2,845,817</u></u>

Note:
The council acquired a new saloon vehicle worth Kshs. 1,575,000/= in May 2003 and has not been depreciated.

NANDI HILLS TOWN COUNCIL
ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2003
SUMMARY INCOME & EXPENDITURE ACCOUNT

SUBJECTIVE HEAD

CORPORATE INCOME

	Kshs	Kshs	Kshs
Land Rates	577,998.00		
Site Value Rates	213,403.00		
TOTAL LAND TAXES		791,401.00	

Licences (Permits)	1,361,400.00		
20% Tea Cess	2,376,830.00		
Grants - LATF Disb	<u>6,875,978.00</u>	10,614,208.00	
TOTAL CORP. INCOME		11,405,609.00	
Add Service Income		2,329,884.00	
TOTAL AUTHORITY'S INCOME			13,735,493.00

EXPENDITURE

PERSONNEL

	Kshs	Kshs	Kshs
Salaries & Wages	2,875,012.00		
House Allowances	1,795,200.00		
Cont. to N.S.S.Fund	90,908.00		
Cont. to Prov. Fund	243,796.00		
Cont. to Super Fund	22,251.00		
Leave Fares	67,355.00		
Arrears of Salaries	108,900.00		
Motivation Measures	-		
Responsibility Allowances	84,796.00		
Medical Benefits	-		
Others (Civic Allowances)	<u>1,495,250.00</u>		
TOTAL PERSONNEL		6,783,468.00	

OPERATIONS

Travelling & Subs. Allowances	93,085.00		
Staff Training & Exam fee	2,800.00		
Equipments, Tools & Materials	8,035.00		
Councillors Entertainments	99,261.00		
Electricity & Water Bills	23,757.00		
Postage & Telephones	18,155.00		
Overtime /Bonus	91,595.00		
Petrol, oil and tyres	349,079.00		
Insurance on vehicles	32,265.00		
Upkeep of Grounds	18,790.00		
Bank Charges - GRF	29,020.00		
TOTAL OPERATIONS		765,842.00	

SUPPLIES & SERVICES			
Printing & Stationery	276,324.00		
TOTAL SUPPLIES & SERVICES		276,324.00	
REPAIRS & MAINTAINANCE			
Bus Park related	10,000.00		
On Public toilet	9,540.00		
On road drainage	3,380.00		
On Council Vehicles	154,050.00		
TOTAL RAM		176,970.00	
TOTAL EXPENDITURE			8,002,604.00
NET Recurrent Surplus B/F			5,732,890.00
G.R.F balances b/f 30.06.02			36,760.00
Pre-Adjustment Surplus			5,769,650.00
CORPORATE ADJUSTMENTS			
Pre-Adjustment Surplus b/f		5,769,650.00	
Bursary to the needy	206,500.00		
Harambee contributions	32,000.00		
Purchase of ne vehicle	1,575,000.00		
Safari imprests	1,172,100.00		
Cllrs Entertainment - visitors	20,000.00		
Donations	422,300.00		
Algak subscriptions	5,000.00		
Bank charges - LATF Account	74,763.00		
General motor vehicle repairs	27,470.00		
Equipment, tools & materials	504,163.00		
Construction of roads	52,900.00		
N.S.S.Fund	262,612.00		
PAYE	195,676.00		
NHIF	83,100.00		
Staff Welfare	13,300.00		
Christmas tokens	110,700.00		
NARC manifesto	3,000.00		
Advances of salaries/Allowances	159,165.00		
Construction of schools & Disp.	805,000.00		
Gravity water	78,600.00		
TOTAL CORP EXPENDITURE	5,803,349.00	5,803,349.00	
GENERAL RATE FUND SURPLUS			(33,699.00)

NANDI HILLS TOWN COUNCIL
ABSTRACT OF RECURRENT ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

DEPARTMENT	PERSONNEL	OPERATIONS	SUPP. SERVICES	RAM	TOTAL EXP.	RECEIPTS	SURPLUS/DEFICIT	% of S. FINANCING
CLERK'S	1,232,747	53,255	180,800	-	1,466,802	47,200	(1,419,602)	3.0%
TREASURER'S	1,445,643	34,585	95,524	10,000	1,585,752	1,094,775	(490,977)	69%
MARKETS & TRADE	486,286	102,151	-	9,540	597,977	613,350	15,373	102%
COMMUNITY DEV.	1,071,797	-	-	-	1,071,797	63,309	(1,008,488)	6%
POOL OF VEHICLES	341,188	382,364	-	154,050	877,602	89,000	(788,602)	10%
CONSERVANCY	710,557	12,225	-	3,380	726,162	13,200	(712,962)	2%
RENTAL HOUSES	-	-	-	-	-	409,050	409,050	100%
CIVIL EXPENSES	1,495,250	181,261	-	-	1,676,511	-	(1,676,511)	0%
	6,783,468	768,841	2,763,24	176,970	9,002,603	2,329,084	(6,672,719)	29%
SUBJECTIVE HEAD								
CORPORATE INCOME								
Land Rates						577,998		5%
Sit Value Rates						213,403		2%
Licences (Permits)						1,361,400		12%
Tea Cess (20%)						2,376,830		21%
LATF Disbursements						6,875,978		60%
TOTAL Corporate Income						11,405,609		100%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2003

CLERK'S DEPARTMENT

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of Total Expenditure
Hire of Council Hall		47,200.00	
TOTAL INCOME		47,200.00	3%
EXPENDITURE (EMPLOYEES)			
Salaries & Wages	652,756.00		
House Allowances	413,700.00		
Leave allowances	11,555.00		
Cont. to N.S.S.Fund	14,397.00		
Cont. to Prov. Fund	58,343.00		
Staff training & Exam fees	-		
Responsibility Allowance	49,996.00		
Medical benefits	-		
Arrears of Salaries	32,000.00		
TOTAL EMPLOYEES EMOLUMENTS	1,232,747.00		84%
OPERATIONS			
Travelling & Subs. Allowance	7,300.00		
Water & Elect. Bills	16,600.00		
Upkeep of Grounds	11,200.00		
Postage & Telephones	18,155.00		
TOTAL OPERATIONS	53,255.00		4%
SUPPLIERS & SERVICES			
Printing & Stationaries	180,800.00		
TOTAL SUPPLIES & SERVICES	180,800.00		12%
REPAIRS & MAINTENANCE			
Office repairs	-		
Upkeep of Grounds	-		
TOTAL RAM	-		
TOTAL EXPENDITURE		1,466,802.00	100%
SURPLUS /DEFICIT C/F		(1,419,602.00)	98%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2003

TREASURER'S DEPARTMENT

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of Total Expenditure
Bus Park Fees		763,245.00	
Land clearance cert.		10,200.00	
Trade Applications		111,550.00	
Recoveries (imprests)		194,200.00	
Penalty fees		15,580.00	
TOTAL SERVICE INCOME		1,094,775.00	69%
PERSONNEL EXPENDITURE			
Salaries & Wages	754,329.00		
House Allowances	471,500.00		
Leave Allowances	15,670.00		
Cont. to N.S.S. Fund	16,000.00		
Cont. to Prov. Fund	67,093.00		
Cont. to Super Fund	22,251.00		
Responsibility Allowances	34,800.00		
Arrears of salaries	64,000.00		
TOTAL EMPLOYEES EMOLUMENTS	1,445,643.00		91%
OPERATIONS:			
Travelling & Subs Allowances	2,765.00		
Training and Exam	2,800.00		
Bank Charges	29,020.00		
TOTAL OPERATION COSTS	34,585.00		2%
SUPPLIES & SERVICES			
Printing & Stationeries	95,524.00		
TOTAL SUPPLIES & SERVICES	95,524.00		6%
REPAIRS & MAINTENANCE			
On Bus Park related	10,000.00		
TOTAL RAM	10,000.00		1%
TOTAL EXPENDITURE		1,585,752.00	100%
SURPLUS/DEFICIT C/F		(490,977.00)	31%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2003

COMMUNITY DEVELOPMENT DEPARTMENT.

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of T. Expenditure
Nursery School fees		63,309.00	6%
PERSONNEL (EMPLOYEES)			
Staff Salaries & Wages	618,179.00		
House Allowances	357,500.00		
Leave fares	21,580.00		
Council Cont. to N.S.S. Fund	23,942.00		
Council Cont. to Prov. Fund	50,596.00		
Arrears of salaries	-		
TOTAL EMOLUMENTS	1,071,797.00		100%
OPERATIONS			
Travelling & Sub. Allowances	-		
Printing & Stationery	-		
Teaching Materials	-		1%
TOTAL EXPENDITURE	-	1,071,797.00	100%
SURPLUS / DEFICIT C/F		(1,008,488.00)	-94%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2003

MARKETS & TRADE DEPARTMENT

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of T. Expenditure
Barter Market Fees		461,790.00	
Slaughter Fees		81,260.00	
Stalls / Stores Rent		53,500.00	
Site rent (Kiosks)		16,800.00	
TOTAL SERVICE INCOME		613,350.00	102%
PERSONNEL (EMPLOYEES)			
Salaries & Wages	288,049.00		
House Allowances	156,700.00		
Leave allowances	14,170.00		
Cont. to N.S.S.Fund	8,382.00		
Cont. to Prov. Fund	20,485.00		
Cont. to super Fund	-		
Arrears of Salaries	3,500.00		
TOTAL PERSONNEL EMOLUMENTS	486,286.00		81%
OPERATIONS			
Clothing & Uniforms			
Overtime Bonus	91,595.00		
Electricity & Water Bills	7,156.00		
Equipment, Tools & Materials	3,400.00		
TOTAL OPERATIONS COST	102,151.00		17%
REPAIRS & MAINTENANCE			
On Public toilet	9,540.00		
TOTAL RAM	9,540.00		2%
TOTAL EXPENDITURE		597,977.00	100%
SURPLUS/DEFICIT C/F		15,373.00	3%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2003

CONSERVANCY DEPARTMENT.

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of T.Expenditure
Cultivation Fees		1,400.00	
Burial Fees		11,800.00	
TOTAL SERVICE INCOME		13,200.00	2%
PERSONNEL (EMPLOYEES)			
Salaries & Wages	370,893.00		
House Allowances	282,400.00		
Leave allowances	4,380.00		
Cont. to N.S.S.Fund	21,014.00		
Cont. to Prov. Fund	31,870.00		
Arrears of salaries	-		
TOTAL PERSONNEL EMOLUMENTS	710,557.00		98%
OPERATIONS			
Dirty Hardwork bonus	-		
Equipment, Tools & Materials	4,635.00		
Upkeep of Grounds	7,590.00		
Clothing & Uniforms	-		
TOTAL OPERATIONS	12,225.00		2%
REPAIRS & MAINTAINANCE			
On road drainages	3,380.00		0.5%
TOTAL EXPENDITURE			
TOTAL EXPENDITURE		726,162.00	100%
SURPLUS/DEFICIT C/F		(712,962.00)	98%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2003

POOL OF VEHICLES DEPARTMENT.

SUBJECTIVE HEAD

	Kshs	Kshs	% of Total Expenditure
SERVICE INCOME			
Hire of Council vehicles		89,000.00	
TOTAL SERVICE INCOME		89,000.00	10%
PERSONNEL EXPENDITURE			
Salaries & Wages	195,806.00		
House Allowances	113,400.00		
Leave Allowances			
Council Cont. to N.S.S. Fund	7,173.00		
Council Cont. to Prov. Fund	15,409.00		
Motivation measures			
Arrears of salaries	9,400.00		
TOTAL PERSONNEL EMOLUMENTS	341,188.00		38%
OPERATIONS			
Travelling & Subs. Allowance	1,020.00		
Petrol, Oil and Tyres	349,079.00		
Insurance on vehicles	32,265.00		
Clothing & uniforms			
TOTAL OPERATION COSTS	382,364.00		44%
REPAIRS & MAINTENANCE			
On Council vehicles	154,050.00		18%
TOTAL POOL EXPENDITURE	154,050.00	877,602.00	-100%
SURPLUS / DEFICIT C/F		(788,602.00)	-100%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2003

CIVIC DEPARTMENT.

SUBJECTIVE HEAD

SITTING ALLOWANCES	Kshs	Kshs	% of T. Expenditure
Chairman's allowances	207,000.00		
Other Councillors' allowances	1,288,250.00		
TOTAL ALLOWANCES	1,495,250.00		89%
OPERATIONS			
Chairman's Travelling Allowances	37,000.00		
Other Cllrs. Traveling expenses	45,000.00		
Councillors Entertainments	99,261.00		
Mileage Allowances	-		
TOTAL OPERATIONS	181,261.00		11%
TOTAL CIVIC EXPENDITURE		1,676,511.00	100%
SURPLUS / DEFICIT C/F		(1,676,511.00)	-100%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2003

RENTAL HOUSES ACCOUNT

SUBJECTIVE HEAD

RENTAL INCOME	Kshs	Kshs	% of T. Expenditure
Charged on 102 Units		409,050.00	100%
EXPENDITURE (OPERATIONS)	-		
TOTAL OPERATIONS	-		
REPAIRS & MAINTAINANCE	-		
TOTAL INCOME REALIZED		409,050.00	100%
SURPLUS / DEFICIT C/F		409,050.00	

NANDI HILLS TOWN COUNCIL

ABSTRACT OF ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2003

L.A.T.F. / LASDAP ACCOUNT

SUBJECT HEAD			
Mission Statement :-			
To improve Service Delivery and local financial management & Revenue mobilization and to eliminate outstandi debts.			
SERVICE INCOME (GRANTS)	Kshs	Kshs	% of T. Expenditure
LATF - Service delivery component		4,741,269.00	
LATF - Performance component		2,134,709.00	
TOTAL LATF ALLOCATION		6,875,978.00	179%
EXPENDITURE (OPERATIONS)			
Bursaries to the needy	206,500.00		
Harambee Cont.	32,000.00		
Purchase of new vehicle	1,575,000.00		
Sitting Allowances	1,126,250.00		
Staff salaries & wages	1,578,315.00		
Safari imprests	365,900.00		
Cllrs. Entertainments	20,000.00		
Donations	422,300.00		
Algak subscriptions	5,000.00		
Bank charges	74,763.00		
TOTAL OPERATIONS	5,406,028.00		
REPAIRS & MAINTAINANCES			
Gravity water	78,600.00		
On Council vehicles	27,470.00		
Equipments, tools & materials	504,163.00		
Construction of schools and dispensaries	805,000.00		
Construction of roads	52,900.00		
Fencing of Bus Park	10,000.00		
Construction of Public toilet	9,540.00		
TOTAL RAM:	1,487,673.00		
SUPPLIES & SERVICES			
Printing & stationeries	132,624.00		
DEBT RESOLUTIONS PLAN			
N.H.I.F	83,100.00		
P.A.Y.E	107,262.00		
N.S.S.F	260,092.00		
TOTAL DEBT RES. PLAN	450,454.00		
TOTAL LATF/LASDAP EXPENDITURE		7,476,779.00	
SURPLUS/DEFICIT REALIZED		(600,801.00)	

NANDI HILLS TOWN COUNCIL
ABSTRACTS OF ACCOUNTS FOR THE YEAR ENDING 30TH JUNE 2003
MONTHLY INCOME - G R F

SUBJECTIVE HEAD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
Land Rates	99146	-	-	2000	100	-	-	-	100	-	36726	439926	577998
Site Value Rates	17360	3100	2000	9520	18000	4000	5800	37000	-	46100	24760	45763	213403
Bus Park Fees	32220	67180	70340	45560	72530	40480	85700	77760	75770	68100	74845	52760	763245
Licences (Permits)	91800	16900	10200	13800	36600	32700	40300	87300	236500	267000	170400	357900	1361400
Trade Applications	8700	1200	1650	500	-	-	2100	600	14100	15450	19100	36750	100150
Penalty fees	-	-	1400	900	-	3450	2450	3980	350	950	1400	700	15580
House Rents	33700	26550	81000	30900	25300	14050	36700	43700	5050	21050	64250	26800	409050
LATF Disbursement	-	-	-	1944221	-	-	-	2797048	-	-	1881038	253671	6875978
Tea cess (20%)	-	-	-	-	-	-	1909766	-	-	365608	-	101456	2376830
Market fees	35015	16925	5250	102930	61675	5100	210	77970	13065	73385	32595	37670	461790
Stalls / Stores Rent	3000	-	300	16300	3300	2100	-	11100	1500	6300	5100	4500	53500
Slaughter Fees	11635	6835	2875	4810	11980	-	8265	275	15595	7540	3375	8075	81260
Burial Fees	800	400	-	3000	200	600	600	400	800	2000	1800	1200	11800
Nursery Fees	9840	1910	3520	4915	4540	-	4554	4810	7570	5990	6080	9580	63309
Hire of Hall	1200	2400	1200	-	6000	-	-	29000	-	-	7400	-	47200
Land C. Cert.	2400	-	2600	2600	1300	-	-	-	1300	-	-	-	10200
Cultivation Fees	-	-	-	-	-	-	-	40000	200	200	1000	-	1400
Hire of Council vehicle	-	-	-	-	-	-	900	6600	-	-	-	-	89000
Application fee (kiosks)	1650	-	1950	-	300	-	-	-	-	1600	200	200	16800
Site Rent (Kiosks)	-	-	-	-	-	-	-	62000	18000	20000	33500	16500	194200
Recoveries	11400	13000	19800	-	-	-	-	-	-	-	-	-	-
	359866	156400	204085	2181956	241825	102480	2097345	3279543	404700	901273	2412569	1393451	13735493

NANDI HILLS TOWN COUNCIL
ABSTRACTS OF ACCOUNTS FOR THE YEAR ENDING 30TH JUNE 2003
MONTHLY PAYMENTS - LATF

SUBJECTIVE HEAD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
Bursaries	35000	-	-	35000	-	-	-	-	23000	-	60000	53500	206500
Harambee vote	10000	-	-	10000	-	-	-	71000	10000	2000	-	87000	32000
Cllrs. Sitting allowance	-	-	-	968250	-	-	-	-	61900	-	70724	-	1126250
Printing & stationaries	-	-	-	84000	-	-	-	-	68000	-	213900	-	132624
Safari imprest	-	-	-	-	-	-	-	-	23120	-	-	59980	365900
NHIF	-	-	-	-	-	-	-	-	29812	-	-	230280	83100
NSSF	-	-	-	-	-	-	-	-	29812	-	-	107262	260092
PAYE	-	-	-	-	-	-	-	-	1469415	-	-	-	107262
Staff salaries	-	-	-	-	-	-	-	-	1469415	-	-	-	1469415
Staff salary arrears	-	-	-	-	-	-	-	-	108900	-	-	-	108900
Vehicles repairs & Main.	-	-	-	-	-	-	-	-	23970	-	3500	-	27470
Equipments, tools & Mat	-	-	-	-	-	-	-	-	241560	144568	85445	32590	504163
Road constructions	-	-	-	-	-	-	-	-	9900	43000	-	-	52900
Construction of Public toilets	-	-	-	-	-	-	-	-	-	8000	1000	540	9540
Cllrs Entertainments	-	-	-	-	-	-	-	-	-	20000	-	-	20000
Donation	-	-	-	285000	-	-	-	-	135800	-	1500	-	422300
Fencing main Bus Park	-	-	-	-	-	-	-	-	-	-	10000	-	10000
Bank charges	-	-	-	38000	-	-	-	-	-	36763	-	-	74763
Algak subsc.	-	-	-	-	-	-	-	-	-	-	5000	-	5000
Gravity water	-	-	-	78600	-	-	-	-	-	-	-	-	78600
Purchase of vehicle	-	-	-	-	-	-	-	-	-	-	-	1575000	1575000
Construction of schools & Disp.	-	-	-	-	335000	-	-	-	200000	270000	-	-	805000
	45000	-	-	1498850	335000	-	-	71000	2405377	524331	451069	2146152	7476779

NANDI HILLS TOWN COUNCIL
FINAL ACCOUNTS FOR THE YEAR ENDING 30TH JUNE 2003
MONTHLY SUMMARY PAYMENTS

SUBJECTIVE HEAD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
Salaries & Wages	106824	265231	3000	537633	-	364483	31000	380475	376344	741230	41743	352834	3200797
Sitting Allowances	-	12000	14000	-	-	-	-	-	101000	79000	105500	57500	369000
Travelling & Subs Allowance	1875	-	-	-	2500	3065	-	-	300	-	3345	-	11085
Water & Electricity Bills	1416	-	-	-	-	1512	-	6700	3516	5030	1472	2910	23756
Patrol Oil and Tyres	23405	20200	18500	1200	19805	21400	35114	28540	36015	33050	39800	48950	325674
Printing & Stationaries	21388	4200	5130	82700	580	6475	1185	5015	1994	6793	365	4875	140700
Postage & Telephones	3795	4236	-	-	-	-	4945	-	-	-	3900	1279	18155
Staff & Cllrs welfare	-	-	3100	2500	500	3200	-	2000	2000	-	-	1279	13300
Motor Vehicles Repairs	14510	11220	10540	28380	12100	5050	3580	35750	7930	10560	9110	5320	154050
Donation	60000	10000	2700	-	-	-	-	-	-	-	-	-	74700
Councillors Entertainments	12920	8200	1580	1600	6455	-	2988	21180	21290	1300	10020	11728	99261
Overtime	4620	5050	6000	3020	1200	7200	14860	6600	12900	8375	10220	11550	91595
Tools & Equipment	420	-	-	450	-	-	-	-	-	5195	1970	-	8035
Upkeep of Ground	940	350	400	450	400	400	800	400	400	800	12650	800	18790
Advances & Salary Allowance	10000	8250	19050	9850	20103	4300	15438	17950	22776	10600	18908	1940	159165
PAYE	76854	-	-	-	-	-	-	-	-	-	-	11560	88414
NSSF	-	-	-	-	-	-	-	2520	-	-	-	-	2520
Leave fare	-	1200	2340	2580	-	2420	-	-	40975	7220	3700	6920	67355
Acting Responsibility	-	-	3846	-	-	-	-	-	-	-	-	-	3846
Training and Exam fee	-	-	2800	-	-	-	-	-	-	-	-	-	2800
Christmas Tokens	-	-	-	-	-	110700	-	-	-	-	-	-	110700
Contructions of roads (repairs)	-	-	-	-	-	-	-	-	-	-	-	-	3380
Bank charges	1300	1500	4220	1250	1550	2100	3800	5200	3800	1700	1200	1400	29020
NARC Manifesto	-	-	-	-	-	-	-	-	-	-	-	3000	3000
Insurance Cover	-	-	-	-	-	-	-	-	-	-	-	32265	32265
Councillors Travelling allowances	-	22000	-	-	-	-	-	-	-	32000	-	28000	82000
Safari Imprest	-	699000	-	-	-	-	-	-	-	42300	-	64900	806200
TOTAL	340267	1072637	97206	695013	65193	532305	113710	512330	633120	985153	263903	651231	5962968

NANDI HILLS TOWN COUNCIL

P.O. BOX 250, NANDI HILLS,

TEL: (053)643101.

ABSTRACTS OF ACCOUNTS FY/2001/2002

*Clerks
copy*

Certified copy copy.
AB

EXTRACT.

Extracts of the minutes of 13th meeting of full council (special) held on Tuesday 16th December 2003 at the Town Hall at 10.00 a.m.

PRESENT.

CLLR.

1. Simion Ngisirei – Council Chairman – Kapsimotwo Ward
2. William Lagat – Council V. Chairman – Mogobich Ward
3. Simion Metto – Chebarus Ward
4. Paul Sambu – Kosoiwo Ward
5. Rael Choge – Nominated – member
6. Joel Ngetich – Nominated – member

IN ATTENDANCE.

Barnaba G.K. Kosgei – Ag Town Clerk
John K. Ketter – Ag Town Treasurer
Barnabas Birech – Administrative officer – taking minutes.

MIN 16/13/FSG/2003 – ABSTRACTS OF ACCOUNTS FOR FY 2001 – 2002 AND 2002 – 2003

RESOLVED:

That the abstracts of accounts for FY 2001-2002 and 2002 – 2003 was approved upon proposal by Cllr. William Lagat and seconded by Cllr. Paul Sambu.

Confirmed:

Chairman _____

Date _____

17/12/2003

NANDI HILLS TOWN COUNCIL TREASURER'S REPORT ON THE ACCOUNTS.

1.1. INTRODUCTION:

In accordance with Sec.129 of the Local Government Act (Cap 265), I submit the abstracts of accounts for the financial year then ended on 30th June 2002.

As earlier reported in the last financial review, Assets and inventory registers have not been exhausted though great care has been exercised for consistency purpose.

The Authority has seven operational departments as follows: -

- (i) Clerk's department
- (ii) Treasurer's department
- (iii) Market and Trade department
- (iv) Community development department
- (v) Conservancy development department
- (vi) Pool of Vehicles department
- (vii) Civic department

1.2. The performance statements relates to the Income and expenditure for the year under review in Kenya shillings.

The following is the revenue & expenditure for the financial year 2001/2002.

1.3. REVENUE ITEMS

Land Rates collection saw a shortfall of 22% whereas Site value Rates went down by Kshs. 31,858.00. This is due to court delays on defaulters.

- Licences (permits) collection increased by 19.5%. This is due to Business ventures by the residents.
- The Council continues to receive LATF disbursements from the Central government for service delivery and debt repayments.

1.4. EXPENDITURE ITEMS

The ratio of Expenditure on Personnel Operations, Repairs & Maintenance and Supplies was 74:21:1:4. Traveling & subsistence allowance increased by 52%.

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2002

BALANCE SHEET AS AT 30TH JUNE 2002

<u>FIXED ASSETS</u>	<u>KSHS</u>	<u>KSHS</u>	<u>KSHS</u>
Motor Vehicles at cost	2,285,006		
Less Depr.	708,454	1,576,552	
Fixtures & Fittings		318,500	1,895,052
 <u>CURRENT ASSETS</u>			
Stationery Stocks	48,500		
Cash at Bank	186,000		
Cash at Hand	11,200		
Prepayments	205,285		
Sundry Debtors	1,700,000	2,150,985	
 <u>LESS CURRENT LIABILITIES</u>			
Sundry Creditors	368,000		
Accrued Wages & Allowance	473,336		
Outstandi Loans	135,000	976,336	1,174,649
<u>NET - CURRENT ASSETS</u>			<u>3,069,701</u>
 <u>FINANCED BY:-</u>			
LATF Fund Balances b/f		3,032,941	
G.R.F Balances b/f		36,760	<u>3,069,701</u>

Note 1.

Fixtures & fittings had an increase due to acquisition and installation of new computer.

NANDI HILLS TOWN COUNCIL
ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2002
SUMMARY INCOME & EXPENDITURE ACCOUNT

SUBJECTIVE HEAD

CORPORATE INCOME

	Kshs	Kshs	Kshs
Land Rates	427,076.00		
Site Value Rates	166,300.00		
TOTAL LAND TAXES		593,376.00	

Licences (Permits)	760,295.00		
20% Tea Cess	3,569,240.00		
Local Authorities Transfer Fund surplus b/f	<u>3,032,941.00</u>		
TOTAL CORP. INCOME		7,362,476.00	
Add Service Income		2,045,064.00	
TOTAL INCOME REALIZED			10,000,916.00

EXPENDITURE

PERSONNEL

	Kshs	Kshs	Kshs
Salaries & Wages	2,529,396.00		
House Allowances	881,600.00		
Cont. to N.S.S.Fund	42,250.00		
Cont. to Prov. Fund	220,760.00		
Cont. to Super Fund	12,400.00		
Leave Fares	77,920.00		
Arrears of Salaries	7,700.00		
Motivation Measures	9,000.00		
Responsibility Allowances	34,720.00		
Medical Benefits	5,000.00		
Staff Training & Exams	92,480.00		
Others (Civic Allowances)	<u>2,308,314.00</u>		
TOTAL PERSONNEL		6,222,040.00	

OPERATIONS

Travelling & Subs. Allowances	612,000.00		
Equipments, Tools & Materials	25,600.00		
Councillors Entertainments	170,800.00		
Electricity & Water Bills	36,772.00		
Clothing & Uniforms	25,400.00		
Postage & Telephones	56,000.00		
Overtime /Bonus	16,500.00		
Mileage allowance	76,000.00		
Petrol, oil and tyres	360,950.00		
Misc. expenses	40,450.00		
Insurance on vehicles	10,000.00		
Mosquito control	8,200.00		
Loan repayments Int	13,970.00		
Audit expenses	49,000.00		
Bank Charges	230,000.00		
TOTAL OPERATIONS		1,731,642.00	

SUPPLIES & SERVICES

Printing & Stationery	115,910.00	
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TOTAL SUPPLIES & SERVICES

		115,910.00
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REPAIRS & MAINTAINANCE

Bus Park related	15,000.00	
Upkeep of Grounds	7,500.00	
Slaughter Slab related costs	13,000.00	
Rental House Repairs	12,800.00	
On Council Offices	13,900.00	
Market fencing	6,400.00	
On Council Vehicles	265,400.00	

TOTAL RAM

		<u>334,000.00</u>
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TOTAL EXPENDITURE

		8,403,592.00
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NET Recurrent Surplus B/F		1,597,324.00
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General Fund Balance 30.6.01		344,621.00
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Pre-Adjustment Surplus		1,941,945.00
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CORPORATE ADJUSTMENTS

Donations Fund	150,000.00	
Grading of Roads	363,000.00	
Christmans Tokens(Cllrs)	476,000.00	
Cont. to Cllrs Welfare	33,000.00	
Harambee vote	200,000.00	
Installations - Computer	2,950.00	
Street cleaning	4,450.00	
Advances Sal. & Allo.	205,285.00	
Show preparations	89,000.00	
Sewage repairs	27,000.00	
Murruming of roads	6,100.00	
Building materials	129,285.00	
Staff Welfare	32,300.00	
Statutory repayments	140,335.00	
Reimbursements	5,000.00	
Insurance Covers	52,500.00	
Market extension	62,500.00	

		<u>1,978,705.00</u>
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GENERAL FUND SURPLUS

		(36,760.00)
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NOTES:

The surplus of 3,032,941.00 from LATF Account and the previous years balances contributed to the above surplus of Kshs. 36,760.00 due to projects not completed at the close of the year.

NANDI HILLS TOWN COUNCIL

ABSTRACT OF RECURRENT ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2002

SUBJECTIVE HEAD	Kshs	Kshs	% TOTAL RECEIPTS
CORPORATE INCOME			
Land Rates		427,076	4%
Sit Value Rates		166,300	1%
Licences (Permits)		760,295	6%
Tea Cess (20%)		3,569,240	30%
LATF Surplus (see separate note)		6,875,978	58%
TOTAL Corporate Income		11,798,889	100%

DEPARTMENT	PERSONNEL	OPERATIONS	SUPP./SERVICES	RAM	TOTAL EXP.	RECEIPTS	SURPLUS/DEFICIT	L. of S. FINANCING
CLERK'S	1,239,320	256,392	92,800	21,400	1,609,912	25,200	(1,584,712)	1.5%
TREASURER'S	839,526	370,780	23,110	15,000	1,248,416	917,070	(331,346)	73%
MARKETS & TRADE	303,540	60,200	-	19,400	383,140	642,274	259,134	168%
COMMUNITY DEV.	764,840	6,850	-	-	771,690	38,600	(733,090)	5%
POOL OF VEHICLES	234,480	409,750	-	265,400	909,630	-	(909,630)	0%
CONSERVANCY	531,520	30,900	-	-	562,420	17,550	(544,870)	3%
RENTAL HOUSES	-	13,970	-	12,800	26,770	404,370	377,600	1510%
CIVIL EXPENSES	2,308,814	582,800	-	-	2,891,614	-	(2,891,614)	0%
	6,222,040	1,731,642	115,970	334,000	8,403,592	2,045,064	(6,358,528)	26%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2002

CLERK'S DEPARTMENT

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of Total Expenditure
Hire of Council Hall		25,200.00	2%
TOTAL INCOME		25,200.00	2%
EXPENDITURE (EMPLOYEES)			
Salaries & Wages	779,100.00		
House Allowances	258,000.00		
Leave allowances	20,700.00		
Cont. to N.S.S.Fund	7,680.00		
Cont. to Prov. Fund	50,560.00		
Staff training & Exam fees	92,480.00		
Responsibility Allowance	21,300.00		
Medical benefits	5,000.00		
Arrears of Salaries	4,500.00		
TOTAL EMPLOYEES EMOLUMENTS	1,239,320.00		77%
OPERATIONS			
Travelling & Subs. Allowance	183,820.00		
Water & Elect. Bills	15,172.00		
Clothing & Uniforms	1,400.00		
Postage & Telephones	56,000.00		
TOTAL OPERATIONS	256,392.00		16%
SUPPLIERS & SERVICES			
Printing & Stationaries	92,800.00		
TOTAL SUPPLIES & SERVICES	92,800.00		6%
REPAIRS & MAINTENANCE			
Office repairs	13,900.00		
Upkeep of Grounds	7,500.00		
TOTAL RAM	21,400.00		1%
TOTAL EXPENDITURE		1,609,912.00	100%
SURPLUS /DEFICIT C/F		(1,584,712.00)	98%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2002

TREASURER'S DEPARTMENT

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of Total Expenditure
Bus Park Fees		687,720.00	
Land clearance cert.		7,300.00	
Trade Applications		89,600.00	
Recoveries (imprests)		66,000.00	
Penalty fees		64,650.00	
Disposal income		1,800.00	
TOTAL SERVICE INCOME		917,070.00	73%
PERSONNEL EXPENDITURE			
Salaries & Wages	521,346.00		
House Allowances	210,000.00		
Leave Allowances	22,600.00		
Cont. to N.S.S. Fund	8,640.00		
Cont. to Prov. Fund	51,120.00		
Cont. to Super Fund	12,400.00		
Responsibility Allowances	13,420.00		
TOTAL EMPLOYEES EMOLUMENTS	839,526.00		67%
OPERATIONS:			
Travelling & Subs Allowances	91,780.00		
Audit Expenses	49,000.00		
Bank Charges	230,000.00		
TOTAL OPERATION COSTS	370,780.00		30%
SUPPLIES & SERVICES			
Printing & Stationeries	23,110.00		
TOTAL SUPPLIES & SERVICES	23,110.00		2%
REPAIRS & MAINTENANCE			
On financing Bus Park	15,000.00		
TOTAL RAM	15,000.00		1%
TOTAL EXPENDITURE		1,248,416.00	100%
SURPLUS/DEFICIT C/F		(331,346.00)	-27%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2002

COMMUNITY DEVELOPMENT DEPARTMENT.

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of T. Expenditure
Nursery School fees		38,600.00	5%
PERSONNEL (EMPLOYEES)			
Staff Salaries & Wages	521,760.00		
House Allowances	175,200.00		
Leave fares	15,580.00		
Council Cont. to N.S.S. Fund	9,600.00		
Council Cont. to Prov. Fund	42,700.00		
Arrears of salaries			
TOTAL EMOLUMENTS	764,840.00		99%
OPERATIONS			
Travelling & Sub. Allowances	400.00		
Printing & Stationery	3,450.00		
Teaching Materials	3,000.00		1%
TOTAL EXPENDITURE	6,850.00	771,690.00	100%
SURPLUS / DEFICIT C/F		(733,090.00)	-95%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2002

MARKETS & TRADE DEPARTMENT

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of T. Expenditure
Barter Market Fees		516,244.00	
Slaughter Fees		86,680.00	
Stalls / Stores Rent		39,350.00	
TOTAL SERVICE INCOME		642,274.00	168%
PERSONNEL (EMPLOYEES)			
Salaries & Wages	204,150.00		
House Allowances	51,200.00		
Leave allowances	4,000.00		
Cont. to N.S.S.Fund	2,890.00		
Cont. to Prov. Fund	38,100.00		
Cont. to super Fund			
Arrears of Salaries	3,200.00		
TOTAL PERSONNEL EMOLUMENTS	303,540.00		79%
OPERATIONS			
Clothing & Uniforms	4,200.00		
Overtime Bonus	15,300.00		
Electricity & Water Bills	21,600.00		
Equipment, Tools & Materials	19,100.00		
TOTAL OPERATIONS COST	60,200.00		16%
REPAIRS & MAINTENANCE			
On slaughter stab	13,000.00		
On fencing Market	6,400.00		
TOTAL RAM	19,400.00		5%
TOTAL EXPENDITURE		383,140.00	100%
SURPLUS/DEFICIT C/F		259,134.00	68%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2002

CONSERVANCY DEPARTMENT.

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of T.Expenditure
Cultivation Fees		8,150.00	
Burial Fees		9,400.00	
TOTAL SERVICE INCOME		17,550.00	3%
PERSONNEL (EMPLOYEES)			
Salaries & Wages	354,960.00		
House Allowances	129,600.00		
Leave allowances	10,640.00		
Cont. to N.S.S.Fund	10,560.00		
Cont. to LAPF	25,760.00		
TOTAL PESONNEL EMOLUMENTS	531,520.00		95%
OPERATIONS			
Dirty Hardwork bonus	1,200.00		
Equipment, Tools & Materials	3,500.00		
Mosquito Control	8,200.00		
Clothing & Uniforms	18,000.00		
TOTAL OPERATIONS	30,900.00		5%
TOTAL EXPENDITURE		562,420.00	100%
SURPLUS/DEFICIT C/F		(544,870.00)	-97%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2002

CIVIC DEPARTMENT.

SUBJECTIVE HEAD

SITTING ALLOWANCES	Kshs	Kshs	% of T. Expenditure
Chairman's allowances	180,000.00		
Other Councillors' allowances	2,128,814.00		
TOTAL ALLOWANCES	2,308,814.00		80%
OPERATIONS			
Chairman's Travelling Allowances	156,000.00		
Councillors Entertainments	170,800.00		
Other Cllrs. Travelling expenses	180,000.00		
Mileage Allowances	76,000.00		
TOTAL OPERATIONS	582,800.00		20%
TOTAL CIVIC EXPENDITURE		2,891,614.00	100%
SURPLUS / DEFICIT C/F		(2,891,614.00)	-100%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2002

RENTAL HOUSES ACCOUNT

SUBJECTIVE HEAD

RENTAL INCOME	Kshs	Kshs	% of T. Expenditure
Charged on 102 Units		404,370.00	1510%
EXPENDITURE (OPERATIONS)			
Loans NHC	13,970.00		
TOTAL OPERATIONS	13,970.00		
REPAIRS & MAINTAINANCE			
House repairs	12,800.00		
TOTAL EXPENDITURE	12,800.00	26,770.00	-100%
SURPLUS / DEFICIT C/F		377,600.00	1410%

NANDI HILLS TOWN COUNCIL
ABSTRACT OF ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2002
L.A.T.F. / LASDAP ACCOUNT

SUBJECT HEAD			
SERVICE INCOME (GRANTS)	<i>Kshs</i>	<i>Kshs</i>	% of T. Expenditure
OBJECTIVE:			
To improve service and local financial management & revenue mobilization and eliminate outstanding debts			
LATF - Service delivery component		4,324,268.00	
LATF - Performance component		2,551,710.00	
TOTAL LATF ALLOCATION		6,875,978.00	179%
EXPENDITURE (OPERATIONS)			
Bursaries to the needy	1,282,902.00		
Harambee Cont.	437,047.00		
Water projects	6,000.00		
Fuel Costs	20,500.00		
TOTAL OPERATIONS	1,746,449.00		
DEBT RESOLUTIONS EXP.			
N.H.I.F	89,240.00		
P.A.Y.E	57,624.00		
L.A.P.F	121,193.00		
SUPERFUND	126,031.00		
N.H.CORPORATION	100,000.00		
OTHERS (STATIONERIES)	95,205.00		
TOTAL DEBT RES. PLAN	589,293.00		15%
REPAIRS & MAINTAINANCE			
ROADS	6,600.00		
TOOLS & MATERIALS	1,500,695.00		
TOTAL RAM:	1,507,295.00		40%
TOTAL LATF EXPENDITURE		3,843,037.00	100%
SURPLUS/DEFICIT		3,032,941.00	79%

LATF ACCOUNT

NOTES:-

The balance of Kshs 3,032,941 from LATF Accounts was realized as at 30th June 2002 and shall be reflected in the next financial year as balances brought forward.

**NANDI HILLS TOWN COUNCIL,
P.O. BOX 250,
TEL. 0326-43101,
NANDI HILLS.**

**ABSTRACTS OF ACCOUNTS FOR THE
YEAR ENDED 30TH JUNE 2001.**

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TREASURER'S REPORT ON THE ABSTRACTS OF ACCOUNTS
FOR NANDI HILLS TOWN COUNCIL FOR THE
YEAR ENDED 30TH JUNE 2001.

1.1 INTRODUCTION

In accordance with section 229 of the Local Government Act Cap 265, I submit the abstracts of accounts for the financial year 2000/2001.

And for the purpose of this document, great care has been taken for consistency considering the fact that the council's accounting system is still incomplete as in the case of Asset and Inventory Registers.

The Authority however, has 7(seven) operational departments as services charge department ceased to operate at the close of 1999/2000 financial year.

The service centers, therefore, are:-

- (i) Clerk's department
- (ii) Treasurer's department
- (iii) Community Development department
- (iv) Market & Trade department
- (v) Conservancy department
- (vi) Pool of Vehicles department
- (vii) Civic department

1.2 The performance statements relates to the income and expenditure for the year under review in Kenya shilling. The following is the Revenue & Expenditure analysis for the financial year 2000/2001.

1.3 REVENUE ITEMS.

- Land Rates collection saw a shortfall of 12% whereas site value rates increased by Kshs. 89,998.00 with overall performance increase of 2% in Land taxes collection.
- Licenses (Permits) dropped by 48%. This was due to poor collection and authority's policies which saw the Hawkers kept out of business for the better part of the year.
- The LATF allocation by the government to replace the services charge was very impressive with over 50% increase compared to services charge of over Kshs. 3.2 M in the previous year.

1.4 EXPENDITURE ITEMS.

The ratio of expenditure on Personnel, Operation Repairs/Maintenance and Supplies/Services is 73:17:5:4. The personnel increased after four officers were employed. However the personnel expenditure was down by 10 % of the total revenue collection in the year under review. Traveling & Subsistence allowance was Kshs. 403,000; 50% lower than the previous period.

1.5 OVERAL AUTHORITY PERFORMANCE

The total authority expenditure for the financial period under review stood at Kshs. 13.3 Million reflecting 67% above the previous year of Kshs. 7.96 Million. Receipts realized in relation to departmental activities totaled to Kshs. 1.8 Million which reflects 12.5% increase as compared to previous financial year which earned Kshs. 1.6 Million.

The corporate receipts of Kshs. 11.6 million was as a result of inclusion of LATF Funds shooting up by 55% to finance a deficit balance of Kshs. 5,673,251.

However corporate receipts has not performed well and needs enhancement to beat the authority's budget.

1.6 BALANCE SHEET.

The Debtors and Creditors include the past year's balances.

Fixtures & Fittings had an increase of Kshs. 149,000 after the Council acquired the new computer.

The LATF Balances of Kshs. 1.4 Million previously omitted in the abstracts of accounts has now been brought into account in the year under review.

SIGNED _____


AG. TOWN TREASURER

SIGNED _____


AG. TOWN CLERK

NANDI HILLS TOWN COUNCIL
ABSTRACTS OF ACCOUNTS FOR THE YEAR ENDED 30TH 2001
BALANCE SHEET AS AT 30 JUNE 2001

<u>FIXED ASSETS</u>	<u>KSHS</u>	<u>KSHS</u>	<u>KSHS</u>
Motor Vehicles at cost		2,285,006	
Less Depr.		594,204	1,690,802
Fixtures & Fittings			226,400
<u>CURRENT ASSETS</u>			
Stationery Stocks	30,000		
Cash at Bank	236,013		
Cash at Hand	5,729		
Prepayments	230,284		
Sundry Debtors	1,230,440	1,732,466	
<u>LESS CURRENT LIABILITIES</u>			
Sundry Creditors	609,800		
Accrued Wages & Allowance	320,169		
Outstandi Loans N.H.C	265,350	1,195,319	
 <u>NET - CURRENT ASSETS</u>			 537,147
			<u><u>2,454,349</u></u>
<u>FINANCED BY:-</u>			
LATF Fund Balances (30.06.2000)		1,409,153	
Township Fund Balances B/F		700,575	
G.R.F Balances (30.06.01)		344,621	<u><u>2,454,349</u></u>

NANDI HILLS TOWN COUNCIL
ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2001
SUMMARY INCOME & EXPENDITURE ACCOUNT

<i>SUBJECTIVE HEAD</i>			
CORPORATE INCOME	Kshs	Kshs	Kshs
Land Rates	549453		
Site Value Rates	198158		
TOTAL LAND TAXES		747611	
Licences (Permits)	635910		
20% Tea Cess	2614984		
Local Authorities Transfer Fund (Note 1)	<u>7653462</u>	<u>10904356</u>	
TOTAL CORP. INCOME		11651967	
<u>Add</u> Service Income		1820259	
TOTAL INCOME REALIZED			13472226
EXPENDITURE	Kshs	Kshs	Kshs
PERSONNEL			
Salaries & Wages	2491065		
House Allowances	773200		
Cont. to N.S.S.Fund	26880		
Cont. to Prov. Fund	48029		
Cont. to Super Fund	16576		
Leave Fares	43160		
Arrears of Salaries	43260		
Motivation Measures	21357		
Responsibility Allowances	29272		
Medical Benefits	12200		
Staff Training & Exams	-		
Others (Civic Allowances)	<u>1978215</u>		
TOTAL PERSONNEL		5483214	
OPERATIONS			
Travelling & Sust. Allowances	403611		
Equipments, Tools & Materials	41148		
Councillors Entertainments	68232		
Electricity & Water Bills	75788		
Clothing & Uniforms	9570		
Postage & Telephones	19566		
Overtime /Bonus	49076		
Petrol, oil and tyres	362282		
Milleage allowances to Cllrs.	10200		
Agr. Show expenses	25885		
Loan repayments NHC	13970		
Audit expenses	30090		
Bank Charges	183792		
TOTAL OPERATIONS		1293210	

SUPPLIES & SERVICES

Printing & Stationery 162022
Computer Installation 149000

TOTAL SUPPLIES & SERVICES**311022****REPAIRS & MAINTAINANCE**

Office Related Bus Park 29127
Upkeep of Grounds 11700
Slaughter Slab related costs 8200
Rental House Repairs 11654
On Council Vehicles 345383

TOTAL RAM**406064****TOTAL EXPENDITURE****7493510**

NET Recurrent Surplus B/F

5978716

General Fund Balance B/F

236150

Pre-Adjustment Surplus

6214866

CORPORATE ADJUSTMENTS

Kapngetuny SACCO 369682
Donations Fund 1006925
Grading of Roads 957359
Water Projects 640584
Christmans Tokens(Cllrs) 297000
Cont. to Cllrs Welfare 111600
Grading of New Stadium 258895
Gratuity Payments 60000
Bursary Fund 791160
Market Extension 949656
PAYE 2500
N.H I.F dues 70000
N S.S.Fund 100000
Advances 230284
Reimbursements 24600

5870245**GENERAL FUND SURPLUS****344621**

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2001

COMMUNITY DEVELOPMENT DEPARTMENT.

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of T. Expenditure
Nursery School fees			4%
PERSONNEL (EMPLOYEES)			
Salaries & Wages	592097		
House Allowances	160600		
Leave Allowances	10300		
Council Cont. to N.S.S. Fund	7760		
Council Cont. to Prov. Fund	5027		
Council Cont. to Super Fund			
Arrears of salaries	10400		
TOTAL EMOLUMENTS	786184		97%
OPERATIONS			
Teaching Aid			
Agricultural Show Expenditure	25885		3%
TOTAL EXPENDITURE		812069	100%
SURPLUS / DEFICIT C/F		-776049	-96%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2001

CLERK'S DEPARTMENT

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of Total Expenditure
Hire of Council Hall		34000	
TOTAL INCOME		34000	3%
EXPENDITURE (EMPLOYEES)			
Salaries & Wages	483179		
House Allowances	153600		
Leave allowances	7980		
Cont. to N.S.S.Fund	2320		
Cont. to Prov. Fund	26093		
Staff training & Exam fees			
Responsibility Allowance	17355		
Medical benefits	12200		
Arrears of Salaries	6220		
TOTAL EMPLOYEES EMOLUMENTS	708947		
OPERATIONS			
			60%
Travelling & Subs. Allownce	141264		
Water & Elect. Bills	53052		
Clothing & Uniforms	2871		
Postage & Telephones	19566		
TOTAL OPERATIONS	216753		18%
SUPPLIERS & SERVICES			
Printing & Stationaries	81011		
Computer Installation	149000		
TOTAL SUPPLIES & SERVICES	230011		19%
REPAIRS & MAINTENANCE			
Office repairs	20757		
Upkeep of Grounds	11700		
TOTAL RAM	32457		3%
TOTAL EXPENDITURE		1188168	100%
SURPLUS /DEFICIT C/F		-1154168	-97%

NANDI HILLS TOWN COUNCIL
ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2001

TREASURER'S DEPARTMENT

SUBJECT HEAD

SERVICE INCOME	Kshs	Kshs	% of Total Expenditure
Bus Park Fees		564520	
Land clearance cert.		22200	
Trade Applications		88970	
Recoveries		77396	
Penalty fees		7970	
Disposal income		1400	
TOTAL SERVICE INCOME		762456	53%
PERSONNEL EXPENDITURE			
Salaries & Wages	669766		
House Allowances	240900		
Leave Allowances	9880		
Cont. to N.S.S. Fund	4400		
Cont. to Prov. Fund	9993		
Cont. to Super Fund	16576		
Responsibility Allowances	11917		
TOTAL EMPLOYEES EMOLUMENTS	963432		67%
OPERATIONS:			
Travelling & Subs All.	161444		
Audit Expenses	30090		
Bank Charges	183792		
TOTAL OPERATION COSTS	375326		26%
SUPPLIES & SERVICES			
Printing & Stationeries	81011		
TOTAL SUPPLIES & SERVICES	81011		6%
REPAIRS & MAINTENANCE			
On Bus Park Murrumming	8370		
TOTAL RAM	8370		1%
TOTAL EXPENDITURE		1428139	100%
SURPLUS/DEFICIT C/F		-665683	-47%

NANDI HILLS TOWN COUNCIL
ABSTRACT OF RECURRENT ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2001

SUBJECTIVE HEAD			
CORPORATE INCOME	Kshs	Kshs	% TOTAL RECEIPTS
Land Rates		549453	5%
Sit Value Rates		198158	2%
Licences (Permits)		635910	5%
Tea Cess (20%)		2614984	22%
LATF Allocations(note 1)		7653462	66%
TOTAL Corporate Income		11651967	100%

DEPARTMENT	PERSONNEL	OPERATIONS	SUPP./SERVICES	RAM	TOTAL EXP.	RECEIPTS	SURPLUS/DEFICIT	L. of S. FINANCING
CLERK'S	708947	216753	230011	32457	1188168	34000	-1154168	3%
TREASURER'S	963432	375326	81011	8370	1428139	762456	-665683	53%
MARKETS & TRADE	355127	69841		8200	433168	382463	-50705	88%
COMMUNITY DEV.	786184	25885			812069	36020	-776049	4%
POOL OF VEHICLES	191478	403599		345383	940460	-	-940460	0%
CONSERVANCY	499831	48861			548692	9950	-538742	2%
RENTAL HOUSES		13970		11654	25624	595370	569746	2223%
CIVIL EXPENSES	1978215	138975			2117190	*	-2117190	0%
	5483214	1293210	311022	406064	7493510	1820259	-5673251	23%

NANDI HILLS TOWN COUNCIL
ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2001

MARKETS & TRADE DEPARTMENT

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of T. Expenditure
Barter Market Fees		285573	
Slaughter Fees		56730	
Stalls / Stores Rent		40160	
TOTAL SERVICE INCOME		382463	88%
PERSONNEL (EMPLOYEES)			
Salaries & Wages	261987		
House Allowances	77000		
Leave allowances	6020		
Cont. to N.S.S.Fund	3520		
Cont. to Prov. Fund	-		
Cont. to super Fund	-		
Arrears of Salaries	6600		
TOTAL PESONNEL EMOLUMENTS	355127		82%
OPERATIONS			
Clothing & Uniforms	1200		
Overtime Bonus	29446		
Electricity & Water Bills	22736		
Equipment, Tools & Materials	16459		
TOTAL OPERATIONS COST	69841		16%
REPAIRS & MAINTENANCE			
Slaughter stab rented costs	8200		
TOTAL RAM	8200		2%
TOTAL EXPENDITURE		433168	100%
SURPLUS/DEFICIT C/F		-50705	-12%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2001.

CONSERVANCY DEPARTMENT.

SUBJECTIVE HEAD

SERVICE INCOME	Kshs	Kshs	% of T.Expenditure
Cultivation Fees		4950	
Burial Fees		5000	
TOTAL SERVICE INCOME		9950	2%
PERSONNEL (EMPLOYEES)			
Salaries & Wages	358015		
House Allowances	105900		
Leave allowances	5900		
Cont. to N.S S.Fund	7920		
Cont. to Prov. Fund	2296		
Cont to super Fund	-		
Arrears of Salaries	14040		
Motivation Measures	5760		
TOTAL PESONNEL EMOLUMENTS	499831		91%
OPERATIONS			
Equipment, Tools & Materials	24689		
Travelling & Subs Ad.	-		
Clothing & Uniforms	4542		
Overtime Bonus	19630		
TOTAL OPERATIONS	48861		9%
TOTAL EXPENDITURE		548692	
SURPLUS/DEFICIT C/F		-538742	-98%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2001

POOL OF VEHICLES DEPARTMENT.

SUBJECTIVE HEAD

PERSONNEL EXPENDITURE	Kshs	Kshs	% of Total Expenditure
Salaries & Wages	126021		
House Allowances	35200		
Leave Allowances	3080		
Council Cont. to N.S.S. Fund	960		
Council Cont. to Prov. Fund	4620		
Council Cont. to Super Fund			
Motivation measures	15597		
Arrears of salaries	6000		
TOTAL PERSONNEL EMOLUMENTS		191478	20%
OPERATIONS			
Travelling & Subs. Allowance	40360		
Petrol, Oil and Tyres	362282		
Insurance on vehicles			
Clothing & uniforms	957		
TOTAL OPERATION COSTS		403599	43%
REPAIRS & MAINTENANCE			
On Council vehicles		345383	37%
TOTAL POOL EXPENDITURE		940460	100%
SURPLUS / DEFICIT C/F		-940460	-100%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2001

CIVIC DEPARTMENT.

SUBJECTIVE HEAD

SITTING ALLOWANCES	Kshs	Kshs	% of T. Expenditure
Chairman's allowances	135625		
Other Councillors' allowances	1842590		
TOTAL ALLOWANCES	1978215		93%
OPERATIONS			
Chairman's Travelling Allowances	60543		
Councillors Entertainments	68232		
Mileage Allowances	10200		
TOTAL OPERATIONS	138975		7%
TOTAL CIVIC EXPENDITURE		2117190	100%
SURPLUS / DEFICIT C/F		-2117190	-100%

NANDI HILLS TOWN COUNCIL

ABSTRACTS OF ACCOUNTS FOR THE PERIOD ENDED 30TH JUNE 2001

RENTAL HOUSES ACCOUNT

SUBJECTIVE HEAD

RENTAL INCOME	Kshs	Kshs	% of T. Expenditure
Charged on 102 Units		595370	2323%
EXPENDITURE (OPERATIONS)			
6 Month interest to N/H Corporation	13970		
REPAIRS & MAINTAINANCE			
House repairs	11654		
TOTAL EXPENDITURE		25624	100%
SURPLUS / DEFICIT C/F		569746	2223%

NANDI HILLS TOWN COUNCIL

ABSTRACT OF ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2001

L.A.T.F. ACCOUNT AS AT 30TH JUNE 2001

SUBJECT HEAD	L. A. T. F ACCOUNT	
SERVICE INCOME (GRANTS)	Kshs	Kshs
PURPOSE		
To improve service and local financial management &		
revenue mobilization and further eliminate outstanding debts		
LATF - Performance component (99/2000)		1409153
LATF - Service component		3249883
LATF - Performance component		2166589
LATF - Transitional Components		827837
TOTAL LATF ALLOCATION		7653462 (Note 1)

NANDI HILLS TOWN COUNCIL
FINAL ACCOUNTS FOR THE YEAR ENDING 30TH JUNE 2001
MONTHLY SUMMARY PAYMENTS

SUBJECTIVE HEAD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
Salaries & Wages	259417	322586	308693	291395	338653	313556	317524	302674	322268	333418	304298	-	3414482
Arrears of Salaries	-	8400	9800	14240	-	3000	6600	-	1220	-	-	-	43260
Leave Allowances	-	14380	5300	1380	2040	5540	760	5640	-	6840	1280	-	43160
Sitting Allowances	181900	310250	249250	185000	113500	118350	244200	31440	47500	255860	46600	194365	1978215
Kapngetuny SACC0	21000	86802	9000	69966	-	-	176314	6600	-	-	-	-	369682
Bursaries to the needy	34400	62400	65400	42280	1600	-	324760	220320	29000	-	-	-	791160
Travelling & Subs Allowance	50600	44775	120100	30650	36685	9600	42000	36221	6500	15000	2480	9000	403611
Donations - LATF	55020	54500	4500	34300	12260	5000	62315	517526	101534	50000	99970	10000	1006925
Water & Electricity Bills	22680	1625	380	3370	2750	5997	5083	2321	-	26876	4706	-	75788
Water Projects - LATF	26655	24825	-	-	43960	-	-	-	-	-	-	-	-
Motor Vehicles Repairs & Naint.	156917	60995	19245	9645	14212	29985	13495	7849	1580	3620	22140	5700	640584
Construction of Roads	105536	112040	345676	67840	9550	21420	15400	204367	23200	52330	-	-	345383
Councillors Entertainments	2280	21938	3740	-	2180	4320	-	13830	-	4300	3280	12364	68232
Petrol Oil and Tyres	27280	39005	35840	22650	37507	22600	46180	20050	16680	44560	22870	27060	362282
Printing & Stationaries	5280	16487	3006	2150	7726	2672	6095	65585	6896	10134	10714	25277	162022
Postage & Telephones	-	6389	-	51	5181	-	190	190	-	-	5745	1820	19566
Acquisition & Inst. Of Computers	-	-	135500	7000	-	3500	3000	-	-	-	-	-	149000
Reimbursements	-	10000	-	-	14600	-	-	-	-	-	-	-	24600
Medical Expenses	-	12200	6600	21000	-	-	-	-	-	-	-	-	39800
Graduities	30000	-	30000	-	-	-	-	-	-	-	-	-	60000
Equipments, Tools & Materials	12521	1018	4073	4575	2946	432	2117	2398	229	2093	7069	1677	41148
Financial Assistance - Staff/Cllrs	-	-	3000	-	4000	-	20000	50000	7000	-	-	-	84000
Grading of Stadium	-	-	10000	-	-	-	-	228815	20080	-	-	-	258895
Extension of Market	50000	452780	16800	18880	-	56816	-	207420	-	146960	-	-	949656
Clothing & Uniforms	-	9570	-	-	-	-	-	-	-	-	-	-	9570
N.H.I.F	-	70000	-	-	-	-	-	-	-	-	-	-	70000
P.A.Y.E	-	-	2500	-	-	-	-	-	-	-	-	-	2500
N.S.S.F	-	-	-	-	-	-	100000	-	-	-	-	-	100000
Audit Expenses	-	-	26610	-	-	-	-	600	-	-	-	-	30090
Christmas Tokens	-	-	-	-	-	255000	-	42000	-	-	-	-	297000
Motivation - Measures(Staff)	2230	4840	9332	8180	8930	2670	3550	6876	2835	9200	6680	5110	70433
Bus Park Expenses	770	7600	-	-	-	-	-	-	-	-	-	-	8370

Upkeep of Grounds	-	1000	3700	850	-	-	-	-	300	-	5500	350	-	11700
N.H. Corporation	-	-	13970	-	-	-	-	-	-	-	-	-	-	13970
Millage All (Civic)	-	6200	4000	-	-	-	-	-	-	-	-	-	-	10200
Rental Houses Repairs	-	-	2899	-	-	-	-	-	345	2670	2670	-	3070	11654
Slaughter Stab Renov.	-	-	-	-	-	-	-	2700	-	5500	-	-	-	8200
Show Preparation	-	-	-	-	20885	5000	-	-	-	-	-	-	-	25885
Bank Charges	21287	22530	7612	24105	22107	10791	10368	11668	18281	14751	3237	17050	183787	
Advances (Salaries & All)	29098	12518	25948	19298	4250	2200	10260	15400	33185	18235	23200	36697	230289	
Office Repairs	-	-	-	-	2545	250	620	692	-	-	-	9100	7550	20757
TOTAL	1094871	1797653	1482474	878805	708067	878699	1413531	2180701	699458	1217347	681989	359620	13393215	

NANDI HILLS TOWN COUNCIL
FINAL ACCOUNTS FOR THE YEAR ENDING 30TH JUNE 2001
MONTHLY CORPORATE AND DEPARTMENTAL INCOME

SUBJECTIVE HEAD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
Land Rates	11562	-	-	-	-	-	-	494	2119	38386	315933	76959	549453
Site Value Rates	16250	34000	19760	11100	16460	5000	40880	21388	2000	13720	7600	10000	198158
Bus Park Fees	27740	57680	43060	40200	54560	36440	80670	41970	56980	56790	47500	20930	564520
Licences (Permits)	20100	59700	33660	16600	9900	42600	40500	106650	108000	50700	123200	24300	635910
Trade Applications	10450	16500	1200	1500	3600	3000	4800	15100	14670	6150	11250	750	88970
Penalty fees	1440	850	-	140	1550	2640	500	200	-	300	350	-	7970
House Rents	39800	88750	184120	30200	59620	17770	32820	19120	35570	23540	36040	28020	595370
LATF Disbursement	1412353	-	-	-	-	-	1631088	1223316	-	1222316	1082295	1082094	7653462
Tea cess (20%)	-	2010100	-	-	163082	330827	-	-	-	110975	-	-	2614984
Barter M. Fee	20650	29790	10755	17360	21185	24905	19210	24315	33965	23075	35633	24730	285573
Stalls / Stores Rent	3350	1685	2400	3820	3910	2600	7240	6455	4600	800	1800	1500	40160
Slaughter Fees	6215	2655	1980	5530	5085	4210	5935	3670	4415	6940	2425	7670	56730
Burial Fees	150	300	300	450	300	300	750	600	1050	-	400	400	5000
Nursery Fees	2850	485	540	5390	2755	4610	-	7630	4340	1485	1920	4015	36020
Hire of Hall	2400	4800	5000	5000	6000	1800	1800	-	3600	3600	-	-	34000
Land C. Cert.	4400	-	300	3600	1000	-	2300	2200	3600	1200	2400	1200	22200
Cultivation Fees	-	-	-	-	-	-	-	550	3900	500	-	-	4950
Disposal Income	-	-	-	-	-	600	-	-	-	-	600	200	1400
Recoveries	11980	-	-	20192	-	7804	-	7484	-	14968	7484	7484	77396
	1695690	2307295	303075	161082	349007	485106	1868493	1481142	278809	1575445	1676830	1290252	13472226

**NANDI HILLS TOWN COUNCIL,
P.O. BOX 250,
TEL. 0326-43101,
NANDI HILLS.**

**ABSTRACTS OF ACCOUNTS FOR THE
YEAR ENDED 30TH JUNE 2000.**

2001

NANDI HILLS TOWN COUNCIL.
FULL COUNCIL:

*MINUTES of the 79th Meeting of the Full Council held on Friday 21st December
2001. at the Town Hall at 11.40.a.m..*

PRESENT.

CLLRS:

<i>Richard Yego</i>	-	<i>Kapngetuny ward</i>	-	<i>Council Chairman</i>
<i>Joel Maiyo</i>	-	<i>Mogobich ward</i>	-	<i>Vice Chairman.</i>
<i>Wilson Kosgei</i>	-	<i>Sinendet ward</i>	-	<i>Member.</i>
<i>Simion Meto</i>	-	<i>Chebarus ward</i>	-	<i>"</i>
<i>Jackson Mutai</i>	-	<i>Chemomi ward</i>	-	<i>"</i>
<i>Lawrence Sitienei</i>	-	<i>Tartar ward</i>	-	<i>"</i>
<i>David Kosgei</i>	-	<i>Kosoiwyo ward</i>	-	<i>"</i>
<i>Peter Seurei</i>	-	<i>Cheptililik ward</i>	-	<i>"</i>
<i>Reuben Songok</i>	-	<i>Chepsire Ward</i>	-	<i>"</i>
<i>Joshua Simotwo</i>	-	<i>Kipsebwo ward</i>		
<i>Gerald Agui</i>	-	<i>Kapsimotwo</i>		<i>Ward</i>
<i>William Birech</i>	-	<i>Taito</i>		<i>Ward.</i>
<i>Joel Ng'etich</i>	-	<i>Kaplelmet</i>		<i>Ward.</i>
<i>Joseph Kitur</i>	-	<i>Siret</i>		<i>Ward.</i>
<i>Grace Keter</i>	-	<i>Nominated</i>		
<i>Wilson Tuwei</i>	-	<i>Nominated.</i>		
<i>John Yego</i>	-	<i>Nominated.</i>		

IN ATTENDANCE.

MERRS:

<i>John Keter</i>	-	<i>Ag. Town Clerk</i>
<i>Josphat Letting</i>	-	<i>Ag. Town Treasurer.</i>
<i>W.K. Tallam</i>	-	<i>Accountant III.</i>
<i>Barnabas Birech</i>	-	<i>Adm. Officer – Taking Minutes.</i>

C/725/2001: PRAYERS: - were said by Cllr. Joseph Kitur..

C/726/2001: APOLOGIES: - None..

C/727/2001: LATF -ABSTRACT OF ACCOUNTS FY- 1999/2000.

COUNCIL CHAIRMAN.

He thanked the Members for responding to the Notice of attending the meeting. He finally welcomed all the members and asked them to discuss on the FY 99/2000 abstracts of accounts.

THE AG. TOWN CLERK.

The Ag. Town Clerk Mr. John Keter informed the meeting that as the LATF Conditionality the Council was expected to prepare abstracts of account for the period ended 30th June 2000. The same is to be submitted before 31st December 2001.

He again informed the members that the Council didn't have enough monies to pay as consultancy work in order to prepare the final accounts thus he has used the Council Officers that the Council has in Treasurer's department.

COMMENTS:

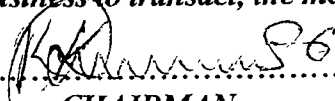
CLLR. WILSON KOSGEI:

He thanked the Ag. Town clerk for mobilizing the Council Officers to prepare the final accounts. He said that such has made the Council save a lot of money that could have been paid to accounts Consultants such as MUEMA KIGOTHO and ASSOCIATES which demanded Kshs.250, 000.00 per financial year.

After a length of discussion, it was:-

RESOLVED: That the FY 99/2000 Abstracts of Accounts be approved upon proposal And secondment by Cllr. William Birech and Cllr. Gerald Agui Respectively.

Being no other business to transact, the meeting ended at 1.30.p.m.

CONFIRMED.....
CHAIRMAN.

DATE..... 28th December 2001

TOWN COUNCIL OF NANDI HILLS

All correspondence to be
addressed to the
Town Clerk
Telephone(0326)43101

P.O. BOX. 250
NANDI HILLS.

TREASURER'S REPORT

1.1 INTRODUCTION:

This document related to the year end operations of Nandi Hills Town Council for the financial period 1999/2000. The Accounts have not been related to the previous year no such document had been prepared since the inception of the Council.

However great care has been taken for consistency purposes. Nandi Hills Tow Council has 8 Operational departments or service Centers as follows:-

- ❖ Clerk's Department.
- ❖ Treasurer's Department.
- ❖ Service Charge Department.
- ❖ Community Development Department
- ❖ Markets and Trade department.
- ❖ Conservancy Department.
- ❖ Pool of Vehicles Department.
- ❖ Civic Department.

1.2. The performance statements show the income and expenditure for the year under review in Kenya shillings. The following is the analysis of Revenue and expenditure for the financial year 1999/2000.

1.3. REVENUE ITEMS:

- Land Taxes collection had a shortfall of 61% in contrast with the budgeted figure of Kshs.1, 597,800.00.
- Licences (Permits), Services Charge and Cess are the main revenue Centers despite a low realisation of Kshs.1.15M. in Cess compared to budgeted Kshs.3.24 Million.
- The Service Charge receipts for the period was impressive with 37.5% above the budgeted figure of Kshs.3.2 Million.

1.4. EXPENDITURE ITEMS.

- ♦ The ratio of expenditure on personnel operation and is 60:37:3: This shows that the Council undertook less maintenance activities in the year and that personnel expenditure took 51% of the total revenues collected in the year. There was under budgeting on fuel; oil and tyres causing an overspending by 384%

- ◆ There was an overspending of travelling and subsistence of Kshs.603, 826.00. This was due to under provision in the budget

1.5 **OVERAL AUTHORITY PERFORMANCE:**

The total authority expenditure for the year review was Kshs.7.96 Million reflecting 17% above the estimated expenditure of Kshs.6.78 Million Receipts realized in relation to departmental activities totalled to Kshs.1.6 Million, 12% below budget The corporate receipts of Kshs.7.53 Million financed the deficit balance of Kshs. 6.35 Million.

Corporate receipts saw a 67% shortfall of the budgeted revenue of Kshs.25.0 Million with the resulting poor performance of Land taxes and produce Cess collection as the main cause. However, the authority's surplus of Kshs.236, 150.00 after adjustments was realized

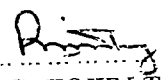
BALANCE SHEET:

The debtors and Creditors reflected in the balance sheet includes previous balances from the past years. The LATF balances of Kshs.464, 425.00 (see separate) LATF Account) was incorporated with other GRF balances.

SIGNED.....


AG. TOWN CLERK.

SIGNED.....


FR: AG. TOWN TREASURER.

JKK/Mjr.

**NANDI HILLS TOWN COUNCIL.
BALANCE SHEET FOR YEAR
ENDED 30TH JUNE 2000.**

<u>FIXED ASSETS</u>	KSHS	KSHS.	KSHS
Motor Vehicles at Cost		2,285,006	
Less Depression		297,102	1,987,904
Fixture & Fittings			77,400
<u>CURRENT ASSETS</u>			
Stationeries Stocks	9,290		
Cash at Hand	3,800		
Sundry Debtors	2,684,225		
Prepayments	109,850	2,807,165	
<u>LESS.C. CURRENT LIABILITIES.</u>			
Sundry Creditors	1,299,720		
Outstanding Loans	457,625		
Accrued Salaries and Allowances	444,000		
Overdraft- Kenya Commercial.B.	(13,149)	2,214,494	
NET- CURRENT ASSETS			<u>592,671</u>
			<u>2,657,975</u>

FINANCE BY:

Fund Balances brought forward	1,957,400		
G.R.F.Balances (30.6.2000)	236,150		
LATF Balances (30.6.2000)	464,425	2,657,975	

NOTES:

- (i) The Motor Vehicles held by the Council are at historical cost of Kshs.2,285,006 with an annual depression rate of 21/2%.
- (ii) The Land and Buildings has been ignored since its valuation is still in complete.

NANDI HILLS TOWN COUNCIL LATF ACCOUNT.

AS AT 30TH JUNE 2000.

BALANCE SHEET:

Cash Book Balance	464,425.00
Debt Resolution	400,556.00

SERVICE DELIVERY:

Water	220,285.00	
Roads	198,075.00	
Schools	<u>129,012.00</u>	
	<u>547,372.00</u>	<u>1,412,353.00</u>

FINANCE BY

LATF DISBURSEMENT RECEIVED:-	1,412,353.00
	<u>1,412,353.00</u>

STATEMENT SUPPORTING LATF BALANCE SHEET, 1999/2000.

CAPITAL OUTLAY:-

The first dispatch of LATF Monies received during the year was utilised on activities budgetted under the recurrent expenditures on service delivery and debt resolution.

OTHER LONG TERM OUTLAY:-

Details:-	Total as at	Expenditure during the	Written of	Total as at
	1st July 99	FY 1999/2000.	during the Yr.	30th June 2000.

BALANCE B/FORWARD.

Water	220,285.00	220,285.00
Roads	198,075.00	198,075.00
Schools	<u>129,012.00</u>	<u>129,012.00</u>
	<u>547,372.00</u>	<u>547,372.00</u>

**S TOWN COUNCIL.
FINAL ACCOUNTS FOR YEAR ENDED
30TH JUNE 2000.**

**SUMMARY INCOME &
EXPENDITURE. ACCOUNT**

SUBJECTIVE HEAD

CORPORATE INCOME.

	KSHS	CTS	KSHS	CTS	KSHS	CTS.
Land ratea	622,588	75				
Site Value Rates	108,160					
TOTAL LAND TAXES			730,748	75		
Licences (Permits)	1,229,600					
20% Tea Cess	1,153,076	70				
L.A.services Charge	4,424,725		6,807,401	70		
TOTAL CORPORATE INCOME			7,538,150	45		CTS
Add Service Income			<u>1,615,265</u>			
TOTAL INCOME REALISED					9,153,415	45

EXPENDITURE.

PERSONNEL

Salaries and Wages	2,018,986	20				
House Allowances	881,303					
National Social Security Fund	36,960					
Cont. to Provident Fund	18,334					
Cont. Sup. Fund	10,764					
Leave fares	37,695					
Arreas of Salaries	18,660					
Bonuses/Dirty work	10,848					
Responsibility Allowance	45,066					
Staff Training & Examination Fees	85,000					CTS
Other Allowances (Civic)	<u>1,573,151</u>					
TOTAL PERSONNEL			4,736,767	20		

OPERATIONS.

Travelling & Subsistence Allowance	807,503					
Educational Tours (Councillors)	830,000					
Entertainments (Councillors)	412,449					
Electricity, Water & Conservancy	48,704	75				
Clothing and Uniforms	3,700					
Postal, Telegrams & Telephones	56,939					
Audit expenses	69,400					
Bank Charges	134,452	55				
Petrol, oil and Tyres	368,186	55				
Teaching Materials	6,270					
Loan Interest-National.H.Corporation	15,000					
Insurance on Vehicles	34,790					
TOTAL OPERATIONS.			2,787,394	85		

SUPPLIES AND SERVICE

Printing and Stationery	179,128	25	
Furniture & Fittings	12,896		
Advertisements	3,515		
TOTAL SUPPLIES & SERVICE			195,539 25

CTS

REPAIRS AND MAINTENANCE.

Office related & Bus Park	49,351		
Vehicle repairs & Spares	183,305		
Upkeep of Grounds	9,360		
Market Stores repairs	2,250		
Rental Houses repairs	3,504		
TOTAL RAM			<u>247,770</u>
TOTAL EXPENDITURE.			<u>7,967,471 30</u>

Net Recurrent Surplus.B/Forward	1,185,944	15
General Fund Balances.B/Forward	(140,353 35)	
Pre-Adjustment Surplus	1,045,590	80

Corporate Corporate Adjustments		
Kapng'etuny SACCO	7,000	
K.L.G. Workers Union	10,000	
Christmas Tokens	345,000	
Harambee Contributions	176,000	
Bursaries to the Needy	<u>271,440</u>	

TOTAL EXPENSES	<u>809,440</u>	
GENERAL FUND SURPLUS	<u>236,150</u>	80

NANDI HILLS, T. COUNCIL
 FINAL ACCOUNTS ENDED
 30TH JUNE 2000
 SUMMARY, R. ACCOUNT
 SUBJECTIVE HEAD

CORPORATE INCOME		KSHS	CTS	% OF RCPT.
Land Rates		622,589	25	75
Site Value Rates		108,160		1
Licences (permits)		1,229,600		16
Tea Cess (20%)		1,153,077		15
Service Charge		4,424,725		57
TOTAL C. INCOME		7,538,150		100

DEPARTMENT	PERSONNEL OPERATIONS		MAINTENANCE		TOTAL EXP	RECEIPTS	S/DEFICIT	LEVEL.S.F.
	KSHS	KSHS	KSHS	KSHS				
CLERKS ✓	754,725	337,628.35	31,901	1,124,253.85	15,300	110,895,385	X	1.5
TREASURERS ✓	651,526	386,392	26,810	1,064,728	698,525	366,202.55		66
SERVICE CHARGE ✓	153,138.50	7,900		161,038.50		-161,038.50		0
MARKET ✓	371,440.60	17,348.65	2,250	391,039.25	256,220	-134,819.25		66
COMMUNITY ✓	675,768.60	6,270		682,038.60	32,700	-649,338.60		5
POOL OF VEHICLES ✓	117,884	441,526.55	183,305	742,715.55		-742,715.55		0
CONSERVANCY ✓	439,134	1,800	3,504	440,934	142,110	-298,824		32
RENTAL HOUSES ✓		15,000		18,504	470,410	451,906		2540
CIVIC EXPENSES ✓	1,573,151	1,769,069		3,342,220		-3,342,220		0
TOTAL	4,736,767.20	2,982,934.00	247,770	7,967,471.30	1,615,265	6,352,206.30		23

TOWN COUNCIL OF NANDI HILLS.

FINAL ACCOUNTS FOR YEAR ENDING

30TH JUNE 2000.

MONTHLY REVENUE ANALYSIS

CODE	DISCRPTION	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
9A	HOUSE RENT	28,100	130,840	31,790	12,790	36,070	30,520	39,900	36,040	39,470	18,820	28,680	37,390
19-719	BUSINESS PERMIT	263,750	85,750	2,500	51,250	10,000	27,500	36,500	117,250	272,400	188,700	152,700	21,300
19-719	HAWKERS FEE	12,800	5,200	8,400	3,600	21,020	9,200	20,000	18,000	2,800	800	0	16,000
14A	BUS PARK FEE	28,400	42,420	57,600	56,320	63,600	49,460	47,900	39,560	59,980	59,240	55,560	55,660
17A-703	SITE VALUE RATES	1,140	0	5,200	0	20,000	2,800	16,520	25,760	3,040	4,500	29,200	0
17A-703	LAND RATES	44,816	73,543	0	0	0	0	139,400	0	0	0	305,637.25	59,192.50
18A	TEA CESS 20%	0	762,227	0	0	34,454	0	0	0	232,091.45	0	124,304.25	0
10A	SERVICE CHARGE	575,790	208,720	297,295	411,280	536,390	207,340	554,540	238,690	434,070	188,510	404,850	367,260
17a	BURTER MARKET FEE	12,070	4,565	10,525	13,360	12,490	10,880	15,505	14,770	17,050	5,860	12,455	10,410
19-719	PENALTY	100	1,640	600	85	0	1,980	2,310	430	100	660	0	1,460
19-719	TRADE APPLICATION	3,600	5,600	450	1,050	300	550	8,850	22,050	12,150	4,800	2,550	4,200
719	STALL/STORES RENT	6,500	2,600	1,200	3,150	3,600	3,350	6,800	3,545	4,200	4,100	6,150	600
7A-719	SLAUGHTER FEE	310	4,330	3,065	9,895	8,800	8,135	11,615	9,295	10,440	7,410	11,205	8,105
13A	BURIAL FEE	1,150	450	300	450	250	600	300	1,500	850	1,000	1,000	600
1B-758	HIRE OF HALL	2,500	1,600	1,600	1,600	1,600	0	800	0	1,800	1,800	800	0
2A-719	NURSERY FEE	950	4,235	0	4,860	4,380	1,980	0	2,600	6,330	2,650	0	4,715
17b	CULTIVATION FEE	0	120	0	0	0	0	1,200	0	0	0	0	0
	CASH REFUND	800		400	0	0	0	0	0	0	0	0	0
	LAND CLEARANCE C.	0	0	0	0	0	0	1,000	22,125	0	0	1,000	1,000
	ADVERTISEMENT	0	0	0	0	0	0	0	0	0	0	0	1,000
TOTALS		982,766	1,333,840	420,925	569,690	754,954	354,295	763,740	691,016	1,096,771	488,860	1,136,091.50	588,892.50

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TOWN COUNCIL OF NANDI HILLS.
FINAL ACCOUNTS
FOR YEAR ENDING
30TH JUNE 2000.

ENFORCE CLEAR

ADMINISTRATIVE GUIDE LINE

CLERK'S DEPARTMENT

SUBJECTIVE HEAD

	KSHS	CTS	KSHS	CTS	% OF TOTAL EXP.
SERVICE INCOME					
Refund of Legal fees	1,200	0			
Rent of Council Hall	14,100	0			
TOTAL INCOME			15,300	0	1
EXPENDITURE (EMPLOYEES)					
Salaries and Wages	431,341	50			
House Allowances	176,300	0			
Gravel Allowance	5,915	0			
National Social Security Fund	5,840	0			
Provident Fund	10,476	0			
Staff Training	85,000	0			
Responsibility Allowance	39,852	0			
TOTAL- EMPLOYEES EMOLUMENTS	754,724	50			67
OPERATIONS					
Travelling and Subsistence	118,947	0			
Electricity, Water and Conservancy	34,626	10			
Clothing and Uniforms	1,300	0			
Postal Telegrams and Telephone	56,939	0			
TOTAL	211,812	10			19
SUPPLIES AND SERVICES					
Printing and Stationaries	109,405	25			
Furniture and Fittings	12,896	0			
Advertising	3,515	0			
TOTAL SUPPLIE AND SERVICE	125,816	25			11
REPAIRS AND MAINTENANCE					
Office Buildings	22,541	0			
Maintenance of Grounds	9,360	0			
TOTAL	31,901	0			3
TOTAL EXPENDITURE			1,124,253	85	100
SURPLUS/DEFICIT .C.FORWARD			-1,108,953	85	-97

17/06/2001

17/06/2001

MURER'S DEPARTMENT.

**NANDI HILLS TOWN COUNCIL
FINAL ACCOUNTS FOR YEAR ENDED 30TH**

OBJECTIVE HEADS:
REVENUE INCOME:

	KSHS	CTS	SHS	Jun-00	CTS	%
Park fees	615,700		0			
Land Clearance Certificate	5,000		0			
Advertisements	1,000		0			
Trade Applications fees	65,700		0			
Misc. Income	11,125		0			
TOTAL INCOME				698,525	0	66

PERSONNEL

EXPENDITURE: EMPLOYEES

Salaries and Wages	392,024					
National Social Security Fund	4,880					
House Allowance	216,800					
Leave Allowance	5,400					
Provident Fund	3,580					
Kenya Local G.S Fund	4,968					
Arrears of Salaries	18,660					
Responsibility Allowance	5,214					
TOTAL EMOLUMENTS	651,526					78

OPERATIONS:

Travelling and Subsistence	116,619					
Audit Expenses	69,400					
Bank Charges	134,452	55				
SUB-TOTAL OPERATIONS	320,768	55				30
SUPPLIES AND SERVICES						
Printing & Stationery	<u>65,623</u>					6
	65,623					

REPAIRS & MAINTENANCE

Repairs of Office & Bus Park	<u>26,810</u>					
TOTAL REP. MAINTENANCE	26,810					3
TOTAL EXPENDITURE				1,064,727	55	100
SURPLUS/DEFICIT				-366,202	55	34

TOWN COUNCIL OF NANDI HILLS.
FINAL ACCOUNTS ENDED 30TH JUNE 2000

POOL OF VEHICLES

EXPENDITURE:EMPLOYEES.

Salaries and Wages	70,341			%
House Allowance	40,003			
Leave Allowance	1,460			
National Social Security Fund	2,080			
Bonus	4,000			16
TOTAL EMOLUMENTS		117,884		

OPERATIONS

Travelling and Sub-Allowance	42,350			
Petrol/Oil/Tyres	364,386	55		59
Insurance on Vehicles	34,790			
TOTAL OPERATIONAL EXP		441,526	55	

REPAIRS & MAINTENANCE

Oncouncil Vehicles	183,305			25
TOTAL RAM		183,305		100

TOTAL EXPENDITURE		-742,715	55	100
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SURPLUS/DEFICIT		-742,715	55	
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TOWN COUNCIL OF NANDI HILLS.
 FINAL ACCOUNTS, 30TH JN. 2000.

	KSHS	CTS	KSHS	CTS	%
MARKETS AND TRADE.					
SUBJECTIVE HEAD					
SERVICE INCOME					
Slaughter fees			92,605		
Market Stall/Stores rent			45,795		
Hawkers fees			117,820		
TOTAL INCOME			256,220		66
PERSONNEL : EXPENDITURE					
Salaries and Wages	253,360	60			
House Allowances	10,640				
Leave Allowance	6,960				
National Social Security Fund	4,720				
TOTAL EMOLUMENTS	371,440	60			95
OPERATIONS.					
Travelling and subs. Allowances	2,670				
Clothing and Uniforms	600				
Electricity, Water and Conservancy	14,078	65			4
TOTAL OPERATIONS	17,348	65			
REPAIRS AND MAINTENANCE					
Market Stores	2,250				1
TOTAL MAINTENANCE	2,250				
TOTAL EXPENDITURE			391,039	25	
SURPLUS/DEFICIT			(134,819)	25)	

TOWN COUNCIL OF NANDI HILLS, FINAL ACCOUNTS.

SERVANCY DEPARTMENT.	KSHS	CTS	KSHS	CTS	%OF.T.EXP
REVENUE INCOME					
Market fee	139,940				
Registration fees	1,320				
Other fees	8,450				
TOTAL INCOME			142,110		32
PERSONNEL: EXPENDITURE					
Salaries and Wages	304,966				
House Allowance	110,700				
Leave Allowances	7,820				
National Social Security Fund	8,800				
Penuses	6,848				
TOTAL PERSONNEL EXPENDITURE	439,134				99
OPERATIONS:					
Clothing and Uniforms	1,800				
TOTAL EXPENDITURE	1,800		440,934		100
			<u>-298,824</u>		<u>-67</u>

RENTAL HOUSING ACCOUNT

KSHS

TOWN COUNCIL OF NANDI HILL %
CTS KSHS CTS

SERVICE INCOME

Rental Income

470,410

EXPENDITURE

Loan Interest

15,000

Repairs and Alterations

3,504

TOTAL EXPENDITURE

18,504

SURPLUS/DEFICIT

451,906

SERVICE CHARGE DEPARTMENT
 OBJECTIVE:
 PROVISION OF SERVICES TO
 THE PEOPLE

NANDI HILLS TOWN COUNCIL
 FINASL ACCOUNTS FOR YEAR ENDED 30TH
 Jun-00

SUBJECTIVE HEAD	KSHS	CTS	KSHS	CTS	%
PERSONNEL					
EMPLOYEES EXPENDITURE					
Salaries and Wages	101,204		50		
House Allowance	41,300				
National Social Security Fund	560				
Local Authority Provident Fund	4,278				
K.Local Authority S. Fund	5,796				
TOTAL			153,138	50	95
OPERATIONS					
Fuel and Oil			3,800		2
SUPPLIES AND SERVICE					
Printing of Receipt Books			4,100		3
TOTAL EXPENDITURE			<u>161,038.00</u>	<u>50</u>	

